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| CS-13 NOTIFY KCAS of STRAY ANIMAL INTAKE  |
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**Purpose**

To define the process of reporting stray animals found in Kent County must be reported to Kent County Animal Control within 48 hours.

**Staff /Areas Affected**

* Customer Service Staff
* Director of Animal Care and Behavior or designate

**Policy**

Stray animals of any species will be reported to Kent County Animal control daily. It is a misdemeanor for failure to do so.

**Definitions**

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

**CS** – Customer Service Staff

**KCAS** – Kent County Animal Control

**Responsible Staff**

The Director of Animal Care and Behavior or designate is responsible for ensuring this process takes place.

**Procedure**

* Intake of stray animals is recorded by the CS staff at the Admitting desk.
* At the end of the day, details of any animals brought in as stray to are emailed to the Director of Animal Care and Behavior.
* Information is then forwarded to KCAS via email to: *kcas@kentcountymi.gov*

**Revision History**

Created 12/5/2018