

Policy: Animal Control Adoption Center

Approved By: Cheryl Lee, Public Health Administrator/CEO

Reviewed By: Steve Brenner, Chief Compliance Officer

Current Revision: Prepared By: James Garcia, Animal Control Warden

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Review Date:

Purpose:

Whiteside County Animal Control is state mandated to control the over-population of dogs and cats through humane disposal or adoption. The Animal Control Adoption Center will release adoptable, altered animals (dogs and cats) back into the public.

General Principles:

- A fee will be charged to cover the cost of the program.
- The Adoption Center, including cages and litter boxes, will be kept clean from urine and fecal matter, and will be kept clean and sanitary at all times.
- The animals will be exercised and socialized daily. A 'Daily Chart' will be used to note cleaning, activities and elimination.
- The animal (including cats & dogs) will be provided with fresh food and water at specified times throughout the day.
- The Public will only be allowed in the Adoption Center during open hours. The Public will not be left alone in the Adoption Center, nor allowed in any other part of the facility unless accompanied by staff.

Dogs

The Animal Control Warden will have final voice as to the selection of adoptable dogs. If there is no known owner, the dog will be observed for food, people, animal or cage aggression, and behavioral problems like chewing, climbing, or excessive barking.

Procedures

- Once a dog has been deemed adoptable, the animal will be placed in "Isolation". While in Isolation the dog shall undergo: 1) a heartworm test. (if positive, the dog will not be considered for adoption and will be returned to the main kennels, 2) a general deworming, 3) a bath, nail clipping and simple grooming, and 4) a 30 day flea treatment (only if needed.)
- If the dog is not altered, an appointment will be scheduled for surgery as soon as possible. If a visible spay scar is observed on a female dog, surgery would not be required. The cost of the surgery will be paid from the Pet Population Fund according to the fee schedule set by the State. Rabies vaccination, if needed, will be given at the time of surgery along with any other vaccinations that are required for surgery such as distemper and parvo.
- If the dog is under five (5) months of age, an agreement will be signed with the adoptive family. The surgical date will be no less than thirty (30) days but no more than 160 days or 4 months from the date of adoption.
- If the dog is altered, the dog will be vaccinated against distemper and parvo.

- If Rabies vaccination status is unknown, a licensed veterinarian must vaccinate the dog against rabies within a specified time period after being adopted. The cost of the rabies vaccination, as well as the County registration cost is the responsibility of the adoptive owner.
- The dog will remain in isolation (7-14 days) until it has recovered from the surgery and any stitches removed. Dogs will also be observed at regular intervals for signs of illness or infection.
- All procedures for cleaning, water/food and socialization will be followed as described above while in Isolation
- If needed, a microchip will be placed after isolation, prior to entry into the Adoption Center. A “Disclosure Form” (see attached), as required by state statute noting surgeries, treatments, and /or medications the animal may have received before or after it has entered the pound, will be hung on the cage.

Cats

The Animal Control Warden will have final voice as to the selection of adoptable cats. If there is no known owner and the cat is friendly, non-aggressive and litter trained, the cat will be deemed adoptable. Rabies vaccination is not required by the State or County.

Procedures

- Once a cat has been deemed adoptable, the animal will be placed in “isolation”. While in isolation, the cat shall undergo a feline leukemia test (if positive, the cat will not be considered for adoption and will be returned to the cat room).
- If the feline leukemia is negative and the cat is altered, the cat will be given distemper/upper respiratory vaccinations along with a deworming and a 30 day flea medication.
- If the cat is not altered, an appointment will be scheduled for surgery as soon as possible. Distemper/upper respiratory vaccinations will be given at time of surgery. The cost of the surgery will be paid from the Pet Population Fund according to the fee schedule set by the State.
- The cat will remain in isolation (7-14 days) until it has recovered from surgery and stitches removed.
- If the cat is under five (5) months of age, an agreement will be signed with the adoptive family. The surgical date will be no less than thirty (30) days but no more than 160 days or 4 months from the date of adoption.
- All procedures for cleaning, water/food and socialization will be followed as described above while in isolation
- If needed, a microchip will be placed after isolation, prior to entry into the Adoption Center. A “Disclosure Form” (see attached), as required by state statute noting surgeries, treatments, and /or medications the animal may have received before or after it has entered the Pound will be hung on the cage.

Forms

Application for Adoption

Only persons interested in specific animals in the Adoption Center will be permitted to complete an application. Forms must be filled out completely or the application will be denied. Anyone interested in an animal different than the animals in the Adoption Center will be placed on a list for future animals matching their request.

Whiteside County Health Department

The following are reasons for denial of the application to adopt: 1) person having been investigated for abuse towards an animal and evidence has been found to support the allegation; 2) person's present dog does not have current rabies vaccination and registration; 3) person not at least 18 years old, or 4) person making an omission or false statement on the application.

The applicant must be able to give the animal proper veterinarian care including, but not limited to, rabies vaccination and county registration. The applicant must also be able to provide the animal with adequate and sufficient food and water along with the proper shelter if left outside even for a short period of time (applicant cannot intend to keep animal outside).

No one under the age of 18 will be allowed to enter the Adoption Center unless accompanied by their parent(s) or legal guardian.

Anyone adopting a dog currently vaccinated against rabies who resides in Whiteside County must pay the county registration at time of adoption. If the dog is not vaccinated against rabies at the time of adoption, the Adopter must sign an agreement to transport the dog to a veterinarian and have the dog vaccinated against rabies within a specified time period. The Adopter will be given a list of participating veterinarian clinics that collect the registration fee at time of rabies vaccination. A Whiteside County tag will be issued. Anyone who lives outside Whiteside County will be advised to contact their local Animal Control for instructions on how to register their dog.

Once the person has chosen an animal, an application will be completed. The applicant must provide the following; 1) copy of their Driver's License or Photo ID, 2) proof of residency, 3) letters from DHS or SS if the applicant is on Link, Social Security or Medicare, and, 4) two references, and 5) if the applicant rents, a letter from their landlord will be required. Animal Control staff will have three business days to process an application and make a determination on the outcome of the application. The applicant will be notified by a phone call.

Fees

- Cost of Animal being spayed/neutered, vaccination and registration, as well as testing for heartworm is the responsibility of the potential owner.
- Heartworm testing will be done prior to the animal's adoption. No animal with a positive heart worm test will be adopted out.
- Owner must sign a contract stating he/she will get all the above done within seven business days of obtaining the animal.
- The charge slide can be used for the initial adoption fee, see attached.
- Adoptable Animals will be kept at the Adoption Center for 30 days, and if the animal is not adopted in the allotted time, every effort will be made to place the animal with the Humane Society or a Shelter.
- Animals may be kept longer than 30 days at the discretion of the Animal Control Warden.

Signature: _____
Public Health Administrator / CEO

Date: _____