

Weatherford Parker County Animal Shelter

Standard Operating Procedure 502.08

Section: **Rescue Policy**

Effective Date: **October 2020**

Purpose: It is the goal of the Weatherford Parker County Animal Shelter to rehome animals in the best possible home within the shortest amount of time. Though staff tries its best to give each animal a safe and comfortable stay while in the shelter, it is known to be a stressful place for animals while they are in shelter care. The Weatherford Parker County Animal Shelter supports the responsible, ethical rescue of companion animals and their placement into a home environment that will allow them to flourish. Any breach of our policy or unprofessional conduct by a Rescue partner will result in immediate suspension of partnership. We welcome all individuals, organizations, and groups who share the same quality care and placement standards as we do.

Scope: Staff, Volunteers and Rescue Partners.

Quality Control: All Rescue Groups shall follow the same rules and requirements to maintain approval to pull animals.

Responsibilities:

1. To qualify as an eligible Rescue, the Rescue representative must submit the following information:
 - a. Current copy 501c3 Exempt Organization document or your non-profit EIN number statement.
 - b. Letter of reference from the Rescue's main veterinarian.
 - c. Contact information for the organization's Board of Directors (including Name, Position, Address, Phone Number, and E-mail).
 - d. Primary contact person (Name, Address, Phone Number, and E-mail) and list of those approved to tag on behalf of the rescue (Name, Address, Phone Number, and E-mail). [All person's doing business on behalf of the rescue with our facility must be over the age of eighteen (18) years and competent to enter into a binding contract.
2. The Rescue must maintain accurate records of any animals pulled from the Weatherford Parker County Animal Shelter, including up to date rabies and sterilization records and submit any required paperwork (required by the transfer agreement) within the time frame documented.

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The Rescue must agree to retain the animal transferred until adoption, therefore the animal cannot be surrendered to a shelter facility once ownership is transferred into the Rescue's program. The Rescue agrees to resolve any behavioral/medical issues and/or disclose any issues to any potential adopters.

3. Any animal transferred to a Rescue partner is transferred on an as-is basis unless approved by the Director of Municipal and Community Services or his/her designee.

Process:

1. Adoptable animals will be available for adoption for two (2) business days prior to a Rescue being able to pull, or as directed by Director of Municipal and Community Services or his/her designee . The first day of adoption will be determined by shelter staff. Special Needs and Urgent Animals will be made available immediately upon re-evaluation date for Rescue as directed by management. Director of Municipal and Community Services or his/her designee will need to confirm this decision.
2. Only eligible Rescue partners may tag or pull animals that are available for adoption.
3. The Weatherford Parker County Animal Shelter will accept tags from eligible Rescues if the following is submitted and the Rescue receives a CONFIRMATION to their tag:
 - a. Rescue must send an EMAIL to animals@weatherfordtx.gov that contains the following information:
 - i. Rescue Group
 - ii. Representative's Name, Phone Number and Email Address
 - iii. Animal's Name and ID Number
 - iv. Transporter's Name and Phone Number
 - v. Date for Pick Up (must be by end of day unless otherwise specified by staff)
 - vi. Time for Pick Up
 - vii. If additional services are requested by the Rescue- ie Spay/Neuter, Microchip, Rabies Vaccination, Heartworm test- then the animal will be placed on the Surgery Schedule for the service at the next available date. Unless otherwise directed by the Director of Municipal and Community Services or his/her designee, all requested services will be performed.
 - b. Rescue Tags will be approved on a first come, first serve basis for approved rescue partners upon impound. Again, adoptable animals will be held for adoption for two (2) business days, or as directed by management. Rescues can tag an animal before it is available for adoption, but the Rescue must still wait for the 2 day adoption hold prior to taking the animal.
 - c. **A rescue must receive an email confirmation from WPCAS staff for their tag to be approved.**
4. Rescue groups must pick up a tagged animal by end of day on day the animal is available and confirmed by WPCAS. Failure to pick up animal or communicate with staff will forfeit the tag on the animal.

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5. Rescues also have the ability to adopt animals at the current adoption price on a first come, first serve basis. Adoption staff will enter the animal in the system as an adoption to the Rescue organization.
6. The Director of Municipal and Community Services or his/her designee reserves the authority to determine whether the animal is or is not available for Rescue.
7. Communication is the most important key to successfully placing animal in Rescue organizations. If a Rescue is unable to meet its deadline to pick up an animal tagged for some reason, it is critical to let the shelter know immediately to determine if they can continue to hold it or not. If a Rescue partner fails to follow the procedures set forth, exhibits unprofessional conduct, or fails to pick up an animal within the specified time period, the Rescue partner will be denied the opportunity for tagging, and may have pull privileges suspended or revoked.



Signature below confirms your understanding of this Rescue SOP. We must have a signed copy on file for your Rescue Group to pull animals from the Weatherford Parker County Animal Shelter.

Rescue President _____ Date _____