



**Arlington Animal Services Adoption Placement Partners
Standard Operating Policies and Procedures February 18, 2016
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A. Policy

Arlington Animal Services policy dictates adoption placement to residents of the City of Arlington and general public takes precedence over the transfer of animals to Adoption Placement Partners.

B. Purpose

To ensure the administrative process is performed in a consistent manner and that the following transfer guidelines are adhered to accordingly.

C. Responsibilities

1. Animal Technicians and ASO's are responsible for sharing information with management regarding an animal's temperament and behavior, when appropriate, while evaluating an animal's disposition for placement.
2. The Animal Services Manager or his/her designee has the final authority of approving a written agreement authorizing the transfer of animals to an Adoption Placement Partner.
3. The Animal Services Manager or his/her designee has the final authority to determine which animals are available for placement with Adoption Placement Partner.
4. The Animal Services Manager or his/her designee is responsible for complaint resolution relating to Adoption Placement Partners.
5. The Animal Services Manager or his/her designee is responsible for the completion and monitoring of Adoption Placement Partner documents.

D. Application for Transfer of Animals

1. The following information shall be collected and recorded for each Adoption Placement Partner:

- Name of organization
- Breed(s) or species
- Physical address
- Mailing address if different than physical
- Website information
- Must submit and maintain a current copy of 501(C)(3) or other qualified nonprofit



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- Name, address, e-mail address and phone number of each board member
- List of representatives approved to tag animals. The list may be amended by the organizations contact person. The contact person must submit the request on an official organizational letterhead and include the person's name, address, phone number, e-mail address and position with the organization.
- References. (To include but not limited to veterinarians and other animal shelters with whom the organization has a working relationship).
- Type of housing provided to the rescued animal (e.g. foster home, kennels, boarding, kennel / cattery).
- Provide Adoption Placement Partner Transfer Agreement (original copy)

E. Identifying Animals for Placement

The Animal Services Manager or his/her designee will identify those animals deemed appropriate for placement. Decisions will be based upon any of the following factors:

- Health Status
- Temperament/behavior
- Age
- Space availability
- Breed
- Other factors deemed appropriate

F. Release of Animals

1. Shelter staff may not release an animal until all applicable documentation has been completed and approved by the Animal Services Manager or his/her designee.
2. The transferred animal shall be taken to a licensed veterinarian for a health examination.
3. If a licensed veterinarian determines that the treatment of an animal is not a viable option, the animal shall be humanely euthanized. The Adoption Placement Partner shall submit an invoice or medical record, from a licensed veterinarian, documenting the performance of the procedure.
4. If a transferred animal is unable to be sterilized by the time period stated in the City of Arlington Transfer Contract, because the transferred animal is required to undergo medical treatment, documentation on an official letterhead shall be submitted from the treating veterinarian. The letter from the treating veterinarian shall state the animal's medical condition, prescribed course of treatment and duration of treatment.



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5. If a transferred animal is not being treated for an underlying medical condition and the animal is 6 months of age or older, the Adoption Placement Partner shall have the animal spayed or neutered within 30 days of receipt by a licensed veterinarian. If the animal is under 6 months of age, the Animal Welfare Agency agrees to have the animal spayed or neutered by a licensed veterinarian, before it reaches the age of 7 months in accordance with the Texas Health and Safety Code Chapter 823 and the Animals Chapter Section 3.05 of the Code of the City of Arlington. The Adoption Placement Partners shall submit an invoice or medical record, from a licensed veterinarian, documenting the performance of the procedure.

6. The transferred animal shall be vaccinated for rabies, upon the animal reaching 4 months of age or older, in accordance with the Texas Health and Safety Code Chapter 826 and the Animals Chapter

Section 3.05 of the Code of the City of Arlington. The Adoption Placement Partners shall provide an invoice or medical record, from a licensed veterinarian, documenting the performance of the procedure, if requested.

7. If a transferred animal is unable to be vaccinated for rabies because the transferred animal is required to undergo medical treatment, documentation on official letterhead shall be submitted from the treating veterinarian. The letter from the treating veterinarian shall state the animal's medical condition, prescribed course of treatment and duration of treatment.

8. In order for Adoption Placement Partners activities not to be terminated, written documentation of compliance for items 1–7, listed above, will need to be forwarded to the Animal Services Manager or his/her designee, for each Adoption Placement Partner animal transferred from Arlington Animal Services, within the specified time frame.

9. The Adoption Placement Partner understands that a City of Arlington Transfer and Sterilization Agreement shall be completed and the organization will be held accountable to the terms of the agreement as applicable by law.



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G. Conduct

1. Animal Services staff will convey respectfulness toward Adoption Placement Partners representatives.
2. Adoption Placement Partners must comply with established Policies and Procedures.
3. Adoption Placement Partners representatives will convey respectfulness to staff or customers while conducting shelter business.
4. Adoption Placement Partners representatives may not interfere with staff or customers while conducting shelter business.
5. Any grievances or concerns shall be directed to the Animal Services Manager or his/her designee.
6. Adoption Placement Partners privileges may be terminated for non-compliance of any section of this policy.

H. Inspection of Adoption Placement Partner facilities

1. Adoption Placement Partners must approve and agree, upon request, to allow the inspection of all animal holding facilities utilized by the organization, during reasonable hours, after 24 hour notice. The inspection of the facility will be conducted at least one (1) time annually, or when deemed necessary, to ensure the organization is administering to the humane treatment of animals and to determine if proper animal husbandry techniques, in accordance with industry standards, are being utilized.
2. The Animal Services Manager or his/her designee will perform the inspection.

I. Transfer

1. Adoption Placement Partners will be permitted to transfer an animal after the animal has been made available to the general public, in accordance with Animals Chapter Section 3.03 of the Code of the City of Arlington. Adoption to the general public takes precedence over the transfer of animals to Adoption Placement Partners.
2. Adoption Placement Partners who tag animals before the holding period has passed must pick up the animal no later than close of business the next business day after it



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becomes available. The Animal Services Manager or his/her designee may extend the time period if extenuating circumstances are presented.

3. Unadoptable, sick, or animals in need of special care, may be transferred immediately, after the legally required animal holding period, to an Adoption Placement Partner.

4. All applicable adoption fees may be waived in accordance with Resolution No. 00-194, Transfer fees may apply on a case by case basis.

5. Approved Adoption Placement Partners may not pull animals for other organization unless the organization has been approved by the City of Arlington or approval has been provided by the Animal Services Manager or his/her designee.

6. The Animal Services Manager or his/her designee has the discretionary authority to waive the holding period if applicable on a case by case basis.