**City of Lexington**

**Special Enforcement Division**

540-462-3722

Animal Intake Policy

* If a companion animal is found, then the ACO will attempt to locate the owner of the companion animal.
* If no owner can be located, then an animal intake form will be started and filled out to the best of the ACO’s ability. The ACO will transport the companion animal to the Rockbridge SPCA. The companion animal will be held by the SPCA for the specified amount of time according to State Vet regulations.
* If a companion animal is seriously injured, during normal business hours, the ACO will transport the companion animal to the Blue Ridge Animal Clinic. The ACO will also notify the Shelter Manager or Executive Director, and provide a detailed intake form. If after hours, the ACO will contact the Shelter Manager or Executive Director, then they will call Dr. Bell. They will then transport the animal to a location determined by Dr. Bell, or the Veterinarian Emergency Service in Verona. A detailed animal intake form will be left at the SPCA.
* If any animal is involved in a motor vehicle accident, and the owner is unconscious or severely injured, then they will be immediately transported to the nearest veterinarian’s office even if no visible signs of injury are showing.
* If the owner is conscious but unable to care for the animal, then the owner will take the animal to the SPCA unless directed otherwise by the owner.
* For surrenders, the ACO will have the owner fill out the animal intake form, and sign stating they understand they are relinquishing custody of the animal to the SPCA. The ACO will then transport the companion animal to the SPCA.
* For seizures, the ACO will fill out the intake form with owner’s information. The ACO will keep a detailed report with pictures, statements, and any other pertinent information on why the animal was seized. The animal will be transported to the SPCA. Based on circumstances, the ACO may seek legal charges against the owner of the animal.