

Madison County, Virginia

Animal Shelter Operations Manual

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Chapter 1: General Policies

GENERAL PROVISIONS

- A. Operation as a Pound. The County's animal pound consists of facilities operated by the 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."
- i. Primary oversight of pound operations shall be the responsibility of the County's designated Shelter Manager.
 - ii. Day-to-day operations of the pound shall be under the supervision and direction of the Shelter Manager.
- B. Governing Laws and Regulations.
- i. This facility shall be operated and maintained in accordance with applicable laws and regulations governing operation of a pound, specifically:
 1. Virginia Code, Title 3.1, Chapter 27.4
 2. Virginia Administrative Code 2 VAC 5-11—10 through 2 VAC 5-110110
 3. Madison County Animal Control Ordinance (October 4, 2006), as it may be amended from time to time
 - ii. 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 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, where they appear in Va. Code §3.1-796.66, shall have the meanings set forth in that Code section.

- D. Hours Open to the Public. The facility shall be accessible to the public at reasonable hours. Hours shall be posted on signs located on the gate at the entrance to the pound, 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 and each staff member shall be advised of his or her obligation to update the statement as changes occur.

F. Record-keeping: information and inquiries about specific animals.

- i. Staff shall maintain written records of information received from any humane society, animal welfare society, society for the prevention of cruelty to animals, or similar organization, regarding specific companion animals. Any such information shall be maintained for a period of 30 days from the date received.
- ii. Staff shall maintain written records regarding animals released for adoption, for a period of at least 30 days.
- iii. Staff shall maintain written records of contacts with individuals who have found a companion animal and who are providing care or safekeeping of that animal. These written records shall be kept for a period of 30 days from the date on which the information is received. 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 or other identification or markings; and
 3. The location where the animal was found.
- iv. If a person contacts the pound inquiring about a lost companion animal, staff shall advise the person (i) if the companion animal is confined at the pound, or (ii) if a companion animal of similar description is confined there. Staff shall also check its 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 pound's written records containing information about companion animals that have been found or that have been placed for adoption.

G. Record-keeping, generally.

- i. *Custody*--Staff shall maintain an animal custody record for each of the animals received into the pound. In addition, staff shall keep detailed, written records of the disposition and euthanasia of individual animals.
- ii. *Data required for State Report*--Staff 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 no later than January 15 each calendar year.
- iii. *Monthly Staff Report*—The Shelter Manager shall provide the County Administrator with a monthly Animal Record Summary Report. This monthly report shall be submitted on or before the 5th day of each calendar month, for the preceding calendar month.
- iv. *Inventory*--On or before January 31 of each year staff shall take inventory of all equipment and supplies stored at the pound. This inventory shall be reviewed and updated on a monthly basis.
- v. *Records of donations*--Staff 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. Each month, donations of equipment and supplies shall be incorporated into the ongoing inventory.

- vi. *Cash management*—Staff 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). Staff shall provide individuals with receipts for cash taken in. Staff 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*. Staff 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, staff will welcome and seek out assistance from all appropriate resources.

H. Required holding periods.

- i. An animal received at the pound shall be kept for a minimum of five (5) days, commencing on the day *following* the day the animal is initially confined (unless the animal is sooner claimed by its rightful owner).
- ii. Upon receiving an animal into the pound, staff shall determine whether the animal has a collar, tag, license, tattoo, or other form of identification. If such identification is found on the animal, it shall be held for a minimum of least ten (10) days, commencing on the day *following* the day the animal is initially confined (unless the animal is sooner claimed by its rightful owner). If identification is found, staff shall make a reasonable effort to notify the owner of the animal's confinement within 48 hours following the day of initial confinement.
- iii. If an animal confined in the pound 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) staff shall promptly arrange for disposition of the animal through one of the alternatives set forth within subparagraph (i), following below.
- iv. Nothing in this section shall preclude staff 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 at least three (3) days (one of which must be a full business day) if:
 - 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. Disposition of animals. Upon expiration of the required holding period, staff shall promptly arrange one of the following dispositions for an animal:
- i. *Foster care.* Placement of the animal in a foster home, if the foster care provider meets the requirements of Va. Code §§3.1-796.68 and 3.1-796.96:6 and the provider signs a written statement specifying that he or she has never been convicted of animal cruelty, neglect or abandonment;
 - ii. *Transfer of custody.* Transfer of custody of the animal to:
 1. A releasing agency within the Commonwealth of Virginia, if the agency has provided staff with the written statements required by Va. Code §3.1-796.96(C)(1); or
 2. To a releasing agency located in and lawfully operating under the laws of another state, if that releasing agency meets the requirements of Virginia Code §3.1-796.96(C)(5), for the purposes of adoption or euthanasia only;
 3. 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 pound 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 pound, including a specific date on which the releasing agency will be required to remove the animal from the premises.
 - iii. *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;
 - iv. *Other adoption.* 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; or
 - v. *Euthanasia.* Euthanasia, when utilized, shall be performed in accordance with lawful and humane procedures.

ANIMAL HOUSING, CARE, AND DISPOSITION

A. Shelter Capacity:

- i. The maximum number of dogs that may be sheltered at the pound (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
 4. An additional number of dogs as may lawfully be sheltered in the pound's outdoor confinement areas consistent with the standard of care required by state law and regulations.
- ii. The maximum number of cats that may be sheltered at the pound 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 pound.
- 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 during periods of weather or temperature extremes.

B. Care of Animals. Every companion animal on the premises of the pound 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 so as 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 so as 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, turn about, 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. When an animal is tethered, "adequate space" refers to a tether that permits the above-referenced actions and that is appropriate to the age and size of the animal; that is attached to the animal by a properly applied collar, halter, or harness configured so as to protect the animal from injury and prevent the animal or tether from becoming entangled with
 - d. 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.
 - e. 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 §3.1-796.66, including veterinary treatment when needed or to prevent suffering or disease transmission.
- 1. Upon being received into the pound, 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 pound.
- B. Drug Storage. No drugs for euthanasia shall be stored at the pound.

BUILDINGS AND GROUNDS

- A. Food preparation and storage
 - i. Bins used to store food shall be constructed of materials that protect against infestation by insects and rodents.
 - ii. 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, or in bins on rollable coasters.
 - iii. Perishable food shall be refrigerated or promptly disposed of.
 - iv. 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.
 - v. 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. Such animals will be confined in the isolation area for a minimum of 48 hours.
- 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. Staff shall follow the requirements of the County's Facilities Director as to maintenance of the buildings, grounds, facilities and equipment of the pound.
- 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. Staff 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 be kept broom-clean at all times.

MOTOR VEHICLES AND TRANSPORTATION OF ANIMALS

A. Operation of County-Owned Motor Vehicles.

- i. No person other than a County employee shall be permitted to operate a County-owned motor vehicle assigned to the pound. No County employee shall be allowed to operate a County-owned motor vehicle assigned to the pound. Any employee who is authorized to operate a County-owned motor vehicle must have a valid driver's license and insurance coverage. It shall be the responsibility of the animal control officers to obtain documentation of an employee's license and proof-of-insurance prior to allowing any employee to operate a County-owned vehicle.
- ii. No County-owned motor vehicle assigned to the pound shall be used for any purposes other than official County business.

B. Transportation of Animals

- i. When transporting any animal, no staff member 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 within any type of conveyance shall be provided for each animal being transported.

AMENDMENTS OF POLICY

- A. This Standard Operating Procedure may be amended from time to time by the County Administrator.
- B. The effective date of this SOP is November 12th, 2019.

Chapter 2: Ordinances and Civil Penalties

State law reference—*Comprehensive animal laws, Code of Virginia, § 3.2-6500 et seq.; authority of board of supervisors to adopt certain ordinances, Code of Virginia, §§ 3.2-6537, 3.2-6543; ordinances prohibiting cruelty to animals, Code of Virginia, §§ 3.2-6543, 3.2-6544; regulation of keeping animals and fowl other than dogs and cats, Code of Virginia, § 3.2-6544; regulation of sale of animals procured from animal shelters, Code of Virginia, § 3.2-6545; power of county to adopt animal health regulations, Code of Virginia, § 15.2-1200.*

Article I. In General Provisions

Sec. 6-1. Short title.

This chapter may be cited as the "Madison County Animal Control Ordinance."

(Ord. No. 2006-4, art. 1, § I, 10-4-2006)

Sec. 6-2. Definitions.

The definitions of terms used in this chapter shall have the same meaning as those set forth in Virginia Code Section 3.1-796.66. Such definitions are hereby adopted and incorporated in this chapter by reference. In addition, the following terms and phrases shall have the following Meanings the following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Animal control officer means the animal control officer of the county.

Animal pound means a facility maintained by the county board of supervisors for the purpose of impounding or harboring seized, stray, homeless, abandoned, or unwanted animals; or a facility maintained for the same purpose under a contract with any county, city, town, or incorporated society for the prevention of cruelty to animals.

Dog means every dog four months of age or older, regardless of sex.

Domesticated cat means every domesticated cat, regardless of age or sex.

Owner means any person who:

1. Has a right of property in an animal;
2. Keeps or harbors an animal;
3. Has an animal in their care; or
4. Acts as a custodian of an animal.

Running at large. A dog shall be deemed to run at large while roaming, running, or self-hunting off the property of its owner and not under its owner's immediate control.

Stray animal means any unlicensed animal running at large and not under the control of an owner.

Treasurer means the treasurer of the county.

(Ord. No. 2006-4, art. 1, § II, 10-4-2006;)

Sec. 6-3. Violations.

Pursuant to Virginia Code Section 3.1-796.128, A violation of this chapter shall be

punishable as a Class 4 misdemeanor; provided, however, if a dog has been declared a dangerous or vicious dog in accordance with article VI, control of dangerous and vicious dogs of this chapter, a violation of this chapter shall be punishable as set forth in Code of Virginia, § 3.2-6540.

(Ord. No. 2006-4, art. 1, § III, 10-4-2006)

Sec. 6-4. Position of animal control officer.

The animal control officer of the county shall complete the required training as set forth in Virginia Code Section 3.1-796.104:1. The animal control officer of the county shall discharge the duties and responsibilities of the position of animal control officer as set forth in Virginia Code Section 3.1-796.104.

(Ord. No. 2006-4, art. 1, § IV, 10-4-2006)

Sec. 6-5. Disposition of taxes and fees collected.

- a. The treasurer shall keep all money collected under this chapter, except as provided below, in the general fund and such funds shall be used for the purposes designated by Code of Virginia, § 3.2-6534.
- b. The treasurer shall keep all money collected pursuant to article VI, control of dangerous and vicious dogs of this chapter, less the costs incurred by the animal control officer in producing and distributing the certificates and tags required by article VI of this chapter, in a special dedicated fund in the county treasury and such funds shall be used for paying the expenses of any training course required under Code of Virginia, § 3.2-6556.

(Ord. No. 2006-4, art. 1, § V, 10-4-2006)

If any article or section of this ordinance is declared invalid or unenforceable, the remaining articles or sections of this ordinance shall not be affected thereby, and such remaining articles or sections shall continue in full force and effect.

Secs. 6-6--6-28. Reserved.

Article II. Licensing Of Dogs

Sec. 6-29. Unlicensed dogs prohibited.

It shall be unlawful for any person to own a dog four months of age or older in the county unless such dog is licensed, as required by the provisions of this article.

(Ord. No. 2006-4, art. 2, § 1, 10-4-2006; Ord. No. 2018-3, § I, 4-24-2018)

Sec. 6-30. How to obtain a license.

- a. Any owners of a dog in the county shall obtain a dog license from the treasurer or a designated agent by making written application, accompanied by the amount of license tax and a current certificate of vaccination against rabies for each dog as required under article III of this chapter.
- b. The treasurer shall have the authority to license dogs of owners who reside within the limits of the county, and may require information to this effect from any applicant. The treasurer may establish substations in convenient locations in the county and appoint agents for the collection of the license tax and issuance of such license tags and receipts. Upon receipt of proper application and current certificate of vaccination against rabies, the treasurer or a designated agent shall issue a license receipt for the amount of license tax on which he shall record the name and address of the owner, the date of payment, the year for which issued, the serial number of the license tag, whether male, unsexed male, female, or unsexed female, and deliver the metal license tags or plates provided for herein. The above listed information received by treasurer or a designated agent shall be retained and shall be open to public inspection during the period for which the license is valid.

(Ord. No. 2006-4, art. 2, § 2, 10-4-2006; Ord. No. 2018-3, § II, 4-24-2018)

Sec. 6-31. Amount of license tax.

Any person licensing a dog in the county shall pay an annual license tax on the ownership of the dog in an amount set by ordinance of the county board of supervisors.

(Ord. No. 2006-4, art. 2, § 3, 10-4-2006; Ord. No. 2018-3, § III, 4-24-2018)

Sec. 6-32. Term of license; when license tax is payable.

The term of a dog license shall be for the lifetime of the dog or as long as the owner resides in the county. The owner of any dog four months of age or older shall pay a license tax, as set forth in section 6-31, no later than 30 days of the dog turning four months of age or within 30 days after the dog comes into possession of the owner. Such license shall be valid as long as the dog's owner resides in the county and the dog's rabies vaccination is kept current.

(Ord. No. 2006-4, art. 2, § 4, 10-4-2006; Ord. No. 2018-3, § IV, 4-24-2018)

Sec. 6-33. What a dog license shall consist of.

The county dog license shall consist of a license receipt and a metal tag. The metal tag shall be stamped or otherwise permanently marked to identify the tag as a dog licensed for the county, and shall include the calendar year for which issued, and a serial number assigned to the dog.

(Ord. No. 2006-4, art. 2, § 5, 10-4-2006; Ord. No. 2018-3, § V, 4-24-2018)

Sec. 6-34. Effect of dog not wearing collar as evidence of license.

Any dog not wearing a collar bearing a license tag for the current calendar year shall be prima facie deemed to be unlicensed; and in any proceeding under this article, the burden of proof that such dog has been licensed or is otherwise not required to wear a tag at all

times shall be on the owner of the dog.

(Ord. No. 2006-4, art. 2, § 6, 10-4-2006; Ord. No. 2018-3, § VI, 4-24-2018)

Sec. 6-35. Duplicate license tags.

If a dog license is lost, destroyed, or stolen, the owner shall immediately apply to the treasurer or a designated agent for a duplicate tag, presenting the original license receipt. Upon affidavit of the owner that the original license tag has been lost, destroyed, or stolen, the treasurer or a designated agent shall issue a duplicate license tag, which the owner shall immediately affix on the collar of the dog. The treasurer or a designated agent shall endorse the number of the duplicate and the date issued in the face of the original receipt. The fee for a duplicate tag shall be \$1.00.

(Ord. No. 2006-4, art. 2, § 7, 10-4-2006; Ord. No. 2018-3, § VII, 4-24-2018)

Sec. 6-36. Displaying receipts; dogs to wear tags.

Pursuant to Code of Virginia, § 3.2-6531, dog license receipts shall be carefully preserved by the licensees and exhibited promptly on request for inspection by the animal control officer or other law enforcement officer. Dog license tags shall be securely fastened to a substantial dog collar by the owner and worn by such dog. It shall be unlawful for the owner to permit any licensed dog four months old or older to run or roam at large at any time without a license tag. The owner of the dog may remove the collar and license tag:

1. When the dog is engaged in lawful hunting;
2. When the dog is competing in a dog show;
3. When the dog has a skin condition which would be exacerbated by the wearing of a collar;
4. When the dog is confined; or
5. When the dog is under the immediate control of its owner.

(Ord. No. 2006-4, art. 2, § 8, 10-4-2006; Ord. No. 2018-3, § VIII, 4-24-2018)

Secs. 6-37--6-60. Reserved.

ARTICLE III. RABIES INOCULATION OF DOGS AND DOMESTICATED CATS

Sec. 6-61. Requirement of rabies inoculation; availability of certificate.

Pursuant to Virginia Code Section 3.1-796.97:1, the owner of all dogs and domesticated cats four months of age or older shall have them vaccinated for rabies by a currently licensed veterinarian or currently licensed veterinary technician who is under the immediate and direct supervision of a licensed veterinarian on the premises. The veterinarian shall provide the owner of the dog or domesticated cat with a certificate of vaccination. Upon the request of the animal control officer or other law enforcement official, the owner of the dog or domesticated cat shall furnish, within a reasonable period of time, the certificate of vaccination for such dog or domesticated cat.

(Ord. No. 2006-4, art. 3, § 1, 10-4-2006)

Sec. 6-62. Evidence showing inoculation for rabies prerequisite to obtaining dog license; rabies clinics.

- a. Pursuant to Virginia Code Section 3.1-796.97, no license tag shall be issued for any dog unless there is presented, to the treasurer or a designated agent, at the time application for license is made, evidence satisfactory to the treasurer or a designated agent showing that such dog has been inoculated or vaccinated against rabies by a currently licensed veterinarian or currently licensed veterinary technician who was under the immediate and direct supervision of a licensed veterinarian on the premises within three years of the date of such application for the license.
- b. Pursuant to Code of Virginia, § 3.2-6521, rabies clinics, approved by the county health department and the county board of supervisors, shall be held at least once per year when the county board of supervisors finds that the number of resident veterinarians is otherwise inadequate to meet the need.

(Ord. No. 2006-4, art. 3, § 2, 10-4-2006)

Sec. 6-63. Rabid animals at large, emergency ordinances.

Dogs or cats showing active signs of rabies or suspected of having rabies that is not Pursuant to Virginia Code Section 3.2-6522, when there is sufficient reason to believe that a rabid animal is at large, the Madison County Board of Supervisors shall have the power to pass an emergency ordinance which shall become effective immediately upon passage, requiring owners of all dogs and domesticated cats therein to keep the same confined on their premises unless leashed under restraint of the owner in such manner that persons or animals will not be subject to the danger of being bitten by the rabid animal. Any such emergency ordinance enacted pursuant to the provisions of this section shall be operative for a period not to exceed thirty (30) days unless renewed by the Madison County Board of Supervisors.

