

# Furry Haven Inc. Animal Intake Policy

Effective Date: January 2025

Organization: Furry Haven Inc.

Mailing Address: PO Box 2152, 14104 Warwick Blvd, Newport News, VA 23602-9998

Website: [www.furry-haven.com](http://www.furry-haven.com)

Email: [customerservice@furry-haven.com](mailto:customerservice@furry-haven.com)

Phone: (757) 969-2298

## 1. Purpose

This policy outlines the intake procedures and criteria for animals accepted into Furry Haven Inc.'s foster-based rescue program. The goal is to ensure that all animals taken in receive appropriate care, that intake decisions align with available resources, and that all transfers comply with legal and ethical standards.

## 2. Types of Animals Accepted

Furry Haven Inc. primarily accepts:

- Domestic dogs and cats
- Small companion and pocket animals (e.g., rabbits, guinea pigs, hamsters, gerbils, rats, mice)
- Reptiles (e.g., turtles, lizards, snakes) on a case-by-case basis
- Chickens, ducks, geese, and other small flock animals on a case-by-case basis

Wildlife, large livestock, and some exotic species not listed above are not accepted.

## 3. Reasons for Intake

Animals may be accepted into Furry Haven Inc. for the following reasons:

- Shelter Transfers: Animals at risk of euthanasia or extended shelter stays due to overcrowding, minor medical needs, or small behavioral challenges.
- Owner Surrenders: Accepted only when space and resources allow, and when the owner can no longer provide adequate care due to hardship, illness, or other verified circumstances.
- Stray or Abandoned Animals: Accepted when found within the local area and after reasonable efforts have been made to locate an owner.
- Emergency Situations: Accepted in urgent cases such as natural disasters, neglect, or abuse, when approved by the Founder or intake coordinator.

## 4. Intake from Shelters or Releasing Agents

When accepting animals from shelters, other rescues, or releasing agents, the following conditions must be met:

1. Transfer Agreement: A written transfer or release form must be completed, transferring ownership or custody to Furry Haven Inc.
2. Health and Behavior Disclosure:

- The releasing agency must provide all known medical and behavioral history, including vaccination records, spay/neuter status, and any bite history.
  - Furry Haven Inc. does not accept any animal with a known bite history.
3. Medical Requirements:
- All animals must be up to date on age-appropriate vaccinations prior to transfer.
  - Required testing (such as heartworm, FeLV/FIV, or other species-specific tests) must be completed and results provided.
  - All animals must be spayed or neutered prior to transfer unless medically exempt and approved by the Director or approved to send still intact.
  - A valid health certificate issued by a licensed veterinarian must accompany each animal before acceptance.
  - Animals must be free of contagious diseases or have been appropriately treated and cleared by a veterinarian.
  - Animals with treatable medical conditions may be accepted if resources and foster availability allow.
4. Identification:
- All animals must be scanned for a microchip prior to transfer.
  - Furry Haven Inc. will implant a 24Petwatch microchip upon intake if none is present.
5. Transport and Safety:
- Animals must be transported in secure, humane carriers or crates.
  - Furry Haven Inc. reserves the right to refuse intake if the animal's condition or behavior poses a safety risk to volunteers, fosters, or other animals.

## **5. Intake from Private Individuals**

Owner surrenders are accepted only by appointment and after completion of an intake application and evaluation. The following apply:

- Proof of ownership must be provided.
- All veterinary records must be submitted prior to intake.
- A surrender fee may be requested to help offset care costs.
- Furry Haven Inc. does not accept any animal with a known bite or severe behavioral history.
- Furry Haven Inc. reserves the right to deny intake based on space, resources, or behavioral concerns.

## **6. Evaluation and Approval**

All intake decisions are made by the Intake Coordinator or the Director based on:

- Available foster space
- Financial and medical resources
- Behavioral suitability for foster placement
- Alignment with Furry Haven Inc.'s mission and capacity

## **7. Recordkeeping**

Each animal accepted into the program will have a complete intake record including:

- Intake form and transfer documentation
- Medical and vaccination history
- Microchip number
- Foster placement details
- Notes on behavior and condition at intake

## **8. Right to Refuse Intake**

Furry Haven Inc. reserves the right to decline intake of any animal if:

- The animal poses a safety risk to humans or other animals
- The animal has a known bite history
- The animal's medical needs exceed available resources
- The organization lacks appropriate foster placement or funding
- The intake does not align with the organization's mission or capacity

## **9. Policy Review**

This policy will be reviewed annually by the Director and Board of Directors to ensure compliance with best practices and operational capacity.

Approved by: Alyssa Mitchell, Founder and Director

Date Approved: January 2025