

RECLAIM / REUNION AREA PROCEDURES

Locate near the front of shelter – near the intake area

Will need a table, chairs, pens, & required forms:

Forms: Lost dog report

ID picture from intake (2 if possible – one for kennel and one to stay with admission report)

Admission form: showing description of animal, rabies tag or id tag if collared, and location where found.

Claiming form (do we have a regulation form for this?)

After registering the animal – place in a kennel (or livestock area)

1. Transfer to vet if injured or sick
2. Transfer to animal shelter or Humane Society if not being kept on sight
3. House at this location for duration of shelter operations:
 - A. Need a minimum of two staff: Dog walker or care person
Kennel or clean up person
 - B. Procedures would follow standard ones set up for all animals by SARTS
 1. Tagging kennel with appropriate ID
 2. Feeding, exercise, and cleaning times to be done at set times.
 3. Observation of dogs to be done continually checking for stress, aggression, or illness

Follow guide lines for people to look for their pets:

1. Always accompany them.
2. Make positive ID before allowing them to remove pet.
3. Have them fill out a form to make sure this match is correct (Do we have such forms at the state level)
4. If staying at this shelter, they must register with the intake desk and follow their procedures.

Upon closing shelter area, have unclaimed animals transferred to the animal shelter, humane society, or authorized persons.