Dogs or cats showing active signs of rabies or suspected of having rabies shall be confined under competent observation for such a time as may be necessary to determine a diagnosis. If confinement is impossible or impracticable, such dog or cat shall be humanely euthanized by one of the methods approved by the State Veterinarian as provided in Virginia Code Section 3.1-796.96. Every person having knowledge of the existence of an animal apparently afflicted with rabies shall report immediately to the Madison County Health Department the existence of such animal, the place where seen, the owner's name, if known, and the symptoms suggesting rabies.

Any dog or cat, for which no proof of current rabies vaccination is available, and which is exposed to rabies through a bite, or through saliva or central nervous system tissue, in a fresh open wound or mucous membrane, by an animal believed to be afflicted with rabies, shall be confined in a pound, kennel or enclosure approved by the Madison County Board of Supervisors for a period not to exceed six months at the expense of the owner. Inactivated rabies vaccine may be administered at the beginning of confinement and a rabies vaccination shall be administered prior to release. However, if confinement is not feasible, the dog or cat shall be humanely euthanized by one of the methods approved by the State Veterinarian as provided in Virginia Code Section 3.1-796.96.

Any dog or cat so bitten, or exposed to rabies through saliva or central nervous system tissue, in a fresh open wound or mucous membrane with proof of a valid rabies vaccination, shall be revaccinated immediately following the bite and shall be confined to the premises of the owner, or other site as may be approved by the Madison County Health Department, for a period of ninety (90) days.

At the discretion of the Director of the Madison County Health Department, any animal that has bitten a person shall be confined under competent observation for ten (10) days, unless the animal develops active symptoms of rabies or expires before that time. A seriously injured or sick animal may be humanely euthanized as provided in Virginia Code Section 3.1-796.96, and its head sent to the Division of Consolidated Laboratory Services of the Department of General Services, or the Madison County Health Department, for evaluation.

When any potentially rabid animal, other than a dog or cat, exposes or may have exposed a person to rabies through a bite, or through saliva or central nervous system tissue, in a fresh open wound or mucous membrane, that animal shall be confined at the discretion of the Madison County Health Director in a manner approved by the Health Department or humanely euthanized as provided in Virginia Code Section 3.1-796.96 and its head sent to the Division of Consolidated Laboratory Services of the Department of General Services or the Madison County Health Department for evaluation.

When any animal, other than a dog or cat, is exposed to rabies through a bite, or through saliva or central nervous system tissue, in a fresh open wound or mucous membrane, by an animal believed to be afflicted with rabies, that newly exposed animal shall be confined at the discretion of the Madison County Health Director in a manner approved by the Madison County Health Department or humanely euthanized as provided in Virginia Code Section 3.1-796.96.

(Ord. No. 2006-4, art. 3, § 3, 10-4-2006)

Secs. 6-64--6-84. Reserved.

ARTICLE IV. COUNTY PUBLIC ANIMAL SHELTER

Sec. 6-85. Maintenance of public animal shelter.

The county board of supervisors shall maintain a pound or enclosure as required by Code of Virginia, § 3.2- 6546. This pound or enclosure shall be known as the county animal shelter.

(Ord. No. 2006-4, art. 4, § 1, 10-4-2006)

Sec. 6-86. Seizure and confinement of stray animals.

The animal control officer is hereby authorized to seize, deliver, and confine dogs and cats within the pound during normal business hours or in emergency situations in accordance with Code of Virginia, § 3.2-6546 and this article.

(Ord. No. 2006-4, art. 4, § 2, 10-4-2006)

Sec. 6-87. Redemptions.

One of the goals of animal control is to reunite as many animals as possible with their owner. The procedure for redemption of an animal by its owner shall be as follows:

1. Only the owner of an animal shall be permitted to redeem an animal unless a person other than the owner has written authorization from the owner.
2. A person who seeks to redeem an animal must present some proof of identification and ownership.
3. A person who seeks to redeem an animal must be 16 years of age or older.
4. A person who seeks to redeem an animal must pay all fees for licensure, seizure, and confinement of that animal.
5. A person who redeems an animal must complete and sign a redemption form.

(Ord. No. 2006-4, art. 4, § 3, 10-4-2006)

Sec. 6-88. Fees for seizure and confinement.

The owner of an animal that has been seized and confined shall pay to the treasurer or a designated agent fees for seizure, confinement and adoption in an amount set by resolution of the county board of supervisors.

(Ord. No. 2006-4, art. 4, § 4, 10-4-2006)

Secs. 6-89--6-119. Reserved.

ARTICLE V. CONTROL OF DOGS GENERALLY

Sec. 6-120. Unlicensed dogs running at large.

- a. Pursuant to Code of Virginia, §§ 3.2-6538 and 3.2-6546, the animal control officer may seize and confine any dog of unknown ownership found running at large without a license tag. If such animal has not been claimed upon the expiration of the holding period of not less than five days, and is not delivered to a person in the county, the animal control officer may humanely euthanize such dog by one of the methods approved by the state veterinarian as provided in Code of Virginia, § 3.2-6546. The animal control officer or other law enforcement officer may deliver such dog to any person in the county who will pay the required license fee on such dog and the charge assessed for seizure and confinement as required by this chapter, with the understanding that should the owner therefore claim the dog and prove ownership, such owner may recover the dog by paying to the person to whom such animal was delivered, the cost of the license and a reasonable charge for the keep of the dog.
- b. If the animal control officer or other law enforcement officer delivers a dog to any person in the county who will pay the required license fee and cost on such dog as provided herein, the person accepting the delivery of such dog shall within five days after such delivery furnish to the animal control officer evidence of the rabies inoculation and licensing of such dog as required by this chapter. The failure to provide such evidence shall be a violation of this article.

(Ord. No. 2006-4, art. 5, § 1, 10-4-2006)

Sec. 6-121. Confinement of female dogs in season.

Pursuant to Code of Virginia, § 3.2-6538, the running at large of a female dog in season is prohibited, and such dog shall be confined in a place inaccessible to a male dog unless the owner is breeding said female dog to a specific male dog.

(Ord. No. 2006-4, art. 5, § 2, 10-4-2006)

Sec. 6-122. Dogs destroying property.

Pursuant to Code of Virginia, § 3.2-6538, no owner of a dog shall permit it to go upon the land of any other person and damage or destroy any garden, shrub, grass or other property thereon. Any person owning property, which is damaged or destroyed by any violation described in this section, may enter a complaint by warrant issued against the owner of the animal involved. The district court shall hear the complaint.

(Ord. No. 2006-4, art. 5, § 3, 10-4-2006)

Sec. 6-123. Dogs killing livestock or poultry.

- a. Pursuant to Code of Virginia, § 3.2-6552, it shall be the duty of any animal control officer or other officer who may find a dog in the act of killing or injuring livestock or poultry to kill such dog forthwith whether such dog bears a tag or not. Any person finding a dog committing any of the depredations mentioned in this section shall have the right to kill such dog on sight as shall any owner of livestock or his agent finding a dog chasing livestock on land utilized by the livestock when the circumstances show that such chasing is harmful to the livestock.
- b. Any court shall have the power to order the animal control officer or other officer to kill any dog known to be a confirmed livestock or poultry killer, and any dog killing poultry for the third time shall be considered a confirmed poultry killer. The court, through its contempt powers, may compel the owner, custodian, or harbinger of the dog to produce

the dog.

- c. Any animal control officer who has reason to believe that any dog is killing livestock or poultry shall be empowered to seize such dog solely for the purpose of examining such dog in order to determine whether it committed any of the depredations mentioned herein. Any animal control officer or other person who has reason to believe that any dog is killing livestock or committing any of the depredations mentioned in this section shall apply to a magistrate of the county, who shall issue a warrant requiring the owner or custodian, if known, to appear before the county general district court at a time and place named therein, at which time evidence shall be heard. If it shall appear that the dog is a livestock killer or has committed any of the depredations mentioned in this section, the county general district court shall order that the dog be:
1. Killed immediately by the animal control officer or other officer designated by the court; or
 2. Removed to another state which does not border on the state and prohibited from returning to the state. Any dog ordered removed from the state which is later found in the state shall be ordered by a court to be killed immediately.

(Ord. No. 2006-4, art. 5, § 4, 10-4-2006)

Sec. 6-124. Compensation for livestock or poultry killed by dogs.

- a. Any person who has any livestock or poultry killed or injured by any dog not his own shall be entitled to receive as compensation the fair market value of such livestock or poultry not to exceed \$400.00 per animal or \$10.00 per fowl, provided that:
1. The claimant has furnished evidence within 60 days of discovery of the quantity and value of the dead or injured livestock and the reasons the claimant believes that death or injury was caused by a dog;
 2. The animal control officer or other officer shall have been notified of the incident within 72 hours of its discovery; and
 3. The claimant first has exhausted his legal remedies against the owner, if known, of the dog doing the damage for which compensation under this section is sought. Exhaustion shall mean a judgment against the owner of the dog upon which an execution has been returned unsatisfied.
- b. Any claims for compensation made as set forth above shall be paid only if there are sufficient monies in the general fund of the county budgeted to pay those claims approved by the county board of supervisors. If there are not sufficient monies in the general fund budgeted to pay a claim, the claim shall be paid in the order it is received when monies become available. Upon payment under this section, the county board of supervisors shall be subrogated to the extent of compensation paid to the owner of the livestock or poultry against the owner of the dog and may enforce the same in an appropriate action at law.

(Ord. No. 2006-4, art. 5, § 5, 10-4-2006)

Secs. 6-125--6-146. Reserved.

ARTICLE VI. CONTROL OF DANGEROUS OR VICIOUS DOGS

Sec. 6-147. Definitions, control, and penalties.

- a. The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Dangerous dog means a canine or canine crossbreed that has bitten, attacked, or inflicted injury on a person or companion animal that is a dog or cat, or killed a companion animal that is a dog or cat. However, when a dog attacks or bites a companion animal that is a dog or cat, the attacking or biting dog shall not be deemed dangerous:

1. If no serious physical injury as determined by a licensed veterinarian has occurred to the dog or cat as a result of the attack or bite;
 2. If both animals are owned by the same person;
 3. If such attack occurs on the property of the attacking or biting dog's owner or custodian; or
 4. For other good cause as determined by the court.
- No dog shall be found to be a dangerous dog as a result of biting, attacking, or inflicting injury on a dog or cat while engaged with an owner or custodian as part of lawful hunting or participating in an organized, lawful dog handling event.

Vicious dog means a canine or canine crossbreed that has:

1. Killed a person; Inflicted serious injury to a person, including multiple bites, serious disfigurement, serious impairment of health, or serious impairment of a bodily function; or
 2. Continued to exhibit the behavior that resulted in a previous finding by a court or, on or before July 1, 2006, by an animal control officer as authorized by this article, that it is a dangerous dog, provided that its owner has been given notice of that finding.
- b. Any law enforcement officer or animal control officer who has reason to believe that a canine or canine crossbreed within the county is a dangerous dog or vicious dog shall apply to a magistrate of the county for the issuance of a summons requiring the owner or custodian, if known, to appear before the county general district court at a specified time. The summons shall advise the owner of the nature of the proceeding and the matters at issue. If a law enforcement officer successfully makes an application for the issuance of a summons, he shall contact the local animal control officer and inform him of the location of the dog and the relevant facts pertaining to his belief that the dog is dangerous or vicious. The animal control officer shall confine the animal until such time as evidence shall be heard and a verdict rendered. If the animal control officer determines that the owner or custodian can confine the animal in a manner that protects the public safety, he may permit the owner or custodian to confine the animal until such time as evidence shall be heard and a verdict rendered. The court, through its contempt powers, may compel the owner, custodian or harbinger of the animal to produce the animal. If, after hearing the evidence, the court finds that the animal is a dangerous dog, the court shall order the animal's owner to comply with the provisions of this section. If, after hearing the evidence, the court finds that the animal is a vicious dog, the court shall order the animal euthanized in accordance with the provisions of Code of Virginia, § 3.2-6562. The procedure for appeal

and trial shall be the same as provided by law for misdemeanors. Trial by jury shall be as provided in Code of Virginia, title 19.2, ch. 15, art. 4 (§ 19.2-260 et seq.). The state shall be required to prove its case beyond a reasonable doubt.

- c. No canine or canine crossbreed shall be found to be a dangerous dog or vicious dog solely because it is a particular breed, nor is the ownership of a particular breed of canine or canine crossbreed prohibited. No animal shall be found to be a dangerous dog or vicious dog if the threat, injury or damage was sustained by a person who was:
 - 1. Committing, at the time, a crime upon the premises occupied by the animal's owner or custodian;
 - 2. Committing, at the time, a willful trespass upon the premises occupied by the animal's owner or custodian; or
 - 3. Provoking, tormenting, or physically abusing the animal, or can be shown to have repeatedly provoked, tormented, abused, or assaulted the animal at other times.

No police dog that was engaged in the performance of its duties as such, at the time of the acts complained of, shall be found to be a dangerous dog or a vicious dog. No animal that, at the time of the acts complained of, was responding to pain or injury, or was protecting itself, its kennel, its offspring, a person, or its owner's or custodian's property, shall be found to be a dangerous dog or a vicious dog.

- d. If the owner of an animal found to be a dangerous dog is a minor, the custodial parent or legal guardian shall be responsible for complying with all requirements of this section.
- e. The owner of any animal found to be a dangerous dog shall, within ten days of such finding, obtain a dangerous dog registration certificate from the local animal control officer or treasurer for a fee of \$50, in addition to other fees that may be authorized by law. The local animal control officer or treasurer shall also provide the owner with a uniformly designed tag that identifies the animal as a dangerous dog. The owner shall affix the tag to the animal's collar and ensure that the animal wears the collar and tag at all times. All certificates obtained pursuant to this subsection shall be renewed annually for the same fee and in the same manner as the initial certificate was obtained. The animal control officer shall provide a copy of the dangerous dog registration certificate and verification of compliance to the state veterinarian.
- f. Dangerous dog registration certificates; renewals.
 - 1. All dangerous dog registration certificates or renewals thereof required to be obtained under this section shall only be issued to persons 18 years of age or older who present satisfactory evidence:
 - i. Of the animal's current rabies vaccination, if applicable;
 - ii. That the animal has been neutered or spayed; and
 - iii. That the animal is and will be confined in a proper enclosure or is and will be confined inside the owner's residence or is and will be muzzled and confined in the owner's fenced-in yard until the proper enclosure is constructed.
 - 2. In addition, owners who apply for certificates or renewals thereof under this section shall not be issued a certificate or renewal thereof unless they present satisfactory evidence that:

- i. Their residence is and will continue to be posted with clearly visible signs warning both minors and adults of the presence of a dangerous dog on the property; and
 - ii. The animal has been permanently identified by means of a tattoo on the inside thigh or by electronic implantation.
 3. All certificates or renewals thereof required to be obtained under this section shall only be issued to persons who present satisfactory evidence that the owner has liability insurance coverage, to the value of at least \$100,000.00, that covers animal bites. The owner may obtain and maintain a bond in surety, in lieu of liability insurance, to the value of at least \$100,000.00.
- g. While on the property of its owner, an animal found to be a dangerous dog shall be confined indoors or in a securely enclosed and locked structure of sufficient height and design to prevent its escape or direct contact with or entry by minors, adults, or other animals. The structure shall be designed to provide the animal with shelter from the elements of nature. When off its owner's property, an animal found to be a dangerous dog shall be kept on a leash and muzzled in such a manner as not to cause injury to the animal or interfere with the animal's vision or respiration, but so as to prevent it from biting a person or another animal.
- h. The owner of any dog found to be dangerous shall register the animal with the state dangerous dog registry, as established under Code of Virginia, § 3.1-796.93:3, within 45 days of such a finding by a court of competent jurisdiction. The owner shall also cause the local animal control officer to be promptly notified of:
1. The names, addresses, and telephone numbers of all owners;
 2. All of the means necessary to locate the owner and the dog at any time;
 3. Any complaints or incidents of attack by the dog upon any person or cat or dog;
 4. Any claims made or lawsuits brought as a result of any attack;
 5. Tattoo or chip identification information, or both;
 6. Proof of insurance or surety bond; and
 7. The death of the dog.
- i. After an animal has been found to be a dangerous dog, the animal's owner shall immediately, upon learning of same, cause the local animal control authority to be notified if the animal:
1. Is loose or unconfined;
 2. Bites a person or attacks another animal; or
 3. Is sold, given away, or dies.

Any owner of a dangerous dog who relocates to a new address shall, within ten days of relocating, provide written notice to the appropriate local animal control authority for the old address from which the animal has moved and the new address to which the animal has been moved.

- j. Any owner or custodian of a canine or canine crossbreed or other animal is guilty of a:
1. Class 2 misdemeanor if the canine or canine crossbreed previously declared a dangerous dog pursuant to this section, when such declaration arose out of a separate and distinct incident, attacks and injures or kills a cat or dog that is a

companion animal belonging to another person; or

2. Class 1 misdemeanor if the canine or canine crossbreed previously declared a dangerous dog pursuant to this section, when such declaration arose out of a separate and distinct incident, bites a human being or attacks a human being causing bodily injury.

The provisions of this subsection shall not apply to any animal that, at the time of the acts complained of, was responding to pain or injury, or was protecting itself, its kennel, its offspring, a person, or its owner's or custodian's property, or when the animal is a police dog that is engaged in the performance of its duties at the time of the attack.

- k. The owner of any animal that has been found to be a dangerous dog who willfully fails to comply with the requirements of this section is guilty of a Class 1 misdemeanor.
- l. All fees collected pursuant to this section, less the costs incurred by the animal control authority in producing and distributing the certificates and tags required by this section, shall be paid into a special dedicated fund in the treasury of the locality for the purpose of paying the expenses of any training course required under Code of Virginia, § 3.1-796.104:1.

(Ord. No. 2006-4, art. 6, § 1, 10-4-2006)

Secs. 6-148--6-177. Reserved.

ARTICLE VII. CONTROL OF STRAY OR DEAD ANIMALS

Sec. 6-178. Confinement and disposition of stray animals.

Pursuant to Virginia Code Section 3.1-796.96, the animal control officer may seize and confine any stray animals found running at large.

