

POLICIES AND PROCEDURES



I. GENERAL OPERATIONS

General. Shaw Pit Bull Rescue, Inc. (dba Shaw Pit Bull Refuge) is a registered 501(c)3 non-profit organization dedicated to saving abused, abandoned or neglected American Pit Bull Terriers.

- A. Current Board Members:
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II. FACILITY DESIGN and ENVIRONMENT

General. Shaw PBR provides an environment that is conducive to maintaining animal health.

- A. Facilities are appropriate for the number of animals receiving care/expected length of stay.
- B. Refuge design provides sufficient space for proper separation of animals by temperament and predator/prey status.
- C. Entrances, exits, aisles and rooms are arranged so that cleaning and general movement through the facility proceeds from areas housing the most susceptible to disease and/or healthiest animals to those who are most likely to be a source of contagious disease.
- D. At least 5% of the facility housing capacity is made available for isolation.

Primary Enclosure. Enclosures are structurally sound and maintained in safe, working condition to properly confine animals, prevent injury, keep other animals out and enable animals to remain dry and clean.

- A. There are no sharp edges, gaps or other defects that could cause an injury or trap a limb or other body part.
- B. There are secure latches or other secure closing devices on all gates.
- C. Provides sufficient space to allow each animal to make normal postural adjustments (e.g. turn freely, easily stand, sit, stretch and move head without touching top of the enclosure). Animals can lie in a comfortable position with limbs extended, move about and assume a comfortable posture for feeding, drinking, urinating and defecating.
- D. Animals can sit, sleep and eat away from areas of their enclosures where they defecate and urinate.

- E. To prevent disease transmission, enclosures permit care and cleaning without the need to remove the animals.
- F. Cleaning and disinfection are done on a regular basis.
- G. Attention is paid to the habits of each particular animal.
- H. Elevated resting places are provided whenever possible.

Surfaces and Drainage. Adequate drainage is provided.

- A. Pea gravel is used in all animal areas so that they can be easily disinfected and withstand repeated cleaning.
- B. Carpeting is not used in animal areas.

Heating, Ventilation and Air Quality. To ensure animal comfort and safety, necessary measures are taken when an animal appears to be too hot or too cold.

- A. Ventilation is maintained to ensure clean air is provided in all areas of the refuge.
- B. Ventilation is accomplished without compromising the maintenance of the animals' body temperatures.
- C. Ventilation rates are adjusted seasonally, if necessary, and are not thermostat controlled.
- D. Facility is designed to offer as much natural light as possible.

Sound Control. Staff is instructed to avoid creating excessive noise during routine activities.

- A. Noise is minimized in animal areas.
- B. Other means of humanely reducing barking – besides preventing visual contact – are used, since seeing other dogs can improve dogs' well-being.
- C. Radios or other sound systems are not placed directly on cages, and the volume on these devices does not exceed conversational levels.

III. SANITATION

Sanitation Protocols. Sanitation protocols are revised as needed during an outbreak in order to address specific pathogens. When developing sanitation protocols, considerations include an assessment of the facility, animal population, training, equipment and procedures. Protocols are based on current knowledge and recommendations developed specifically for animal rescues and include specific methods and agents for achieving the goal of both cleaning and disinfection.

- A. Enough staff is assigned to complete sanitation tasks promptly so animals spend the majority of their time in sanitary conditions.
- B. Sanitation protocols include A) Removal of gross organic matter B) Application of a disinfectant at the correct concentration.
- C. Feces are removed from outdoor areas a minimum of once a day.
- D. Detergents are used as needed to maintain clean surfaces free of visible dirt and debris.
- E. The disinfectants that are used are effective under the conditions present in a given environment and with demonstrated activity against pathogens for which the animals are at risk.
- F. Care is taken when mixing cleaning products to prevent the mixture from being ineffective or toxic.
- G. Animal housing areas are designed to withstand the spraying of water and cleaning fluids and have adequate drainage.

