



K-9 Rescue of the Eastern Shore

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Intake Policy

I. Intake of Dogs - General

Thorough record keeping pertaining to the tracking of all animals acquired by K-9 Rescue of the Eastern Shore, herein referred to as "K-9 Rescue" are essential for the overall control and evaluation of all dogs entering the rescue. Intake of animals falls into three categories, owner surrenders, strays and those acquired from shelter facilities. Policies and procedures for each are as follows:

Policies applicable to all intakes:

- a. Collars-Each dog should be fitted with an appropriate-sized collar or harness with an identification and kennel license tag affixed.
- b. Processing Paperwork-Make sure that all information is recorded appropriately on the Intake Log to include the date, description of the animal (including breed(s), color, sex, age and if the dog is spayed/neutered), contact information of the finder and location of the found dog. The final disposition of the animal is also recorded on the Intake Log, along with the individual's name to which the animal was returned after providing proof of ownership or if not returned, the disposition of the dog (adopted, euthanized, continued medical evaluation, unadoptable/sanctuary-retained by rescue).
- c. Health Protocol-The health status of each dog is to be evaluated within a reasonable period of time by the veterinary office approved by the rescue, unless full documentation of current vaccinations, heartworm testing and physical exams is provided as a result of an owner surrender. All dogs will be inoculated with a rabies vaccination in accordance with state law and administered a distemper/parvo combination vaccination, heartworm and tick borne disease tested, dewormed and spayed/neutered. Exceptions will only be made in the case of a rescue transfer in which the receiving organization will assume such responsibilities.
- d. Behavioral Protocol-A behavioral evaluation will be performed to determine signs of aggression, biting, fear issues, socialization with humans, other dogs, and cats (if possible), housetraining, crate training, evidence of obedience training and the willingness to learn and obey commands. Healthy, friendly dogs without evidence of the need for medical and/or behavioral modification will be fast-tracked for adoption. A specialized plan will be put in place for those with medical and/or behavioral issues until adoptability standards have been met or in the case of a rescue transfer in which the receiving organization will assume such responsibilities.
- e. Intake Determination-The final decision regarding the intake of a dog is to be made by the President or Vice President of the rescue or another appointed individual as determined by the Board of Directors. K-9 Rescue volunteers are not permitted to initiate intake unless otherwise agreed in advance. Should a volunteer agree to accept a dog, he/she will assume all responsibility in the event that K-9 Rescue is unable to accept the dog into its program. Each dog is accepted on a case-by-case basis to include evaluation of the age, health, and temperament, available space within foster homes, the rescue's current financial situation and anticipated adoptability of the dog.
- f. Euthanasia-K-9 Rescue makes every effort to rehabilitate all dogs entering our rescue; however, that is not always a feasible option. Although euthanasia is the final act of kindness that we can show a critically ill, seriously injured, or dangerous animal, it is viewed as an alternative, only after very careful consideration, and always as a last resort by recommendation of the rescue's veterinarian. Upon making the determination to euthanize, the dog is handled with respect and sensitivity, and protected from stress, fear, discomfort, and pain.

II. Owner Surrenders - Owner surrenders are accepted as space permits after evaluation by the President, Vice President or another agreed upon individual deemed qualified by the Board of Directors.

- a. Owner Surrender Form. Every individual surrendering an animal must sign a statement indicating ownership of the animal is being relinquished to K-9 Rescue. In every case, rescue volunteers must ask the person to sign the form. Owned animals will not be accepted in the absence of a signed surrender form. The Surrender Form attests to the knowledge of the individual as to whether the animal has bitten a human or other animal within ten (10) days of surrender. K-9 Rescue volunteers will make certain the individual consenting to the surrender understand that relinquishment is final and the animal will not be available to be returned at a future time unless otherwise agreed.
- b. Veterinary Records. If the individual surrendering the animal has vaccination information, a copy of the records or at minimum, the contact information of the veterinarian providing medical care along with a signed release to obtain such records must be provided to be placed in the animal's file.
- c. K-9 Rescue reserves the right to charge an owner surrender fee as deemed appropriate to offset veterinary expenses incurred by the rescue.

III. Strays - Dogs may be admitted to safeguard them from the dangers of wondering unconfined, providing that adequate space is available within a foster home for the designated stray hold period. If space is not available, the dog is to be transferred to Accomack County Animal Control in a timely manner. The following procedures must be adhered to at all times:

- a. Secure Animal. Immediately secure the animal in a crate or on a leash to ensure its safety.
- b. Check for Identification. Immediately inspect for any identification, such as license, ID tag, or Rabies tag. If owner contact information is present, make immediate contact. Remove the collar, if applicable, and check for identification information on its underside. The dog must be taken to a veterinary office for a microchip scan as soon as feasible or animal control for microchip scanning and holding purposes if K-9 Rescue is unable to retain for the legal stray hold period.
- c. Contact animal control to file a found dog report and provide all requested information within one hour of securing the dog. The only exception is in cases in which identification is present on the dog and prompt contact can be made with its owner for the dog's return.
- d. Document Information. Document all information as specified in item I. Intake of Dogs – General, Section c.
- e. Initial Observations and Evaluation. An initial observation and evaluation is performed to assess the body condition, general health and temperament. Medical attention is to be sought immediately in the case of injury/trauma and/or suspected discomfort to alleviate symptoms.

IV. Shelter Intakes - Dogs may be acquired from various shelter locations with those in danger of being euthanized for space purposes being the highest priority. As much information as possible will be obtained to determine the feasibility of intake. Medical records, if available, must be obtained as well as copies of all agreement(s) pertaining to the release of the dog from the shelter to be placed in the dog's file.

V. Order of Priority - Our policy is to assist dogs in the following order of priority:

- Dogs previously adopted from K-9 Rescue that cannot be retained with the adopter in accordance with the adoption contract
- Medical emergency of a stray
- Abuse/neglect case of a stray or owned dog
- Stray found running at large
- Dogs in danger of being euthanized at a shelter facility due to space limitations
- Owned animals not in immediate danger

Intake policies and procedures are determined by the K-9 Rescue of the Eastern Shore Board of Directors and may be reviewed and updated periodically at the Board's discretion.