B-12 MOVING DOGS FROM HOLDING TO KENNELS

**Purpose**

To detail the processes of moving dogs to kennels after behavior and medical assessment into kennels for viewing prior to adoption.

**Policy**

HSWM will evaluate the behavior of adult dogs, and occasionally puppies if behavior is in question. Medical evaluation will be done on all dogs and puppies by Animal Care staff. Dogs housed in the holding area will be evaluated by xxx prior to making available for adoption

**Staff /Areas Affected**

• Director of Animal Care and Behavior

* Kennel Manager

• Canine Behavior Staff

* Animal Care Staff

**Definitions**

**Dog Holding** – The kennel area located near Admitting desk

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

**Responsibilities**

Director of Animal Care / Shelter Manager – is responsible for making sure this process

**Procedures**

Return within 30 days

1. If no behavior or medical reason, move to main kennel. Confirm with Shelter Manager before changing the status to Available/Verified in ShelterLuv
2. If behavior/medical reason stated as a return, do not move and alert behavior / vet staff respectively. Await further input from them.

Stray

1. Do not move until evaluated by behavior and vet staff.

Owner Surrendor (OR)

1. If behavior or medical reason state or mentioned, do not move and alter behavior/vet staff respectively. Review Vet records if available. Review Owner Surrender sheet. Do not move dog if any bite history reported until approved by behavior staff.
2. If there is no know history of behavior or medical concerns and the dog appears easy to handle, move to the main kennel and update the location in ShelterLuv. All paperwork should be put in the assigned animal folder located in Admitting area.
3. When questionable, leave the dog in Dog Holding area for further assessment by Behavior/Medical staff.

**Where to move them to:**

If a dog is reactive and going at other dogs while leashed on the way out /past other kennels, they should not be placed in a location that requires passing many other dogs. Consider placing them in a kennel closer to a door or lower traffic location.

If a dog only reacts while another dog walks past the kennel, no need to move closer to a door, just consider a lower traffic location.

**Reference Documents**

• AC-05 Making a Dog Available

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**Revision History**

Created 5/9/18 – V1