

## INTAKE PROCEDURES

All intakes should be approved by the Intake/Foster Home Coordinator (IC). In the event the Intake/Foster Home Coordinator cannot be contacted, the Medical Coordinator (MedC) or one of the following officers must approve the intake: President, Vice President, or Adoption Coordinator.

Priority of intake is:

- 1) Dogs previously adopted through GRREAT,
- 2) Abuse cases,
- 3) Shelter dogs, and
- 4) Owner give-ups.

This intake protocol ensures that adopters with whom GRREAT has a contractual legal obligation, and dogs in abusive or emergency situations, have priority over dogs surrendered by their owners.

**In a dire emergency, a dog may be accepted without Board approval. However, if the dog is subsequently disapproved, the dog may be returned or placed in a shelter and any expenses incurred will be the sole responsibility of the person who accepted the dog.**

Any dog with a bite report filed against it will require a majority Board vote to be accepted into GRREAT, on a case-by-case basis. Any dog who has bitten and no bite report has been filed will also require a majority Board vote to be accepted into GRREAT.

### 1. STRAY DOGS

When a dog is found loose or stray, the person who found the dog needs to contact Animal Control in the county or city serving the area where the dog was found. Many counties will permit the person who found the dog to hold the dog in their home for a set length of time after filling out a Found Dog report.

- A. Report to GRREAT at 703-620-6593 (voice mail) whether a stray is being temporarily housed at an individual's home or shelter.
- B. If in a home, provide the name/phone number of the individual.
- C. If the dog was taken to, or picked up by, Animal Control, report when the dog was turned over, the shelter name, and the shelter's intake number (if known.) GRREAT will work with the shelter if the dog is not claimed by the owner.
- D. Remember that dogs are considered by law to be personal property and local laws regarding property must be followed.

## 2. SHELTER DOGS

If you learn of a Golden being housed in a shelter:

- A. Make sure the dog is a Golden Retriever. If it is a mix, but LOOKS and ACTS like a Golden, it might be accepted. The Intake/Foster Home Coordinator will make the decision to accept or decline.
- B. Ask the shelter if they have knowledge of the dog ever biting a human or of any behavior or medical problems.
- C. Call GRREAT's voice mail, 703-620-6593. Leave your name and phone number and the following information:
  - Name, address & phone number of shelter holding the dog
  - Shelter contact name, shelter intake identification number for the dog and release date for the dog

**The Intake/Foster Home Coordinator or a volunteer will then contact the shelter and do the following:**

- Obtain basic information such as age, gender, exclusion traits (bite history, serious medical condition, inexplicable aggression, etc.), and time frame (is euthanasia scheduled?)
- Obtain health history: spay/neuter status, vaccinations, heartworm/internal parasite testing

If the Intake/Foster Home Coordinator determines the dog acceptable, an experienced volunteer will visit the shelter to evaluate the dog.

## 3. OWNER GIVE-UPS

When a GRREAT member learns of a dog being given up by the owner:

- A. Establish that the dog is a purebred Golden Retriever. Mixes might be accepted if the dog LOOKS and ACTS like a Golden. The Intake/Foster Home Coordinator will make the decision to accept or decline.
- B. Ask the owner to call the GRREAT Voice Mail (703-620-6593) and leave a detailed message. Voice Mail is checked daily.
- C. The owner will be contacted by the Intake/Foster Home Coordinator or volunteer who will do the following:
  - Determine reason(s) owner is relinquishing the dog.
  - Obtain vital information such as age, gender, size, location, name & address, behavior traits, urgency (can dog be kept until foster home becomes available).

- Discuss health status, temperament traits and activity level.
  - Is the dog currently on heartworm preventative?
  - Is the dog spayed or neutered? If not and female, date of last heat
  - What is activity level? (Hyperactive, normal, couch potato)
  - Any destructive chewing, counter surfing, getting into trash?
  - Any obedience training?
  - Ability to get along with other dogs, kids and cats
  - Any phobias or fears
  - Request vet records be faxed to Medical Coordinator whenever possible
  
- Request hard copies of ALL medical records and rabies tag.
  
- Request the AKC registration and pedigree.
  
- Discuss suggested donation of \$100.
  
- Advise the owner of GRREAT's policies, including:
  - Owner must sign the Intake/Give-Up Form (Appendix B), a legal document that transfers ownership
  - The owner will have no future direct contact with the dog
  - Possible euthanasia for terminal illness, aggression, or severe destructiveness
  
- D. In certain situations, usually involving aggression or a mix that has black hair, the Intake/Foster Home Coordinator may reject the dog right away.
  
- E. The Intake/Foster Home Coordinator then e-mails the intake information to the Intake Panel (which includes the Medical Coordinator, Adoption Coordinator, and other Board-designated Board members) as an FYI for routine intakes. If any issues of concern are raised, the Intake/Foster Home Coordinator will send an e-mail to the Intake Panel asking for input.
  
- F. Intake of Pregnant Dogs; All puppies coming into the rescue as a result of a pregnant female shall be turned over to the New Jersey Puppy Rescue or another rescue as voted on by the board, once they are weaned from their mother. The only exception will be a board vote to keep puppies that are clearly Golden Retrievers.
  
- G. The Intake/Foster Home Coordinator will:
  - Determine an appropriate foster home. If no foster home is available the dog may be placed temporarily in a commercial kennel.
  
  - Assign an ID number to the dog.
  
  - Arrange for transportation from the dog's current location to the foster home.
  
  - If the dog is at a shelter, authorize a volunteer to immediately adopt the dog on behalf of GRREAT.