1. Upon receipt of a complaint about a stray animal, it shall be the duty of the animal control officer, upon locating such animal, to seize and confine it in the county animal pound, or an appropriate facility.
2. Any animal confined pursuant to this article shall be kept for a period of not less than five days if not wearing a collar, tag, license, tattoo, micro-chipping device, or other form of identification; or kept for a period of not less than ten days if wearing a collar, tag, license, tattoo, micro-chipping device or other form of identification, such period to commence on the day immediately following the day the animal is initially confined, unless sooner claimed by the owner thereof.
3. If any animal confined pursuant to this section bears identification of the owner, the animal control officer shall make a reasonable effort to notify the owner within a reasonable time after the animal is seized and confined.
4. If the animal has not been claimed within such period of time, it may be humanely euthanized or, after having been spayed or neutered, disposed of in accordance with Code of Virginia, § 3.2-6546 by:
 - i. Sale or gift to a federal agency or state-supported institution, agency of the state, agency of another state, or licensed federal dealer, provided that such agency, institution or dealer agrees to confine the animal for an additional period of not less than five days;
 - ii. Delivery to any local humane society or animal shelter within the state;
 - iii. Adoption by any person who is a resident of the county who will pay the required license fee, if any, on such animal;
 - iv. Adoption by an person who is not a resident of the county; or
 - v. Delivery, for the purposes of adoption or euthanasia only, to a humane society or animal shelter located in and lawfully operating under the laws of another state, provided that such humane society or animal shelter:
 1. Maintains records which would comply with Code of Virginia, § 3.2-6557;
 2. Requires that adopted dogs and domesticated cats be spayed or neutered; and
 3. Has been approved by the state veterinarian or a designated agent as a facility which maintains such records, requires adopted dogs and domesticated cats to be spayed or neutered, and provides adequate care and euthanasia.
5. The county animal shelter shall not deliver more than two animals or a family of animals during any 30- day period to any one person in accordance with Code of Virginia, § 3.1-796.96.3223.
6. No provision herein shall prohibit the destruction of a critically injured or critically ill animal for humane purposes.
7. Any animal destroyed pursuant to this section shall be humanely euthanized by one of the methods approved by the state veterinarian as provided in Code of Virginia, § 3.2-6546.

(Ord. No. 2006-4, art. 7, § 1, 10-4-2006)

Sec. 6-179. Abandonment of domesticated animals or fowl in public place or on property of another.

Pursuant to Virginia Code Section 3.1-796.73, any person who any cat, dog, or other domesticated animal in any public place, including but not limited to the right-of-way of any public highway, road, or street, or on any property of another shall be guilty of a Class 3 misdemeanor.

(Ord. No. 2006-4, art. 7, § 2, 10-4-2006)

Sec. 6-180. Disposal of dead animals.

Pursuant to Virginia Code Section 3.1-796.121, the owner of any animal, which has died from disease or other cause, shall forthwith cremate, bury or render the same. If, after notice, any owner fails to do so, the animal control officer or other law enforcement officer shall bury or cremate the companion animal and then may recover from the owner, on behalf of the county, the cost for this service.

(Ord. No. 2006-4, art. 7, § 3, 10-4-2006)

Secs. 6-181--6-198. Reserved.

ARTICLE VIII. CONTROL OF LIVESTOCK, HORSES, AND FOWL

Sec. 6-199. Maintenance of premises where animals and fowl are kept.

Each stable, pen, coop, or other place where any animal or fowl is kept shall be maintained at all times in a safe and sanitary condition.

(Ord. No. 2006-4, art. 8, § 1, 10-4-2006)

BOARD OF AGRICULTURE AND CONSUMER SERVICES
Office of Animal Care and Emergency Response
Civil Penalty Matrix
Guidelines for Enforcement

These guidelines provide direction to the State Veterinarian and Division of Animal and Food Industry Services (AFIS) staff in determining the civil penalty that may be considered appropriate for violations of certain requirements of the Virginia Comprehensive Animal Care Law, as authorized by the Board of Agriculture and Consumer Services.

SECTION 1: AUTHORITY

The Board of Agriculture and Consumer Services shall implement a civil penalties program for Virginia's localities and animal shelters through the Virginia Department of Agriculture and Consumer Services staff, to include the Director of the Division of Animal and Food Industry Services (State Veterinarian) and Division of Animal and Food Industry Services staff, pursuant to Va. Code §§ 3.26546 and 3.2-6548.

SECTION 2: DEFINITIONS

Definitions listed below are in supplement to Va. Code §§ 3.2-5900 and 3.2-6500.

"Animal shelter" means a public animal shelter as defined in Va. Code § 3.2-6500 or a private animal shelter as defined in Va. Code § 3.2-6500.

"Board" means the Board of Agriculture and Consumer Services.

"Critical violation" means (i) a noncompliance, found upon inspection by a State Veterinarian's representative, with the Code of Virginia or Virginia Administrative Code that causes animal death, serious injury, or suffering; or (ii) the denial of access of a State Veterinarian's representative when such access is for the purpose of inspection.

"First non-critical violation" means the first cited non-critical noncompliance with the Code of Virginia or Virginia Administrative Code found upon an animal shelter inspection by a State Veterinarian's representative within the preceding five calendar years.

"Hearing officer" means an attorney selected from a list maintained by the Executive Secretary of the Supreme Court in accordance with Va. Code § 2.2-4024.

"Letter of Notification" means a written notification to a responsible authority that a State Veterinarian's representative cited either a first non-critical violation or no violations during the shelter inspection process.

"Non-critical violation" means a noncompliance with the Code of Virginia or Virginia Administrative Code cited by a State Veterinarian's representative that is not a critical violation. A non-critical violation does not include any violation of Va. Code § 3.2-6555 or § 3.2-6556, pertaining to animal control officer training.

“Notice of Violation and Opportunity for Good Faith Consideration” means a written notification from the Program Manager to a responsible authority that (i) identifies a (a) critical violation, (b) repeat non-critical violation, or (c) violation of Va. Code § 3.2-6555 or § 3.2-6556; (ii) indicates the dollar amount of the potential civil penalty based on Section 6 of this document; and (iii) offers the opportunity to submit additional facts or documentation to the Program Manager for consideration.

“Notice of Penalty Dismissal” means a written notification from the Program Manager to a responsible authority that the civil penalty associated with a violation is rescinded based on the additional facts or documentation submitted by the responsible authority after the issuance of the Notice of Violation and Opportunity for Good Faith Consideration.

“Notice of Violation and Penalty Assessment” means a written notification from the Program Manager to a responsible authority that (i) documents a (a) critical violation, (b) repeat non-critical violation, or (c) violation of Va. Code § 3.2-6555 or § 3.2-6556; and (ii) states the civil penalty assessment based on Section 6 of this document.

“Program Manager” means (i) the manager of the Office of Animal Care and Emergency Response within the Virginia Department of Agriculture and Consumer Services, Division of Animal and Food Industry Services, or (ii) a person designated by the State Veterinarian who works under the direction of the State Veterinarian.

“Responsible Authority” means the (i) governing body of a locality or (ii) owner or operating entity of a private animal shelter.

SECTION 3: ANIMAL SHELTER INSPECTION PROCESS

All animal shelters, including vehicles used by such to transport companion animals, are subject to inspection by the State Veterinarian or his representative. A State Veterinarian’s representative will identify critical or non-critical violations and cite such violations.

A. Critical Violation upon Inspection

If the State Veterinarian’s representative cites a critical violation, he will (i) ensure that corrective actions are immediately undertaken to prevent further death, serious injury, or suffering; and (ii) submit documentation concerning the violation to the Program Manager within five business days of the inspection for assessment of civil penalties.

B. First Non-Critical Violation upon Inspection

If a State Veterinarian’s representative cites a first non-critical violation, he will provide the responsible authority a Letter of Notification within a reasonable time after the inspection. The Letter of Notification will include (i) a copy of the inspection report, (ii) an explanation of the cited violation, including relevant section(s) of the Code of Virginia or Virginia Administrative Code, and (iii) a statement of first non-critical violation.

C. Repeat Non-Critical Violation upon Inspection

If the cited violation is a repeat of a previously cited non-critical violation, a State Veterinarian’s representative will provide the Program Manager (i) a copy of the inspection report, (ii) an explanation of the violation, including relevant section(s) of the Code of Virginia or Virginia Administrative Code, and (iii) a statement of repeat non-critical violation within 15 business days of the inspection.

D. No Violation upon Inspection

If a State Veterinarian's representative does not find evidence of noncompliance, he will provide the responsible authority a copy of the inspection findings and a Letter of Notification indicating no violations were cited. These documents will be sent to the responsible authority within a reasonable time after the inspection.

E. Determination of Repeat Violation

A State Veterinarian's representative will determine that a repeat violation has occurred upon review of inspection findings if a similar violation based on the same factual basis was cited within the preceding five calendar years.

SECTION 4: ANIMAL CONTROL OFFICER TRAINING

A State Veterinarian's representative will annually collect and review animal control officer (ACO) training information from every locality employing an animal control officer. Upon review of the training information, a State Veterinarian's representative will determine if a violation of Va. Code § 3.2-6555 or § 3.2-6556 has occurred and then submit documentation concerning the violation to the Program Manager for assessment of civil penalties.

A State Veterinarian's representative will determine that a repeat violation has occurred upon review of training information if a similar violation based on the same factual basis was cited within the preceding five calendar years.

SECTION 5: CIVIL PENALTY ASSESSMENT

Upon receipt of documentation from a State Veterinarian's representative concerning a (i) critical violation, (ii) repeat non-critical violation, or (iii) violation of Va. Code § 3.2-6555 or § 3.2-6556, the Program Manager will review said documentation and determine if a civil penalty will be assessed as follows:

A. Critical Violations

If the Program Manager concurs that a critical violation has occurred, the Program Manager will determine the appropriate civil penalty in accordance with Section 6 of this document and prepare a Notice of Violation and Opportunity for Good Faith Consideration. The Notice of Violation and Opportunity for Good Faith Consideration will be sent to the responsible authority and include a (i) summary of the violation(s), supporting documentation, and previous violation history, if applicable; (ii) notification of the maximum potential civil penalty assessment; and (iii) statement advising that the responsible authority may provide any additional, relevant facts to the Program Manager, including facts that demonstrate a good-faith attempt to achieve compliance, which shall be due within 30 days after the date of receipt by the responsible authority. If the responsible authority submits no additional facts or supplemental documentation, the Program Manager will evaluate the violation using current and historical records and information. Upon receiving any additional facts or supplemental documentation or after the date on which the responsible authority was required to submit additional facts or supplemental documentation, the Program Manager will review all relevant history and facts and provide a written response as to whether the penalty assessment is upheld, revised, or rescinded by issuing either (i) a Notice of Violation and Penalty Assessment or (ii) a Notice of Penalty Dismissal.

A Notice of Violation and Penalty Assessment shall include a (i) summary of the inspection or review findings, supporting documentation, and previous violation history, if applicable, including relevant section(s) of the Code of Virginia or Virginia Administrative Code; (ii) notification of the civil penalty assessed; and (iii) statement advising that the responsible authority may (a) agree to the assessment,

sign a consent resolution, waive his rights to an informal fact finding conference pursuant to Va. Code § 2.2-4019, and pay the civil penalty, which shall be due within 30 days after the date of receipt by the responsible authority, or (b) request an informal fact finding conference pursuant to Va. Code § 2.24019.

If the Program Manager determines that the cited violation occurred but was non-critical in nature, penalties will be assessed as appropriate for non-critical violations.

If the Program Manager determines that no violation occurred, a written notice will be sent to the responsible authority documenting this determination.

B. Non-Critical Violations

If the Program Manager concurs that a repeat non-critical violation or a violation of Va. Code § 3.26555 or § 3.2-6556 has occurred, the Program Manager will determine the appropriate civil penalty in accordance with Section 6 of this document and prepare a Notice of Violation and Opportunity for Good Faith Consideration. The Notice of Violation and Opportunity for Good Faith Consideration will be sent to the responsible authority and include a (i) summary of the violation(s), supporting documentation, and previous violation history, if applicable, including relevant section(s) of the Code of Virginia or Virginia Administrative Code; (ii) notification of the maximum potential civil penalty assessment; and (iii) statement advising that the responsible authority may provide any additional, relevant facts to the Program Manager, including facts that demonstrate a good-faith attempt to achieve compliance, which shall be due within 30 days after the date of receipt by the responsible authority. If no additional facts or supplemental documentation is submitted by the responsible authority, the Program Manager will evaluate the violation using current and historical records and information. Upon receiving any additional facts or supplemental documentation or after the date on which the responsible authority was required to submit additional facts or supplemental documentation, the Program Manager will review all relevant history and facts and provide a written response as to whether the Penalty Assessment is upheld, revised, or rescinded by issuing either a (i) Notice of Violation and Penalty Assessment or (ii) Notice of Penalty Dismissal.

A Notice of Violation and Penalty Assessment shall include a (i) summary of the inspection or review findings, supporting documentation, and previous violation history, if applicable, including relevant section(s) of the Code of Virginia or Virginia Administrative Code; (ii) notification of the civil penalty assessed; and (iii) statement advising that the responsible authority may (a) agree to the assessment, sign a consent resolution, waive his rights to an informal fact finding conference pursuant to Va. Code § 2.2-4019, and pay the civil penalty, which shall be due within 30 days after the date of receipt by the responsible authority, or (b) request an informal fact finding conference pursuant to Va. Code § 2.24019.

If the Program Manager determines that no violation occurred, a written notice shall be sent to the responsible authority documenting this determination.

C. Informal Fact Finding Conference

Should the responsible authority dispute (i) the factual basis of a cited violation and the civil penalty assessed or (ii) the upheld or revised violation and civil penalty assessed in the case where additional, relevant facts were provided by the responsible authority to the Program Manager, the responsible authority shall request an informal fact finding conference within 30 days of receipt of the Program Manager's Notice of Violation and Penalty Assessment. The State Veterinarian will hold an informal fact finding conference pursuant to Va. Code § 2.2-4019 prior to making a case decision. Following the informal fact finding conference, the State Veterinarian will send to the responsible authority a written final notice of the findings via certified mail along with the factual basis for the findings and the civil penalty assessed.

D. Formal Hearing

The responsible authority may appeal a case decision by the State Veterinarian to the Board pursuant to Va. Code § 2.2-4020. If the responsible authority intends to appeal the final notice of the State Veterinarian, he shall notify the Secretary of the Board in writing within 30 days following his receipt of the State Veterinarian's findings. The Secretary of the Board will arrange for a hearing officer, arrange the location of the formal hearing, and arrange for a court reporter. The hearing officer will hear the relevant information about the case, consider the facts of all violations identified in the case, and evaluate the civil penalty assessed. The hearing officer shall transmit his findings and recommendations to the Board as required in Va. Code § 2.2-4024(D) and inform the respondent of his right under § 2.2-4021(A) to address the Board. The Board shall consider the findings and recommendations of the hearing officer and render a case decision within the timeframe established in Va. Code § 2.2-4021(C). The Board may establish limits on how much time the responsible authority will be afforded to address the Board with respect to the formal hearing officer's findings and recommendations.

E. Recovery of Civil Penalties, Use of Civil Penalty Funds

If the civil penalty is not paid within the allowed time period, the case will be referred to the Office of the Attorney General for further action. All civil penalties assessed and not paid within the time specified in the Notice of Violation and Penalty Assessment shall be recovered in a civil action brought by the Attorney General in the name of the Commonwealth. Such civil penalties shall be paid into a special fund in the state treasury to the credit of the Department to be used in carrying out the purposes of the Virginia Comprehensive Animal Care laws.

SECTION 6: DETERMINATION OF CIVIL PENALTY

The following matrix will be used to determine the dollar amount of the civil penalty to be assessed for a violation. The matrix, in conjunction with the assessment procedure, considers (i) the history of previous violations by the responsible authority; (ii) whether the violation has caused injury to or death or suffering of an animal; and (iii) the demonstrated good faith of the responsible authority to achieve compliance after notification of the violation. The matrix provides for an escalating penalty assessment based on the number of repeat violations. All violations within the preceding five calendar years will be considered.

The penalty for a critical violation will be assessed for each day the violation occurs and is calculated on a case-by-case basis. The State Veterinarian or his representative will establish criteria to be used to determine the daily penalty rate, not to exceed \$1,000 per day. Criteria will include factors such as public health and safety, animal health and safety, duration of the violation, number of past occurrences of the violation, and the potential impact on an animal owner's property rights.

The penalty for a non-critical violation that is cited by a State Veterinarian's representative four or more times within the preceding five calendar years will be assessed for each day the violation occurs and is calculated on a case-by-case basis. The State Veterinarian or his representative will establish criteria to be used to determine the daily penalty rate, not to exceed \$1,000 per day. Criteria will include factors such as public health and safety, animal health and safety, duration of the violation, number of past occurrences of the violation, and the potential impact on an animal owner's property rights.

The penalty for a violation of Va. Code § 3.2-6555 or § 3.2-6556 that is cited by a State Veterinarian's representative four or more times within the preceding five calendar years will be assessed for each day the violation occurs and is calculated on a case-by-case basis. The State Veterinarian or his representative will establish criteria to be used to determine the daily penalty rate, not to exceed \$1,000 per day. Criteria will include factors such as public health and safety, animal health and safety, duration of the violation, number of past occurrences of the violation, and the potential impact on an animal owner's property rights.

