AC-05 MAKING A DOG AVAILABLE

**Purpose**

To detail the process of how to make a dog available for adoption.

**Policy**

Animal Care Staff will make dogs available as needed. Animal Care Staff should not make dogs available on Sunday or Monday unless asked to do so by a supervisor.

**Staff /Areas Affected**

• Animal Care Staff

* Behavior Staff
* Vet Staff

**Definitions**

**Available -** The complete process of entering a behavior evaluation in ShelterLuv, testing, making a folder, updating ShelterLuv and ensuring all data in ShelterLuv is accurate, thus making the animal available for adoption.

**ShelterLuv** – Database used by HSWM for all tracking of customers, animals and associated service

**Responsibilities**

Under supervision of the Shelter Manager, Animal Care Staff must ensure that all info in ShelterLuv is updated and accurate. A folder must be filled out completely and accurately with all other relevant documentation inside.

**Procedures**

1. Director of Animal Care, Vet Staff or Behavior Staff will identify which dogs to make available.
2. Confirm that behavior evaluation has been completed and recorded in ShelterLuv by Behavior Staff. Behavior Staff notifies Animal Care Staff to make an animal available. If any illness is noted, Animal Care Staff is to confirm with Vet Staff that the animal can be made available prior to doing so.
3. Create Folder: Include “Complete Medical History” summary in the folder. Write any pertinent behavior or medical information under the “Notes” section on the front of the folders.
4. If dog is 6 months or older, obtain blood sample and perform heartworm test as instructed, and include results.
5. If the dog still needs heartworm prevention, give this before placing the dog back in the kennel.
6. If dog is positive for heartworm, notify Vet Staff and do not make the dog available until advised by Vet Staff to do so.
7. Verify the dog has been given DA2PP, Bordetella, canine influenza, de-wormer meds, and flea prevention. There should also be a weight at intake recorded and whether or not the dog has a microchip.
8. Update ShelterLuv with**:** Location, heartworm test result, heartworm prevention, microchip number, age and weight if not previously entered. Ensure that all information is entered and accurate (breed, color, age, etc.)  Change status to “Available” or ‘Available Verified” if verify exam or surgery is already entered by Vet Staff.
9. Create and print the colored sign for kennel with name and description of the animal.
10. Place colored information sign on kennel and place folder up front.

**Reference Documents**

• Canine Care Sheet

• Printed ShelterLuv documents

**Revision History**

Created 9/12/13 – V1

Revised 7/28/15 – V2

Revised 10/22/18 – V3