**TAPPAHANNOCK ESSEX COUNTY ANIMAL SHELTER INTAKE PROCEDURES**

1. OWNER SURRENDER
	1. Owners may surrender their companion animals to the Tappahannock Essex County Animal Shelter. Owners must be informed that they are legally surrendering their rights and interests in the animal and that it may be immediately euthanized or disposed of in accordance with subdivision 1 through 5 of subsection D of Virginia Code 3.2-6546. They must also be informed that the animal may be adopted or transferred to a recuse group and the owner does not retain the right to be informed of the ongoing disposition of animal.
	2. Owners surrendering their companion animal must fill out the ANIMAL SURRENDER AND RELINQUISHMENT OF OWNERSHIP INTEREST AGREEMENT (001-01.OS) and the TECAS OWNER SURRENDER QUESTIONNAIRE (0002-19) and certify that they are the legal and rightful owner and that the animal has not bitten any person or animal and has not been exposed to rabies.
	3. Owners surrendering their animal must be at least 18 years of age and must also provide a copy of their driver’s license or state issued identification card for future reference.
	4. Owner must provide proof of current vaccinations, to include rabies. Complete vet records would be preferable. If the owner cannot provide proof of a rabies certificate, they will be charged an additional $15.00 for the rabies shot.
	5. Fill out the ANIMAL INTAKE EXAM FORM (001-04.IE) and the ANIMAL CUSTODY RECORD (001-03.CR). Ensure all sections are correctly filled out to the best of your ability.
	6. Before transferring the animal to a kennel/cage, set it up with food, water, and bedding (litter box for cat cages).
	7. Add the animal to the ESSEX COUNTY CUSTODY RECORD on the clipboard.
	8. The Tappahannock Essex County Animal Shelter reserves the right to charge $20.00 (twenty dollars) for each animal surrendered. The shelter manager alone has the right to waive the drop off fee.
2. STRAY ANIMAL DROP OFF
	1. Members of the community may drop stray animals found on their property at the Tappahannock Essex County Animal Shelter.
	2. Members of the community dropping off stray animals must fill out the ANIMAL DROP OFF FORM (001-02.AD) and certify that the information they are providing is correct to the best of their ability. The community member will be informed that the animal will be held for a period of FIVE days should the animal not have a collar and TEN days if it does wear a collar. Upon the ending of the stray hold period, it will then be placed for adoption or transferred to a rescue group. The community member may apply to adopt the animal when available.
	3. Community members dropping off stray animals must be at least 18 years of age and must provide a copy of their driver’s license or state issued identification card for future reference.
	4. Fill out the ANIMAL INTAKE EXAM FORM (001-04.IE) and the ANIMAL CUSTODY RECORD (001-03.CR). Ensure all sections are correctly filled out to the best of your ability.
	5. Before transferring the animal to a kennel/cage, set it up with food, water, and bedding (litter box for cat cages).
	6. Add the animal to the ESSEX COUNTY CUSTODY RECORD on the clipboard.
	7. The Tappahannock Essex County Animal Shelter reserves the right to charge $20.00 (twenty dollars) for each animal surrendered. The shelter manager alone has the right to waive the drop off fee.

* 1. If the animal has any parasites, provide meds if available and make a note on shot record chart and in the day to day communication notebook.
1. ANIMALS INPOUNDED BY ANIMAL CONTROL
	1. After the animal has been apprehended, check for possible owner. Ask the reporting citizen if they know the owners, check for county license, rabies, or identification tag, and scan the animal for a microchip. All identified animals picked up require the owner to be notified immediately.
	2. Transport the animal to the Tappahannock Essex County Animal Shelter. NOTE: Always keep in mind that state law 2 VAC 5-150-130 states that you must transport the animal to the shelter within two hours if the animal is over six months of age or within one hour if the animal is under six months of age or if the temperature in the vehicle (dog box) exceeds 85 degrees Fahrenheit or falls below 45 degrees Fahrenheit.
	3. Fill out the ANIMAL INTAKE EXAM FORM (001-04.IE) and the ANIMAL CUSTODY RECORD (001-03.CR). Ensure all sections are correctly filled out to the best of your ability.
	4. Before transferring the animal to a kennel/cage, set it up with food, water, and bedding (litter box for cat cages).
	5. Add the animal to the ESSEX COUNTY CUSTODY RECORD on the clipboard.
2. ALL ANIMALS IN THE SHELTER AT THE TIME OF INTAKE
	1. The animal should be weighed and checked for a microchip. The microchip needs to be done 3 times while the animal is in the shelter’s custody. Third time, right before the animal leaves the building. Document these checks on the animal custody record.
	2. The animal should receive the first dose of a dewormer. Documented on the shot record with the weight.
	3. If there are obvious parasites on the animal, and we have tick/flea medication, give to the animal according to the size and correct dosage. Record on the shot record with date, kind, and size of the product.