		Total Cited Violations (Preceding 5 Calendar Years)					
		Authority	Category	1	2	3	≥4
Non-Critical Violations	§ 3.2-6546 § 3.2-6562 Code of Virginia	Confinement and Disposition, Public Animal Shelters	No penalty	\$500	\$1,000	Assessed at a rate up to \$1,000 per day cumulative**	
	§ 3.2-6548 Code of Virginia	Confinement and Disposition, Private Animal Shelters	No penalty	\$500	\$1,000		
	§ 3.2-6557 Code of Virginia	Animal Custody, Records, and Limitations	No penalty	\$250	\$750		
	§ 3.2-6574 § 3.2-6575 Code of Virginia	Sterilization	No penalty	\$100	\$600		
	2 VAC 5-111-10 through 2 VAC 5-111-40 Virginia Administrative Code	Shelter Regulations*	No penalty	\$250	\$750		
	2 VAC 5-150-120 through 2 VAC 5-150-170 Virginia Administrative Code	Transport Regulations	No penalty	\$100	\$600		

		Authority	Category	Penalty
Critical Violations	§ 3.2-6502 § 3.2-6566 Code of Virginia	Right to Inspect	Assessed at a rate up to \$1,000 per day cumulative**	
	§ 3.2-6503 Code of Virginia	Animal Care		
	§ 3.2-6546 § 3.2-6562 Code of Virginia	Confinement and Disposition, Public Animal Shelters		
	§ 3.2-6548 Code of Virginia	Confinement and Disposition, Private Animal Shelters		
	§ 3.2-6557 § 3.2-6574 § 3.2-6575 Code of Virginia	Recordkeeping, Sterilization		
	2 VAC 5-111-10 through 2 VAC 5-111-40 Virginia Administrative Code	Shelter Regulations*		
	2 VAC 5-150-120 through 2 VAC 5-150-170 Virginia Administrative Code	Transport Regulations		

	Authority	Category	Total Cited Violations (Preceding 5 Calendar Years)			
			1	2	3	≥4
ACO Training Violations	§ 3.2-6555 § 3.2-6556 Code of Virginia	Animal Control Officer Employment and Training	\$200	\$500	\$1,000	Assessed at a rate up to \$1,000 per day cumulative**

* Failure to comply with state laws and regulations governing the disposal of solid waste will be reported to appropriate authorities. Civil penalties will not be assessed in such cases.

**The penalty for more than three non-critical violations, more than three violations of Va. Code § 3.2-6555 or § 3.2-6556, or any critical violation is calculated at a daily rate on a case-by-case basis (Va. Code §§ 3.2-6546 and 3.2-6548).

Revised May 24, 2018

Chapter 3: Control of Infection and Contagious Disease

Effective Date: October 1, 2016

OVERVIEW: This protocol shall be followed in order to identify and properly care for animals showing signs of infectious/contagious disease while controlling the transmission of disease to other animals in the shelter. This protocol is required by:

2VAC5-111-30 Provision of Veterinary Treatment

B. Each facility shall engage a licensed veterinarian to develop or ratify a protocol for the control of infectious and contagious disease and shall adhere to such protocol. Each facility shall provide a marked isolation room for the confinement of animals suffering from a contagious or infectious disease.

Veterinarian Printed Name: _____ Date: _____

Veterinarian Signature: _____

ANIMAL INTAKE:

A. Intake exam

Upon arrival at the animal shelter, each animal will be examined for any signs of illness or injury, and the results will be documented on the attached "Body Condition Scoring Sheet" form

- I. Any animal showing any signs of potentially infectious/contagious disease will be immediately housed individually (unless nursing neonates with mother) in a thoroughly clean, disinfected, and dry enclosure in the marked isolation room.
- II. Any animal not showing any signs of potentially infectious/contagious disease will be housed individually (unless nursing neonates with mother or animal arriving with and already accustomed to cohabitation with another specific animal) in a thoroughly clean, disinfected, and dry enclosure in the appropriate general housing area.
- III. Signs of potentially infectious/contagious disease include, but are not limited to: vomiting, diarrhea, coughing, sneezing, discharge from the nose, eyes, ears or mouth, hair loss, itchiness.

B. Animal Monitoring

- I. Animals will be monitored daily for attitude, appetite, urination, defecation and any signs of illness or abnormality. Observations will be recorded for each animal on the attached "Daily Observation Sheet" and maintained on or near the animal's primary enclosure.
- II. Any animal presenting signs of infectious/contagious illness at any time during its confinement in the shelter will be immediately placed in the isolation room. All animals in the isolation room will be individually housed for the entire duration of confinement in the isolation room (unless nursing neonates with mother).

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

Gait: Walks normally _____ Limp(s) 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:

ISOLATION ROOM

A. Veterinary Examination and Treatment

- I. Animals placed in the isolation room will be evaluated and treated by a veterinarian within 24 hours of entering the isolation room or euthanized after holding period. The animal care attendants(s) will be instructed by the veterinarian on the proper care of the medically compromised animal(s).

B. Management of the Isolation Room

- I. The isolation room will have a dedicated supply of cleaning items (such as mops, brooms, cleaning solution bottles, paper towels, etc.) and animal care items (bedding, food and water devices, leashes, etc).
 - a. Items and supplies used in the isolation room will not be removed for use in other areas of the shelter.
- II. The isolation room will not be used to store extra animal care supplies, cleaning supplies, grounds maintenance equipment, or other supplies needed for maintaining and operating the shelter.
- III. Animal care personnel will wear disposable gloves, shoe coverings, and gown over clothes prior to entering the isolation room and while caring for animals housed in this room. Gloves, shoe coverings, and gown will be removed upon exiting the isolation room.
- IV. All trash and waste will be collected and tied in plastic bags. This will not be carried through the area of general population; if it is not possible to avoid an area of general population, the trash will double bagged and the outside of the bag will be sprayed with disinfectant.
- V. When possible, an entrance/exit to the isolation room will allow for animals to be taking in/out without entering common areas of the shelter and the kennel area for the general population. If this is not possible, a plan is established to minimize traffic or exposure to other animals.

CLEANING AND DISINFECTION PROCEDURES FOR ALL ENCLOSURES (GENERAL POPULATION AND ISOLATION)

A. Cleaning and Disinfection of All Primary Enclosures, General Considerations

- I. The Personal protective gear such as gloves, eye protection, and shoe covers should be worn by animal care attendants during the cleaning process.
- II. The animal(s) will be removed from the primary enclosure during the cleaning process and not returned to the primary enclosure until it has **completely dried**.
- III. All areas of the primary enclosure will be thoroughly cleaned a minimum of once daily.
 - a. Areas include (but are not limited to) walls, floor, ceiling, door(s), food and water bowls/receptacles, toys and enrichment items, and litter boxes.
 - b. Bulk of solid waste (spilled food, feces, etc.) will be removed prior to application of cleaning solution.

B. Procedures for Cleaning and Disinfection of All Primary Enclosures

- I. Remove animal(s) from primary enclosure and move to secure temporary cage or other secure enclosure. Dogs may be leash walked during this time.

- II. Remove grossly visible debris (feces, hair, spilled food, etc.)
- III. Wash primary enclosure and bowls, enrichment items, etc. with water and detergent.
 - a. Items that are not attached to the primary enclosure should be removed, cleaned separately and soaked in a water/detergent mixture.
 - b. Clean from top to bottom.
 - c. Thoroughly rinse cleaned area and allow to completely dry.
- IV. Select and apply an appropriate disinfectant. Allow for proper contact time according to the label instructions.
 - a. If not explicitly stated on the label, assume a minimum of 10 minutes.
 - b. Thoroughly rinse residual disinfectant and allow to completely dry.
- V. Allow primary enclosure and all items to completely dry prior to placing animal(s) back in the primary enclosure.

C. Options for Disinfection of Primary Enclosures

- I. Bleach 1:32 (1/2 cup bleach in 1 gallon water)
 - a. In times of disease outbreak such as parvovirus, ringworm, or feline upper respiratory infection, ratio can be increase to 1:10 (1/2 cups bleach in 1 gallon water) for a limited time only.
- II. Quaternary Ammonium Compounds (Roccal, DiQuat, JP Heavy Duty Cleaner, etc.) is best used as a detergent.
- III. Kennel Sol (Germicidal Detergent & Deodorant)
 - a. 2 oz. Kennel Sol in 1 gallon water)
 - b. In times of disease outbreak such as parvovirus or porcine parvovirus, the ratio can be increased to 8oz. Kennel Sol in 1 gallon water.

D. Order of Cleaning Schedule

- I. Healthy lactating dams/queens and puppies/kittens
- II. Healthy adult animals
- III. Unhealthy and medically compromised animals

Madison County Animal Shelter Cleaning and Disinfection Protocol

Remove All Grossly Visible Debris

The presence of gross contamination or organic material, especially feces, will inactivate most disinfectants.

Wash the Area or Item with Water and Detergent

Thoroughly Rinse the Cleaned Area to Remove Any Detergent Residue

Some disinfectants may be inactivated by detergents. Therefore, it is very important to rinse well after washing the area or item.

Allow the Area to Dry Completely

Select and Apply an Appropriate, Effective Disinfectant

Allow the Proper Contact Time

This is one of the most overlooked steps.

Contact time may vary depending on the disinfectant selected but is usually at least 10 minutes. Consult the product label.

Thoroughly Rinse Away Any Residual Disinfectant and Allow the Area or Item to Dry

MEDICATIONS AND/OR TREATMENTS

A. Procedures for Administering Medications and/or Treatments

- I. Administer medications and treatments in accordance with prescribed instructions at the prescribed frequency.
 - a. Prescribed frequency will correlate to intervals based on a 24-hour "day" (i.e. two times per day = every 12 hours, three times per day = every 8 hours).
- II. After administering medications, the staff member should record the treatment on the animal's treatment log and include their initials or name next to the treatment.
- III. Prescription medications are to be used on the prescribed animal only and not on any other animal. Do not store any excess medications for future unprescribed use and discard all medications appropriately. Store medications in a cool, dry location away from any risk of accidental animal access.

Chapter 4: Medically Compromised Animals and Neonates

Effective Date: October 1, 2016

OVERVIEW: This protocol shall be followed in order to identify and properly care for animals showing signs of infectious/contagious disease while controlling the transmission of disease to other animals in the shelter. This protocol is required by:

2VAC5-111-30 Provision of Veterinary Treatment

C. Each facility shall engage a licensed veterinarian to develop or ratify a protocol for the management of neonatal and medically compromised animals and shall adhere to such protocol. Enclosures shall be maintained that can properly and safely house such animals.

Veterinarian Printed Name: _____ Date: _____

Veterinarian Signature: _____

A. Medically Compromised Animals

- I. Medically compromised animals will be housed separately from the general population if possible. They will also be housed individually so as to better allow for monitoring of disease progression or improvement and monitoring of the animal's overall condition.
- II. Medically compromised animals will be kept in a kennel or cage consistent with the direction of a veterinarian and in consideration of the individual animal's age, species, condition and size.
 - a. The cage or kennel will allow for adequate and proper treatment of the animal's medical condition as directed by a veterinarian and for the animal's routine care.
 - b. Each animal must be able to easily stand, sit, lie, turn about, and make all other normal body movements in a comfortable, normal position for the animal.
 - c. The primary enclosure and food and water bowls must be able to be adequately cleaned.
- III. Medically compromised animals with a contagious or infection disease will be housed in an isolation room.
- IV. Animal care attendants will have training or instruction from the veterinarian as to appropriate care of the medically compromised animal(s). Instruction topics will be specific to the individual animal's condition(s). Topics may include how to administer medications(s), how to properly care for/maintain a bandage, and aid mobility.
 - a. If a trained animal care attendant is not available to provide care for a medically compromised animal (such as over a weekend or holiday), hospitalization at a veterinary clinic will be arranged.
 - b. If the veterinarian feels that due to its condition the animal cannot be adequately cared for while in the shelter, he/she will recommend

hospitalization at the veterinary clinic or foster care with a trained foster care provider for the duration of the animal's treatment.

- i. Example: dog with a broke limb requiring splinting of the affected limb.
- ii. Example: severe dehydration in a cat requiring IV fluids and monitoring of urine output.
- iii. Other situations at the discretion of the veterinarian

B. Neonatal Animals with a Dam/Queen

- I. Neonates that are taken into custody with their dam/queen shall remain with the dam/queen until a minimum of 7 weeks of age. Neonates born to the dam/queen after she is taken into custody will remain with the dam/queen until a minimum of 7 weeks of age
 - a. If the dam/queen becomes ill, inadequately lactates, or jeopardizes the safety of the neonates and/or animal care attendants, neonates may be removed for surrogate care or hand rearing prior to 7 weeks.
- II. Dams/queens and neonates for which a foster care provider is not available should be housed in the shelter separately from the general population area and the isolation room.
 - a. Dams/queens with neonates should be cared for and their environment cleaned and disinfected before the rest of the population to minimize their exposure to disease.

C. Neonatal Animals without a Dam/Queen

Orphaned neonates require 24 hour care, Feedings are required every two hours for the first two weeks of life. In addition, they must be stimulated to urinate and defecate with the same frequency. They are unable to maintain their own body temperature and must be protected from cold or heat. The duration between feedings can be extended after two weeks to every four hours. Gruel may be introduced at three-to-four weeks.

- I. A veterinarian will be consulted for further information on proper care, development, and maturation of neonates.
- II. See attached guidelines on feeding frequency and amount.
- III. Due to the intense nature of orphan neonate care, if a foster care provider cannot be found or 24 hour care secured, euthanasia of orphaned neonates may be considered to avoid an undue suffering.
 - a. Neonates cannot be left unattended in the shelter for periods of time greater than the recommended feeding interval (i.e. greater than 4 hours or overnight). If left at the shelter, an animal care provider/attendant must come in at appropriate intervals (every 2 or 4 hours) to feed, stimulate to urinate and defecate, clean, and otherwise care for the neonates.
- IV. Orphaned neonates must be housed in a primary enclosure with good footing and a solid bottom, which will be adequately cleaned and disinfected a minimum of two times per day. The primary enclosure must also be able to be heated to a temperature dictated by the neonates' species, age, and condition in a safe and controlled manner in order to maintain the body temperature of the neonates.
 - a. The neonates will be kept segregated from other animals in the foster home or shelter for at least the first three weeks of life.

- V. The neonates will be monitored for growth appropriate to their age and species a minimum of once daily. A gram or ounce scale may be helpful in monitoring growth. Appropriate growth is a gain of 10% of birth weight each day.
 - a. Inadequate growth is an indication for examination and treatment by a veterinarian.

Chapter 5: Seeking Veterinary Treatment

Effective Date: October 1, 2016

OVERVIEW: This protocol shall be followed in order to identify and properly care for animals showing signs of infectious/contagious disease while controlling the transmission of disease to other animals in the shelter. This protocol is required by:

2VAC5-111-30 Provision of Veterinary Treatment

A. Each facility shall engage a licensed veterinarian to develop or ratify a protocol for determining if an ill, injured, or otherwise compromised animal requires treatment by a licensed veterinarian. Each facility shall adhere to the protocol and provide veterinary treatment when needed.

Veterinarian Printed Name: _____ Date: _____

Veterinarian Signature: _____

ANIMAL INTAKE:

A. Intake exam

- I. Upon arrival at the animal shelter, each animal will be examined for any signs of illness or injury, and the results will be documented on the attached "Body Condition Scoring Sheet" form.
 - a. Any animal showing any signs of potentially infectious/contagious disease will be immediately housed individually (unless nursing neonates with mother) in a thoroughly clean, disinfected, and dry enclosure in the marked isolation room.
 - b. Any animal not showing any signs of potentially infectious/contagious disease will be housed individually (unless nursing neonates with mother or animal arriving with and already accustomed to cohabitation with another specific animal) in a thoroughly clean, disinfected, and dry enclosure in the appropriate general housing area.
 - c. Signs of potentially infectious/contagious disease include, but are not limited to: vomiting, diarrhea, coughing, sneezing, discharge from the nose, eyes, ears or mouth, hair loss, itchiness.

B. Animal Monitoring

- I. Animals will be monitored daily for attitude, appetite, urination, defecation and any signs of illness or abnormality. Observations will be recorded for each animal on the attached "Daily Observation Sheet" and maintained on or near the animal's primary enclosure.
- II. Any animal presenting signs of infectious/contagious illness at any time during its confinement in the shelter will be immediately placed in the isolation room. All animals in the isolation room will be individually housed for the entire duration of confinement in the isolation room (unless nursing neonates with mother).

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

Gait: Walks normally _____ Limp(s) 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:

C. Indication for Emergency Veterinary Care

Below is a sampling of situations that require emergency veterinary care. This list is not all inclusive. Consideration of the individual animal must be made to alleviate suffering, prevent further disease transmission, or prevent further disease progression.

- I. Known or suspected history of trauma such as being hit by a car, in a fight with another animal, suffering non-accidental injury, or being shot by gun or bow and arrow
- II. Known or suspected burns - chemical or thermal
- III. Grossly visible wounds (punctures, gashes, lacerations, etc.)
 - a. Bleeding that does not stop within 20 minutes

MILD

Mild illnesses, injuries, abnormalities, or compromising conditions are those which:

1. Present with a single finding without any other signs
2. Do not interfere with healthy eating, drinking, breathing, mobility, elimination, or resting
3. Do not cause pain or distress
4. Are not contagious or zoonotic (transmissible to other animals or humans)

Signs of mild illness, injury, abnormality, or compromising conditions include (but are not limited to):

- Pregnancy/Onset of giving birth
- Presence of fleas or ticks
- Intermittent scratching
- Slight limping
- Isolated/occasional vomiting of food without any other signs
- Isolated/occasional soft stool without any other signs
- Minor scrape or abrasion
- Sneezing with no other clinical signs
- Rare dry cough with no other clinical signs

SIGNIFICANT

Significant illnesses, injuries, abnormalities, or compromising conditions are those which:

1. Cannot be directly attributed to a specific cause of mild compromise
2. Cause pain or distress
3. Interfere with healthy eating, drinking, or elimination
4. Cause impaired mobility, breathing, or resting

Signs of significant illness, injury, abnormality, or compromising conditions include (but are not limited to):

- Coughing regularly
- Diarrhea lasting more than 1 day
- Vomiting more than twice
- Urinating frequently
- Wounds
- Daily scratching
- Hair loss or red skin
- Not eating or drinking for more than a day
- Increased drinking
- Non-weight bearing on a leg
- Painful
- Red eyes or discharge from the eyes
- Exudate in the ears

EMERGENCY

Emergency illnesses, injuries, abnormalities, or compromising conditions are those which:

1. Place an animal in jeopardy
2. Cause extreme pain or suffering
3. Are life-threatening
4. Without treatment, could rapidly progress to become life-threatening

Signs of emergency illness, injury, abnormality, or compromising conditions include (but are not limited to):

- Increased respiration rate or difficulty breathing
- Altered mental or neurologic status
- Straining to eliminate
- Bloating abdomen with drooling or non-productive retching
- Pale gums
- Generalized weakness or severe lethargy
- Active bleeding (including blood in feces, urine, or vomit) or extensive bruising
- An open wound or deep wound
- Difficulty giving birth

Any animal that has experienced trauma such as being hit by a car or gotten into a fight with another animal is considered an emergency.

