

City of Hampton
Animal Control
Administrative Guidelines

Title: <p style="text-align:center">SPCA Impoundment Procedures</p>	Guideline Number: <p style="text-align:center">OP-110</p>
References: SPCA Guidelines	Date Issued:

I. Purpose

To provide employees and/ or officers with procedures to follow when transferring or delivering animals to the designated shelter, the Peninsula Society for the Prevention of Cruelty to Animals (SPCA).

II. Policy

The City of Hampton has entered into an agreement with the Peninsula SPCA, located at 523 J. Clyde Morris Boulevard, Newport News, to serve as the sheltering facility for animals that come into the possession of Hampton Animal Control for the statutory holding period. The SPCA only accepts domestic companion animals and does not accept wildlife.

III. Procedure

A. Intake Procedures – see example of form attached.

1. When the SPCA (shelter) is **OPEN**
 - a) An Intake Card is to be completed by the Animal Control Officer ensuring that all information is entirely filled out correctly.
 - b) If the animal is friendly, the officer will give the vaccinations as prescribed by the SPCA and place the vial information on the pink copy of the Intake Card. If the animal has the presence of fleas, the SPCA staff should be informed so they can apply Frontline if needed.
 - c) If the animal is feral, the officer does not have to give any vaccinations and should proceed with the next step, either placing the dog the Dog Run, or placing the cat in the Feral Cat Trailer.
 - d) The officer will provide water and food for all animals brought into the shelter. The animal will then be placed in the appropriate room and cage. The officer will ensure that the location is properly identified on the whereabouts of the animal on the intake card. The pink copy is left on the cage. The yellow copy of the intake card is returned to the animal control office and placed in the designated box.
 - e) Animals that have been seen by a veterinarian which have special needs and/or medication should be marked on the intake card. A copy of the vet form and all medications that accompany the animal should be placed in implemented vet area, behind the cage in kitchen of the SPCA. The intake card should be marked Contact Impounding Agency PRIOR to Release, underneath the officer should write out “vet bill.”

- f) The white copy of the intake card is given to the front office.
 - g) Each animal must be labeled with the white identification tag, which is provided by the SPCA. The tags must have the date, agency number, and whether the animal is spayed or neutered, written on them and placed around the dog or cat's neck. If the animal has an injury, or has a bad disposition you must indicate why no identification tag was placed around the animal's neck in comment section of the SPCA Animal Custody Record.
2. When the SPCA (shelter) is **CLOSED**
- a) The same procedures should be followed as when the shelter is open except the white copy of the intake card is left in the designated box for after hours.
 - b) If the animal is euthanized at a vet, a copy of the vet form must be returned to the SPCA to notify them of the animal's status.
 - c) Each animal must be labeled with the white identification tag, which is provided by the SPCA. The tags must have the date, agency number, and whether the animal is spayed or neutered, written on them and placed around the dog or cat's neck. If the animal has an injury, or has a bad disposition you must indicate why no identification tag was placed around the animal's neck in comment section of the SPCA Animal Custody Record.
3. If you have an **IMPOUNDED** animal, or a animal that is meant to be under a **Court Hold** the following procedures should be implemented.
- a) Court Case must be indicated on the top of the intake card.
 - b) A court tag must be placed around the animal's neck, if possible. Court tags are located in the plastic container next to the refrigerator by the Cat Quarantine Room. The collars are red in color and the tags are green. The four digit tag number must be written on the intake card for identification purposes.
 - c) The intake card should be marked Contact Impounding Agency PRIOR to Release.
4. Animals in **POOR CONDITION** who you intend to charge must be held for a 10 day period.
- a) If an owner is located the dog or cat will remain under a court hold until the charges are heard in court.
 - b) If an owner is not located after a 10 day hold, notify the supervisor, so an email may be sent and the animal may be released for adoption or euthanasia.
5. Hampton Animal Control is responsible for the health of all domestic animals placed into the shelter.

- a) If an animal is in need of immediate vet treatment, the Animal Control Supervisor will be notified and either personally dispatch an employee and/ or officer out to transfer the animal for treatment, or place the call through to Communications for dispatch.
- b) All sick or injured animals to be transferred from the SPCA to a vet will be marked by a card ACO Notified.
- c) After the animal is treated, it must be returned to the SPCA with a copy of the vet form and all medications that accompany the animal should be placed in implemented vet area, behind the cage in the kitchen of the SPCA. The intake card should be marked Contact Impounding Agency PRIOR to Release, underneath the officer should write out "vet bill."
- d) If the animal is euthanized, the body will be disposed of by Hampton Animal Control. The SPCA must be notified immediately, and a copy of the vet form must be returned to the SPCA verifying the status of the animal.

Authorized by: 	Revision Date: September 15, 2011
---	--------------------------------------

ANIMAL CUSTODY RECORD

This form satisfies all requirements under Virginia State Code §3.2-6557

Peninsula SPCA

523 J. Clyde Morris Boulevard, Newport News, VA

(757) 595-1399

Custody Date: _____ Time: _____ am/pm Intake #: _____
 Agency: NN Hampton York Poquoson Other: _____ Agency #: _____
 Location of Custody: _____ Officer: _____
 Record Date: _____ Record Time: _____ am/pm

Reason for Custody (CHECK ALL THAT APPLY)

Dangerous Dog Court Case Quarantine/Bite Contact Impounding Agency PRIOR to release
 Stray Owner Surrender DO NOT RELEASE
 Transfer Other _____ USE CAUTION

Animal Description: _____ **Name of Animal (if known):** _____

Species	Breed	Color/Markings	Sex	Approx Age	Approx Weight	Spayed/Neutered
						YES NO UNK

Animal Identification (Complete all that apply or indicate "none")

City License #	Rabies Tag #	Microchip #	Tattoo	Collar (color)	Other	Scanned by:

Owner or Finder: _____ **Telephone #** _____

Address: _____
STREET CITY STATE ZIP

Owner Release/Surrender Statement
 I hereby relinquish ownership of the above described animal to the Peninsula SPCA. I certify that: I am the owner of this animal; no other person has a right of property in the animal; and I understand that this animal may be immediately euthanized, adopted, or transferred to another state approved organization; and this animal has has not bitten or scratched anyone in the last 10 days.

 Name (Print) _____
 Name (Signature) _____
 Date

Finder Release Statement
 I understand by signing this record: neither I nor any members of my family household, firm, or corporation have any ownership in this animal. I acknowledge that the Peninsula SPCA has sole authority in determining the disposition of the above animal.

 Name (Print) _____
 Name (Signature) _____
 Date

Animal Health and Behavior:

Is animal aggressive or showing other behavior problems? If so, describe: _____

Injured or sick? If so, describe: _____

Was animal seen by a Veterinarian? If so, provide doctor's name _____ Record(s) of treatment and any medication(s) prescribed during the visit (should accompany the animal): _____

SPCA USE ONLY - Disposition:

Released by Health Department on (date): _____ by: _____
 Released by Animal Control on (date): _____ by: _____
 Returned to Owner Adopted Transferred Died Other _____ Date: _____
 Euthanized by: _____ CC: _____ Date: _____ Time: _____

COMMENTS: