Madison County Virginia Public Animal Shelter Operations Manual

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General Policies

Core Provisions

A. Operation as a Public Animal Shelter. Madison County's Public Animal Shelter consists of facilities operated by the government of Madison County for the purpose of impounding or harboring seized, stray, homeless, abandoned or unwanted animals, known to the public as the "Madison County Animal Shelter (MCAS)."
   i. Primary oversight of shelter operations shall be the responsibility of the County's designated Animal Shelter Manager.
   ii. Day-to-day operations of the shelter shall be under the supervision and direction of the Animal Shelter Manager.
   iii. To the extent practical, shelter business is to be conducted via electronic means (telephone or internet).
   iv. As a public animal shelter, access to the premises is restricted to individuals who have a legitimate business reason to be to in the Madison County Animal Shelter building or on the nearby grounds.

B. Governing Laws and Regulations.
   i. This facility shall be operated and maintained in accordance with applicable laws and regulations governing operation of a shelter, specifically:
      1. The Code of Virginia (Ref. Title 3.2, Chapter 65)
      2. The Virginia Administrative Code (Ref. 2VAC5-111-10)
      3. The Madison County Animal Control Ordinance (Ref. Madison County Code, Chapter 6)
      4. The Madison County Animal Shelter Medical Policy
   ii. Reference is made to the Madison County Animal Control Policy.
   iii. In the event staff has questions about whether a particular circumstance or practice meets the requirements of applicable laws and regulations, staff shall present the questions to the Animal Shelter Manager who shall contact other resources for any assistance that may be necessary.

C. Definitions. For the purposes of this policy:

The term "*adoption,*" for the purposes of this policy, means the transfer of a dog or cat, or any other companion animal, from the possession of the County or a releasing agency to an individual, under circumstances where that individual becomes the rightful owner of the animal.

The term "*animal*" does not include agricultural animals;

The term "*releasing agency*," as used in this policy, refers to a humane society, animal welfare organization, and society for the prevention of cruelty to animals, or another similar entity or home-based rescue, which releases animals for adoption.

The term "*rightful owner*" means a person with a legal property right in an animal

Other terms. Other terms shall have the meanings set forth in the Code of Virginia (Ref. 3.2-6500) and the Virginia Administrative Code (Ref. 2VAC5-111-10).

D. Hours Open to the Public. The facility shall be open for business on Monday, Tuesday, and Friday from 9 AM to 4 PM and Saturday from 9 AM to 2 PM, County holidays excepted. Hours and information regarding access for services shall be posted on signs located on the gate at the entrance to the shelter and at the front door to the office.

E. Required Statements. Every staff member providing care or working at the facility shall provide a signed, written statement certifying that he or she has never been convicted of animal cruelty, neglect or abandonment. This statement shall be maintained in a file at the facility by the Animal Shelter Manager and each staff member shall be advised of his or her obligation to update the statement as changes occur.

F. Record-keeping. The Animal Shelter Manager shall maintain written records at the shelter for a period of five years required by the Code of Virginia.
   i. Records that pertain to the animal's disposition while housed at the MCAS, such as adoptions, custody records, medical records, daily observations, reclaims, and release agency forms.
   ii. Animal Shelter Manager shall maintain written records of contacts with individuals who have found a companion animal and who are providing care or safekeeping of that animal. The records shall include the following information:
      1. Name and a contact telephone number of the person who is holding the animal;
      2. A description of the animal, including information from any tag, license, collar, tattoo, microchip, or other identification or markings; and
      3. The location where the animal was found.
   iii. If a person contacts the shelter inquiring about a lost companion animal, Animal Shelter Manager shall advise the person (i) if the companion animal is confined at the shelter, or (ii) if a companion animal of similar description is confined there. The Animal Shelter Manager shall also check shelter records maintained and provide the person with any other information that it may have regarding the lost companion animal, or animals fitting that description. Upon request, a person inquiring about a lost companion animal shall be allowed to view the shelter's written records containing information about companion animals that have been found or that have been placed for adoption.

G. Record keeping: (B) general inquires.
   i. *Custody*--Animal Shelter Manager shall maintain an animal custody record for each of the animals received into the shelter. In addition, Animal Shelter Manager shall keep detailed, written records of the disposition and euthanasia of individual animals.
   ii. *Data required for State Report*--Animal Shelter Manager shall keep and maintain records and information sufficient to complete the annual Animal Record Summary Report required by the Virginia Department of Agriculture & Consumer Services. This annual report shall be filed with the state each calendar year by the Animal Shelter Manager.

iii. *Monthly Animal Shelter Manager Report*—The Animal Shelter Manager shall provide the County Administrator with a monthly Animal Record Summary Report.

iv. *Inventory*—An inventory of all items housed at the at the shelter shall be maintained by the Animal Shelter Manager and produced at the request of the County Administrator.

v. *Records of donations*—The Animal Shelter Manager shall keep a record of cash, equipment and supplies donated by specific individuals or organizations, including the date on which the donation was made, the nature, quantity and condition of the equipment or supplies, and the name of the donor. Gift cards are prohibited and shall not be accepted. Each month, donations of equipment and supplies shall be incorporated into the ongoing inventory.

vi. *Cash management*—Animal Shelter Manager shall keep a daily record the amount of cash and checks received, the names of the individuals from whom it's taken, and the purpose (e.g., donation, or adoption payment). Animal Shelter Manager shall provide individuals with receipts for cash taken in. Animal Shelter Manager shall store cash and checks on hand in a secure, locked location. Cash and checks shall be promptly deposited with the County Treasurer, no less frequently than once per week.

vii. *Adoption resources*. Animal Shelter Manager shall keep a current list of individual volunteers and animal welfare organizations willing to assist with locating appropriate adoptive placements for animals. It is the policy of the County to find good homes for as many animals as possible. Toward that end, Animal Shelter Manager will welcome and seek out assistance from all appropriate resources.

viii. *Signed Statement*- The Madison County Public Animal Shelter shall obtain a signed statement from each of its staff, volunteer or other animal caregivers specifying that each individual has never been convicted of animal cruelty, neglect, or abandonment, and each shall update such statement as changes occur.

H. Required holding periods.

i. An animal received at the Public Animal Shelter shall be kept for a period of not less than five days, such stray hold period to commence on the day immediately following the day the animal is initially confined in the facility, unless sooner claimed by the rightful owner thereof.

ii. Upon receiving an animal into the Public Animal Shelter, the Animal Shelter Manager shall determine whether the animal has a collar, tag, license, tattoo, microchip, or other form of identification. If such identification is found on the animal, the animal shall be held for an additional five-day stray hold period, unless sooner claimed by the rightful owner. If the rightful owner of the animal can be readily identified whether by identification or reviewing the Found Reports. The Animal Shelter Manager shall make a reasonable effort to notify the owner of the animal's confinement within the next 48 hours following its confinement.

iii. If an animal confined in the Public Animal Shelter has not been claimed upon expiration of the required holding period, then (a) it will be deemed abandoned

and will become the property of the County, and (b) Animal Shelter Manager shall promptly arrange for disposition of the animal through one of the alternatives set forth within subparagraph (I) Disposition of Animals

iv. Nothing in this section shall preclude Animal Shelter Manager from arranging for the euthanasia or other disposition of animals prior to the required holding period, under the following circumstances:

1. A critically injured, critically ill, or un-weaned animal may be immediately euthanized for humane purposes;
2. An animal whose owner has read and signed a statement surrendering all property rights may be immediately euthanized or disposed of, if the owner in his or her written statement has acknowledged that this may take place.
3. Feral dogs or cats not bearing any collar, tag, tattoo or other form of identification, may be euthanized after being kept for a period of not less than three days, at least one of which shall be a full business day, such period to commence on the day the animal is initially confined in the facility, unless sooner claimed by the rightful owner. [Reference §3.2-6546(G)]

a. The feral dog or cat exhibits behavior that poses a risk of physical injury to any person confining the animal, and
b. The risk is documented in a written statement of a disinterested person (the disinterested person must be someone other than a person releasing or reporting the animal)

I. <u>Disposition of animals.</u> Upon expiration of the required holding period, the Animal Shelter Manager shall promptly arrange one of the following dispositions for an animal:

J. Transfer of custody:

i. Transfer of custody of the animal to a Releasing Agency.

1. A releasing agency within the Commonwealth of Virginia, if the agency has provided Animal Shelter Manager with the written statements required by Va. Code § 3.2-6546(D)(1); or
2. Release for the purposes of adoption or euthanasia only, to an animal shelter, or any other releasing agency located in and lawfully operating under the laws of another state, provided that such animal shelter, or other releasing agency: (i) maintains records that would comply with 3.2-6557; (ii) requires that adopted dogs and cats be sterilized; (iii) obtains a signed statement from each of its directors, operators, Animal Shelter Manager, and animal caregivers specifying that each individual has never been convicted of animal cruelty, neglect, or abandonment, and updates such statement as changes occur; and (iv) has provided to the public or private animal shelter, or other releasing agency within the Commonwealth a statement signed by an authorized representative specifying the entity's compliance with clauses (i) through (iii), and the provisions of adequate care and performance of humane euthanasia, as necessary in accordance with the provisions of this chapter.
3. For purposes of recordkeeping, release of an animal by a pound to a pound, animal shelter or other releasing agency shall be considered a transfer and not an adoption. If the animal is not first sterilized, the responsibility for sterilizing the animal transfers to the receiving entity.

4. Each transfer of an animal to a releasing agency shall be documented by a written agreement. An animal transferred to a releasing agency shall be immediately removed from the Public Animal Shelter premises by the agency; however, case-by- case exceptions may be made if the releasing agency is willing to enter into a written agreement that sets forth in detail the terms and conditions under which the animal will remain on the premises of the Public Animal Shelter, including a specific date on which the releasing agency will be required to remove the animal from the premises.

A. Adoption:

c. *In-county adoption.* Adoption of the animal by a resident of Madison County (a) who pays the required license fee, and (b) who signs a written statement specifying that he or she has never been convicted of animal cruelty, neglect or abandonment. No shelter shall release more than two animals or a family of animals during any 30-day period to any one person under subdivisions 2, 3, or 4, under Virginia Code § 3.2-6546(D)(5).

d. *Neighboring Jurisdictions.* Adoption of the animal by any other person who (a) signs a written statement specifying that he or she has never been convicted of animal cruelty, neglect or abandonment, and (b) pays the costs of a pre-adoption sterilization of the animal. No shelter shall release more than two animals or a family of animals during any 30-day period to any one person under subdivisions 2, 3, or 4, under Virginia Code § 3.2-6546(D)(5).

e. *Other People.* Adoption of the animal by any other person who (a) signs a written statement specifying that he or she has never been convicted of animal cruelty, neglect or abandonment, and (b) pays the costs of a pre-adoption sterilization of the animal. No shelter shall release more than two animals or a family of animals during any 30-day period to any one person under subdivisions 2, 3, or 4, under Virginia Code § 3.2-6546(D)(5).

Animal Housing, Care, and Disposition

A. Shelter Capacity:

i. The maximum number of dogs that may be sheltered at the Public Animal Shelter (i.e., indoor cages or confinement areas) at any one time is:
   1. 18 dogs, within indoor confinement areas with outdoor runs; and
   2. 4 dogs, within the indoor cages reserved for animals under observation;
   3. 3 litters of puppies, within the indoor "puppy space" cages; and

ii. The maximum number of cats that may be sheltered at the Public Animal Shelter at any time is 35.

iii. There shall be no animal cages within the office area, except temporarily during brief periods when an animal is being received into or transferred out of the Public Animal Shelter.

iv. No animal cages shall be placed in any location(s) that would block any drain, air vent, window or any entrance/exit to the building.

v. Outdoor enclosures shall not be used as the primary confinement area for any dogs. The outdoor enclosures shall only be used as a temporary basis when needed such as confining during cleaning the kennels or during a meet and greet with a potential adopter. All guidelines and regulations shall be followed

and meet the requirements of Virginia Code § 3.2-6500, as defined under adequate shelter.

B. Foster Care:
   i. Placement of the animal in a foster home, if the foster care provider meets the requirements of Va. Code §§ 3.2-6503 and 3.2-6546 and the provider signs a written statement specifying that he or she has never been convicted of animal cruelty, neglect or abandonment.

C. Care of Animals. Every companion animal on the premises of the Public Animal Shelter shall be provided with the following:
   i. Adequate food, which means food: that
      1. is of sufficient quantity and nutritive value to maintain each animal in good health.
      2. is accessible;
      3. is prepared to permit ease of consumption for the age, species, condition, size and type of animal;
      4. is provided in a clean and sanitary manner;
      5. is placed so as to minimize contamination by excrement and pests; and
      6. is provided at suitable intervals for the species, age and condition of the animal, but at least once daily, except as prescribed by a veterinarian or as dictated by naturally occurring states of hibernation or fasting normal for the species.
   ii. Adequate water, which means:
      1. Every animal shall be provided with clean, fresh, potable water of a drinkable temperature. Water shall be provided in sufficient volume, and at suitable intervals, but at least once every 12 hours, to maintain normal hydration for the age, species, condition, size and type of animal, except:
         a. as may otherwise be provided by a veterinarian; or
         b. as dictated by naturally occurring states of hibernation or fasting normal for the species.
      2. Water shall be provided to animals in confinement areas by use of automatic watering devices, or non-toxic water bowls that are secured in a fixed position or a type that cannot be tipped over by the animal. Water receptacles must be clean and accessible to each animal and shall be placed to minimize contamination of the water by excrement and pests.
   iii. Adequate shelter, which means shelter that:
      1. is suitable for the species, age, condition, size and type of each animal;
      2. is safe and protects each animal from injury, rain, sleet, snow, hail, direct sunlight, the adverse effects of heat or cold;
      3. physically enables each animal to be clean and dry, except when detrimental to the species;
      4. for dogs and cats, provides a solid surface, resting platform, pad, floor mat or similar device that is large enough for the animal to lie on in a normal manner and can be maintained in a sanitary manner;

5. Additional specifications for cages and enclosures:
    a. Cages must be made of stainless steel, fiberglass, heavy galvanized metal, galvanized wire or equivalent, and shall have solid bottoms.
    b. Pallets or resting boards made of non-porous materials shall be provided, so that animals can rest or sleep off the floor.
    c. Blankets made of porous materials shall be removed and either replaced or laundered at least once per day.
    d. Solid wastes shall be removed from animal cages and enclosures and with sufficient frequency to keep the enclosures clean, dry and sanitary for the animals; and
6. All cages and enclosures shall provide adequate space for each animal contained therein.
7. "Adequate space" means space sufficient to allow each animal to:
    a. easily stand, sit, lie, turnabout, and make all other normal body movements in a comfortable, normal position for the animal, and
    b. interact safely with other animals in the same cage or enclosure.
    c. other objects or animals, or from extending over an object or edge that could result in the strangulation or injury of the animal, and that is at least three times the length of the animal, as measured from the tip of its nose to the base of its tail.
    d. When freedom of movement would endanger the animal, temporarily and appropriately restricting the movement of the animal according to professionally accepted standards for the species is considered adequate space.

iv. Adequate exercise, which means an opportunity for an animal to move, sufficient to maintain normal muscle tone and mass for the age, species, size and condition of the animal.

v. Adequate care and treatment, as those terms are defined within Va. Code § 3.2-6500, including veterinary treatment when needed or to prevent suffering or disease transmission.
    1. Upon being received into the Public Animal Shelter, animals which are unlikely to be euthanized immediately at the end of the required holding period shall be promptly de-wormed and vaccinated, as appropriate for their age and type of animal.

Disposal of Solid Wastes and Dead Animals

A. Dead Animals. Un-refrigerated dead animals shall be disposed of within 24 hours by off-site burial, incineration or other methods acceptable to the Department of Health.

B. Disposal of Solid Wastes. Disposal of all solid wastes shall meet the requirements of applicable federal and state laws and local ordinances

Euthanasia

A. Delivery. No person(s) other than a licensed veterinarian shall euthanize any animal at the Public Animal Shelter.

B. Drug Storage. No drugs for euthanasia shall be stored at the Public Animal Shelter.

Buildings and Grounds

A. Food Preparation and Storage
   i. Food shall not be stored directly on the floor or on the ground but shall be placed on shelves or pallets a minimum of 12 inches above the ground or floor.
   ii. Perishable food shall be refrigerated or promptly disposed of.
   iii. Equipment and utensils used in the preparation and serving of food to animals shall be made of materials which are easily cleanable, non-corrosive and non-toxic.
   iv. Food not eaten by animals in outside enclosures shall be promptly removed so as not to attract insects, rodents or other pests.

B. Isolation and Observation Area
   i. There shall be an area marked and maintained as an isolation area for incoming animals that are ill or suspected of being ill.

C. Confinement Areas
   i. Cages and confinement areas shall be cleaned at least once daily with disinfectants or germicidal agents

D. Maintenance of Building; Air Circulation Systems
   i. Filters for appliances and air circulation systems shall be changed in accordance with manufacturers' schedules.
   ii. Animal Shelter Manager shall follow the requirements of the County's Facilities Director as to maintenance of the buildings, grounds, facilities and equipment of the Public Animal Shelter.

E. Grounds Upkeep, Generally:
   i. There shall be no outside storage of any food
   ii. There shall be no storage of equipment or supplies except within the main building or an accessory storage building.
   iii. All accumulated waste, rubbish and trash shall be stored in covered containers outside the main building, in a designated location. The contents of the covered containers shall be taken to the transfer station at least once daily.
   iv. Animal Shelter Manager shall keep the exterior grounds free of accumulations of litter and trash. Paved parking lot surfaces, and other impervious ground surfaces open to the public shall always be kept broom-clean.

Motor Vehicles and Transportation of Animals

A. Operation of County-Owned Motor Vehicles.
   i. No person other than a County employee or County volunteer shall be permitted to operate a County-owned motor vehicle. Supervisors of employees and

volunteers shall allow only those who meet the following eligibility criteria to drive on vehicles assigned to the Public Animal Shelter:

1. Be at least 18 years old.
2. Possess a valid Virginia driver's license.
3. A Department of Motor Vehicles driving record request ("MVR") is required for each prospective driver whose position requires driving. Prospective drivers must cooperate by completing the necessary forms to obtain their driving records. The MVR will be reviewed prior to the driver performing the required driving duties. The MVR will continue to be monitored throughout the driver's affiliation with the County.
4. Volunteers are only authorized to drive vehicles assigned to the Public Animal Shelter if they obtain written permission from their supervisor within the area to which they are assigned.

ii. It shall be the responsibility of the Animal Shelter Manager to obtain documentation of an employee's and volunteer's license and prior to allowing any employee to operate a County-owned vehicle.

iii. No County-owned motor vehicle assigned to the Public Animal Shelter shall be used for any purposes other than official County business.

1. The more restrictive of the above motor vehicle policies or provisions of the Madison County Personnel Policy shall apply.

B. Transportation of Animals

i. When transporting any animal, no Animal Shelter Manager member or volunteer shall allow the animal to be confined in any type of conveyance for more than 24 consecutive hours without being exercised, properly rested, fed and watered, as necessary for that particular type and species of animal. A reasonable extension of this time is permitted when an accident, storm or other act of God causes a delay.

ii. Adequate space in the primary enclosure crate within any type of conveyance shall be provided for each animal being transported and shall be properly restrained.

Amendments of Policy

A. This Madison County Public Animal Shelter Operations Manual may be amended from time to time by the County Administrator.

B. The effective date of this SOP is: February 8, 2021

Jack Hobbs
County Administrator

Forms

The following section contains relevant forms pertaining to the operation of the Madison County Public Animal Shelter. Forms will appear in the order that they are listed in the Manual's table of contents.

Madison County Public Animal Shelter

Phone: (540) 948-6945
Fax: (540) 948-7052

Address: 4590 Shelby Road
P.O. Box 705
Madison VA, 22727

Animal Record

Animal's Name: _____ Shelter #: _____

Species: _____ Spay/Neuter Date: _____

Color & Markings: _____ Sex: _____ Vet: _____

Date	Treatment & Progress

AGENCY NAME:

Madison County

ANIMAL CUSTODY RECORD

This form includes all mandated information as required by §3.2-6557.B of the Code of Virginia.

ANIMAL ID		CUSTODY DATE	____ / ____ / 20___	TIME	AM / PM

REASON FOR CUSTODY (mark appropriate box)						LOCATION WHERE CUSTODY WAS TAKEN
Stray/ At Large/ Unowned	Owner Surrender	Seized	Bite Case Quarantine	Transfer from Another Releasing Agency	Other	
				☐ Virginia ☐ Out of State		

OWNER'S NAME & ADDRESS (if known)	ADDITIONAL INFORMATION

ANIMAL DESCRIPTION

Species	Breed	Color/markings	Sex	Approx. Age	Approx. Weight	Other

ANIMAL IDENTIFICATION (check for all forms and complete all boxes. If not found, write NONE)

City/county License number	Rabies tag Number	Tattoo	Collar (color, type, etc.)	Other identification (microchip, ID tag, etc.)

CUSTODY RECORD PREPARED BY: **DATE:** ____/ ___ / 20__

Signature & title

DISPOSITION OF ANIMAL **DATE:** ____/ ___ / 20__

Return to owner	Adopted	Euthanized	Died in Custody	Transferred to another Virginia releasing agency (name of agency)	Transferred to Out-of-state releasing agency (name of agency)	Other

Ever Bitten: Yes / No Explain:

Date of bite:

This form may be used by animal control officers, custodians of any public or private animal shelter, representatives of a humane society, or humane investigators to record and maintain the information required by §3.2-6557.B of the Code of Virginia. ***This record shall be maintained for at least five years and must be made available for public inspection upon request.*** *Information on this form is to be summarized and submitted annually to the State Veterinarian in the prescribed format. Questions regarding the use of this form may be directed to the Office of Animal Care and Emergency Response, (804) 692-4001, P.O. Box 1163, Richmond, Virginia 23218.*

Effective 7/2015

RELEASE BY FINDER OR CUSTODIAN

I hereby certify that I am *not* the legal owner of the above animal(s). I release to the Madison County Animal Shelter all property right which I hold or may hold in that animal(s) as finder or custodian, and agree that said animal(s) shall be disposed of at the discretion of Madison County Animal Shelter in any manner authorized by the Virginia law, including euthanasia, without recourse on my part.

DATE:_____SIGNED:_____

RELEASE BY OWNER

I hereby release and surrender all property rights, which I hold in the animal(s) described above. I understand and acknowledge that the described animal(s) may be immediately euthanized or otherwise disposed of by any methods listed in ***Va. Code Sec. 3.2-6546 (E) (2)-(5)***. I certify that no other person has a right of property in the described animal(s). I understand that falsely representing the ownership of an animal to an animal shelter is a *Class 1* misdemeanor under ***Va. Code Sec. 18-2-144.2*** carrying a maximum penalty of 12 month in jail and a $2,500 fine.

Date:_____SIGNED:_____

Body Condition Score: 1 (emaciated) 2 3 4 5 6 7 8 9 10 (obese)

Gait: Walks normally Limps on _____ Will not walk Other: _____

Skin: Normal Missing Hair Itchy, red

Mucus membranes: Pink Red Yellow Blue Pale / White Other: _____

Ears: Clean / No debris Little debris Lots of debris

Eyes: Clean Discharge Red Not opening eye(s)

Fleas? Yes None seen

Ticks? Yes None seen

Visible injuries or wounds? No Yes, Describe: _____

Temperament/Disposition: _____

Animal #: _____

Animal Name: _____

DAILY OBSERVATION SHEET

Note your observations by writing your Initials in the appropriate boxes below

Date	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Time														
APPETITE DRY														
Normal														
Nibbling														
Not Eating														
APPETITE WET														
Normal														
Nibbling														
Not Eating														
STOOLS														
Formed														
Diarrhea														
Bloody														
None														
URINE														
Normal														
Excessive														
Bloody														
Straining														
None														
VOMITING														
None														
Food														
Bile														
Hairball														
Other:														
COUGHING														
Yes														
No														
SNEEZING														
Yes														
No														
NASAL DISCHARGE														
None														
Clear														
Cloudy/Opaque/Green/Yellow														
Blood														
EYES														
Clear														
Pus/Mucus														
Red/Irritated														
Swollen														
BEHAVIOR														
Friendly														
Scared/Shy														
Listless/Depressed														
Aggressive/Feral														
Urine Outside of Litterbox														
Stool Outside of Litterbox														

Notes:

Madison County Public Animal Shelter
Agreement with Outside Releasing Agency

In consideration of receiving an animal from the Madison County Public Animal Shelter, and by my signature on this agreement:

1. I certify that I am authorized to make this agreement on behalf of the Agency whether for an animal shelter, humane society, animal welfare organization, society for the prevention of animal cruelty to animals, animal rescue organization, or other similar entity.

Organization Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

I also certify that the above referenced organization has obtained a signed statement from each of its directors, operators, Animal Shelter Manager and animal caregivers specifying that each individual has never been convicted of animal cruelty. These records are updated from time to time, as necessary.

2. I certify that I am not taking possession of this animal for, or on behalf of, any pet shop dealer, or research facility I agree that I will not sell or transfer this animal to any pet shop, dealer, or research facility.

3. I acknowledge that Virginia law requires me to provide this animal with adequate food, water, shelter, and veterinary treatment as may be necessary. I agree to provide such care at my own Agency's cost.

4. I acknowledge that Madison County officials and employees do not make any warranties regarding the health or ownership of this animal, or of the animal's temperament or suitability as a pet.

5. I understand that the Agency may not place this animal for adoption unless or until the animal has been sterilized by a licensed veterinarian or the Individual adopting on animal signs an agreement to have the animal sterilized by a licensed veterinarian.

VA Code 3.1-796.67 defines "releasing agency" as including any animal shelter humane society, animal welfare society, society for the prevention of cruelty to animals and other similar entities. 3.2-6

Name of Authorized Accepting Animal: _____

Signature: _____

Date: _____

Accepting Agency Physical Address: _____

Mailing Address (if different): _____

Telephone: _____ Email: _____

Released by Madison County Public Animal Shelter

Mailing Address: P.O. Box 705, Madison, Virginia, 22727

Physical Address: 4590 Shelby Road, Madison, Virginia, 22727

Telephone: (540) 948-6945 Fax: (540) 948-7052

Date of Release: _____

Animal #: _____ Name: _____

Species/Breed: _____

Color: _____ Sex: _____ Weight: _____ Approx. Age: _____

Additional Information: _____

_____

DHPP: _____ Bordetella: _____

Rabies 1 Year: _____ FVRCP: _____ FELV: _____

FELV Test: _____ Heartworm Test: _____

Worming Medications: _____

Sterilized Prior to Release? Yes: _____ No: _____

Other Notes:

_____

_____

_____

Madison County Public Animal Shelter
Animal Adoption Agreement

In consideration of receiving an animal from the Madison County Public Animal Shelter, and by my signature on this agreement, I make the following certification and acknowledgements and I agree to the following terms and conditions:

1. I certify that I have never been convicted of animal cruelty, neglect, or abandonment. Further, I certify that no person residing in my household has ever been convicted of animal cruelty, neglect, or abandonment and has not adopted 2 animals in the last 30 days from the Madison County Animal Shelter.

2. I certify that I am not adopting this for, or on behalf of, any pet shop, dealer, or research facility.

3. I acknowledge that Virginia law requires me to prove this animal with adequate food, water, shelter, and veterinary treatment as may be necessary. I agree to provide such care at my own cost.

4. I acknowledge that Madison County officials and employees do not make any warranties regarding the health or ownership of this animal, or the animal's temperament or suitability for my home. Within 15 days from the date of adoption, if for any reason I decide to return/ surrender the animal back to the shelter, the MCAS spay/neuter cost will not be refunded. After 15 days of the adoption none of the Adoption Fee shall be nonrefundable. We advise within five days of adoption to complete a wellness exam by your veterinarian.

5. I acknowledge that the law requires any dog 4 months or older: (i) to be currently vaccinated for rabies and (ii) to wear a collar with a current County issued tag. I agree to comply with this requirement.

6. I acknowledge that **VIRGINIA LAW REQUIRES THIS ANIMAL TO BE STERILIZED WITHIN 30 DAYS OF THE AGREEMENT (ON OR BEFORE _____) OR WITHIN 30 DAYS AFTER THE ANIMAL REACHES 6 MONTHS OF AGE, IF THE ANIMAL IS NOT SEXUALLY MATURE AT THE TIME OF ADOPTION (ON OR BEFORE _____)**. If this animal has not already been sterilized at the time of adoption, I agree to have the animal sterilized by a licensed veterinarian. Within 7 days after sterilization I will deliver or mail to Madison County written confirmation of compliance with this requirement, signed by the veterinarian who performed sterilization. **I UNDERSTAND THAT IF I FAIL TO COMPLY WITH THIS REQUIREMENT I WILL BE SUBJECT TO A CIVIL PENALTY OF UP TO $150.**

Name of Adopting Individual: _____

Signature: _____

Date: _____

Driver's License #: _____

Residence Address: _____

Mailing Address (if different): _____

Home #: _____ Cell: _____

Work: _____ Email: _____

Releasing Agency: Madison County Public Animal Shelter

Mailing Address: P.O. Box 705, Madison, Virginia, 22727

Physical Address: 4590 Shelby Road, Madison, Virginia, 22727

Telephone: (540) 948-6945 Fax: (540) 948-7052

Animal Number: _____

Animal Name: _____

Species/Breed: _____

Color: _____

Sex: _____

Approximate Age: _____

Date of Release: _____

Sterilized: Yes or No

Sterilization Fee: _____

Adoption Fee: _____

Rabies: _____ Distemper: _____ Worming: _____

Heartworm Test: _____

Total: _____

Madison County Public Animal Shelter
PO Box 705
Madison, Virginia 22727
540-948-6945

Sterilization Agreement

Date: _____
Name: _____
Address: _____
_____
Phone: _____
Email: _____

Animal Name: _____
Animal Number: _____
Species: _____
Breed: _____
Color: _____
Sex: Male or Female
Approximate Age: _____
Approximate Weight: _____

Sterilization is required by state law, pursuant to Section 3.2-6575 of the Virginia Comprehensive Animal Laws. Violation of this article is subject to a civil penalty and that the new owner may be compelled to comply with the provisions of this article.

The above-named person, as the new owner of the described animal, is required to have the animal sterilized no later than
_____.

Signature of Representative of Madison County Public Animal Shelter:
_____ Date: _____

Signature of New Owner:
_____ Date: _____

Madison County Public Animal Shelter
Waiting List

Name: _____ Date: _____

Address: _____

_____ Email: _____

Phone: (_____) _____ - _____ Cell: (_____) _____ - _____

Description of animal he/she is waiting for:

_____

_____

_____

Name: _____ Date: _____

Address: _____

_____ Email: _____

Phone: (_____) _____ - _____ Cell: (_____) _____ - _____

Description of animal he/she is waiting for:

_____

_____

_____

Name: _____ Date: _____

Address: _____

_____ Email: _____

Phone: (_____) _____ - _____ Cell: (_____) _____ - _____

Description of animal he/she is waiting for:

_____

_____

_____

Madison County Public Animal Shelter
Lost Animal Report

Date: _____ / _____ / _____

Date Lost: _____ / _____ / _____

Lost From: _____

Species: Cat _____ Dog _____ Other: _____

Breed: _____ Micro-chipped: _____Tattoo: _____

Collar: Yes No Color: _____

Approximate Age: _____

Approximate Weight: _____ Photo Provided: Yes No

Description of Animal:

_____

_____

_____

Owner's Name: _____

Address: _____

_____

Phone: (_____) _____ - _____ Cell: (_____) _____ - _____

Email: _____

Additional Information:

_____

_____

_____

Animal Shelter Manager Completing Report: _____

Madison County Public Animal Shelter
Found Animal Report

Date: _____ / _____ / _____

Date Found: _____ / _____ / _____

Area Found At: _____

Species: Cat _____ Dog _____ Other: _____

Breed: _____

Collar: Yes No Color: _____ Tags: Yes No

Approximate Age: _____ Approximate Weight: _____

Sex: Male Female Sterilized: Yes No

Microchipped:_____ Tattoo: _____ Photos: _____

Description of Animal:

_____

_____

_____

Finder's Name: _____

Address: _____

_____ Email: _____

Phone: (_____) _____ - _____ Cell: (_____) _____ - _____

Okay to Give Out Number? Yes No

Animal Shelter Manager Completing Report: _____

** PLEASE NOTIFY ANIMAL SHELTER IF YOU FIND THE OWNER **

Date	Comments	Initials

Madison County Public Animal Shelter
P.O. Box 705
Madison, Virginia 22727
Office: (540) 948-6945

Madison County Public Animal Shelter
Reclaim/Repayment Form

Animal #: _____ Name: _____ Breed: _____

Color: _____ Age: _____

Date In: _____ Date Released to Owner: _____

Released By: _____ Pick-Up/Boarding Fees: _____

Cash or Check #: _____

** NOTICE: ANIMALS CAN ONLY BE RELEASED TO THEIR OWNER! **

Important: The following is to be filled in completely:

I hereby certify that I am the legal owner of the above animal(s). They shall always be confined on own property and not running at large. You are hereby officially notified by Animal Control to contain your animal(s).

Please Print Legibly:

Owner Name: _____

Full Address: _____

Driver's #: _____Phone #: _____

Email: _____

Do you have a current Rabies Shot? Yes No

Do you have current County Tags? Yes No

Important: Proof of Rabies and County Tags are to be sent to or brought by the Madison County Animal Control Office to verify WITHIN 5 BUSINESS DAYS (Monday-Friday) from date reclaimed.

Owner's Signature: _____

By signing this, I hereby acknowledge that I have read, understand and agree that I am the legal owner of the above animal(s) and agree the animal(s) is in good condition upon reclaiming from the Madison County Public Animal Shelter.

Madison County Public Animal Shelter
P.O. Box 705
Madison, Virginia 22727 (540) 948-6945
Fax: 540-948-7052

Madison County Public Animal Shelter
Employment/Volunteer Agreement

Please check one: Employee ☐ Volunteer ☐

In the animal care field, we will see and deal with many difficult situations. Many of these include animals that have been abused, abandoned, mistreated, and exposed to disease. We will also have to perform euthanasia on animals that we have become attached to. We will deal with aggressive animals and animals that are known to be biters. We will take every precaution to prevent injury to any human as well as animals. Please sign and date the statement below.

I, _____, have never been convicted of animal cruelty, neglect, abuse, or abandonment. I will notify my employer of any charges that may be filed against me concerning animal cruelty, neglect, abuse, or abandonment immediately.

Employee/Volunteer Signature:

_____ Date: _____

Supervisor's Signature

_____ Date: _____

Employee/Volunteer Name: _____

Address: _____

_____Email: _____

Phone: _____ Cell: _____

Hire Date: _____ Reason for Termination: _____

Parental Permission

(To be completed by Parent/Legal Guardian)

Name of Volunteer: _____

Home Phone: _____

Email: _____

Emergency Contact: _____ Phone: _____
(Include Relationship)

Email: _____

I/We grant permission for the above-named volunteer to participate in volunteering at the Madison County Public Animal Shelter.

_____ Date: _____
Printed Name of Parent/Legal Guardian

_____ Date: _____
Signature of Parent/Legal Guardian

Madison County Public Animal Shelter
P.O. Box 705
Madison, VA 22727
540-948-6945

Madison County Public Animal Shelter
Cat Trap / Carrier Loan Agreement

Havahart Trap #: _____ Carrier #: _____

Name: _____

Phone: _____ Cell: _____

Address: _____ Work: _____

Mailing: _____ City: _____ State: _____

Zip-code: _____ Email: _____

I, _____, the undersigned, do hereby declare that I am aware:

1. There is a $50.00 deposit on the trap/carrier.
2. The trap must be returned to Madison County Public Animal Shelter within two weeks_____
   in good working order, or I forfeit my deposit.
3. I take full responsibility for any injury caused while using the trap/carrier. I hereby accept the terms and conditions of the loan of a trap/carrier. I hereby accept release Madison County form any liability for any injury caused while using this trap and any causes of action, claims, suits, or demands whatever that may arise as a result of such injuries.

Signature: _____ Date: _____

MCPAS Representative: _____ Date: _____

Loan Date: _____ Return Date: _____

Notes: _____

MCAS: Outside Releasing Agency Agreement

In consideration of receiving an animal from the Madison County Animal Shelter, and by my signature on this agreement:

1. I certify that I am authorized to make this agreement on behalf of the following animal shelter, humane society, animal welfare organization, society for the prevention of animal cruelty to animals, animal rescue organization, or other similar entity.

Name of Organization: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

2. I also certify that the above referenced organization has obtained a signed statement from each of its directors, operators, staff, and animal caregivers specifying that each individual has never been convicted of animal cruelty, and that these records are updated from time to time, as necessary.
3. I certify that I am not taking possession of this animal for, or on behalf of, any pet shop, dealer, or research facility. I agree that I will not sell or transfer that animal to any pet shop, dealer, or research facility.
4. I acknowledge that Virginia law requires me to provide this animal with adequate food, water, shelter, and veterinary treatment as necessary, and I agree to provide such care.
5. I acknowledge that Madison County officials and employees do not make any warranties regarding the health, ownership, or of their temperament and suitability as a pet.
6. I understand that my releasing agency may not place this animal for adoption until the animal has been sterilized by a licensed veterinarian, or the individual adopting the animal signs an agreement to have the animal sterilized by a licensed veterinarian.

Name of Authorized Accepting Animal: _____

Signature:_____ Date: _____

Accepting Agency Physical Address: _____

Mailing Address (if different): _____

Phone: _____ Email:_____

Date of Release: _____

Animal #: _____ Name: _____

Species/ Breed: _____

Color: _____ Sex: _____ Weight: _____

Approximate Age: _____

Additional Information: _____

_____

DHPP: _____ Bordetella: _____

Rabies 1 Year: _____ FVRCP: _____ FELV: _____

FELV Test: _____ Heartworm Test: _____

Worming Medications: _____

Sterilized prior to release? Yes: _____ No: _____

Other Notes: _____

MCAS: Release of Liability

Animal Number: _____ Animal Name: _____

I, _____ do hereby declare that I understand and acknowledge the following:

1. Animals are different from humans with their responses to human actions.
2. The actions of animals are often unpredictable.
3. Animals should be closely supervised when they are with children.
4. An animal's behavior may change after he/she leaves the shelter and accustoms him/herself to a home or other environment.
5. The Madison County Animal Shelter makes no claims or representations in regard to the temperament or mental dispositions of any animal up for adoption. We advise to have a complete wellness exam by your veterinarian within five days of adoption.

I hereby accept possession of, title to (subject to the conditions of the attached contract), and responsibility for the animal identified above. I hereby release and discharge Madison County Animal Shelter from liability, in relation to any injury or damages to any person or property caused in the future by the following animal, and from any causes of action, claims, suits, or demands whatsoever that may arise as a result of such injury or damages.

Name: _____

Address: _____

Phone: _____

Adopter/Rescue Signature: _____ Date: _____

MCAS Representative: _____ Date: _____