- H. All equipment that comes in contact with animals, including cleaning supplies, is either readily disinfected or discarded after use with a single animal.
- I. Mobile equipment such as rolling trash cans, shopping carts and food or treatment carts may also serve as fomites and are sanitized accordingly.
- J. Bedding and other materials that are heavily contaminated with durable pathogens, such as parvovirus, are discarded to prevent the risk of further spreading the disease.
- K. Food and water bowls are kept clean.
- L. If unenveloped viruses, such as parvo, are a problem, a disinfectant is applied to the dishes before or after being washed.
- M. Outdoor areas around the refuge must be kept clean.
- N. Sinks are equipped with soap and disposable paper towels.
- O. Hand sanitation is one of the best ways to prevent disease transmission and is used before and after handling animals and fomites (objects that can transmit disease, including clothing, toys, food bowls, etc.)
- P. Dedicated boots that can be disinfected or disposable shoe covers are used in contaminated areas.
- Q. In the event of a disease outbreak, sanitation protocols and practices are reviewed to determine if there are problems with the products or practices.

Rodent/Pest Control. Solutions to rodent and pest problems are humane, safe and effective. All food is kept in sealed bins or containers that are impervious to rodents and insects.

Cleaning Kennels. Not only does a thorough and effective cleaning of Shaw PBR prevent the spread of communicable diseases, but it creates a better environment for dogs, volunteers, and visitors. Dogs enter Shaw PBR from different locations with unknown medical histories and varied past exposure to disease. Cleaning dog kennels correctly ensures a healthy, less stressful stay.

The outside dog kennels are cleaned of feces each day. All dog kennels should be disinfected during the Saturday morning cleaning shift. The products to use, and the rotation of the disinfectants, shall be determined by Shaw PBR Management, and explained in detail to volunteers.

- A. Clean-Up During Visiting Hours. When dogs are in the kennels or in the yard on Saturdays and during other visiting hours, any feces should be removed as soon as possible.
- B. Water Bucket/Food Bowl Cleaning. Wash all dog food bowls weekly. Scrub water buckets weekly, or as necessary.
- C. Disinfecting Kennels. Spray all kennels thoroughly, including the gravel and dog houses. There is no need to rinse off the disinfectant. Let the areas dry fully before putting the dogs into the kennels.

IV. INTAKE OF ANIMALS

General. Accurate and consistent record keeping and tracking of all animals housed at Shaw PBR is essential for overall control and evaluation. General policies and procedures follow.

- A. Collars. Each dog should be fitted with an appropriate-sized collar.
- B. Initial Observations and Evaluation. An initial observation and evaluation is performed on the

animal by management and noted on the Health Record. Any injuries or symptoms of illness, as well as any behavior problems or observations should be documented. A micro chip scan is also performed.

- C. Vaccinations/Treatments. Vaccines are considered to be vital lifesaving tools and are used as part of a preventive health care program. Vaccine strategies are specifically tailored for the refuge because of the higher likelihood of exposure to infectious disease, that many animals entering the refuge are not immune, and the potentially life-threatening consequences of infection.

All animals are vaccinated and treated on intake (by management, unless otherwise instructed), as follows:

1. All dogs and puppies 8 weeks or older receive one distemper series vaccine.
2. All dogs and puppies are de-wormed with Ivomec for hookworms, roundworms, and whipworms. If tapeworms are seen or suspected, Cestex will be administered. No fecal exam is required prior to medication.
3. All dogs 4 months or older receive a Rabies vaccination by a licensed veterinarian as soon as possible after the 10 day holding period is over.
4. All dogs are treated for fleas and ticks following manufacturer's directions.
5. Pregnant dogs are de-wormed, treated for fleas and ticks with Bravecto, and receive a rabies vaccination, but other vaccinations are withheld until after birthing.
6. Other vaccinations and/or special medications may be administered depending upon the health and condition of the animal.
7. Puppies 8 weeks or older receive additional vaccinations at 3-4 week intervals for a total of four vaccinations.
8. Puppies 2-8 weeks old are de-wormed (Nemex) every week, or as necessary.
9. The date, vaccinations and treatment given are recorded on the dog's Health Record.

- D. Kennel. Place the animal in an appropriate kennel with a bowl of fresh water and food. Nursing mothers and their young are housed together. Puppies from the same litter may be housed together, at the discretion of management.

- E. Rescue Identification. Each animal is assigned a name, which is recorded on all applicable documentation (Health Record, Kennel Tag, etc.)

- F. Processing Paperwork. Make sure that all information is recorded appropriately, including the date, description of the animal (color, sex, and whether or not the dog is altered), any vaccinations given, and rabies tag number, if any. If birthdate is unknown, approximate age of dog and assign a date of birth. A Kennel Tag will be created and placed on the gate.

