To The Rescue Inc Intake Policy

## **Introduction**

The Intake Policy outlines the steps in TTR’s intake process, the information collected during intake, and why TTR may close intake temporarily. Each area is described below.

## **Intake Process Steps**

The following steps are performed by the TTR:

1. Identify potential animals through shelters, rescues, strays, and [owner surrenders](https://www.fierceloverescue.org/info/display?PageID=19176).
2. Temperament-test the animal (if appropriate for the species).
3. Obtain all medical and transfer-of-ownership paperwork.
4. Assign an TTR ID# to the animal- microchip if not already microchipped
5. Transport the animal to the foster parent.
6. Get the animal checked by a vet, get the animal up to date on vetting if not already

## **Information Collected During Intake**

Depending on the species and the animal’s route to TTR, the following information may be collected:

* Animal name
* TTR ID#/Microchip #
* Intake date
* Intake reason
* Gender
* Age
* Approximate weight
* Neuter/spay status
* Bite history
* Behavioral history
* Health Certificate (if coming from out-of-state)
* Veterinary records, including proof of rabies vaccination and rabies tag # (if issued)

## **Why TTR May Temporarily Close Intake or Deny an Animal**

TTR is sometimes unable to accommodate requests to sponsor animals. TTR is a foster based rescue with only enough space to take in animals that we have fosters for. If we do not have a foster home available or the necessary funds to care for the animal prior to adoption, we will turn down the request.