Neonatal Care

Puppies and kittens should gain weight daily!

- Puppies & Kittens temperature needs to stay no less than 98 degrees Fahrenheit in the first week
- Puppies should gain 5-10% BW/day
- Kittens should gain 10-15 grams/day
- Kittens should gain about 1 pound/month for first 4 months

Formula feeding:

- 0-1 week: ½ tablespoon formula every 2-3 hours
- 1-2 weeks: Formula every 2-3 hours until belly full
- 2-3 weeks: Formula every 3-4 hours until belly full
- 3-4 weeks: Formula every 4 hours until belly full
 - May begin lapping formula from bowl
- 4-5 weeks: Feed formula as needed to prevent hunger and weight changes
 - Most neonates can feed from saucer. Begin offering warmed canned food gruel (it will be messy)
- 5-6 weeks: Feed gruel 4 times daily; gradually thicken, offer dry food and water.
- 6+ weeks: Feed 3 times daily; most should be eating dry food well

Forms Appendix

AGENCY NAME: Madison County				ANIMAL CUSTODY RECORD <i>This form includes all mandated information as required by §3.2-6557.B of the Code of Virginia.</i>		
ANIMAL ID		CUSTODY DATE	___ / ___ / ___		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	
				<input type="checkbox"/> Virginia		
				<input type="checkbox"/> 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: ___ / ___ / ___		
Signature & title						
DISPOSITION OF ANIMAL					DATE: ___ / ___ / ___	
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.*

AGENCY NAME: Madison County				ANIMAL CUSTODY RECORD <i>This form includes all mandated information as required by §3.2-6557.B of the Code of Virginia.</i>		
ANIMAL ID		CUSTODY DATE	___ / ___ / ___		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	
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Signature & title						
DISPOSITION OF ANIMAL				DATE: ___ / ___ / ___		
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:

Animal Bite Report Madison County Animal Control

Owner's Name: _____ Phone Number: _____ Date of Bite: _____

Owner's Address: _____

Breed of Animal: _____ Color of Animal: _____ Sex: _____

Rabies Shots?: _____ Date Expire: _____ County Tags?: _____

Directions to Where Animal Will Be Confined: _____

Person Bitten Name: _____ DOB: _____

Address: _____

Age: _____ Parent's Name (If Minor): _____ Home #: _____ Work #: _____

Treatment Given: _____ Severity: _____ Location: _____

Doctor's Name And/Or Hospital: _____ Provoked?: _____

I HAVE READ AND UNDERSTAND THE QUARANTINE REGULATIONS BELOW:

Signature: _____ Date: _____

NOTICE OF ANIMAL QUARANTINE

Rabies is a fatal disease. When the person has been exposed to the danger of contacting rabies from an animal, it becomes of the utmost importance to keep the animal under observation to see whether it develops rabies symptoms. If the animal dies during the period of observation, it must be examined to see whether it died of rabies. This procedure enables us to either get a person to treatment in time or to prevent them from having to undergo a series of painful inoculations.

You are hereby directed to confine, under the conditions below, the animal owned or harbored by you for a period of TEN (10) days from the date shown below because the animal was involved in exposing a person to the danger of rabies. Failure to comply with this notice may subject you to penalties provided by law.

RULES FOR CONFINEMENT OF ANIMAL:

1. The animal must be under adequate physical control at all times & must not be able to reach persons passing by.
2. The animal must be kept inside either a building or a pen in the yard.
3. The animal must not be moved from its original place of confinement.
4. If the animal shows a change in behavior during the confinement period, notify the Health Dept. (948-5481) or Animal Control (948-7042) immediately. You can reach Animal Control after hours at the Sheriff's Office (948-5161).
5. Do not destroy the animal during the period of confinement.
6. Do not vaccinate for rabies, perform surgery, or give routine immunizations during the quarantine period.
7. If the animal dies during the period of confinement, notify the Health Dept. **Do NOT dispose of the animal.** If necessary, refrigerate, do not freeze..



Annette Dodson
Animal Control Officer

Greg Cave
Animal Control Officer

Please Call

Animal Control

(540) 948-7042

As Soon As Possible

ACO: _____

Date: _____ Time: _____



Madison County Animal Control
P.O. Box 705
Madison, VA 22727
540-948-7042

CORRAL PANELS LOAN AGREEMENT

Corral Panels: Red _____ Blue _____

Name: _____

Phone: _____ Cell: _____

Address: _____ Work: _____

City: _____ State: _____ Zip-code: _____

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

1. I agree to replace any damages to the corral panels if damaged while in my possession.
2. For any reason Madison County Animal Control is in need of the corral panels I agree to return within 24 hours after being contacted.
3. I agree to return the corral panels back to Madison County Animal Control's Office.
4. The corral panels should be appropriately cleaned to avoid risk of cross contamination.
5. I take full responsibility for any injury caused while using the corral panels. I hereby accept the terms and conditions of the loan of the corral panels. I hereby accept release Madison County from any liability for any injury caused while using the corral panels and any causes of action, claims, suits, or demands whatsoever that may arise as a result of such injuries.

Signature: _____ Date: _____

MCAS Representative: _____ Date: _____

Loan Date: _____ Return Date: _____

Notes: _____

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 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 months 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 Limp 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:

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5. Present with a single finding without any other signs
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7. Do not cause pain or distress
8. Are not contagious or zoonotic (transmissible to other animals or humans)

Signs of mild illness, injury, abnormality, or compromising conditions include (but are not limited to):

- Pregnancy/Onset of giving birth
- Presence of fleas or ticks
- Intermittent scratching
- Slight limping
- Isolated/occasional vomiting of food without any other signs
- Isolated/occasional soft stool without any other signs
- Minor scrape or abrasion
- Sneezing with no other clinical signs
- Rare dry cough with no other clinical signs

SIGNIFICANT

Significant illnesses, injuries, abnormalities, or compromising conditions are those which:

5. Cannot be directly attributed to a specific cause of mild compromise
6. Cause pain or distress
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- Straining to eliminate
- Bloated abdomen with drooling or non-productive retching
- Pale gums
- Generalized weakness or severe lethargy
- Active bleeding (including blood in feces, urine, or vomit) or extensive bruising
- An open wound or deep wound
- Difficulty giving birth

Any animal that has experienced trauma such as being hit by a car or gotten into a fight with another animal is considered an emergency.

Madison County 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: _____

Sex: _____

Color & Markings: _____

Spay / Neuter Date: _____ Vet: _____

Date	Treatment & Progress

Madison County Agreement with Outside Releasing Agency

In consideration of receiving an animal from the Madison County Animal Pound, 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: _____

Telephone: _____ Fax: _____

Email: _____

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. 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 that 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.
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 my releasing 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. 3.2-6501

Name of Authorized Accepting Animal: _____

Signature: _____

Date: _____

Accepting Agency Physical Address: _____

Mailing Address (if different): _____

Telephone: _____

Email: _____

Released by Madison County 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: _____

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:



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

CAT TRAP/ CARRIER LOAN AGREEMENT

Havahart Trap #: _____ Carrier #: _____
Name: _____
Phone: _____ Cell: _____
Address: _____ Work: _____
Mailing: _____ City: _____ State: _____
Zip-code: _____

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

- 1. There is a \$50.00 deposit on the trap/carrier.
- 2. That the trap must be returned to Madison County Animal Shelter within 2 weeks.
- 3. If the trap/carrier is returned within 2 weeks but not in good working order, I forfeit my deposit.
- 4. If the trap/carrier is not returned within 2 weeks, I forfeit my deposit.
- 5. 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 from 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: _____

MCAS Representative: _____ Date: _____

Loan Date: _____ Return Date: _____

Notes: _____



Madison County Animal Shelter

(540) 948-6945

A Must Read for Adopters

First imagine the person you loved and trusted the most left you in a strange place where you didn't know anyone. Or, imagine you once roamed the fields and roads freely, sometimes sick, but always hungry. Yet, somehow you managed to get by. Then, you find yourself whisked away in a strange car and end up in an area a quarter size of most bathrooms.

In animal shelters you find both situations. New residents are sad and confused. In their new "home" they must relieve themselves in the same place where they eat and sleep (a very unnatural behavior for dogs/cats). The noise level is frequently equal to that of a rock concert. They must compete with dozens of other abandoned, unwanted residents for attention.

As hard as the shelter staff and volunteers try to make the animals feel loved, there are not enough hours in the day or enough people to give the animals the attention they deserve. Here is where you come in. You are hoping to find a loving companion with whom you want to share your love, your home and your life. **Before you make a lifetime commitment to one of our animals, be sure you are willing to follow these guidelines.**

- 1) **Be Patient.** It can take 6-18 weeks for an animal to adjust to a new environment. Superior intelligence in an animal can even prolong the adjustment period. Housebreaking habits in most cases will have to be relearned. When things go well, praise your pet, reward with treats and encourage with "good dog" or "good cat". Express annoyance in a firm voice, but **NEVER hit or shout** at him/her and **NEVER push their nose in their excrement.** Remember, accidents happen.
- 2) **Give Lots of Attention.** Make your new pet a part of the family activities. Talk or sing to them and take them on extended walks. Share quiet times as well as TV time with them.

PLEASE REMEMBER THAT DOGS AND CATS ARE LIVING CREATURES AND NOT WIND-UP TOYS!

- 3) **Other Animals and Small Children.** When you arrive home with your new pet, introduce him/her to your other animals and children slowly. If possible, introduce your new dog(s) on neutral territory. Feed your dogs in separate areas and never leave a child alone with your new pet. Never allow a child to ride a dog, pull their fur, ears, or tail. **Never allow a child to awaken a new dog.**

GETTING LOVE AND RESPECT REQUIRES HARD WORK AND IS A PRIVILEGE NOT A RIGHT

- 4) **Leaving your pet alone.** During workdays it is best to confine your new pet, unless your new friend is allowed to sleep in the room with you. Remember, these animals just came from a shelter where they are used to living in a small space. A whole house may be overwhelming.

If you have any questions, please call the shelter for help and advice.

INTRODUCING A NEW DOG TO YOUR OLD DOG

- If there is already a dog living in your home, you'll have some introductions to make. You can help avoid jealousy by making sure that each pup has his/her own dishes toys, and bed. Also do not give them rawhides or other chews during their first days together. In time they may learn to share their possessions, but for now it's best not to encourage them to fight over goodies.
- Be absolutely certain that you don't neglect your old dog in favor of your new dog during these first few weeks. You'll be spending a lot of time with the new one, of course, so make sure the old one gets extra attention, walking and petting as well.
- Keep both dogs on leashes when they first meet, just in case you need to separate them. It is essential that you let your dogs get acquainted on **NEUTRAL GROUND** especially if you know that one or both may tend to be overly territorial. Take them to a park, a large parking lot, or a neighbor's yard and let them sniff each other and play together for a while. That might help your old dog feel like she is bringing a new friend home rather than letting a stranger in her house.
- Do not get alarmed if there is a lot of snarling and growling. Short of drawing blood let them figure it out. They will decide who the boss is, and after they do each will be happy with the arrangement.
- It is not necessary to turn them both loose in your house immediately. If necessary, you can put your new dog in his/her own crate while the old one is free in the kitchen.
- That will allow them to get used to each other's presence without having to be in physical contact.
- Don't leave them alone together until you are positive that they will behave themselves. Unless you can be certain that they will not fight. When left alone they should be crated or put in separate rooms.
- Dogs are pack animals and they like to live together in peace. Be patient with them. Don't give up at the first snarl or growl Unless there is a danger of serious injury give them time to adjust and work out their problems. Eventually, your new pets should be a happy part of the family.

PETS ARE NOT PRESENTS

It's the holidays and you may be imagining the look of utter joy on your children's faces when they receive a puppy or kitten as a gift. But here's the real surprise—**the novelty usually wears off within days, if not hours**—and you will find yourself caring for a new pet during the busiest time of year (and likely for the next ten years as well).

Giving a pet to an adult also has its problems. They often do not want the responsibility or have time for a new pet, which is why they haven't chosen one themselves.

And these "presents" can't easily be exchanged. After the holiday season, every animal shelter gets their fill of these well-intended but unwanted "gifts".

Let's face it. Would you want someone picking out a roommate for you? Wouldn't you want your new family member to fit your personality and lifestyle rather than the gift-givers?

So instead of actually giving a pet, why not wrap a stuffed animal and a box filled with needed pet supplies-leashes, toys dishes-along with a gift certificate for the adoption of a pet from a nearby shelter. This way you give them the fun of something to open, as well as the gift of choosing a new special friend.

10 STEPS TO TAKE IF YOUR ANIMAL GOES MISSING

1. Make up fliers with your dog's/cat's picture your phone number, and information about a reward for return if you are able to offer one. Give a good enough description of your pet that he can be recognized, but hold back at least one identifying characteristic that you can use to verify whether a person is responding to the flier actually has your pet.
2. Post your fliers in the area where your dog was last seen, in grocery stores, community centers, vet offices, animal shelters, and mailbox clusters. Anywhere the flier will be noticed by lots of people in your neighborhood .
3. Visit your local animal shelters, humane societies, and rescue organizations. File a lost pet report with every shelter and animal control office within a 30 mile radius of your home and visit the nearest shelters daily or as often as possible.
4. Get the word out to all veterinary clinics in your area. Many people who find lost pets take them to their own vet's office or another clinic to where the animal was found.
5. Walk and drive through your neighborhood and the area where your pet was last seen as often as you can, and recruit family and friends to do the same. While you're out, talk to neighbors and passersby and let them know you are desperate to find your pet. Make sure to take plenty of fliers with you and pass them out.
6. Leave some of your pet's favorite food and fresh water outside of your home in case he/she finds the way back home.
7. Place ads in local newspapers and online at sites such as Craigslist, Facebook and local missing pet sites. If you receive a call from someone who says they have found your pet, have the caller describe your pet in enough detail that you are relatively sure it is your dog/cat they have found. You can also ask the caller for the info on the ID tag.
8. Do online searches for animals fitting your pets description. It is possible someone has your dog/cat and is trying to sell them.
9. Don't give up your search too quickly and be aggressive. Dogs and cats gone for months have returned to their owners.
10. Make sure your pet is microchipped and is wearing an ID tag with your info on it so he/she can be easily returned.

A FEW FACTS ABOUT RECOVERED ANIMALS

A few years ago, the ASPCA surveyed 1000 pet owners to learn how lost pets are most often located and returned home. According to the survey results, the most important steps in finding a lost pet were:

1. **Search immediately**
2. Searching the local area and neighborhood visually, along with putting up fliers and using internet resources
3. Checking local animal shelters from the first day the pet goes missing. Of the pet owners surveyed **15%** had lost a cat or dog in the previous 5 years. **85%** of those pets were recovered. **74%** of lost cats and **93%** of lost dogs.

Of the recovered dogs

49% were found by owners searching their neighborhoods

15% were found thanks to the presence of either an ID tag or microchip

6% were found at the shelter

Of the recovered kitties...

50% returned home on their own

30% were found by owners searching their neighborhoods

2% were found at the shelter

Some Pets Aren't Lost... They're Stolen

Having a beloved pet stolen is much more traumatic than losing material possessions to thieves. Dogs are the most common targets, and they're stolen for a variety of reasons. Some are taken as gifts, some become the thief's personal pet, and others are sold for quick cash, often over the internet.

Puppies, toy breeds, and purebreds that look expensive or unusual are the most taken.

Among the most stolen breeds are Yorkshire Terriers, Poodles, Pomeranians, Shih Tzus, Bulldogs, and Corgi's.

Steps to keep your dog safe from thieves:

1. If your dog is ever in the backyard alone, make sure your fence is secure and your gate is not only closed but locked.
2. Never leave your dog outside while you are away from home.
3. Never allow your pet to roam free around the neighborhood.
4. Don't leave your pet tied outside unsupervised in your yard at the local coffee shop or anywhere else. It only takes seconds for a thief to untie or cut your pup's leash and walk away with him/her.
5. Don't leave your dog in an unlocked parked car, or one with the windows down far enough that the dog can be removed through the window.
6. Make sure your pet is wearing a collar with a current ID tag at all times. Rather than imprinting the dog's name on the tag, put 'REWARD FOR RETURN' instead, along with at least one current phone number (it's better if a thief can't call your dog by name).
7. Keep recent photos of your pet on hand. They should show her/him at different angles, her coat color, her/his face in close-up. And any unusual physical characteristics they have. Store photos with your proof of ownership paperwork like adoption papers, bill of sale, etc.

A Pain in the Neck

Collars do not extend but puppies and kittens grow quickly. If not loosened, collars can literally grow right into your pets neck an **excruciating**, constant pain. But too often owners don't realize how fast their pets are growing, especially large dog breeds. So please check your pets collar at least every week until they are full grown (that can be more than a year for the really large breeds of dog). You should be able to easily slip 2 or 3 fingers between their collar.

However don't let the simple task stop you from putting a collar on your young pet, since youngsters so easily get lost in their desire to explore the new world and getting lost without ID is terribly dangerous and frightening to you both, so keep their collars on (with current ID tags); just not too tight.

MADISON COUNTY ANIMAL SHELTER'S TIPS FOR HOUSE TRAINING YOUR DOG

If you are committed and prepared from the first moment you introduce your new puppy/dog to your new home, it should take about 2 weeks for your new pet to be housebroken.

Basic House Training. This applies to establishing an allowable toilet area for a puppy or older dog new to your house. Toilet areas can be as general as an area outside or as specific as a litter box. YOU must have a clear idea of what is an acceptable toilet spot before you start educating your dog. **He does not know that the carpet is not a toilet.**

There are 2 methods of house training, directly outdoors, or directly using papers in the house as an intermediary method. It is preferable to use the direct method, however, apartment dwellers may have difficulty getting their dogs outside as frequently as necessary in the beginning.

Create A Schedule. When creating a schedule for your dog, be sure it is convenient for you. Keep your new pet's meals on a schedule and pick up its bowl if there is no food left and the pup seems satisfied. Avoid any foods likely to upset the pup's digestion. At the pup's bedtime, remove water and substitute a few ice cubes in his water bowl. This will provide some relief from thirst without encouraging the pup to drink excessive amounts. Establish nap and bedtimes. Excitement will stimulate a young dog to eliminate.