Owner Surrenders: The intake of any dog is determined, not only by space availability, but impending danger they may be facing. The final decision on which dogs will be taken in is determined by upper management.

- A. Owner Surrender Form. Every individual surrendering an animal must sign a statement that ownership of the animal is relinquished to Shaw PBR. The Surrender Form also attests to the knowledge of the individual as to whether the animal has bitten a human. Management will make certain that individuals surrendering their dogs understand that relinquishment is final and the animal will not be returned to them. Those individuals will not, depending upon the circumstances of relinquishment of the animal, be banned from adopting animals in the future.

They will, however, be required to go through the entire adoption process.

- B. Surrender Fee. Surrender fees are \$50 for dogs that are up to date on all vaccinations (proof required). A reduction of \$25 will be made if the animal is already altered. Surrender fees for a litter of puppies is \$10/pup.
- C. Personal Property. Any toys, blankets, collars, etc. that are brought in with the dog become the personal property of the animal. The dog may feel more comfortable when he has something with him that he recognizes by smell. When removing the items from the kennel for cleaning purposes, be sure to keep them separate so they can be returned to the animal. If the dog is subsequently adopted, those possessions are given to the new owner.

Animals Without Identification: Animals without identification are held for ten (10) days to give owners time to reclaim their animals. Every effort is made to find the owner during this time, as discussed in the FOUND PET PROCEDURES portion of these Policies and Procedures. On the 11th day, the animal is available for adoption, unless designated otherwise by management.

V. POPULATION MANAGEMENT

Capacity for Care. Shaw PBR practices active population management, which is one of the foundations of rescue animal health and well-being and is based on an appreciation that capacity to provide humane care has limits for every organization, just as it does in private homes.

- A. Organization does not exceed its capacity for care.
- B. Maximum housing capacity is based on the number of animals who can be adequately housed within available primary enclosures.
- C. Shaw PBR maintains its populations below maximum housing capacity to allow for more flexibility when choosing appropriate enclosures for each animal.
- D. Staffing or volunteer work hours are sufficient to ensure that the basic needs of animals in the refuge are met each day.
- E. Adequate staffing is available to ensure that each critical point of service (e.g. vaccination or medical evaluation, spay/neuter surgery or a physical move to adoption) is delivered promptly.

Protocols for Maintaining Adequate Capacity for Care. Inspection of all animals is performed daily in order to routinely evaluate and monitor adequacy of capacity and to identify needs for housing, care or service. Appropriate interventions are made before animal numbers exceed the capacity for care and housing.

VI. MEDICAL HEALTH & PHYSICAL WELL-BEING

General. Proper medical management and health care for rescue animals is recognized as an absolute necessity and includes attention to the overall well-being of all animals.

- A. Disease prevention is a priority.
- B. Shaw PBR's medical program includes veterinary supervision and the participation of trained staff to provide evaluation, preventive care, diagnosis and treatment provided in a timely fashion.

- C. Shaw PBR's health care protocols support individual animals regaining and maintaining a state of physical health and are essential for maintaining and overall healthy population.

Veterinary Relationship and Recordkeeping. Medications and treatments are only administered with the advice of a veterinarian or in accordance with written protocols provided by a veterinarian familiar with rescue medicine. All drugs are dispensed in accordance with federal and state regulations.

- A. Whenever possible, a medical and behavioral history is obtained from owners who relinquish animals to the refuge.
- B. A formal relationship with a veterinarian is in place to ensure that those responsible for daily animal health care have the necessary supervision and guidance.
- C. Documentation is made of all medical care rendered to each animal.

Monitoring & Daily Rounds. Rounds are conducted at least once every 24 hours by a trained individual in order to visually observe and monitor the health and well-being of every animal. Any animal who is observed to be experiencing pain, suffering, distress, rapidly deteriorating health, life-threatening problems or suspected zoonotic medical conditions is assessed and appropriately managed in a timely manner.

- A. Monitoring takes place before cleaning and during feeding time.
- B. Monitoring includes food and water consumption, urination, defecation, attitude, behavior, ambulation and signs of illness or other problems. Monitoring includes checking for appropriate grooming and/or bathing, since it is an essential component of animal health.
- C. Exams that include weight and body condition score are performed and recorded by trained staff on at least a bi-monthly basis. Veterinary exams are performed if problems are identified.
- D. Geriatric, ill or debilitated animals are evaluated by a veterinarian as needed.

