



Animal Intake Policy

Second Start Rescue

Authorized Representatives:

Jennifer Aufdenberg, Vice President

Cheryl Whitt, Treasurer

Purpose

The purpose of this policy is to establish clear procedures for the intake of dogs into Second Start Rescue, ensuring compliance with Virginia Department of Agriculture and Consumer Services (VDACS) requirements while maintaining animal welfare, transparency, and operational accountability.

Intake Authorization

All dogs accepted into Second Start Rescue must be approved by an authorized rescue representative (Vice President, Treasurer, or designated Intake Coordinator). Intake decisions are based on available foster or boarding capacity, financial resources, medical needs, and the rescue's ability to provide appropriate care.

No dog may be accepted without documented approval and a confirmed placement plan.

Intake Sources

Dogs may be accepted from animal shelters, owner surrenders, emergency placements, law enforcement agencies, or community referrals. Each intake must include basic identifying information, including estimated age, breed or mix, sex, intake source, location, and any known behavioral or medical history.

Legal ownership or custody must be documented prior to intake through shelter transfer paperwork, surrender forms, or written authorization.

Medical Intake Procedures

Upon intake, each dog will receive an initial health assessment. All dogs will be examined by a licensed veterinarian within a reasonable timeframe. Core vaccinations, parasite prevention, and spay/neuter services are provided to all animals.



Medical records are maintained for each dog, including vaccination history, diagnostic results, treatment plans, and medications. Dogs with urgent medical needs are prioritized for veterinary care.

Identification and Recordkeeping

Each dog is assigned a unique internal intake identifier. Records maintained include intake date, origin, placement location, medical history, vaccination status, foster or boarding assignment, and adoption outcome.

All records are stored electronically and retained in accordance with VDACS requirements.

Foster and Boarding Placement

Dogs are placed only with approved foster homes or licensed boarding facilities. Foster caregivers are provided with written care instructions and emergency contact information. Second Start Rescue remains financially responsible for approved veterinary care, medications, and basic supplies unless otherwise agreed upon in writing.

Capacity and Intake Limits

Second Start Rescue does not exceed its operational capacity. Intake is paused or limited when foster availability, financial resources, or staffing constraints prevent proper care.

Emergency intakes may be evaluated on a case-by-case basis.

Adoption Readiness

Dogs are evaluated for temperament and medical stability prior to adoption. Adoption contracts are required for all placements, and adopters must meet screening criteria established by the rescue.

Compliance

Second Start Rescue operates in accordance with all applicable VDACS regulations and Virginia law. This policy is reviewed annually and updated as needed to remain compliant.

Regards,

Jennifer Aufdenberg
Co-Founder & Vice President