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|  | P.O. Box 458 Monterey, VA 24465 540.908.9152 [www.highlandcountyhumanesociety.org](http://www.highlandcountyhumanesociety.org) info@highlandcountyhumanesociety.org |

# INTAKE OF ANIMALS-revised 2/1/2017

**General:** Accurate and consistent record keeping and tracking of all animals housed at HCHS foster facility or in foster homes is essential for overall control and evaluation. Intake of animals falls into several categories- owner surrender, stray, and shelter/pound transfers. Policies and procedures for each follow:

1. Whether an owner surrender, stray or shelter/pound transfer, there are certain procedures that apply to all:
2. Intake form. Each animal should have a detailed HCHS Intake/Surrender form filled out (see below). Each animal is assigned an intake number. This number should be on all forms associated with that animal and logged in HCHS Animal Report.
3. Picture. All animals are to have their picture and ideally video taken for online adoption marketing or lost/found if applicable.
4. Kennel/cage. Place the animal in an appropriate foster home, foster facility or kennel/cage with a bowl of fresh water and food. Nursing mothers and their young are housed together. Puppies and kittens from the same litter may be housed together at the discretion of HCHS. Ill or suspected ill animals should be evaluated, isolated and monitored.
5. **Owner Surrenders**- As space allows or to prevent owner’s from relinquishing to a pound or animal shelter, HCHS can take these animals in. If possible, arrangements may be made to have the owner temporarily foster the animal until space opens up.
6. Owner Surrender Form. Every individual surrendering an animal must sign a HCHS Intake/Surrender form stating that the ownership of the animal is relinquished to the HCHS. In every case, this form must be signed. The HCHS Intake/Surrender form also attests to the knowledge of the individual as to whether the animal has bitten a human or other animal within (10) days of surrender per Virginia State Code. Shelter Staff will make certain that individuals surrendering their pets understand that relinquishment is final. Individuals will not, depending on the circumstances of relinquishment, be banned from adopting animals in the future. They will, however, be required to complete the adoption process entirely. Obtain as much information on the animal as possible (behavior, house training, medical concerns, routines, diet, etc.)
7. Vaccination Information. If the individual surrendering the animal has vaccination information, that information is made available to the HCHS at the time of the animal’s entry to the custody of HCHS and placed in the animal’s permanent record. If no vaccination information is available, the surrendered animal, upon arrival, receives the standard vaccinations as determined by HCHS veterinarian. The surrendered animal will also be dewormed and treated for external parasites according to protocol.

1. Surrender Fee. Currently there is no surrender fee although donations are encouraged.

1. Personal Property. Any toys, blankets, collars, etc. that are brought in with the dog or cat become the personal property of the animal, and should be recorded on the Intake/Surrender Form. The dog or cat may feel more comfortable when he has something with him that he recognizes by smell. If possible, those possessions are given to the new owner on adoption.
2. Initial Observations and Evaluation. An initial observation and evaluation is performed on the animal by qualified appointed member of HCHS and appropriately noted on the Intake/Surrender Form and on the HCHS Intake Exam form. If an animal shows signs of severe neglect or abuse, it is brought to the attention of the HCHS Board, who, in turn, notifies the proper ACO.
3. Behavior Evaluation for Dogs. A behavior evaluation (temperament testing) is currently under development. Once the evaluation has been finalized, all HCHS animals will be evaluated once the dog has had a chance to acclimate to foster home routine (at least 3 days, but preferably within the first week); a behavior evaluation is performed by designated HCHS volunteers. Any results will be kept in the animal’s file and made available to potential adopters.

1. **Strays**- Stray dogs and cats can be accepted by the HCHS. State and local stay hold periods must be followed. Notify local ACO, advertise on radio, social media, fliers, neighbors, etc.
2. Secure Animal. Immediately secure the animal in a cage or kennel, foster home or foster facility prior to initial inspection and follow handling procedures specific to dangerous or injured animals when applicable.