A puppy needs frequent access to the outdoors and given a chance to urinate and defecate **BEFORE** being brought back inside. Back inside the house, you must restrict the pup to a confined area. It can be a small area of the kitchen, bathroom, or any area that is easily cleaned, correction is useful only if you catch the dog in the act. **Never drag the pup to a soiled area and then scold him/her. Dogs are simply not able to understand what you are trying to teach them in that situation. They will not associate the scolding with their accident.**

As the pup grasps the idea of the paper, gradually decrease the amount of covered floor until you are left with a papered space equivalent to 2 full newspaper sheets. Allow the puppy to use that area for a little while as you start reinforcing the idea of going outdoors to potty. Once the puppy gets the idea of going outside to potty, remove the newspapers. The initial period of the removal of newspapers is crucial. **It is up to you to be alert to clues that your pup needs to go outdoors.** He will signal by frantically searching for the papers or stationing himself by the door.

It is essential to establish good housetraining at the outset of pet ownership. Keep in mind that some breeds are more difficult to housebreak than others. Always make sure there are no medical problems complicating issues. Any type of urinary tract infection or intestinal upset makes housebreaking difficult. Some medications can interfere with the process. Diet is also important!

Finally, you should be aware of **SUBMISSIVE WETTING** and **MARKING**. Submissive wetting relates only to urination that occurs when greeting, disciplining, or the dog is excited. Marking can include defecation, but is more commonly a urination marking problem. Both males and females can display this behavior and is only seen in dogs that have reached puberty these problems are outside the scope of the tip sheet and should be brought to the attention of the veterinarian or animal behaviorist.

GOOD LUCK!

POST-OPERATIVE CARE INSTRUCTION

What to expect when you get home:

Your pet has had major surgery. The surgery requires general anesthesia, which means the patient is completely asleep and unable to feel or move. In females, the uterus and ovaries are removed through a midline incision in the abdominal wall. In males, only the testicles are removed. Male cats have (2) incisions: (1) on each side of the scrotum. There should be no drainage. Any redness or swelling should be minimal and should look better each day. All animals receive pain medication after surgery. If you see any redness or discharge, please call the shelter.

The First Night

Anesthesia interferes with an animal's ability to regulate body temperature. Tonight, your pet should be **confined** to a small area where it is warm and quiet, keeping them separate from other animals and young children. Anesthesia may wear off slowly, so your pet may appear drowsy or clumsy. To prevent injury, do not put your pet on a bed or other high places, and do not allow access to stairs unassisted. Cats may be hypersensitive as anesthesia wears off and sounds, light and touching may frighten them. Keep cats confined to their carriers until they appear responsive (normal) at which time you may open the carrier allowing them to exit on their own.

Food & Water

Tonight you may offer your pet a small amount of water and a small amount of food. Wait 1/2 hour and if no stomach upset occurs, normal feeding may resume. If vomiting occurs, remove food and water until morning, slowly reintroduce food/water at that time. New foods or treats should not be introduced at this time.

Sutures

Unless you were told otherwise, your pet does not have external sutures. All sutures are absorbable on the inside of the body. Do not clean or apply ointment to the incisions as this may hinder the healing process. Male cats do not have any sutures. Do not allow your pet to get wet or have a bath for 14 days following surgery.

Interactions With Other Animals

Males may still have sperm for as long as 30 days after surgery. Be aware that they can impregnate females during this time. If your female was in heat at the time of surgery, you must keep her away from unneutered males for at least 2 weeks. Accidental mating could cause very serious injury or even death to your pet.

Monitor Incision Site

It is important to monitor your pet's incision site closely: check it twice daily for the next 2 weeks. Mild swelling, bruising, and even a little pinkish discharge can all be normal for the first 24-48 hours. After that, it should look better and better. Redness, discharge, excessive swelling, or discomfort **IS** cause for concern and you should contact the shelter. It is better to be overly cautious than to wait too long.

Protect Incision Site

DO NOT ALLOW YOUR PET TO LICK OR CHEW AT THE INCISION SITE! Doing so will lead to complications including infection and opening of the incision—it only takes seconds to do damage. Since there are no external sutures, cats do not typically bother the incision.

Activity/Exercise

Excess activity can lead to swelling at the incision or tearing of the sutures and opening of the incision. Female cats should be kept indoors for 14 days, males for 5-7 days, if at all possible. If there are other animals in the household, no running, jumping, or rough play is allowed, so your pet may need to be kept separate in a bathroom or small bedroom during this time. Dogs should be taken outside for potty breaks only and kept on a leash the entire time. No running, jumping, playing, racing up & down stairs, or rough-housing is allowed for 14 days.

If you have any questions or concerns call the shelter at 540-948-6945

CAT/KITTEN ADOPTIONS

Kittens: Many people succumb to the adorable nature of kittens. Healthy kittens usually adjust easily to new environments, especially if they have healthy parents, were well-raised, and come to their new homes between 8 and 14 weeks of age. Kittens also tend to blend in better with a household that already has other companion animals, because they will not yet have developed territorial behaviors and will be more interested in playing and socialization than older cats. Since kittens have not had many different life experiences, undesirable behaviors can usually be modified without much trouble. However, owners should not expect to change a kitten's underlying personality just because it's young.

Example: some kittens are extremely cuddly, social, and will grow into cuddly, social cats. Other kittens are more reclusive or independent from the start, and they may become adults that are not interested in social interaction with people or other pets. Healthy, happy kittens are extremely active and need lots of daily attention to mature into well-mannered adults. Growing kittens have razor sharp teeth and piercing claws that can easily damage draperies, screen doors, furniture and flesh. Owners should be prepared to spend many hours every day with their new kitty. They should also be sure that their household can accommodate a small spitfire or tiny Tasmanian devil!

Adult Cats: Mature cats usually aren't as active as playful kittens and typically can entertain themselves for hours at a time without being too destructive. However, while they may not need as much hands-on attention as young kittens, adult cats still require plenty of interesting toys, activities, and lots of time with their owners, to keep them happy and fit. Older cats may not blend easily into a home with young children or other established household pets; this depends largely on the animals respective temperaments, genders and backgrounds. Mature cats can come with some emotional baggage from past experiences with people or animals, but this does not necessarily mean that they make poor adoption candidates. Many adult cats, especially those adopted from shelters or rescues,

are begging for a new home and are extremely appreciative of the chance to have a better life. Like kittens, they can form deep and lasting bonds with their new human companions.

Things to Consider: Acquiring a cat is a big commitment of time and resources. Cats come in many shapes and sizes, with widely diverse temperaments, personalities and needs. Once you've decided to bring a feline into your life, the next step is to find the right cat. Take time to identify the traits and characteristics that will fit best with your household and lifestyle. Consider the other people and animals in your family, as well as your living environment, so that you can find the best feline friend possible.

Temperament Testing: It can be tough to predict what an animal's personality will really be like, and whether or not it will fit into your lifestyle. The individual cat's behavior at the first meeting can be used as a guideline. It's important to spend time with any cat before deciding to bring it home. Take time to pet and hold it, play with it and see how it interacts with people. Is it playful? Is it overly shy or annoyingly pushy? Does it like to be handled or held? Does it seem secure or timid? Most cats need time to get used to new people and situations. If you can, discuss the particular animal's temperament with the staff.

Cat's that come right up to you, purr, and want to be held or petted will generally continue to be sociable, cuddly companions in their new homes. Cats that are uninterested in people may not be especially social early-on, but may warm up once they settle into their new homes. Cats that are overly pushy may become overly dominant or aggressive. Cats that are extremely fearful and distrustful will need a lot of special attention, patience and gentleness to bond deeply with their new owners. If you are looking for an immediate warm, fuzzy relationship with your new cat, adopt one that is friendly and open when you first meet.

If you are fond of a particular cat but it seems aloof, consider taking a chance on it anyway. With a bit of time, kindness and love, the animal may become your closest friend. If you don't have a lot of time, patience, or if your household is busy noisy and filled with children or other pets, you probably shouldn't get a cat that is afraid of people or other animals.

Household Environment: Think about your household living environment, including your yard. Will you let your cat outside? If you rent, does your lease permit indoor pets? Are there other animals in the household? If so, how will you introduce the new cat to the existing cats or dogs? Are any of your human family members allergic to cats? Does the area where you live have problems with fleas, ticks or other external parasites? Do you travel frequently? If so, how will your care for your cat when you are out of town?

Financial Commitment: Do you have the financial resources to care for a cat the next 10 to 20 years? This requires more than simply providing food, water and shelter. Can you pay veterinary bills if your pet has a medical emergency or requires long-term medical attention? Once you have reflected on these issues, you should be in good shape to find a cat that will fit in with you and your family. Remember, adopting a cat is not a short-term decision. Many cats live well into their late teenage years, and prospective owners should make sure they are committed to their companions for the long haul.

DON'T FEED YOUR DOG CHEAP. LOW QUALITY FOOD

Educating yourself about what food to feed your dog is difficult, but vitally important. The foods most companies make are not what's best for your dog. Most supermarket foods contain more grain than meat and the majority of the grain consists of heavily processed, leftover scraps from the human food industry rather than the healthy whole grains, and meats are mostly low quality leftovers. For instance, **"By Products include the lungs, spleen, kidneys, brain, liver, blood, bones, fatty tissue, stomach and intestines."**

Remember. the more specific the ingredient, the better. "Chicken" is better than "Poultry", "Chicken Meal" is better than "Chicken By Products", which is better than "Chicken Digest", which is better than "Animal Digest". Many companies also use sweeteners and artificial preservatives, colors and flavors which are also indications of poor quality. Here are some tips to help you select a high quality food.

FOODS SHOULD CONTAIN

- **A whole meat source** (for example, chicken or chicken meal, or lamb or lamb meal) should be one of the first two ingredients listed on the package
- **Whole, unprocessed grains, vegetables and other foods.** An unprocessed food has a greater chance of having its nutrients and enzymes intact.

FOODS SHOULD NOT CONTAIN

- **Meat by-products**
- **Fats named generically** like "animal fat" or "poultry fat" as opposed to the better quality "beef fat" or "chicken fat"
- **Artificial preservatives** (BHA BHT, or ethoxyquin).
- **Artificial colors.**
- **Sweeteners** such as **corn syrup or sucrose.**

FEEDING SCHEDULE

Puppies 8 Weeks to 6 Months: feed 3 times daily. For amounts, follow directions on the bag. If the puppy constantly leaves food, cut back. If he looks for more or seems hungry, feed a little more.

Dogs 6 Months to One Year: Feed twice daily. Continue with puppy food, but watch his weight. You should be able to feel his ribs, but not see them.

Dogs One Year to Senior: Feed quality dry food twice daily. Watch his weight.

Senior Dogs: Often need a special diet; talk to your veterinarian.

Serve dry food moistened with warm water. **Always have fresh clean water available.**

ADOPTING A DOG

You have just chosen to adopt a dog from an animal shelter. Because of you, this dog has a second chance to live a long and happy life as a member of your family. For the most of us, adopting a dog's the only chance we get to choose a relative.

- Your dog has been cared for and evaluated as healthy and of good pet quality. But this is a second dog and there are things to consider.
- This dog does not know you; **don't take him home and "turn him loose"**. You must take time to build a bond of trust with him/her. Name him and use the name frequently. Brush

him/her, bathe, teach simple commands. **Him/her must know you, trust and understand that your house is her/her new home.**

- If you have children, be sure to supervise their activities with the dog. **Since the dog does not know your children yet, avoid behavior incidents by making sure your children do not express their love for the new pet by grabbing, hugging, or otherwise frightening the dog.**
- If your yard is not already fenced, please have it fenced as soon as it is practical. Most of the dogs in the shelter were picked up while roaming. Don't let this happen to him/her again. **Underground, invisible fencing is a relatively inexpensive way to confine the dog.**
- Most dogs in the shelter are frightened. Whether by genetics or because someone mistreated them, they are often timid. Don't make this worse by yelling at him/her and **never, never, never hit your dog!** Be firm, but gentle.
- Give serious consideration to obedience classes. Often 4-8 sessions Will make a huge difference. **Bad behavior is the single biggest reason dogs end up at the shelters.** Obedience classes can be fun and instructive for you, your dog and your family.

Most dogs want to please their people. They want the adoption to work. So do we. All adoptions are not made in Heaven. It may be necessary . . .

TO RETURN YOUR DOG

If the adoption is not working, please return your dog to us. Do not take it to another shelter or rescue group and do not give it away. Please call us at 540-948-6945. We will help you determine the best time and place for the return.

**MADISON COUNTY ANIMAL SHELTER
4590 SHELBY RD MADISON VA 22727**

HOW TO INTRODUCE YOUR NEW DOG TO YOUR RESIDENT CATS

Dogs and cats, especially those who were not socialized with the opposite species when they were young, will require time to adjust to each other. Dogs may want to chase and play with cats and cats can be afraid and defensive. **Slow introductions can help prevent fear and aggression problems from developing.** Keep your dog and cat in separate rooms when you are not there to surprise introductions. When you introduce pets to each other, one of them may send "play" signals which can be misinterpreted by the other pet. If those signals are misinterpreted as aggression by one animal, then you should handle the situation as "aggressive".

Practice Obedience

Make sure your new dog understands a few basic commands before introducing him/her to your cat. Work with him/her on sit, down, come and stay. Use tidbits of food to increase your dog's motivation. Be sure he obeys the commands consistently, with a food motivator, so that he/she will perform even in the presence of a cat.

Arrange a Positive First Encounter

Place food tidbits on either side of the door that is separating the dog and the cat. Each animal will approach the door to get his/her treat and will smell the other animal. They will begin to associate the

other animals smell as a pleasant experience. Work up to feeding them their regular meal on either side of the door.

Swap Scents

Switch sleeping blankets between your dog and cat so they become accustomed to each other's scent. Rub a towel on one animal and put it under the food dish of the other. Do this with each animal in the house.

Switch Living Areas

Let your new dog have free run of the house while your cat is confined to one room. This will give your dog time to smell the cat's scent. Then confine your dog while the cat roams free and sniffs the house.

Controlled Meeting

- After the dog and cat have become comfortable eating on opposite sides of the door with each other's scent, try a controlled face-to-face introduction. Put your dog's leash on and, using treats, have him sit or lie-down and stay.
- Have someone else bring in the cat and be careful about who you select as you want the cat to remain calm. Quietly sit down and offer her a special food treat. The cat should not be tightly restrained and should be allowed to retreat if the situation is stressful. Be sure she can escape to her own room or hiding place.
- At first, the cat and the dog should be on opposite sides of the room. Lots of short visits are better than a few long visits. Repeat brief meetings until both animals are tolerating each other without fear, aggression, or other undesirable behavior. Bring them closer with each visit.

Let Your Cat Go

Next, allow your cat to explore the dog at her own pace, with the dog on leash and in a down-stay. At the same time, give your dog treats and praise for his calm behavior. If your dog gets up from his stay position, he should be repositioned with a treat, praised and rewarded for obeying. If your cat runs away or becomes aggressive, you're progressing too fast.

Positive Reinforcement

Although your dog must be taught that chasing or being rough with your cat is unacceptable, he must also be taught how to behave appropriately, such as sitting, coming when called, or lying down in return for a treat. If your dog is punished whenever your cat is around, and never has good things happen in the cat's presence, then he may become aggressive toward the cat. Consistently reward your dog when he is calm and obedient in the cat's presence.

Directly Supervise All Interactions

You may want to keep your dog on leash and with you whenever your cat is free in the house during the introductory period. Be sure that your cat has an escape route and a place to hide. Keep your dog and cat separated when you aren't home until you're certain your cat will be safe.

Precautions

Dogs like to eat cat food so keep your cats food out of your dog's reach. Eating cat feces is also common for dogs. Although there are no health hazards to your dog it's probably something you won't want to tolerate. It's also upsetting to your cats to have their litter box "invaded." Place the litter box where your dog can't access it (behind a baby gate, in a closet with the door open just wide enough for your cat, inside a tall, topless cardboard box with easy access for your cat). Booby trapping the box

to keep your dog away should be avoided as it will also keep your cat away, and punishment after the fact will not change your dog's behavior.

A Word about Kittens and Puppies

Because they are so much smaller, kittens are in more danger of being injured or killed by a young, energetic, or predatory dog. Kittens should be kept separate from an energetic dog until they are fully grown, and even then, supervision may be necessary.

Usually, a well-socialized cat will be able to keep a puppy in its place. However, if you have a shy cat, you may need to separate him/her from your puppy until he matures enough to have more self-control. Conversely, an overconfident or aggressive cat can injure a puppy or small dog. Cat scratches can damage a dog's eyes or lead to infections and abscesses on the body.

When to Get Help

If introductions don't go smoothly, seek professional help. Talk to your veterinarian or ask for a referral to a behavior consult who understands both dog and cat behavior. Animals can be severely injured in fights, and the longer the problem continues, the harder it can be to resolve. Conflicts between pets in the same family can often be resolved with professional help. **Punishment Won't Work and Could Make Things Worse.**

Cat Care Tips

General Information on Cat Care Before You Bring Your Cat Home

You will need food, metal or glass food/water dishes, interactive toys, a brush, a comb, a scratching post and a litter box.

Diet

Premium quality dry or canned food provides a healthy diet for your pet. Fresh, clean water must be available at all times. All water bowls should be washed and refilled daily.

Feeding

An adult cat should be fed one large meal or two smaller meals each day. Kittens 6-12 weeks old need to be fed four times a day and kittens 12-24 weeks old need to be fed three times a day. Feed specific meals and throw away any leftover food.

Housing

Cats should have a warm, dry place of their own in the house. Line the bed with something warm and soft a towel or blanket will work. Be sure to wash the bedding often. It's safer to keep your cat indoors. Outdoor cats can get poisoned, hit by cars and hurt in fights. They also are more likely to pick up diseases and parasites.

Health

Your cat should see a veterinarian at least once a year for an examination and shots. Also take your feline to a vet if he becomes sick or injured. Carefully go over your cat's body at least once a week to check for fleas, ear mites, bumps, or cuts.

