**GRAYSON COUNTY SHERIFF'S OFFICE**

**ANIMAL CONTROL DIVISION**

**POLICY AND PROCEDURE 2.1**

**Intake of Animals**

The Following Procedures Will take Place for All Animals Brought into The Animal Shelter

1) A Pound Record Form Will Be Completed.

2) The Animal Shall Be Checked for Any Identification to Include Collar, Tags, Tattoos, And

Microchips.

3) The Animal Will Be Evaluated for Any Potential Health Problems.

4) The Animal Will Be Put in An Appropriate Holding Area and Will Be Fed and Watered.

5) Animal Control Officers Will Make Sure That If an Animal Is Not Adoptable (Aggressive, Dangerous) It Will Be Notated on The Pound Form.

6) If Owner Released, the Release Form Will Be Completed and Signed by The Owner.

7) Animals Deemed Aggressive or Dangerous Will Be Placed in A Secluded Area.

8) **Grayson County Animal Control does NOT remove nor deal with cats. Options will be given**