

THE ANIMAL FOUNDATION  
RESCUE/PLACEMENT ORGANIZATIONS  
STANDARD OPERATING POLICIES AND PROCEDURES

Organizational Philosophy: It is the philosophy of the Animal Foundation that the shortest stay possible in our facility is best for our animals. To that end, the Foundation will work closely with animal welfare and rescue organizations to facilitate the placement of animals with those organizations.

*PURPOSE*

To ensure the administrative process for working with rescue organizations is performed in a consistent manner and that the following rescue guidelines are adhered to accordingly.

*RESPONSIBILITIES*

1. The Evaluation Team is responsible for sharing information with management regarding an animal's temperament and behavior, when appropriate, while evaluating an animal's disposition for adoption and or rescue.
2. The Rescue/Foster Coordinator has authority to approve a written agreement authorizing the placement of animals with an animal rescue/placement organization.
3. The Director of Operations has final authority to determine which animals are available for rescue/placement.
4. The Director of Operations is responsible for complaint resolution relating to rescue/placement organizations.
5. The Rescue/Foster Coordinator and Director of Operations are responsible for the follow through and monitoring of rescue/placement organizations.

*WRITTEN AGREEMENT*

The following information shall be collected and recorded for each rescue/placement organization:

- Name of Organization
- Breed(s) or species, if applicable
- Physical address
- Mailing address if different than physical
- Website information

- Type of organization
  1. Non-profit – must submit 501(c)(3)
  2. Private organization – must submit a copy of organization by-laws or charter
- Sponsorship (i.e., local breed club, national breed club)
- Years in existence
- Geographic region covered
- List of approved animal transporters. The list may be amended by the organizations contact person. The contact person must submit the request on official organizational letterhead.
- Type of housing provided to the rescued animal (e.g., foster home, kennels, boarding, kennel/cattery)
- Any age restrictions

#### *VARIABLES CONSIDERED WHEN IDENTIFYING ANIMALS FOR PLACEMENT*

1. Health Status
2. Temperament/Behavior
3. Space Availability
4. Other factors deemed appropriate

#### *RELEASE OF ANIMALS*

1. Shelter staff may not release any animal until all applicable documentation has been completed and approved by the Rescue/Foster Coordinator.
2. If a licensed veterinarian determines that the treatment of an animal is not a viable option, the animal shall be humanely euthanized. The rescue/placement organization shall submit an invoice or medical record, from a licensed veterinarian, documenting the performance of the procedure.
3. If a rescue animal under extenuating circumstances (determined by the Director of Operations) is not spayed/neutered at the time it leaves the facility, the rescue/placement organization shall have the animal spayed/neutered, within 15 days of receipt of the animal, by a licensed veterinarian. The rescue/placement organization shall submit an invoice or medical record, from a licensed veterinarian, documenting the performance of the procedure.
4. If a rescued animal is not sterilized in accordance with this policy, because the rescued animal is required to undergo medical treatment, documentation on official letterhead shall be submitted to the Rescue/Foster Coordinator from the treating veterinarian. The letter from the treating veterinarian shall state the

animal's medical condition, prescribed course of treatment and duration of treatment.

5. The rescued animal shall be vaccinated for rabies, prior to leaving the facility, or upon the animal reaching 4 months of age which ever comes first. If the vaccination occurs after the animal leaves the facility the rescue/placement organization shall submit an invoice or medical record, from a licensed veterinarian, documenting the performance of the procedure.
6. If a rescued animal is unable to be vaccinated for rabies because the rescued animal is required to undergo medical treatment, documentation on official letterhead shall be submitted to the Rescue/Foster Coordinator, from the treating veterinarian. The letter from the treating veterinarian shall state the animal's medical condition, prescribed course of treatment and duration of treatment.
7. Rescue/placement activities will be suspended if written documentation of compliance with items 1 – 6 listed above are not forwarded to the Rescue/Foster Coordinator, for each rescue/placement animal adopted from The Animal Foundation, within 2 weeks of the date of rescue/adoption of a rescued animal.
8. The rescue/placement organization understands The Animal Foundation rescue/adoption and sterilization agreement shall be completed and the organization's representative will be held accountable concerning the terms of the agreement as applicable by law.

### *CONDUCT*

1. The Animal Foundation staff will convey respectfulness toward rescue/placement organization representatives.
2. Rescue/placement organization representatives will convey respectfulness to Animal Foundation staff.
3. Rescue/placement organizations must comply with established Policies and Procedures.
4. Rescue/placement organization representatives may not interfere with staff or customers while conducting shelter business.
5. Any grievances or concerns shall be directed to the Director of Operations.
6. Rescue/placement organizations privileges may be suspended for non-compliance of any section of this policy.

### *INSPECTION OF RESCUE/PLACEMENT GROUP FACILITIES*

1. Approved rescue/placement organizations must approve and agree, upon request, to allow the inspection of all animal holding facilities by The Animal Foundation, during reasonable hours, after a 24 hour notice or upon first entrance to said agreement. The inspection of the facility will be conducted at least once per year, or when deemed necessary, to ensure the organization is adhering to the humane treatment of rescued animals and to determine if proper animal husbandry techniques, in accordance with industry standards, are being utilized.
2. The Director of Operations will perform the inspection.

### *ADOPTION*

1. Rescue/placement organizations will be permitted to adopt an animal after the animal has been made available for adoption. Kennel cards attached to the animals kennel **may not** be marked upon except with the approval of the Rescue/Foster Coordinator. The Rescue/Placement organization must contact the Rescue/Foster Coordinator who will place a memo in the animal(s) file in Chameleon.
2. Rescue/placement organizations who place their names on the administrative copy of the kennel card, and after the holding period has passed, must adopt/rescue the animal the next business day. The Rescue/Foster Coordinator may extend the time period if extenuating circumstances are presented.
3. Animals may be transferred immediately, after the legally required animal holding period, to a rescue/placement organization.
4. Approved animal rescue/placement organizations may not pull animals for other organizations unless the organization has been approved by The Animal Foundation or approval has been provided by the Director of Operations.

The Board of Directors  
The Animal Foundation