

Yolo County SPCA
Animal Services Guidelines

This document will provide a guideline to set forth procedures between the Yolo County SPCA and Yolo County Animal Services, to clarify the SPCA's role at the Animal Shelter. Due to the nature of humane work, flexibility is an essential element in a successful relationship.

Informational meetings will be held at monthly intervals between Animal Services personnel and officers of the Board of Directors of the Yolo County SPCA in order to maintain communications. However, meetings may be requested at any time to resolve urgent concerns. In the event of administrative difficulties between SPCA personnel and Animal Services personnel, whenever possible Animal Services would first contact the President of the Yolo County SPCA and SPCA personnel would first contact the Animal Services supervisor to resolve the difficulty. It is understood that the Animal Services supervisor must maintain normal functioning of the shelter at all times.

YOLO COUNTY SPCA OFFICE

The Yolo County SPCA is provided an office located at Yolo County Animal Services. The SPCA's business telephone lines will be located in this office. It will be the work place for SPCA employees (also referred to as "supervising volunteers") involved in shelter and placement work, and the center for volunteer duty assignment.

The SPCA will keep a supply of educational and humane literature in its office. This informational literature will be available free of charge. Animal Services will also provide a display rack in the Animal Services lobby for similar literature. The SPCA will be responsible for all materials in and for the maintenance of its office.

The SPCA will refrain from housing animals in its office, but will be allowed to hold animals during working hours pending placement in foster homes.

SPCA VOLUNTEERS

The SPCA will employ volunteers who will socialize and provide human contact to the animals in various ways, including the following: exercise the dogs; bathe the animals; groom dogs and cats; provide treats to the animals; and handle the animals.

If an Animal Services employee is not available to help a potential adopter with an animal, a trained SPCA employee or volunteer will be available to assist the person. When an adopter wishes to handle an animal, an Animal Services employee will remove the animal from its cage and assist the adopter in handling the animal.

Volunteers will help evaluate the animals by observing their behavior and making notes on clipboards provided on the cages. This will promote adoptions by providing an accurate portrait of the animals. Volunteers are cautioned to make accurate but general comments, and to refrain from making specific comments, particularly regarding the temperament of the animals. Removal and replacement of animals from their cages for exercise or grooming will be done by Animal Services employees or supervising volunteers only.

Exercising will take place in the exercise pens in order to protect the animals. Grooming will be done at the rear of the shelter or in the exercise pens. Bathing will be done only on warm days, at the rear of the shelter. Small animals in extra need of bathing (due to fleas, an extremely dirty animal, or profuse odor) may be bathed inside the shelter upon approval of the supervisor of the kennel. Before returning the animals to the kennel, they will be dry.

If an SPCA volunteer notes any needs in the shelter area (e.g., missing bedding, an animal without food or water, etc.), he or she will mention it to an SPCA supervising volunteer who will then relay the message to the appropriate kennel personnel.

If an SPCA volunteer notes an animal that requires veterinary attention, he or she will inform an SPCA supervising volunteer who will inform the appropriate kennel personnel.

SPCA volunteers will refer the public to the price board in the Animal Services lobby or to Animal Services personnel and will not quote prices to the public. Volunteers will not refer members of the public to particular veterinarians, but will make reference to the list of veterinarians available in the Animal Services office.

SPCA volunteers working on Animal Services grounds will be 18 years or older.

Volunteers will maintain general appearance and dress standards.

A maximum of six (6) SPCA volunteers, including the supervising volunteers present, will be scheduled to work at any one time, and no more than four (4) exercising animals at any one time.

LOST AND FOUND

The Yolo County SPCA maintains a lost and found file for the shelter, in an attempt to reunite lost animals with their owners. The SPCA receives numerous telephone inquiries regarding lost animals from the public and will survey the shelter population in an attempt to find matches. This will facilitate redemption of stray animals.

The SPCA and Animal Services personnel will impress on the public the need for them to visit the shelter regularly to look for their animal, as well as to file a lost report.

EXTENSION OF KENNEL

Extension of Kennel is a procedure by which Animal Services and the Yolo County SPCA provide opportunities for more animals to find permanent homes.

One of the goals of Animal Services and the SPCA is to provide care to and prevent the suffering of animals. To that end, the SPCA aids animals by maintaining a foster home program. Because of its foster home system, the SPCA can provide resources to care for animals that need extra time to find a home or that need special attention, such as sick, very young, or pregnant animals. Animals released to the SPCA are given a second chance of adoption, reduce Animal Services' euthanasia statistics, and increase the space available to Animal Services.

Animals that are suitable for adoption will be given by Animal Services to the SPCA free of charge in order to place these animals through its adoption program. The SPCA assumes responsibility of all the animals under its care.

Animals to be taken by the SPCA under Extension of Kennel will have their cards initialled by the supervisor of the kennel, the kennel officer, or the officer in charge. When animals marked for Extension of Kennel are released, SPCA personnel will be notified. At the end of the adoption period for an animal marked with Extension of Kennel, Animal Services personnel will notify SPCA personnel that the animal will be released to the SPCA's care at the SPCA's option. The SPCA will be allowed to exercise its option to adopt prior to the animal being euthanized.

Extension of Kennel paperwork will be completed on each animal before it is taken by the SPCA and kept on file by Animal Services.