Emergency Medical Plan. An emergency medical plan is in place. The emergency medical plan ensures that animals can receive proper veterinary medical care and pain management promptly or be humanely euthanized by qualified personnel as permitted by law. Staff are trained to recognize conditions that require emergency care.

Pain Management. Pain is recognized and treated to alleviate suffering. It is generally assumed that if a procedure is painful in human beings, then it must also be painful in animals.

- A. When pain can be anticipated, analgesia is provided preemptively.
- B. Treatment is supervised by a veterinarian.
- C. Animals must be reassessed periodically to provide ongoing pain relief as needed.
- D. When adequate pain relief cannot be achieved, humane euthanasia must be provided.

Spay and Neuter. Shaw PBR has adopted a mandatory spay and neuter policy for all animals prior to adoption. All dogs and puppies shall be spayed or neutered upon veterinarian recommendation unless the health of the animal would be compromised by the surgical procedure. In such cases, spay/neuter surgery will take place as soon as the health of the animal permits.

- A. Shaw PBR's policy requires that all dogs who are adopted into homes be spayed or neutered.
- B. Spaying or neutering surgery is performed by veterinarians or veterinary students under the direct supervision of a veterinarian in compliance with all legal requirements.
- C. A veterinarian weighs the risks and benefits of spaying and neutering patients with mild infectious or non-infectious medical conditions.

- D. Consideration is given to individual animal health or circumstances when it comes to creating the need for an exception to the required spay/neuter policy.

VII. MEDICATING DOGS

General. To prevent the spread of disease and to provide animals with the best possible medical care while in the care of Shaw PBR, dogs are inoculated against certain diseases within 48 hours upon entry into Shaw PBR. They are also de-wormed and treated for fleas. Other types of medical treatment are administered on a case-by-case basis.

- A. Health Record. Beginning with entry into Shaw PBR, a health record is maintained for all dogs, including information on vaccinations, de-worming and flea treatment. This information tracks the dates a dog is scheduled for a DHLPPv2 (Distemper, Canine Adenovirus Type 2, Leptospirosis, Parainfluenza, Parvovirus vaccination, de-worming and flea treatments and also provides adopters with a complete medical history of the animal while housed at Shaw PBR. A copy of the health record is provided to the adopter, and Shaw PBR retains a copy for their records.
- B. Intestinal Parasites. Common types of worms found in dogs are roundworms, hookworms, whipworms, and tapeworms. Dogs are treated for roundworms and hookworms upon intake and put on a monthly schedule. Tapeworm treatment is given as necessary.
- C. Heart worms. All dogs are tested and treated for heart worms (assuming they are healthy enough to undergo treatment). Dogs are also given monthly heart worm prevention (ivomec) on the last Saturday of the month. New owners are strongly urged to continue preventive measures.

Population Well-Being. Medical staff regularly monitor the status of individual animals and the population as a whole. Animal health plans are reviewed in response to changes observed in animal health, illness or deaths.

- A. Shaw PBR monitors and assesses frequency of specific problems, sets realistic goals, develops targeted strategies and monitors effectiveness of medical health programs.
- B. After entry to the refuge, non-euthanasia deaths represent only a very small proportion of animal intakes.

Response to Disease and Illness. Response to disease and illness is considered an integral part of the refuge health program. When isolation is impossible or inadequate to control transmission of the particular pathogen, the refuge weighs consequences of exposure of the general population against euthanasia.

- A. The facility has a means of providing isolation.
- B. Protocols to define and manage common clinical illnesses based on clinical signs are developed and used in consultation with a veterinarian.
- C. In the event of severe or unusual conditions or outbreaks of infectious disease, diagnosis or identification of specific pathogens is sought.
- D. Protocols detail the expected course of the disease and response to treatment.
- E. A disease response plan includes measures to minimize transmission to unaffected animals or people and ensures appropriate care of the affected animal.
- F. Animal handling and foot traffic is limited when dealing with sick animals.

- G. Animals are monitored for signs of disease during an outbreak at least twice a day.
- H. Veterinary input is sought when disease or response to treatment does not follow the expected course.
- I. Shaw PBR avoids returning recovered or exposed animals to the general population while there is significant risk that they may transmit disease to other animals.

