

Enforcement Division	
Chief Deputy Klint Anderson	
Procedural Order	

To: All WCSO Staff

From: Lt. Chad Ferrin

CC:

Date: 23-January-2012

Re: Owner-Relinquished Animals and Adoption Assessments

#12-04

In order to allow an animal to acclimate to the Animal Shelter, to allow animal owners who may change their minds to reclaim their animals, and to identify any other owners, all Owner Relinquished (OR) animals that come into the Animal Shelter will be held for a minimum of 24 hours before any disposition will be made concerning them.

Additionally, to allow a more thorough assessment and documentation of each animal denied for the adoption program, all animals that are assessed for adoption and denied for any reason shall be evaluated by a second staff member. All observed behaviors from both assessments shall be separately detailed and documented in the Chameleon Program. Further, Shelter staff shall attempt to foster any non-aggressive animal that is denied based on "shy" behavior in an attempt to socialize the animal. This will be done only when foster placement options are available.

Lastly, shelter staff will attempt to contact identified owners of animals in the Shelter. Phone calls only are not a sufficient attempt. Rather, an Animal Control Officer must attempt contact at the residence and document his or her findings. If contact at the residence is unsuccessful, a letter will be mailed to the residence with information that the animal is at the Shelter and that the owner must contact Shelter staff by a specific date; otherwise, the animal will be considered abandoned, with disposition left to Animal Services.