Litter Box

All indoor cats need a litter box. The bathroom, utility room, and sun porch are all good places to put the box. Always keep it in the same place. Scoop solids out at least once a day. Dump everything, wash the box with a mild detergent and refill it at least once a week. Cats won't use a messy, smelly litter box.

Grooming

Your cat will keep himself relatively clean. Most cats rarely need a bath, but they do need to be brushed or combed. Frequent grooming helps keep your feline's coat clean, reduces shedding, and reduces the number of hairballs he will have.

Identification

If allowed outdoors (not recommended), a cat should wear a collar with an identification tag. A safety collar-one which has an elastic panel or is made out of popper beads-will allow your cat to free him/herself if the collar gets stuck on something. An ID tag makes it possible for someone to return your pet to you if he/she becomes lost.

Claws

All cats need to scratch to loosen old nail sheaths and allow new nails to grow. Cutting your cat's nails every 10-14 days will keep them relatively blunt and thus make them less likely to harm arms of both people and furniture. Provide your cat with sturdy scratching posts covered with rough material such as, sisal, burlap or tree bark to further prevent household destruction. A sprinkle of catnip once or twice a month will keep your cat interested in the scratching posts.

Play

All cats delight in stalking imaginary prey. The best toys for cats are those that can be made to jump and dance around. The cat will act out his predator role by pouncing on the toys Instead of people's ankles. Don't use your hands or fingers as play objects with young kittens or your cat may have biting and scratching problems as he matures.

Additional Information

- Indoor cats can live 15-20 years.
- If your cats have fleas try frequent flea combing or using flea powder. Flea collars for cats can irritate the skin on their neck.

Congratulations on adopting your new cat! Getting your newly adopted cat home and settled in is an exciting time and it's important to make the transition smooth for her, for you, and for your household.



Be Patient

Keep in mind that your new cat has likely experienced a lot of change. She is coming into a new home and new family so take things slow. If she appears unsure or scared start her out in small quiet room with her litter box, food water, scratching post, and a cat bed. Don't worry if it takes a few weeks or months for your new cat to settle in.

Help Her Get Acquainted

- If there are other cats in your household, a slow and planned approach to introductions can help set you and your pets up for success.

- Try keeping your two cats in separate rooms to allow them to get used to new sounds and scents. You can try feeding them on opposite sides of a door to help form a positive association. Then slowly allow the cats to spend supervised time together.
- If introducing your new cat to your dog, a baby gate is a helpful tool. This will allow them to see each other but prevents contact. Leash your dog so that you can lead him away from the gate if he becomes too focused on your new family member.

Nurture Her Natural Instincts

Cat scratch to stretch, maintain their nails, and mark their territory To help keep your cat from scratching your furniture, give her a scratching post and provided positive reinforcement whenever she uses it.

Train Her

Most cats will learn to use their litter box fairly quickly. As a general rule, you should have at least 1.5 litter boxes per cat. So for one cat, you need two litter boxes, two cats, three litter boxes. If your cat stops using her litter box, contact your vet to rule out any potential health problems.

Help Her Feel At Home

Establishing a routine and creating boundaries can help your cat understand what to expect and when (such as mealtime). In turn, this gives her a sense of security Also, be sure she has her own space, like a bed or perch where she can go to rest and relax.

Understanding Your Cat's Health

Becoming familiar with the signs of normal health helps you notice any changes that may signal it's time to visit your veterinarian. **If you notice any changes in your cat's health or behavior, consult with your veterinarian.**

Eyes

Eyes should be clear and bright with no red or yellow discoloration, tearing, or cloudiness. If discharge collects in the corners of her eyes, clean them with a cotton ball moistened with warm water.

Ears

Ears should be free of discharge and odor. Have your vet show you how to routinely clean her ears with cotton balls (not cotton swabs) moistened with water.

Mouth

Healthy gums are pink, with no redness or swelling at the tooth margins. Teeth should be free of tartar build-up and she shouldn't have bad breath.

Nose

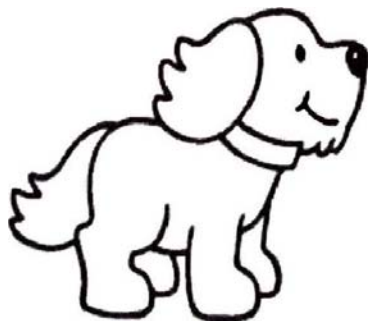
Your cats nose should be clean and free of any discharge.

Skin & Coat

Her skin and coat should be free of lumps, tumors, fleas, and ticks. A normal coat is smooth, thick, and shiny, free of greasiness, dandruff, and bare patches.

Legs

Check your cat for swollen joints and inspect feet between the toes for excess hair, objects lodged there and the condition of her nails, and toes.



Congratulations on adopting your new dog! Getting your newly adopted dog home and settled is an exciting time and it's important to make the transition smooth for him, for you, and for your household.

Be Patient

During this exciting time, keep in mind that your new dog has likely experienced a lot of change. He is now coming into a new home and new family, so take things slow. Give him time to acclimate to your home before introducing him to strangers. If there are children in your home, make sure they know how to approach the dog without overwhelming him.

Help Him Get Acquainted

- If you have another dog, introductions should happen in neutral territory like on a short walk through the park or your neighborhood. Remember to be patient, don't force interaction and keep praising good behavior. At home, remove items that might cause either dog to become possessive, like a favorite toy. Be sure each dog has his own food and water bowls and give treats and toys when the dogs are separated.
- If introducing your new dog to your cat, a baby gate is a helpful tool. This will allow them to see each other but prevents contact. Leash your dog so that you can lead him away from the gate if he becomes too focused. You can try feeding them on opposite sides of the gate to help form positive associations.

Get To Know Him

Understanding body language that can help you understand how your dog might be feeling. Loose body posture (tail in a neutral position), no facial or mouth tension and ears out to the side or slightly back, can indicate that your dog is feeling relaxed. Stiff body posture tucked tall or moving away can indicate that your dog is not interested in interacting.

Help Him Feel At Home

Establishing a routine and creating boundaries can help your dog understand what you expect and when (such as meal or potty time) be sure to give him his own space, such as the bed, crate or room where he knows he can go to rest and relax.

Understanding Your Dog's Health

Becoming familiar with the signs of normal health helps you notice any changes that may signal it's time to visit your veterinarian. **If you notice any changes in your dog's health or behavior, consult with your veterinarian.**

Eyes

Eyes should be clear and bright with no red or yellow discoloration. Discoloration, tearing cloudiness, and heavy discharge should be considered abnormal.

Ears

Ears should be free of discharge and odor. Red, inflamed, hot, foul-smelling, or sensitive ear canals could be a sign of infection.

Mouth

Healthy gums are pink, with no redness or swelling at tooth margins. Teeth should be free of tartar build-up and he shouldn't have bad breath.

Nose

The temperature and moistness of a dog's nose may change daily. It should be clean with no discharge and not cracked or irritated.

Skin & Coat

A thick shiny, and silky coat without greasiness, dandruff, or bare patches is a sign of good health.

Legs

Check your dog for swollen joints and inspect feet between the toes for excess hair, objects lodged there, and the condition of the nails.

Crate Training Your Dog

If you like nothing better than coming home from a hard day's work and finding that your dog decided to "go" on the couch or use your favorite slippers as a new chew toy, then crate training isn't for you. But if you're like most people, then using a crate to properly train your dog will be time well spent.

Crate training takes some time and effort, but is proven a proven way to help train dogs who act inappropriately without knowing any better. If you have a new dog or puppy, you can use the crate to limit his access to the house until he learns all the house rules - like what he can and can't chew on and where he can and can't eliminate. A crate is also a safe way of transporting your dog in the car or taking him places where he may not be welcoming to run freely. If you properly train your dog to use the crate, he'll think of it as his safe place and will be happy to spend time there when needed.

- **Selecting A Crate**
 - Crates may be plastic or collapsible, metal pens. They come in different sizes and can be purchased at most pet supply stores. Your dog's crate should be just large enough for him to stand up and turn around in. If your dog is still growing, choose a crate that will accommodate his adult size.
- **The Crate Training Process**
 - Crate training can take days or weeks, depending on your dog's age temperament, and past experiences. It's important to keep two things in mind while crate training the crate should always be associated with something pleasant, and training should take place in series of small steps. Don't go too fast!
- **Step 1: Introducing Your Dog to The Crate**
 - Place the crate in an area of your house where your family spends a lot of time, such as the family room. Put a soft blanket or towel in the crate. Bring your dog over to the crate and talk to him in a happy tone of voice. Make sure the crate door IS open and secured so that it won't hurt your dog and frighten him.
 - To encourage your dog to enjoy the crate, drop small food treats nearby, then just sit inside the door and finally, all the way inside the crate. If he refuses to go in all the way at first, that's okay, don't force him to enter. Continue tossing treats into the crate until

- your dog will walk over calmly all the way into the crate to get the food. If he isn't interested in treats, try tossing a favorite toy in the crate. This step may take a few minutes or as long as several days.
- **Step 2: Feeding Your Dog His Meals in the Crate**
 - After introducing your dog to the crate, begin feeding him his regular meals near it. This will create a pleasant association with the crate. If your dog is readily entering the crate when you begin step two, place the food dish all the way in the back of the crate. If your dog remains reluctant to enter the crate, put the dish only as far inside as he will readily go without becoming fearful or anxious. Each time you feed him, place the dish a little further back into the crate.
 - Once your dog is standing comfortably in the crate to eat his meal, you can close the door while he is eating. The first time you do this, open the door as soon as he finishes his meal. With each successful feeding, leave the door closed a few minutes longer, until he's staying in the crate for at least 10 minutes or so after eating. If he begins to whine to be let out, you may have increased the length of time too quickly. Next time try leaving him in the crate for a shorter period of time. If he does whine or cry in the crate, it's imperative that you not let him out until he stops. Otherwise, he'll learn the way to get out of the crate is to whine, so he'll keep doing it.

Pet Care Tips

Pet Tip #1: Cold Weather Pet Tips

Please follow these guidelines to protect your companion animal when the temperature drops.

- Never let your dog off the leash on snow or ice, especially during a snowstorm. Dogs frequently lose their scent in snow and ice and easily become lost. They may panic in a snowstorm and run away. More dogs are lost during the winter than any other season.
- Thoroughly wipe off your dog's paws legs and stomach when she comes in out of the rain, snow, or ice. Check her sensitive paw pads, which may bleed from snow or ice encrusted in them. Also, salt antifreeze, or other chemicals could hurt your dog if she ingested while licking her paws.
- If you own a short-haired breed, consider getting a warm coat or sweater for your dog. Look for one with a high collar or turtleneck that covers your dog from base of the tail on top and to the belly underneath. While this may seem like a luxury it is a necessity for many dogs.
- Never leave your dog or cat alone in a car during cold weather. A car can act as a refrigerator in the winter, holding in the cold your companion animal could freeze to death.
- If your dog is sensitive to cold due to age, illness, or breed type, take him outdoors only long enough to relieve himself.
- Puppies do not tolerate the cold as well as adult dogs and may be difficult to house train during the winter. If necessary, paper train inside if he appears to be sensitive to the weather.
- If your dog spends a lot of time engaged in outdoor activities, increase his supply of food, particularly protein, to keep his fur thick and healthy. Always keep your cats inside. Outdoors, cats can freeze, become lost or stolen, or be injured or killed. Cats who are allowed to stray are exposed to fatal infectious diseases, including rabies.
- During the winter, outdoor cats sometimes choose to sleep under the hoods of cars where it is warmer. Then, when the motor is started, the cat can be injured or killed in the fan belt. To prevent this, bang loudly on the hood of your car and wait a few seconds before starting the engine to give the cat a chance to escape.

- Antifreeze, even in very tiny doses, is a lethal poison for dogs and cats. Because of its sweet taste, animals are attracted to it. Be sure to thoroughly clean up any spills from your vehicle. To prevent accidental poisonings, more and more people are using animal friendly products that contain propylene glycol rather than the traditional products containing ethylene glycol. Call your veterinarian or the ASPCA Animal Poison Control Center (ASPCA/NAPCC) if you think your animal may have gotten into antifreeze.

Pet Tip #2: Holiday Pet Tips

Independence Day

Many household pets get very nervous on Independence Day as streets and backyards ring out with firecrackers and M-80s (large types of fireworks). To put your pets at ease, please follow these guidelines:

- Keep your pets indoors with the windows closed, air conditioner and radio on. This will mask noises coming from outside.
- If your pets usually spend time in the backyard, watch out for neighborhood pranksters throwing firecrackers over your fence to frighten the animals.
- Allow your pets to seek refuge under the bed behind the toilet, or in the closet. Don't drag them out and say "it's okay". This well-meant, but a misguided attempt at reassurance can be the first step in creating a serious phobia.
- If your pets become stressed easily or your neighborhood is a particularly noisy one, you may wish to ask your veterinarian about the possibility of giving them a tranquilizer or homeopathic remedy such as rock rose or mimulus. In severe cases, you might want to consider sending your pets to a quiet, secluded boarding kennel.
- Don't bring your dog with you when you go to view fireworks. Instead take him or her for a nice, quiet walk after the festivities have ended.

Holiday Season

As you celebrate the season, it's important to keep your companion animals safe and stress-free. Here are some helpful hints:

- Be careful with holiday decorations. Common yuletide such as poinsettias, mistletoe, ivy, and holiday berries can be poisonous, possibly even fatal. Tree ornaments, Christmas, and Hanukkah candles can cause choking or severe intestinal problems if swallowed. Exposed wiring can electrocute a curious animal who chews on it. Dogs and cats can be allowed to romp through discarded wrapping paper and empty boxes, but be sure to dispose of all bows, yarn, and curling ribbons.
- Crowds of people and holiday festivities can frighten animals. If you plan to entertain, you must plan ahead on your pet's behalf. Make sure they have a "safe haven" where they can retreat. If you are a cat owner, note that a disruption such as a rearrangement of furniture around the house for the holidays may cause your feline to stop using the litter box.
- Pets are not garbage disposals for holiday leftovers. Do not overfeed an animal. Poultry bones can splinter and cause blockages, chocolates are poisonous, and sudden change of diet, even just for one meal, can give your dog or cat stomach pain and diarrhea. This is particularly true for older animals whose digestive systems are often more delicate and nutritional requirements are stricter. Aluminum foil that has been wrapped around meat and disposable baking pans may be attractive to a pet, but do not let your companion near these things. Ingestion of aluminum foil may cause vomiting, intestinal blockage, or even more serious problems.
- A Christmas tree should stand in a flat, wide base. You might also want to anchor the tree with fishing line tied to drapery rods or the wall. Cats often see trees as a fabulous climbing post. If

your feline shows a penchant for this activity, decorate With animal-safe Items such as dried flowers, pinecones, or fabric and wood ornaments. You also might want to consider putting the tree in a room With doors that close. Tinsel and popcorn strands can be deadly to pets and glass balls can shatter in an animal's mouth.

- Please remember that changes and activity over the holidays can cause an animal stress and anxiety. By taking the proper precautions, you can help your pet enjoy the holiday season.

Pet Tip #3: Hot Weather Pet Tips

This information can help you care for your companion animal when the heat rises:

- Overheating (heat prostration) can kill an animal. Never leave an animal alone in a vehicle, since even with the windows open, a parked car, truck, or van can quickly become a furnace. Parking in shade offers a little protection, as the sun shifts during the day. When traveling, carry a gallon thermos filled with fresh, cold water.
- Don't force your animal to exercise after a meal in hot, humid weather always exercise him or her in the cool of early morning or evening.
- In extremely hot weather don't leave your dog standing on the street, and keep walks to a minimum. He's much closer to the hot asphalt and his body can heat up quickly. His paws can burn since they are not protected by shoes. Never take an animal to the beach unless you can provide a shaded spot and plenty of fresh water for her to drink. Rinse her off after she has been in the saltwater.
- Always provide plenty of shade for an animal staying outside the house. A properly constructed Dog House serves best. Bring your dog or cat inside during the heat of the day and let her rest in a cool part of your house. Always provide plenty of cool water for your animal.
- Please be sensitive to old and overweight animals in hot weather.
- Brachycephalic (snub-nosed) dogs (especially Bulldogs Pekingese, Boston Terriers, Lhasa Apso, and Shih Tzus) and those with heart or lung disease should be kept indoors in air conditioning as much as possible.
- Keep a current license and identification tag on your dog or cat and considered tattooing or microchipping as means of permanent identification. Avoid walking your dog in areas that you suspect have been sprayed with insecticides or other chemicals, as poisonings increase during the summer when gardens, lawns, and trees are sprayed. These chemicals can sicken or kill an animal. Call your veterinarian or the ASPCA National Animal Poison Control Center (ASPCA/NAPCC) if you suspect you animal has been poisoned.
- Be alert for coolant leaking from your vehicle. Animals are attracted to the sweet taste of coolant and Ingesting just a small amount can cause an animal's death. Consider using animal friendly products that use propylene glycol rather than those containing ethylene glycol.
- Take your companion animal to the veterinarian for a spring or early summer check-up, including a test for heartworm. Have the doctor recommend a safe effective flea and tick control program.
- Never tie an animal outside in a correction collar. He can choke to death. If you must tether him use a buckle collar with identification tags instead **(This applies to any season)**.
- Never let your animal run loose. This is how an animal can contract a fatal disease, Including rabies, or be injured killed, or stolen. Be sure that there are no open unscreened windows or doors through which your animal can fall or jump out.