Medical Treatment. The legal status of an animal never prevents treatment to relieve suffering (which may include euthanasia if suffering cannot be alleviated). Shaw PBR has specific protocols to provide immediate care when legal status is an issue.

- A. Treatment decisions are based on a number of criteria, including the ability to safely and humanely provide relief, duration of treatment, prognosis for recovery, the likelihood of placement after treatment, the number of animals who must be treated and the expense and resources available.
- B. Medication protocols for management of common diseases are provided to staff and developed in consultation with a veterinarian.
- C. Those providing treatment have the necessary training, skills and resources to ensure treatment is administered correctly and safely.
- D. Medical decisions balance both the best interest of the individual animals requiring treatment and the refuge population as a whole.
- E. Adopters or those taking animals from the refuge are informed about the presence of any disease or condition known to be present at the time of adoption and provided a copy of any treatment records.
- F. All treatments are documented.

VIII. FEEDING DOGS

General. Procedural summary.

- A. Feeding Procedures. Dogs are fed the proper amount of food based on the size and physical condition of the animal.
 - 1. Adult dogs of normal weight are fed once a day.
 - 2. Obese or overweight adult dogs are fed smaller portions once a day.
 - 3. Underweight adult dogs, dams, and puppies are fed larger portions once a day, or more often depending upon the circumstances.
- B. Water. All dogs are given fresh water every day and water bowls refilled when necessary. Water bowls are sterilized every week, or if the water is appreciably dirty.

Nutrition. Fresh, clean water is accessible to animals at all times unless there is a medical reason for water to be withheld for a prescribed period of time. Food that is consistent with the nutritional needs and health status of the individual animal is provided.

- A. A consistent diet is fed to all animals, rather than a variety of products.
- B. Each animal is fed to meet individual needs and prevent excessive gain or loss of body weight.
- C. Food is fresh, palatable, free from contamination and is of sufficient nutritional value.
- D. Healthy adult dogs are fed at least once per day.

- E. Healthy puppies are fed small amounts frequently or have food constantly available through the day.
- F. Debilitated underweight, pregnant and lactating animals receive more frequent feedings to support increased metabolic needs.
- G. Food intake is monitored daily.
- H. Uneaten food is discarded after 24 hours.
- I. Animals who guard food or prevent access by cage mates are housed or fed separately.
- J. Animals displaying inappetance or extreme weight loss or gain are evaluated by a veterinarian and treated as necessary.
- K. Food in animal enclosures is examined regularly to ensure it is free of debris and not spoiled.
- L. Food preparation and storage areas are easily sanitized and maintained in clean condition.
- M. A schedule of regular sanitation is followed for all food and water containers.
- N. Animals are weighed and body conditions are assessed routinely.
- O. Supplies of food are stored in a manner to prevent spoilage and contamination.
- P. Toxic substances and vermin are kept out of contact with food, food storage and preparation areas.

VIX. EXERCISE YARD

Outdoor Exercise Yard. While management is working at Shaw PBR, dogs can be put in the Outside Exercise Yard (one dog at a time.) Every effort should be made to rotate dogs to allow each one to get some exercise. Under certain circumstances, 2 dogs at one time are allowed to socialize together in the outdoor exercise yard, but ONLY after management has evaluated the dogs and is assured that they are compatible playmates. The following procedures must be followed:

- A. Leashes should be placed on the dog while the dog is inside the kennel. Never have a dog come out of its kennel to place a leash on it.
- B. Be sure to close AND secure all gates and doors as soon as you are through them, including dog kennels and outside gates. If you are having difficulty securing a door or gate, please ask for assistance.
- C. All dogs are to ALWAYS be walked with appropriately fitting collars.
- D. Dogs may be let off-leash in the play yard unless otherwise instructed.
- E. Dogs in the play yard must be supervised at all times.
- F. NEVER put two dogs together unless instructed by management.
- G. Please remember to pick up any waste in play area.
- H. Please notify management immediately of any medical or behavioral problems.

X. GROOMING

General. Simply stated, clean dogs are more adoptable than dirty dogs. They are also more comfortable and generally healthier, all of which makes for a positive image to potential pet adopters. Management or volunteers* who wish to bathe and/or groom the dogs may do so whenever possible, *with approval and scheduling from management.

