

# Example Policy for a Rescue & Transfer Program In an Animal Control Shelter

## Working with Rescue

It is the position of (THIS ORGANIZATION) to have an “open door” policy for rescues and other shelters. As an organization (CONTRACTED/RESPONSIBLE) for performing animal control work in our community, our first and foremost task is to fulfill the requirements of that responsibility in regards to the community.

Seeking a live exit, whether it be via adoption or transfer to rescue, as expediently as possible is our greatest responsibility for the animals we serve. It is our goal to seek immediate placement for any and all animals entering our facility in an effort to reduce crowding and eliminate needless death. Placement includes transfer to an approved/authorized animal rescue or shelter. As such:

- An authorized rescue will not be refused any animal that is not legally bound to remain within the care of our organization (i.e. court cases, bite cases, legally required stray hold); or
- Adopted or pending immediate adoption; or
- On twenty-four hour administrative hold where cage space and animal deaths are not negatively impacted (see animal holds).

A live exit is a success and transfers to rescue are to be celebrated with as much enthusiasm as an adoption.

## Animal Holds

At (THIS ORGANIZATION) no animal will be held for an adopter or for transfer to another organization unless it can be determined that there is no (zero) detrimental effect on cage space or animal deaths i.e. there are not enough open cages for the amount of animals entering the facility.

All holds must be authorized by the (SUPERVISOR/MANAGER) or (CALCULATE MULTI-TIER DUPLICATION FOR SEVEN DAY A WEEK OPERATIONS). In the case of administrative authorized holds, no hold may exceed twenty-four hours if alternate live exit via rescue or adoption exists. Documentation must be made in the animal’s record regarding:

- Who the animal is being held for;
- Why the animal is being held;
- Which (SUPERVISOR/MANAGER) authorized the hold;
- The time that the hold expires and other live exit options can be pursued.

Excessive animal holding has a severe and negative impact on our organization. (SUPERVISOR/MANAGER)’s who use their authority to place holds on animals which have a direct and negative effect on lifesaving are subject to disciplinary action.