

**City of Hampton  
Animal Control Division  
Operational Guidelines**

<b>Title:</b> SNIP VAN APPOINTMENT PROCEDURES	<b>Guideline Number:</b> <b>OP-113</b>
<b>References:</b>	<b>Date Issued:</b> <b>4/3/13</b>

**I. Purpose**

To establish a procedure regarding scheduling of SNIP VAN appointments

**II. Policy**

Hampton Animal Control Division is responsible for scheduling appointments for the PETA SNIP Van free spay and neuter program. This SOP outlines the procedures that will be followed to assure that appropriate appointments are made.

**III. Procedure**

- 1 Appointments for the free spay and neuter service will be accepted during normal business hours, by calling 727-2818 or in person at the Animal Control Administrative Office.
  - i. Appointments will be taken, beginning the last Friday of each month for the Clinic to be held two months subsequent. (ie: the last Friday of April for the June Clinic).
  - ii. Appointments for this clinic will be taken until the last Thursday of the month preceding the Clinic (ie: the last Thursday of April for the May Clinic)
- 2 From the date the appointments commence for each month until the next to last Thursday in the Month, all appointments accepted must:
  - i. Be in compliance with the set income restrictions
  - ii. Sign the appropriate income affidavit verifying they do not exceed income levels
  - iii. Produce proof of Hampton Residency.
- 3 Beginning the next to last Thursday of the month, open enrollment will begin and any openings will be filled on a first come first serve basis with any Hampton resident. These appointments must:
  - i. Provide proof of residency.
- 4 Citizens who call before the open enrollment period to the scheduled SNIP Van and do not meet the income criteria will be advised that any remaining open spots will be filled beginning that date on a first come first serve basis. They may call back at that time to see if there are any available openings.

- 5 The completed appointment form will be transmitted to PETA by 1600 hours on the last Friday of the month preceding the clinic. This will allow time to have any prorate fees adjusted or any wait listed individuals moved into the appropriate spots by PETA.

<b>Authorized by:</b>	<b>Revision Date:</b>
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