XI. ANIMAL BITES; INJURIES AT SHAW PBR

General. Preventing bites is not only important to your health and well-being, but to the dog's as well. There is a difference between play-biting and aggressive biting. Even so, every dog bite must be reported to management as soon as it occurs; so it is in everyone's best interest to avoid bites altogether. If you are bitten while at the refuge, immediately secure the dog in the nearest empty kennel or room. Wash the wound completely and thoroughly with antibacterial soap for at least five full minutes. If there is bleeding apply pressure to the wound. You will be asked to describe the circumstance of the bite, and depending on the severity of the bite, you may be directed to see your doctor or go to the nearest medical clinic or emergency room. Management will evaluate the dog and situation to determine if further steps or actions need to be taken.

- A. All persons injured by an animal are instructed to seek medical advice.
- B. The cages of animals known to be aggressive or potentially dangerous are clearly marked to advise caution.
- C. Clear policies are developed and enforced regarding the management of animals with behavioral concerns.
- D. All staff and volunteers have proper training in basic animal handling skills, including the recognition of potentially dangerous behaviors.
- E. Animals with questionable behavior are thoroughly assessed by people with training and experience in animal behavior.
- F. Access to areas where potentially dangerous animals are held is restricted and a staff member should accompany visitors when access is necessary.
- G. The public is prevented from having contact with potentially dangerous animals.
- H. All behavioral concerns are documented and discussed with potential owners before adoption and recommendations for managing those concerns are provided.
- I. Animals believed to be dangerous are not re-homed.

XII. QUARANTINED AND/OR UNPREDICTABLE DOGS

General. To ensure the safety of volunteers and visitors, personal interaction with dogs held in quarantine, or dogs with unpredictable behavior, is prohibited. If a dog must be quarantined, the protocol in working with these dogs is as follows.

- A. Dangerous Dogs
 - 1. General. Our highest priority is the safety of volunteers and visitors.
 - 2. Aggressive, Frightened or Questionable Dogs. If a dog is considered to be "aggressive," "frightened" or "questionable," it will be posted on the Kennel Tag, and a "WARNING" sign is placed on the front of the kennel. Only Shaw PBR management or qualified volunteers are allowed access to the dog.

XIII. PUBLIC HEALTH

General. Shaw PBR maintains compliance with federal and state occupational and safety regulations regarding chemical, biological and physical hazards in the workplace. Frequent hand-washing is strongly encouraged, especially after handling animals and before eating, smoking or touching eyes or mucus membrane.

XIV. PLACEMENT OF ANIMALS

General. Adoptable dogs housed at Shaw PBR leave in one of three ways: they're returned to owners, adopted, or euthanasia. It is the goal of Shaw PBR to find a loving, responsible and permanent home for every adopt-a-bull.

- A. **Return to Owner:** Persons claiming a dog as their own must provide evidence of ownership, such as a bill of purchase, pictures that document ownership over time, (i.e. puppy through adult pictures), proof of Rabies vaccination or licensing, and/or medical records. Furthermore, pet owners will have to pay applicable fees to reclaim the animal. The owner should fill out an Adoption Form to reclaim the dog.
1. **License Data.** All license data must be added to the Health Record.
 2. **Rabies Certificate.** Animals over the age of 4 months are required by State Statute to be vaccinated for Rabies. A valid Rabies Certificate or Tag must be presented at the time a dog is reclaimed by its owner. Owners unable to provide proof of rabies inoculation must pay a non-refundable fee.
 3. **Boarding Fees.** For each night the animal is housed at Shaw PBR, a boarding fee is charged (\$10/day). Owners of unaltered pets are encouraged to spay or neuter their animals.
- B. **Adoptions:** Guidelines for adoption procedures and the handling of Adoption Applications ensure that potential adopters are given an equal opportunity to adopt from Shaw PBR. Management is responsible for following adoption procedures, reviewing Adoption Applications, scheduling home visits when necessary, and for handling Adoption Agreements and fees. The following procedures are designed to help place an animal in a suitable home.
1. **Questionnaire.** Potential adopters must complete and submit a Pre-Adoption Questionnaire via our website. This information provides management with a better understanding of the pet adopter's past animal history and the environment in which a new animal would be placed. Once all information is verified, a phone or in person interview is conducted.
 2. **Family/Household Members.** Because the decision to adopt a lifelong companion is a big step in one's life, all family and household members must participate in the selection of a pet. It is also required that dogs in current households meet the potential Shaw PBR adoptee dog before the adoption process is finalized. Only under extenuating circumstances, an exception to this rule may be made by Shaw PBR Management.
 3. **Adoption Applicants.** Management will review each application to determine if the individual is able – emotionally and financially – to provide a permanent, stable, and loving home for a dog.
 4. **Denying an Applicant.** Management carefully reviews each application. The adoption may be denied for a variety of reasons. These may include an individual appearing unstable, someone who does not agree to abide by the adoption conditions, or someone with a poor track record with the refuge or volunteers. Justification for the denial is given to the individual and, if handled tactfully, can be an excellent opportunity to educate.

