Policy 002: Animal Intake: Found/Stray Animals MHF Management are the only employees authorized to make intake decisions: either the Executive Director (ED) or the ACM will decide whether MHF takes in found/stray animals brought to the shelter. If a found/stray animal is brought in when shelter management are not on-site, attempt to reach them by phone for a decision. If management cannot be reached and: • the animal is not already at the shelter (i.e., someone is calling about the animal) NO INTAKE: Tell the caller to contact the shelter in the county where the animal was found. • the animal is already at the shelter INTAKE: Perform intake and contact the county animal control in the county where the animal was found. Refer to the “Animal Intake” section of the Standard Operating Procedure (SOP) manual for intake protocol. There are two instances where MHF will not take in found/stray animals: if the animal has a bite or injury of unknown origin (rabies risk), or if the animal has severe medical issues or a poor body condition (in case the county wants to pursue cruelty charges). In both these situations the found/stray animal must go to the county where it was found. Policy 003: Animal Intake: Non-Stray Animals MHF takes custody of animals through our outside medical program, owner relinquish, requests from animal control agencies for assistance, and transfer from other organizations. Intake decisions are made by our Intake Committee, comprised of the ED, ACM, the Adoptions Counselor, Community Cat Coordinator, and Equine Coordinator. Intake decisions are made based on a collective discussion and vote: the ED has the authority to make a final decision when the staff is equally split on a decision. Refer to the “Animal Intake” section of the SOP manual for intake protocol. Emergency intakes that need to be decided upon outside the intake meeting (to include cats taken in through our Trap-Neuter-Return [TNR] program) must be approved by the ED, VT, and BM prior to intake