Outdoor Temperature vs. Interior Automobile Temperature

Outside Temperature: 85 Fahrenheit
2 Windows Open 1 ½" Each
Humidity 53%

Light Colored Sedan
Cloudy Day

Time Elapsed

5 Minutes
10 Minutes
15 Minutes
20 Minutes
25 Minutes
30 Minutes
35 Minutes
40 Minutes
45 Minutes
50 Minutes
55 Minutes
60 Minutes

Interior Car Temperature (In F°)

95
108
113
122
127
132
135
138
145
152
156
160

Madison County Animal Shelter
540-948-6945
4590 Shelby Road Madison VA, 22727



PUPPY CARE SCHEDULE

Needed Care	First At	Repeat
Distemper Combo	6+ Weeks	Every 4 weeks until 16 weeks old and yearly
Parvo Vaccine	6+ Weeks	Every 2 weeks until 16 weeks old and yearly
Corona Vaccine	6+ Weeks	4 weeks later and yearly
Bordetella Vaccine	12+ Weeks	4 weeks later and every six months
Lyme Vaccine	12+ Weeks	4 weeks later and yearly
Rabies Vaccine	18+ Weeks	1 year later, then every 3 years (yearly in certain states)
Roundworm Medicine	6 Weeks	Every 4 weeks until 20 weeks and yearly
Tapeworm Medicine	When fleas or tape segments are noted	
Heartworm Medicine	8 Weeks	Purchase adult weight dose, give 1/2tbs. first 2 months
Heartworm Test	8 Months	Yearly
Examinations	ASAP	Twice a year
Love	ASAP	All the time

**** Special recommendation for Rottweilers, Dobermans, Pitbulls, and other high-risk puppies: Give Parvo Vaccine every two weeks until 24 weeks of age ****

DOG CARE SCHEDULE

Needed Care	First At	Repeat
Distemper/Parvo	Booster in 2 weeks	Yearly
Corona Vaccine	Booster in 2 weeks	Yearly
Bordetella Vaccine	Booster in 2 weeks	Every 6 months
Lyme Vaccine	Booster in 2 weeks	Every 3 years (yearly in certain states)
Rabies Vaccine	Booster in 1 year	Yearly
Roundworm Medicine	Stool analysis	
Tapeworm Medicine	When fleas or tape segments are noted	
Heartworm Medicine	Test first	Monthly
Heartworm Test	ASAP	Yearly
Examinations	ASAP	Twice a year
Love	ASAP	All the time

Madison County Animal Adoption Agreement

In consideration of receiving an animal from the Madison County Animal Pound, 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 provide this animal with adequate food, water, shelter, and veterinary treatment as may be necessary. I agree to provide such care.
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 the 15 day time period, if for any reason the adopter decides to return/ surrender the animal back to the shelter (MCAS) spay/neuter cost will not be refunded. After 15 days of the adoption none of the Adoption Fee shall be nonrefundable. We advise to have a complete wellness exam by your veterinarian within five days after the adoption.
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 Animal Pound

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 Animal Shelter
Post Office Box 705
Madison, Virginia 22727
(540) 948-6945
Fax: (540) 948-7052

DISCLOSURE AND RELEASE FROM LIABILITY

Animal Number: _____ **Animal Name:** _____

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

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

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

Name: _____ **Phone:** _____

Address: _____ **Cell:** _____

_____ **Work:** _____

Adopter/Rescue Signature: _____ **Date:** _____

MCAS Representative: _____ **Date:** _____

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

Sterilization Agreement

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

Animal Name: _____
Animal #: _____
Species: _____
Breed: _____
Color: _____

Sex: Male Female
Approx. 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 Animal Shelter:

Date: _____

Signature of New Owner:

Date: _____

Madison County Animal Shelter
Post Office Box 705
Madison, Virginia 22727
(540) 948-6945
Fax: (540) 948-7052

VOLUNTEER DISCLOSURE AND RELEASE FROM LIABILITY

Animal Number: _____ **Animal Name:** _____

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

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

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

Name: _____ **Phone:** _____

Address: _____ **Cell:** _____

_____ **Work:** _____

Volunteer Transporter Signature: _____ **Date:** _____

MCAS Representative: _____ **Date:** _____

Madison County Animal Shelter
 P.O. Box 705 Madison, VA 22727
 Shelter: (540) 948-6945
 Animal Control: (540) 948-7042
 Fax: (540) 948-7052



POST-OPERATIVE CARE INSTRUCTION

What to expect when you get home:

Your pet has had major surgery. The surgery requires general anesthesia, which means the patient is completely asleep and unable to feel or move. In females, the uterus and ovaries are removed through a midline incision in the abdominal wall. In males, only the testicles are removed. Male cats have (2) incisions: (1) on each side of the scrotum. There should be no drainage. Any redness or swelling should be minimal and should look better each day. All animals receive pain medication after surgery. If you see any redness or discharge, please call the shelter.

The First Night

Anesthesia interferes with an animal's ability to regulate body temperature. Tonight, your pet should be confined to a small area where it is warm and quiet, keeping them separate from other animals and young children. Anesthesia may wear off slowly, so your pet may appear drowsy or clumsy. To prevent injury, do not put your pet on a bed or other high places, and do not allow access to stairs unassisted. Cats may be hypersensitive as anesthesia wears off and sounds, light and touching may frighten them. Keep cats confined to their carriers until they appear responsive (normal) at which time you may open the carrier allowing them to exit on their own.

Food & Water

Tonight you may offer your pet a small amount of water and a small amount of food. Wait 1/2 hour and if no stomach upset occurs, normal feeding may resume. If vomiting occurs, remove food and water until morning, slowly reintroduce food/water at that time. New foods or treats should not be introduced at this time

Sutures

Unless you were told otherwise, your pet does not have external sutures. All sutures are absorbable on the inside of the body. Do not clean or apply ointment to the incisions as this may hinder the healing process. Male cats do not have any sutures. Do not allow your pet to get wet or have a bath for 14 days following surgery.

Interactions with other animals

Males may still have sperm for as long as 30 days after surgery. Be aware that they can impregnate females during this time. If your female was in heat at the time of surgery, you must keep her away from unneutered males for at least 2 weeks. Accidental mating could cause very serious injury or even death to your pet.

Monitor incision site

It is important to monitor your pet's incision site closely: check it twice daily for the next 2 weeks. Mild swelling, bruising, and even a little pinkish discharge can all be normal for the first 24-48 hours. After that, it should look better and better. Redness, discharge, excessive swelling, or discomfort **IS** cause for concern and you should contact the shelter. It is better to be overly cautious than to wait too long.

Protect incision site

DO NOT ALLOW YOUR PET TO LICK OR CHEW AT THE INCISION SITE! Doing so will lead to complications including infection and opening of the incision—it only takes seconds to do damage. Since there are no external sutures, cats do not typically bother the incision.

Activity/Exercise

Excess activity can lead to swelling at the incision or tearing of the sutures and opening of the incision. Female cats should be kept indoors for 14 days, males for 5-7 days, if at all possible. If there are other animals in the household, no running, jumping, or rough play is allowed, so your pet may need to be kept separate in a bathroom or small bedroom during this time. Dogs should be taken outside for potty breaks only and kept on a leash the entire time. No running, jumping, playing, racing up & down stairs, or rough-housing is allowed for 14 days.

**Free Examinations Are Offered Within 5 Days After Your Adoption
 Listed Is The Veterinarian Willing To Participate:
 Madison Companion Animal Hospital (540) 948-6876
 If You Have Any Questions Or Concerns, Call The Animal Shelter At (540) 948-6945**

Madison County Animal Shelter Waiting List

Name: _____

Date: _____

Address: _____

Phone: (____) ____ - ____

Cell: (____) ____ - ____

Description of animal he/she is waiting for:

Name: _____

Date: _____

Address: _____

Phone: (____) ____ - ____

Cell: (____) ____ - ____

Description of animal he/she is waiting for:

Name: _____

Date: _____

Address: _____

Phone: (____) ____ - ____

Cell: (____) ____ - ____

Description of animal he/she is waiting for:

**Madison County Animal Shelter
Lost Animal Report**

Date: _____ / _____ / _____

Date Lost: _____ / _____ / _____

Lost From: _____

Species: Cat _____ Dog _____ Other: _____

Breed: _____

Collar: Yes No Color: _____

Approximate Age: _____

Approximate Weight: _____

Description of Animal:

Owner's Name: _____

Address: _____

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

Additional Information:

Staff Completing Report: _____

Madison County 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

Description of Animal:

Finder's Name: _____

Address: _____

Phone: (____) ____ - ____ Cell: (____) ____ - ____

Okay to Give Out Number?: Yes No

Staff Completing Report: _____

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

Date	Comments	Initials

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

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) & shall be confined at all times 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 #: _____

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: _____



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

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: _____

Phone: _____ Cell: _____

Hire Date: _____ Termination Date: _____



Parental Permission
(To be completed by Parent/Legal Guardian)

Name of Volunteer: _____

Home Phone: _____

Emergency Contact: _____ Phone: _____
(Include Relationship)

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

Print or type Parent's/Legal Guardian's Name

Date: _____

Parent's/Legal Guardian's Signature

Date: _____

REQUEST FOR ABSENCE

Name: _____ Date: _____

Department: _____ Shift: _____

Date(s) Requesting _____ Return Date _____

REQUEST FOR ABSENCE

Name: _____ Date: _____

Department: _____ Shift: _____

Date(s) Requesting _____ Return Date _____

REASON FOR ABSENCE:

- Illness Jury Duty/Court
- Vacation Bereavement

REASON FOR ABSENCE:

- Illness Jury Duty/Court
- Vacation Bereavement

Explanation If Necessary

Was Absence:

Pre-Approved: Yes No

Considered by Supervisor as: Excused Un-Excused

Supervisor's Approval/Disapproval: _____ Date: _____

Note: You must have accrued time to request time off.

Explanation If Necessary

Was Absence:

Pre-Approved: Yes No

Considered by Supervisor as: Excused Un-Excused

Supervisor's Approval/Disapproval: _____ Date: _____

Note: You must have accrued time to request time off.

Madison County Animal Shelter Cleaning and Disinfection Protocol

Remove All Grossly Visible Debris

The presence of gross contamination or organic material, especially feces, will inactivate most disinfectants.

Wash the Area or Item with Water and Detergent

Thoroughly Rinse the Cleaned Area to Remove Any Detergent Residue

Some disinfectants may be inactivated by detergents. Therefore, it is very important to rinse well after washing the area or item.

Allow the Area to Dry Completely

Select and Apply an Appropriate, Effective Disinfectant

Allow the Proper Contact Time

This is one of the most overlooked steps.

Contact time may vary depending on the disinfectant selected but is usually at least 10 minutes. Consult the product label.

Thoroughly Rinse Away Any Residual Disinfectant and Allow the Area or Item to Dry

Neonatal Care

Puppies and kittens should gain weight daily!

- Puppies & Kittens temperature needs to stay no less than 98 degrees Fahrenheit in the first week
- Puppies should gain 5-10% BW/day
- Kittens should gain 10-15 grams/day
- Kittens should gain about 1 pound/month for first 4 months

Formula feeding:

- 0-1 week: ½ tablespoon formula every 2-3 hours
- 1-2 weeks: Formula every 2-3 hours until belly full
- 2-3 weeks: Formula every 3-4 hours until belly full
- 3-4 weeks: Formula every 4 hours until belly full
 - May begin lapping formula from bowl
- 4-5 weeks: Feed formula as needed to prevent hunger and weight changes
 - Most neonates can feed from saucer. Begin offering warmed canned food gruel (it will be messy)
- 5-6 weeks: Feed gruel 4 times daily; gradually thicken, offer dry food and water.
- 6+ weeks: Feed 3 times daily; most should be eating dry food well

Animal Shelter Fees



Madison County Animal Shelter

Animals are different from humans in their response to human actions. Animals are often unpredictable. They may show a different temperament when released from their cages. Animals should be closely supervised and observed at all times to avoid any injury or damages that may occur. Listed is the Madison County Animal Shelter's policy to be followed when dogs are released from their kennels.

Outside Play Yard Dos & Don'ts:

1. Dogs must be under staff's supervision at all times when in play yard.
2. All outside kennels can be used but dogs must be returned to their inside kennels before closing.
3. Never allow the dogs to run loose in sidewalk area unless a potential adopter and staff are present.
4. Only one potential adopter(s) in play yard at a time.
5. Dogs can interact with potential adopters in the Toppings Room or outside play yard.
6. Dogs should be leashed while returning to their cages if the general public is present to avoid injury.
7. Never allow the dogs to run loose in main office.
8. A rotational schedule of the play yard should be determined by staff member working that day.
9. You must clean up after the dog if they defecate and water bowls must be brought inside.
10. Dogs should have access to adequate water if exercising in play yard.

GUIDELINES FOR RESPONDING TO FERAL CAT COMPLAINTS WHEN “PUBLIC HEALTH AND SAFETY” MAY BE AN ISSUE

1. County receives a complaint from a citizen regarding an extraordinary number of cats or cats that are sick, injured, etc. Complainant requests that County Animal Control staff visit and investigate the location. Of course, this type of citizen complaint would be better placed by calling Animal Control directly (as opposed to E-911).
2. Based on complaint, Animal Control will visit/review the location of the complaint and speak with complainant on-site if possible.
3. If Animal Control ascertains that an extraordinary number of cats are present or that a health and safety issue exists, he/she will notify the County Administrator of such findings.
4. Animal Control staff and County Administrator may make a second visit to the site or they may simply agree that the County should take additional steps such as trapping and transporting cats.
5. Animal Control staff shall work with complainant, enlisting their assistance and involvement where appropriate, and shall endeavor to effectively communicate with concerned citizen(s) regarding any steps taken as well as the outcomes.
6. Animal Control staff shall keep County Administrator informed as to number of cats trapped at the particular location, health/safety concerns encountered, and when staff involvement in trapping/transport activity will end.

Note: In the absence of an extraordinarily large number of feral cats at one location, as well as no observed public health and/or safety issues, the County will not initiate trapping or transporting activities.

Definition: Feral — not domesticated, WILD. Based on known information no likely “owned” is identified.

TOPPING FUND:

Recommendations from Committee which met on June 22, 2016.

1. Apply \$3,000 toward spay/neutering of cats.
2. Apply \$2,000 toward spay/neutering of dogs.
3. Effectively advertise the spay/neutering assistance being provided (newspaper/website).
4. Evaluate cost to replace/repair kennel doors that are in poor shape.
5. Evaluate list of other important facility maintenance items.
6. Note: Worst periods for difficult and/or large numbers of cats is March to May; and June to August.
7. TOPPING Fund has \$76,477.69 according to an analysis of our accounting records.

Animal Shelter Policies on Felines:

Madison County

Shelter houses cats & dogs
Do not pick up unless injured or sick
Citizens trap & bring in, offer a trap loan agreement

Greene County

Shelter does not house cats, only dogs
NO ordinance on cats
Advised to call the Humane Society Will pick up injured or sick

Culpeper County

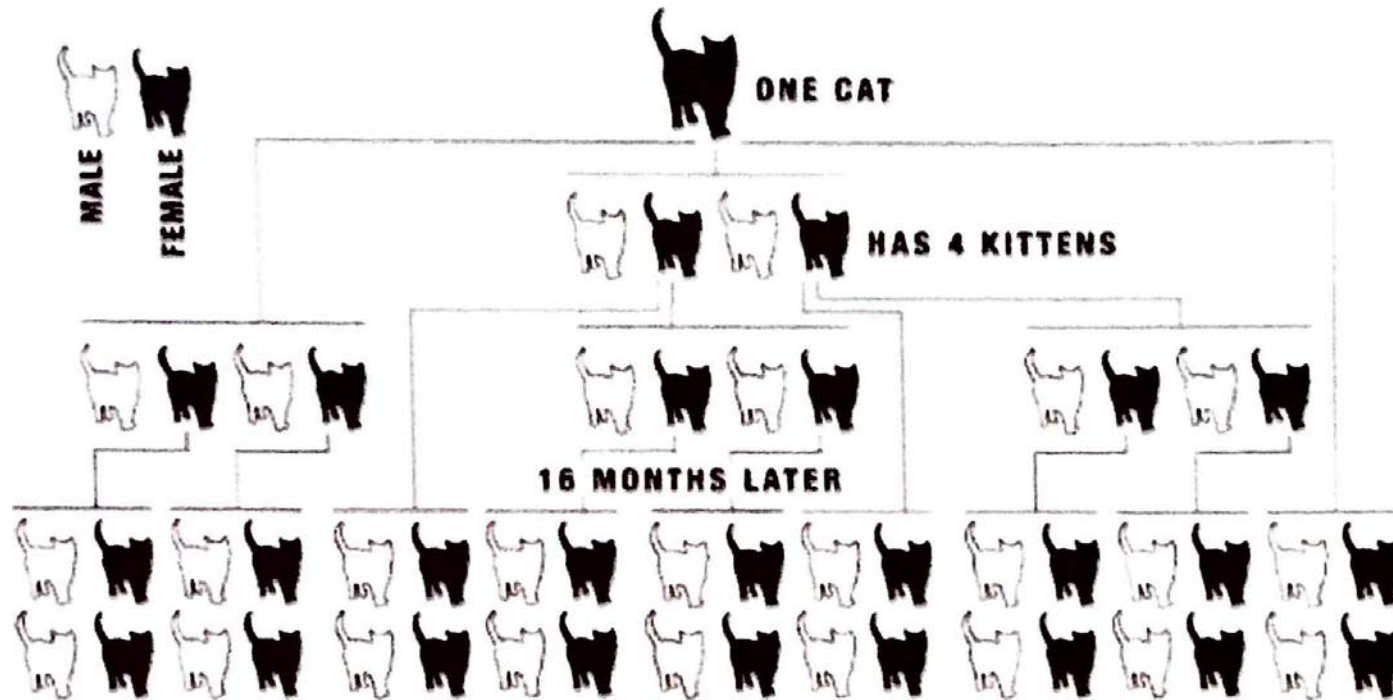
Shelter houses cats & dogs
No ordinance on cats, Free roaming
Citizens trap & bring in
Will pick injured or sick

Orange County

Shelter houses cats & dogs
No ordinance on cats
Handles Case by Case (Safety/Health)
Do not pick up strays
Will help trap feral cats when available

Rappahannock County

Shelter does not house cats, only dogs
Will pick injured cats
Rely on other organizations to help
Will assist with trapping feral population



Why are there so many unwanted cats and dogs? There are three main reasons. Many people fail to spay or neuter their dogs and cats, who then reproduce, creating enormous numbers of kittens and puppies. People still buy animals from breeders or pet stores (thereby supporting the puppy mills that supply them) instead of adopting homeless animals. And people acquire companion animals without considering the lifetime commitment that caring for them requires. Eventually, people turn their backs on their loyal companions when they become "inconvenient" or "too much work".

The companion animal overpopulation crisis can be overwhelming, but solving it starts with a "no-birth nation". We must all prevent more animals from being born by spaying and neutering.