The SPCA will keep Extension of Kennel information in a loose-leaf binder in its office. The information will include the date each animal is acquired by the SPCA from Animal Services, a description of each animal, the foster home name, address and telephone number, the date of placement by adoption, and the city where placed.

The SPCA will claim animals under Extension of Kennel when they reach adoption status. For strays adoption status is reached when the animal has been in the shelter for seven (7) days. Owner-surrendered animals are immediately available for adoption.

The SPCA commends Animal Services for its efforts to reunite lost pets with their owners by maximizing the time animals are held before release for adoption.

The SPCA strongly recommends that weaned litters be released as soon as possible for adoption. It is understood that stray litters are usually abandoned animals that are not likely to be redeemed by their owners. Rapid release to adoption will reduce the spread of disease and will increase adoption rates and available space.

Under no circumstances would the SPCA recommend release of animals for euthanasia purposes earlier than the seven (7) days currently observed, and would urge that animals be given as much time as possible to be adopted.

The SPCA will be given the opportunity to immediately take young (sixteen weeks or less) animals; mothers of very young animals; pregnant animals; and animals with an injury or physical condition (e.g., abscess, skin problem) that the SPCA can help. The SPCA can prevent needless death and suffering of these animals by providing extended care to them that is not possible through Animal Services. Very young, pregnant, sick, or injured animals would normally be unplaceable through Animal Services and are at risk in high density populations.

Any animal taken by the SPCA before the seven (7) day limit will be held in a foster home without attempting to adopt it until that time limit is reached. These animals will be available for redemption by their original owners through the lost and found program and through Animal Services channels. The SPCA will encourage the licensing of dogs when placed with permanent homes.

SPCA supervising volunteers may have access to the isolation room only when accompanied by an Animal Services employee. Animal Services and/or SPCA personnel will maintain a current list of the animals in the isolation room. The list will be used to expedite redemption of lost animals and will be available to the SPCA and the public. Extension of Kennel adoptions by the SPCA of animals upon their release from quarantine would be on specific approval of the Animal Services supervisor.

The SPCA joins with Animal Services to provide the best possible care and treatment to animals in their care. Both organizations direct their efforts to reducing the overabundance of unwanted companion animals through effective spay/neuter programs and to diminish animal suffering by eliminating the spread of disease.

Dated: May __, 1990.

YOLO COUNTY SOCIETY FOR THE
PREVENTION OF CRUELTY TO ANIMALS

YOLO COUNTY ANIMAL SERVICES

By: _____

By: _____

Signed 5/25/90 by St. Carr

COPY

*VA # 300
3/18/11*

Yolo County SPCA
Extension of Kennel
Checklist

1. Have the animal's card marked "Extension of Kennel" and initialled by the supervisor of the kennel, the kennel officer, or the officer in charge.
2. Complete and sign the Extension of Kennel contract. One copy is retained by the Yolo County SPCA and one is retained by Animal Services.
3. Place the animal in the foster home.
4. Animals released before the seven (7) day holding time are considered to be on Extension of Kennel to the Yolo County SPCA until the seven (7) day period expires. These animals are not to be placed with permanent homes until the time expires. If the original owner is located within the seven (7) day period and wishes to redeem the animal, it will be returned from the foster home to Animal Services and redeemed through Animal Services channels.
5. The SPCA will encourage the licensing of dogs when placed with permanent homes.

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VA # 300
3/18/11

Yolo County SPCA
Volunteer Guidelines

1. Yolo County SPCA volunteers will be eighteen (18) years or older. Volunteers will maintain general appearance and dress standards.
2. A maximum of six (6) SPCA volunteers, including the supervising volunteers present, will be scheduled to work at any one time, and no more than four (4) exercising animals at any one time.
3. SPCA volunteers will socialize and provide human contact to the animals in various ways, including the following: exercise the dogs; bathe the animals; groom dogs and cats; provide treats to the animals; and handle the animals.
4. Exercising will take place in the exercise pens in order to protect the animals. Grooming will be done at the rear of the shelter or in the exercise pens. Bathing will be done only on warm days, at the rear of the shelter. Small animals in extra need of bathing (due to fleas, extremely dirty, or profuse odor) may be bathed inside the shelter only upon approval of the supervisor of the kennel. Before returning the animals to the kennel, they will be dry.
5. Volunteers will help evaluate the animals by observing their behavior and making notes on clipboards provided on the cages. This will promote adoptions by providing an accurate portrait of the animals. Volunteers are cautioned to make accurate but general comments, and to refrain from making specific comments, particularly regarding the temperament of the animals.
6. If an SPCA volunteer notes any needs in the shelter area (e.g., missing bedding, an animal without food or water, etc.), he or she will mention it to an SPCA supervising volunteer who will then relay the message to the appropriate kennel personnel.
7. If an SPCA volunteer notes an animal that requires veterinary attention, he or she will inform an SPCA supervising volunteer who will inform the appropriate kennel personnel.
8. SPCA volunteers will refer the public to the price board in the Animal Services lobby or to Animal Services personnel and will not quote prices to the public. Volunteers will not refer members of the public to particular veterinarians, but will make reference to the list of veterinarians available in the Animal Services office.
9. If an Animal Services employee is not available to help a potential adopter with an animal, a trained SPCA employee or volunteer will be available to assist the person in observing and discussing the animals. When an adopter wishes to handle an animal, the SPCA employee or volunteer will obtain assistance from an Animal Services employee, who will remove the animal from its cage and assist the adopter in handling the animal.

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