

REGIONAL ANIMAL SHELTER STANDARD OPERATING PROCEDURE

S.O.P. # F-6

SUBJECT: Releasing Agency Guidelines
(Animal Placement Organizations)

December 10, 2008
DATE AMENDED
September 15, 2020

I. PURPOSE

The purpose of this directive is to establish standard procedures in accordance with Code of Virginia 3.2-6546 for working with Releasing Agencies (Animal Placement Organizations) in the placement of adoptable animals from the Regional Animal Shelter (R.A.S.).

II. POLICY

1. It shall be the policy of the R.A.S. to consider on an individual basis to accept the assistance of any lawful Releasing Agency in placing certain animals for adoption. R.A.S. reserves the right to decide which animals shall be offered for transfer, according to applicable policies, procedures, regulations, ordinances, and statutes.

III. PROCEDURE

- A. A Releasing Agency is defined under the Code of Virginia 3.2-6500 as a "pound, animal shelter, humane society, animal welfare organization, society for the prevention of cruelty to animals, or other similar entity or home-based rescue that releases companion animals for adoption."
- B. A Releasing Agency seeking to obtain animals from the R.A.S. will be required to submit documentation as a Animal Placement Organization to the R.A.S. Manager. All of the following documents are required:
 1. Copy of the agency's non profit 501 (c) (3) letter of determination
 2. Copy of mission statement and bylaws.
 3. Copy of adoption contract form. The adoption contract must conform to all of the provisions pursuant to the adoption of companion animals as specified by Code of Virginia 3.2-6546.

4. Copy of owner surrender form.
 5. Copy of foster agreement form.
 6. Copy of informational materials or brochures.
 7. List of the names and addresses for all volunteers or persons authorized to accept and sign for animals on behalf of the Animal Placement Organization.
- C. All non-Virginia based Animal Placement Organizations shall submit in addition to the above, a statement signed by the authorized representative certifying that the organization:
1. Maintains records in accordance with the provisions of the Code of Virginia 3.2-6557.
 2. Requires that adopted dogs and cats are sterilized.
 3. Has obtained a signed statement from each of its staff members, volunteers, and foster care providers certifying that each has never been convicted of animal cruelty, neglect, or abandonment.
 4. Provides adequate care to all animals in their care and custody as defined in the Code of Virginia 3.2-6503.
- D. Letter of understanding will be signed by both Regional Animal Shelter and the Animal Placement Organization authorized representative.
- E. The Animal Placement Organization representative who accepts an animal on behalf of the Organization shall be required to sign a transfer agreement acknowledging receipt of the animal from R.A.S.
- F. Review and Renewal
1. Regional Animal Shelter will request all Animal Placement Organizations to submit an updated list of names and addresses of all volunteers or persons authorized to accept and sign for animals on behalf of the Animal Placement Organization by March 1st each year, which will serve as a renewal of our organization's partnership.

RELEASING AGENCY DOCUMENTS CHECK OFF LIST

Regional Animal Shelter is required by State Law and policy to obtain and maintain copies of certain documents when working with Releasing Agencies. Please provide us with the following.

- Copy of 501 (c)(3) letter of determination.
- Copy of mission statement and bylaws.
- Copy of adoption application and contract. Adoption contract must conform to all of the provisions pursuant to the adoption of companion animals as specified by Code of Virginia and appropriate Virginia regulations.
- Copy of owner surrender form.
- Copy of foster agreement form (if foster homes are used).
- Copy of informational materials or brochures.
- List of names and addresses of all persons authorized to accept and sign for animals from Regional Animal Shelter.
- Letter of understanding signed by both the Releasing Agency and the Regional Animal Shelter.

- All non-Virginia based Animal Placement Organizations shall submit in addition to the above, a statement signed by the authorized representative certifying that the organization:
 1. Maintains records in accordance with the provisions of the Code of Virginia 3.2-6557.
 2. Requires that adopted dogs and cats are sterilized.
 3. Has obtained a signed statement from each of its staff members, volunteers, and foster care providers certifying that each has never been convicted of animal cruelty, neglect, or abandonment.
 4. Provides adequate care to all animals in their care and custody as defined in the Code of Virginia 3.2-6503.



HEALTH RECORD FOR TRANSFERRED PET

Animal Fact Sheet #: _____ Date: _____

Pet's Shelter Name: _____

Agency Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Representative Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Species: _____ Breed: _____ Color: _____ Sex: _____ Age: _____

Innoculations: _____ Date: _____

_____ Date: _____

Worming: _____ Date: _____

_____ Date: _____

Other treatments or health info: _____

RELEASING AGENCY TRANSFER AGREEMENT

The undersigned representative of the above named agency and the Regional Animal Shelter (R.A.S.) hereby acknowledge that the representative has received the animal described above and hereinafter referred to as "the animal" from R.A.S. The representative agrees on behalf of the agency to the following terms and conditions:

1) The representative attests and affirms by his/her signature below that he/she has never been convicted of animal cruelty, neglect or abandonment.

2) The representative agrees on behalf of the agency that (i) the animal shall be placed by the agency solely as a pet; (ii) STERILIZATION OF THE ANIMAL IS REQUIRED BY TITLE 3.2, CHAPTER 65 OF THE CODE OF VIRGINIA. The representative agrees on behalf of the agency that the agency shall assume full responsibility for compliance with the provisions of 3.2-6503, 3.2-6546, 3.2-6549, 3.2-6550, 3.2-6551, and 3.2-6574 through 3.2-6580 which provide for the care, confinement, release and sterilization of dogs and cats.

3) R.A.S. makes no warranties or representations about the animal, its temperament, health, condition, or suitability for adoption. The representative agrees, on behalf of the agency, to indemnify, defend, and hold R.A.S., King William County and Kind & Queen County harmless for any costs, claim, liability, damage, or injury of any nature, present or future, that may occur as a result of accepting the animal.

4) R.A.S. acknowledges that the agency may return the animal to R.A.S.

Agency Representative Signature _____ Date _____

R.A.S. Agent Signature _____ Date _____