CS-14 WORKING CAT PROGRAM

**Purpose**

To define the process of placing cats that are not suitable for standard adoption into outdoor environments with shelters

**Policy**

Candidates for this program include cats with poor litter box habits, behavioral issues that make them incompatible with indoor living, feral or semi-feral backgrounds, histories of living outdoors or indoor/outdoors. HSWM will only adopt out working cats to adopters with adequate shelter and the willingness to acclimate the cat to their location.

**Staff /Areas Affected**

* Customer Service Staff
* Feline Enrichment Coordinator
* Adoption Counselor

**Definitions**

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

C**S** – Customer Service staff

WC**P** – Working Cat Program

**Responsibilities**

* Cats will be labeled as working cats by behavior staff.
* Adoption packets will be put together by animal care staff.
* Adoption consultations will be done by Animal Care Supervisor or a trained adoption counselor.
* Adoptions will be processed by Customer Service staff.

**Procedures**

1. Cats in cat holding or med room will be evaluated by behavior staff. If they are determined to be candidates for the WCP, they will be marked as such.
2. These animals will not be moved to the adoption floor. They will be kept in the med room.
3. Adoption packets for these animals will be put together by animal care staff.
4. Potential adopters will be directed to the Animal Care Supervisor or a trained adoption counselor who will conduct a consult with them.
5. When calls come in with interest in these cats, customer service will answer what questions they can. If they cannot answer a question, the message will be transferred to the Animal Care Supervisor.
6. WCP cats can go out in pairs, to increase the likelihood that they will stay in the adopter’s area.  This is not a requirement for adoption, though.
7. Each of these animals will be spayed/neutered, microchipped, and up-to-date on vaccinations.
8. Adopters will be briefed on the acclimation process, and will then set up a time to pick up their animal.
9. Cats will be adopted out with the normal adoption process, but at no charge.
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**Reference Documents**

• SOP AC- 12 Cat Care Processes

* SOP AC-16 Working Cat Care

**Revision History**

Created 3/8/16 – V1

Revised 5/19/16 – V2

Revised 11/27/18 – V3

Revised 5/20/19 – V4