



INTAKE POLICY:

- MADISON COUNTY PUBLIC ANIMAL SHELTER**
- MADISON COUNTY ANIMAL CONTROL**

Madison County Public Animal Shelter accepts all domesticated animals from Madison County; along with any animals that were previously adopted from our facility. Wildlife is not admitted from any municipality.

INTAKE OF OWNER SURRENDERS

Accurate and consistent record keeping and tracking of all dogs and cats housed at the Madison County Public Animal Shelter are essential for overall control, evaluation and management. In addition to the required actions for intake of all dogs and cats, the following are to apply in situations when surrendered by their owners.

Owner Surrenders:

Dogs/Cats surrendered by their owners are accepted only if there is room at the Shelter. Owner surrendered animals must live in the county. However, any animal in immediate danger, in poor or unhealthy condition will be immediately accepted.

A. Owner Surrender Form:

Every individual surrendering a dog/cat must sign a statement that they are the rightful owner and that ownership of the dog/cat is relinquished to Madison County. In every case, staff must ask the person to sign the form. Individuals surrendering their dog/cat must attest, by signing the Owner Surrender Form that they understand relinquishment is final and the dog/cat will not be returned to them. Owners shall be informed that the animal will be eligible for transfer to an approved adoption or rescue agency, or euthanasia, from the date the form is signed. The owner then signs a contract stating that he/she: either does or does not know that the animal has not bitten or scratched in the last 10 days (to the best of his/her knowledge) Health evaluation will also be completed to check the overall health of the animal. After completion of intake form, paper work is placed in a folder and logged into the county's monthly data program.

INTAKE OF STRAYS:

Animals brought in as a stray must be located or obtained from Madison County. Dogs/Cats designated and identified as strays are accepted into the Shelter. Each animal will be checked for any identification, such as license, ID tag, or rabies tag, tattoo, or a microchip. Next, check the Lost and Found folder to determine if the animal was reported missing.

A. Stray Forms:

Document all information found on the dog/cat, including the date and where found, breed, color, type, sex, tag and/or microchip number, and color of collar, on the Animal Intake Sheet. The finder then signs a contract stating that she/he: either does or does not know who the owner is; is surrendering the animal voluntarily; and that the animal has not bitten or scratched in the last 10 days (to the best of her/his knowledge) Health evaluation will also be completed to check the overall health of the animal. After completion of intake form, paper work is placed in a folder and logged into the county's monthly data program.