1. Check for Identification. Check the animal for collar, tags, inner thighs and ears for tattoos, and scan for a microchip. Remove the collar, if applicable, and check on the inner side for information.
2. Document Information. Document all information found on the animal, including the date and location found, species, sex (altered?), breed, age, coat color and markings weight, tag and/or microchip number, and color of collar on the intake form. Contact AOC via email and phone with a detailed description and photos. Contact owner if any ID is present. Contact radio, newspaper, social media, place fliers, etc. with attempts to contact owner.
3. Initial Observations and Evaluations. An initial observation and evaluation is performed by qualified HCHS members and appropriately noted on the Intake/Surrender Form and Exam. Any symptoms of illness or injury are documented on the HCHS Exam form. Document any behavior problems or observations relayed by the citizen or volunteer. If an animal shows signs of severe neglect or abuse, it is brought to ACO’s immediate attention. Seek veterinary care as needed. ***Note any observable behavior that requires special handling and inform foster.***
4. Animals found outside of Highland County- In situations where a stray animal is found outside of Highland County, inform the finder of the animal to call the Sheriff’s Department, ACO or animal shelter in the county in which the animal was found. HCHS may be able to hold, foster or transport the animal if needed.

1. Inform Media. HCHS informs *The Recorder* of found animals, WVLS local radio and updates Facebook. Lost ads are cross checked with ACO.
2. Vaccinations/Treatments. Stray animals in custody of HCHS will be vaccinated within 48 hours of intake. Owner surrendered animals can be vaccinated immediately.
3. Injured Animals. If an injured animal is brought to HCHS, it must be taken to a full service veterinary hospital for medical attention if necessary. Injured or sick animals may be held at the veterinarian’s office or in a foster home, as directed by HCHS veterinarian.
4. Spay and Neuter. All animals adopted from HCHS must be spayed or neutered according to VA state code § 3.2-6574 and according to VA state code § 3.2-6546 subsection D subdivision 4. Pre-adoption sterilization will be performed unless the health of the animal would be compromised by the surgical procedure. In such cases, spay/neuter surgery will take place as soon as the health of the animal permits. The animal in question would be “fostered to adopt” until sterilization could be safely performed.
5. Pound/Shelter/Rescue group intake:
	* + 1. As space allows HCHS intakes for other animal welfare organizations, pounds or shelters. Evaluation and intake procedure follows owner surrender policy.
			2. A completed intake agreement (see below) and all paperwork pertaining to said animal becomes property of HCHS.
			3. Transferred animal follows same policy in regards to eligibility for adoption, transfer to another rescue/agency, etc.



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***Intake/Surrender Contract***

Intake info: No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Owner/Surrender/ACO/organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Admission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dog/Cat/Other: \_\_\_\_\_\_\_\_\_\_\_\_ Breed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sex: \_\_\_\_\_\_\_\_\_\_\_\_Spay/Neuter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Color/Markings: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Age/DOB: \_\_\_\_\_\_\_\_\_Wt:\_\_\_\_\_\_\_

ID: Collar/Tattoo/Tag#/License#/Microchip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Disposition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Good w/ kids/cats/dogs/livestock\_\_\_\_\_\_\_\_\_\_Housebroken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other info: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Vaccinations: DHLPP/FVRCP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Rabies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Medication/medical history: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for custody (stray, reason for surrender, etc.):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Surrender Statement**

I am the owner/finder of dog/cat/other and hereby relinquish the same to the Highland County Humane Society, Inc., as their property to be disposed of in their best judgment as circumstances warrant, including possible immediate euthanasia, or disposal by methods listed in § 3.2-6546 of the Virginia Code. To the best of my knowledge, no other person has the right to this animal.

It shall be unlawful for any person to deliver or release any animal not owned by that person to a pound, animal shelter or humane society, as these terms are defined in § [3.2-6500](http://lis.virginia.gov/cgi-bin/legp604.exe?000+cod+3.2-6500), or to any other similar facility for animals, or any agent thereof, and to falsely represent to such facility or agent that such person is the owner of the animal.

I would like to leave a tax-deductible donation of $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to care for the above surrendered animal.

Sign Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address/City/State/Zip code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**­**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HCHS representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_