



WEBER COUNTY ANIMAL SERVICES

POLICY AND PROCEDURES

ADOPTION

EFFECTIVE DATE: 11/23/2009
STANDARD NUMBER: N/A

REVIEW DATE: 03/10/2011
APPROVED: Signature on file
Sheriff Signature

1. Purpose

To determine that animals qualify for adoption, the adoptive party is appropriate and that animals are treated as humanely as reasonably possible.

2. Rationale

Adoption of eligible animals is necessary to reduce the number of animals euthanized. It is a great benefit to the animal, shelter, and the public. A process must be in place to ensure that the animal qualifies for adoption, the adoptive party is appropriate, and that all animals adopted are treated humanely.

3. Policy

A. Animals that Qualify for Adoption

1. Animals whose impound period have expired.
2. Stray dogs and cats that have no means of identification and have been in the shelter for a minimum of three (3) working days.
3. Dogs or cats with a known owner who fails to reclaim the impounded animal within five (5) working days.
4. The animal is deemed by the director or adoption specialist to be qualified and appropriate for adoption.
5. The owner has relinquished ownership of the animal to the shelter.

B. Animals Deemed Appropriate

1. Animals that display acceptable behavior and disposition suitable for a standard or intended environment.
2. Animals that are in good health and physical condition, show no symptoms or signs of illness, disease or injury.

C. Animals Deemed Inappropriate

1. Wild Animals
2. Animals determined to be dangerous, potentially dangerous, and vicious.
3. Animals which are prohibited from adoption by a court order.
4. Animals with a history of biting.

5. Animals that exhibit abnormal behavior.

D. Adoption Procedure

1. When a person requests to adopt a qualified animal, that person will:
 - i. Complete, sign, and submit the shelter's adoption application.
 - ii. Be interviewed by the adoption specialist or designee.
 - iii. Notify the adoption specialist within 24 hours after the interview to confirm their desire to proceed.
2. The adoption specialist will determine if the animal is appropriate for adoption and if the adoption party is appropriate for the animal.
3. Check available records to determine if the applicant has previously entered into an adoption agreement and failed to complete the terms of the agreement.
4. The adoption specialist will either grant or deny the application, for any reason, at this time.

E. Adoption Application Approval

1. The applicant will agree to have the animal spayed or neutered within thirty (30) days of adoption or by the age of four (4) months.
2. Agree to any other conditions required by the adoption specialist or the shelter director. This will include verifying any other animals owned by the applicant are licensed as required by the jurisdiction where they reside.
3. Receive from the adoptee their name, address, and phone number.
4. Agree to license the animal in the appropriate jurisdiction within thirty (30) days of adoption or by the age of four (4) months.
5. The kennel impound record will be updated to indicate the new owner, date of adoption and any other relevant information.
6. The adopting party of an intact animal will be required to return a copy of the adoption agreement signed and dated by the veterinarian spaying or neutering the animal. Upon receipt of spay/neuter confirmation, payment will be provided to the veterinarian.

F. Adoption Provisions

1. The animal will be injected with a microchip.
2. The animal will be given appropriate treatments and/or immunizations prior to adoption.
3. The adopting party will be provided with the following:
 - i. An adoption packet as available.
 - ii. An itemized receipt.
 - iii. A copy of the signed adoption agreement.
 - iv. Any necessary instruction including spay and neuter instructions.

G. Waiver or Refunds of Fees

1. If the adopted animal fails to work out in the new home, and it has been less than ten (10) days, upon return of the animal to the shelter, the adopting party may request the following:
 - i. A refund of the spay/neuter fee. As stated in the adoption agreement, there will be no refund of the adoption fee.
 - ii. The shelter director may waive all or part of the fees determined appropriate in each individual case, i.e. animal death within a few days of adoption.

H. Rescue Groups

1. The shelter may allow rescue of animals by legitimate rescue groups, i.e. the Humane Society, etc.
2. The rescue group will be required to sign an agreement exempting the director, shelter, county and its officers and employees from any and all claims, expense, attorney's fees, and judgments for death, injury, or losses resulting from the adoption or subsequent behavior or condition of the animal.
3. The rescue group will have to agree to spay/neuter the animal within 30 days of receipt of the animal.