B-04 IDENTIFYING OFFICE FOSTER ANIMALS

**Purpose**

To detail the process of identifying animals that would be a candidates to be fostered in HSWM offices.

**Policy**

In an effort to reduce stress on some animals, they may be selected as candidates as Office Fosters.

**Staff /Areas Affected**

• Behavior Staff

• Staff who occupy offices at HSWM

**Definitions**

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

**Responsibilities**

Director of Animal Care and Behavior, with assistance from Behavior and Animal Care staff is responsible for carrying out this procedure

**Procedures**

Dogs may be selected for Office Foster for one or more of the following reason, but not limited to:

* Multiple stress signals in kennel
* Poor kennel presentation

Considerations before placing in a dog in an office foster location:

* No concerns with meeting unfamiliar people
* No severe resource guarding issues

Cats may be selected for office foster for one or more of the following reasons, but not limited to:

* Inhibition of most natural responses
* Needing additional enrichment / private space

Animal Care or Behavior staff may make the recommendation that an animal be considered for Office Foster. Several factors help determine the location for the animal placement, such as activity level in the office location, observation needed, and traffic level.

Location of the animal in ShelterLuv may be changed if the animal is not returned to its kennel/cage location at night.

**Revision History**

Created 2/6/19 – V1