

A. Policy

Arlington Animal Services policy dictates adoption placement to residents of the City of Arlington and general public takes precedence over the placement of animals with rescue organizations.

B. Purpose

To ensure the administrative process is performed in a consistent manner and that the following rescue 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 adoption or rescue placement.
2. The Animal Services Manager or his designee has the final authority of approving a written agreement authorizing the adoption of animals to an animal rescue/placement organization.
3. The Animal Services Manager or his designee has the final authority to determine which animals are available for rescue/placement.
4. The Animal Services Manager or his designee is responsible for complaint resolution relating to rescue/placement organizations.
5. The Animal Services Manager or his designee is responsible for the completion and monitoring of rescue/placement documents.

D. Written Agreement

1. The following information shall be collected and recorded for each rescue/
placement organization:
 - a. Name of organization;
 - b. Breed(s) or species;
 - c. Physical address;
 - d. Mailing address if different than physical;
 - e. Website information;
 - f. Type of organization

- 1) Non-Profit- Must submit 501(C)(3)
 - 2) Private Organization – Must submit a copy of organizational by-laws or charter
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- g. Sponsorship (i.e., local breed club, national breed club)
 - h. Non-Profit Status – Must submit copy of state or federal paperwork
 - i. Years in existence
 - j. Geographic region covered
 - k. Address, e-mail address, previous rescue/placement affiliation and phone number of each volunteer
 - l. List of approved animal transporters. The list may be amended by the organizations contact person. The contact person must submit the request on an official organizational letterhead.
 - m. References. (To include but not limited to veterinarians and other animal shelters with whom the organization has a working relationship).
 - n. Type of housing provided to the rescued animal (e.g. foster home, kennels, boarding, kennel/cattery).
 - o. Any age restrictions

E. Identifying Animals for Placement

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

- 1) Health Status
- 2) Temperament/behavior
- 3) Age
- 4) Space availability
- 5) Breed
- 6) 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 designee.
2. The rescued animal shall be taken immediately 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 rescue/placement organization shall submit an invoice or medical record, from a licensed veterinarian, documenting the performance of the procedure.
4. If a rescued animal is unable to be sterilized by the time period stated in the City of Arlington Adoption Contract, because the rescued 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.
5. If a rescued animal is not being treated for an underlying medical condition and the animal is 6 months of age or older, the rescue/placement organization 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, when it reaches the age of 6 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 rescue/placement organization shall submit an invoice or medical record, from a licensed veterinarian, documenting the performance of the procedure.
6. The rescued 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 rescue/placement organization shall submit an invoice or medical record, from a licensed veterinarian, documenting the performance of the procedure.

7. If a rescued animal is unable to be vaccinated for rabies because the rescued 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.
8. In order for rescue/placement activities not to be suspended, written documentation of compliance for items 1 – 7, listed above, will need to be forwarded to the Animal Services Manager or his designee, for each rescue/placement animal adopted from Arlington Animal Services, within two weeks of the date of adoption of a rescue animal.
9. The rescue/placement organization understands that a City of Arlington Adoption and Sterilization Agreement shall be completed and the organization representative will be held accountable to the terms of the agreement as applicable by law.

G. Conduct

1. Animal Services staff will convey respectfulness toward rescue/placement organization representatives.
2. Rescue/placement organizations must comply with established Policies and Procedures.
3. Rescue/placement organization representatives will convey respectfulness to staff or customers while conducting shelter business.
4. Rescue/placement organization 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 designee.
6. Rescue/placement organization privileges may be suspended for non-compliance of any section of this policy.

H. Inspection of rescue /placement group facilities

1. Approved rescue/placement organizations 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 designee will perform the inspection.

I. Adoption

1. Rescue/placement organizations will be permitted to adopt an animal after the animal has been made available to the general public for three (3) days, once it is eligible for adoption, in accordance with Animals Chapter Section 3.03 of the Code of the City of Arlington . However, during the interim time period, a rescue/placement organization may place their organizations name on the **administrative copy** of the animals kennel card located in the administrative office. Kennels cards attached to the animals kennel or cage **may not** be marked upon except by approval of the Animal Services Manager or his designee.
2. Rescue/placement organizations who place their names on a kennel card, and the 3 (three) day holding period has passed, must adopt the animal the next business day it becomes available to the rescue/placement organizations. The Animal Services Manager or his 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 a rescue/placement organization.
4. All applicable adoption fees may be waived in accordance with Resolution No. 00-194.

5. Approved animal rescue/placement organizations 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 designee.
6. The Animal Services Manager or his designee has the discretionary authority to waive the holding period if applicable on a case by case basis.