

# Franklin County Humane Society Inc.

## ADOPTION CENTER INTAKE POLICIES updated 1/15/19

### Animal Intake Priorities

#1 = Animals from the Franklin County Animal Control Shelter .
#2 Puppies and Kittens
#3 Adoption returns
#4 Stray animals. Prefer appointment for evaluation if possible to manage space in Adoption Center or foster home for stray holding period.
#5 Animals from surrounding communities' animal shelters.
#6 Owner surrendered animals. As space allows. Requires appointment for evaluation.

We take in dogs, cats, rabbits, gerbils, hamsters, and guinea pigs. We do not take in wildlife or farm animals but make referrals to other agencies that do. The decision on whether there is space available at the Adoption Center will be made by the Adoption Center Director.

The Director will coordinate intakes from local animal shelters, owner surrenders, and stray pets. The Director is responsible for keeping the numbers of animals at the Adoption Center in balance. All intakes must be approved by the Director or Manager. If the Director is unavailable the manager/supervisor on duty is to make a judgment called considering the situation and safety of the pet.

Franklin County Humane Society does not discriminate on age or health of the pet in need. We immediately take in puppies, healthy kittens and injured pets. These types of situations do not require approval first, however, alert the Adoption Center Director or Manager as soon as possible.

All animals are to be given an intake number, a name, have completed custody records, and entered in logbooks upon intake. All animals are to have their pictures taken and basic information placed on Petfinder within 48 hours of arrival. Additional information is added to the webpages as we learn about the pet. New arrival albums are posted on Facebook.

All animals to have complete veterinary exam, tests (4dx heartworm test for dogs and combination FeLV/FIV test for cats), vaccinations, treated for intestinal parasites/fleas/ticks, bathed, microchipped, and spay/neuter. (See Section 8. Veterinary)

### REQUIREMENTS:

#### KITTENS

- Kittens must weigh over 2 lbs. in order to have surgery.

- Kittens under 1.75 lbs. should be housed in condos until they reach the desired weight or placed in a foster home if available. This will help us monitor the food intake and stools of the little ones. It will also keep larger kittens from hurting or bullying smaller kittens.
- Sick kittens – If an owner/finder comes in with sick kittens, have the veterinarian evaluate the severity of the illness. If at all possible see if the owner/finder will foster the kittens with us providing medical treatment, medication, and supplies in needed. If the owner / finder is unable to keep the kittens, attempt to locate a foster home. At last resort the kittens will need to be housed in an isolation area of the Adoption Center.

### **CATS**

- At this time we are unable to take in feral cats. We can offer help with spay and neuter of feral cats.
- It is hard to judge the personality of a stressed cat so it is a judgment call in some cases.

### **DOGS & PUPPIES**

Upon intake the dog in need will receive an evaluation to see how they react to other dogs. We understand the dogs can be nervous and take this into consideration. We also make sure they are friendly with people.

- Dogs will be quarantined in Doggie Dens. Part of our enrichment for dogs is to line them up with a den buddy if possible. They also participate in playgroups. Dogs that need socialization with other dogs and do not den directly with another dog are walked together in groups. We do make every attempt to “batch dogs” of when they come in and what stage they are in the deworming process.
- Puppies under 4 months of age are given their initial veterinary exam, dewormed and their first parvo/distemper immunization. They are then quarantined for 14 days in a foster home or in a designated Doggie Den.
- Puppies over 4 months of age are given their initial veterinary exam, dewormed and their first parvo/distemper immunization and can be scheduled for their spay / neuter.
- Puppies under 8 weeks of age are kept inside only unless approved by the supervising veterinarian. If placing puppies outside use the puppy proof designated area. The third set of parvo/distemper immunizations is required before puppies can be taken to outside play yards.
- In most cases puppies need 2 sets of shots for transport to other rescue groups.
- Geriatric male dogs – Our observation in our facility has been that geriatric male dogs, 10 years plus often lose muscle mass and vitality after castration. Therefore we will not castrate them unless we observe signs of enlarged prostate. I.e. straining to urinate or perianal hernia.

**Veterinary Protocol (see section 8 of Policy Manual)**

**See attached Animal Custody Form**

<b>Franklin County Humane Society Inc.</b> 18401 Virgil H. Goode Highway, Rocky Mount, VA 24151 (540)489-3491 <a href="http://www.plannedpethoodrockymount.com">www.plannedpethoodrockymount.com</a>						<b>Animal Custody Record</b>		
FCHS INTAKE #		OTHER AGENCY REF #		CUSTODY DATE		TIME:                      AM      PM		
<b>REASON FOR CUSTODY (mark appropriate box)</b>						<b>Location where custody was taken:</b>		
Stray	Owner surrender	Seiz ed	Bite case	Transfer from other locality/facility	Born to:	<input type="checkbox"/> Franklin Co. Humane Society <input type="checkbox"/> OTHER (specify):		
<b>OWNER or CUSTODIAN or FINDER'S NAME:</b> Address: Telephone:						<b>ADDITIONAL INFORMATION:</b>		
ANIMAL'S NAME		SPECIES		BREED		COLOR/MARKINGS		SEX:
								AGE
								WEIGHT
CITY/CO. LICENSE #		RABIES TAG #			TATOO	COLLAR (Color, type, etc.)		OTHER IDENTIFICATION (specify)
CUSTODY RECORD PREPARED BY:						DATE CUSTODY RECORD PREPARED:		
Signature & title								
Microchip scanned <input type="checkbox"/> Intake <input type="checkbox"/> Assessment <input type="checkbox"/> Disposition <b>DISPOSITION OF ANIMAL:</b>						DATE OF DISPOSITION:		
Return to Owner	Adopted	Euthanized	Died in Custody		Transferred to another VA releasing agency (name of agency)	Transferred to Out of State releasing agency (name of agency)		Other

**Owner Surrender Statement:** I certify that I am the rightful owner of this animal & I surrender all property rights in this animal to the Franklin County Humane Society (FCHS). I certify that no other person has a right of property in this animal. I certify that within the 12 day period prior to this day, this animal has not bitten or scratched any person in such a manner to expose body fluids. I certify that releasing this animal to FCHS does not relieve me from any responsibility for any damages caused by this animal prior to me releasing said animal. I acknowledge that this animal may be immediately euthanized or disposed of in accordance with Title 3.2 Code of Virginia Section 6546 Subdivisions 1 through 5 of subsection D. Signing below acknowledges ownership of the animal described above & responsibility to & of same.

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**Signature of Owner or Custodian or Finder**                      **Date**                      **Drivers License #**  
 To the best of my knowledge, I certify the dog/cat I am releasing to FCHS ☐HAS ☐HAS NOT ☐UNKNOWN  
☐Roaming/at large previously bitten a person or other animal. If you check "HAS", please explain the circumstances of each such bite below, including the date of the bite:

\_\_\_\_\_ Staff initial that you asked owner or agent/custodian if there is a bite history.  
 \_\_\_\_\_ Staff initial that you disclosed to adopter if there is a bite history.                      \_\_\_\_\_ Adopter initial if you were told there is a bite history.

**Please fill out Pet History Form on back side.**