

## **Adoption Policy:**

- Animals are adoptable once they have:
  - Completed their mandatory:
    - 24 Hours on Owner Release hold
    - 4 days on Stray hold
    - 6 days on Owned Stray hold
  - Have been spayed or neutered
  - Have passed temperament testing
  - Is deemed physically/mentally healthy enough to be adopted
  - Professional photo obtained and uploaded to online servers
- Adopters must:
  - Complete an ADOPTION PACKET signed and witnessed by staff.
  - Have a Government issues photo ID that can be documented
  - Must be over the age of 18
  - Pay the ADOPTION FEE
- Adoption may be denied if:
  - Adopter fails to complete the ADOPTION PACKET
  - Adopter fails to pay the ADOPTION FEE
  - Adopter admits in writing or verbally that they will or have committed a crime involving animals.
  - Adopter has been convicted of a violent crime
  - Adopters who are renting housing fail to have an agreement with landlord/lady which allow them to have said animal
  - Adopter is under the age of 18
  - Adopter is incapacitated or intoxicated
  - Adopter is “gifting” an animal to a person with whom the adopter does not reside.
- Adopters may come in Monday-Sunday from 9:00AM and 3:30PM
- All money collected for adoptions must be documented with a numbered receipt and deposited. Failure to follow policy may result in disciplinary actions up to and including termination and possible criminal charges.
- Adoption Fees are currently \$50.00 and can change at any time without prior notice.
  - Adoption fees cover the basic vaccination at the shelter, rabies vaccination from a licensed veterinarian, and spay/neuter. Adoption fees do not cover post adoption medical needs or care.
  - Adoption fees may be waived by the following:
    - Director approval.
    - Military personal with military ID.
    - County employee with county ID.
    - Law Enforcement ID
- No animal may be adopted if on a hold.
  - Holds may be done for any of the following reasons:
    - Law enforcement/Service Animal work
    - Rescue has already committed to the animal
- No animal will be adoptable if it fails temperament testing.
- No animal will be adoptable if it has bitten a human with skin puncture.\*

\*Exception to this rule is kittens or puppies at or under 6 months of age that show no further signs of aggression.

## **Rescue Policy:**

- Rescue groups seeking to pull animals must:
  - Provide a copy of their 501(C)3 federal license
  - Provide 2 veterinary references
  - Provide 2 foster and 2 adopter references
  - Provide a list of sponsored transport personnel with contact information
  - Provide a list of authorized pullers not needing prior approval from rescue Director
  - Be authorized by the CCAC Director
- There is currently no pull fee for rescues. This policy may change at any time without prior notice.
- Rescues may place a hold on an animal for 5 days prior to transport if the animal is going out of state, and 24 hours prior to transport if the animal is going to in-state placement.
- Rescue group may pull animals from the facility only if:
  - Completed their mandatory hold (See chart below\*)
  - Have been authorized by CCAC Director
  - Animal has been documented
  - Requested animal has passed its temperament testing
- Rescues may retrieve animals any day between 9:00AM and 3:30PM
- Rescues may be denied a hold in place of an adopter.
- \*Animals are available for rescue once they have exceeded their hold:
  - Stray hold-6 days
  - Owner Release Hold-4 days.
  - Owned Stray hold- 8 days
  - Holds may be invalidated if animal is deemed unhealthy or in need of immediate care.

Rescues may be denied future pulls from Animal Control at any time by Director Order without prior notification.