5. **Adoption Agreement.** Management will review with the applicant the costs and responsibilities of pet ownership, including a thorough discussion of the adoption rules. Adopters are required to carefully read the Adoption Agreement and affix their signatures to this document indicating agreement to its terms, conditions, and requirements. A member of management signs the Agreement. The pet adopter receives a copy of the Agreement; and the original is kept in the Adopted folder at Shaw PBR.
6. **Payment of Adoption Fees.** Adoption fees are \$100. Shaw PBR accepts cash or credit cards; and only accepts personal checks with a written/signed agreement that if the check does not clear, the dog remains property of Shaw PBR until all fees are paid.
7. **Sterilization of the Animal.** Shaw PBR strives to ensure that the dogs placed for adoption do not contribute to companion animal over-population. All dogs will be spayed or neutered prior to adoption.
8. **Health Record.** Upon adoption, the dog's Health Record is provided to the new owner. If an animal's medical history exists from a previous owner, any reference to the previous owner, including the address and telephone number, should be removed prior to the release of such medical information.
9. **Refunds.** No matter how careful Shaw PBR is in attempting to match the right dog with the right family, there are occasions where animals are returned to Shaw PBR. Adoption fees are non-refundable, except at the discretion of Shaw PBR management. Those fees are considered a donation.
10. **Animal Returns.** For adopted dogs returned to Shaw PBR at any time, management records the information on the Health Record. The adopter must return the Rabies tag, the Rabies Certificate, and any other information pertinent to the returned dog that was given to him or her at the time of adoption. At Shaw PBR management's discretion, another dog may be chosen to adopt within a 30 day limit.

C. Euthanasia - Shaw PBR strives to demonstrate a respect for quality of life for its animals. Shaw PBR does not euthanize animals to make space for other animals. Although euthanasia is the final act of kindness that we can show a critically ill, seriously injured, or dangerous animal, it is viewed as an alternative, only after very careful consideration, and always as a last resort. It is the policy of Shaw PBR that animals to be euthanized are handled with respect and sensitivity, and protected from stress, fear, discomfort, and pain.

1. **Authorization Procedures.** The decision to euthanize animals is made on a case-by-case basis. When deemed necessary for medical or behavioral reasons, and approved as indicated below, dogs can be humanely euthanized.
2. **Medical Reasons.** Critically ill or seriously injured dogs may be euthanized prior to conclusion of the 10-day holding period (the normal time allotted for owners to reclaim their pets). Those situations need immediate consideration and require approval by Shaw PBR management and an attending veterinarian.
3. **Behavioral Reasons.** The decision to euthanize dogs for behavioral reasons requires approval by Shaw PBR management. Under no condition may an animal that is under consideration for euthanasia for behavioral reasons be released from Shaw PBR for adoption, whether it be to the public, volunteer, or board member.

4. A notation stating the reason for, and date of, the euthanasia should be made in the Health Record, and approved by both Shaw PBR President and Vice President.
 - a. Each individual animal is treated with respect.
 - b. Any euthanasia method used quickly induces loss of consciousness followed by death and ensures the death is as free from pain, distress, anxiety or apprehension as possible.
 - c. A separate room is designated for euthanasia in a quiet area to minimize distractions and interruptions.
 - d. Those administering drugs are either a certified or licensed veterinary technician or a certified euthanasia technician.
 - e. Pre-euthanasia drugs are administered.
 - f. Safety of the personnel and the emotional impact of euthanasia are considered.
 - g. Procedures are in place to prevent and address compassion fatigue throughout the organization.

- D. Behavioral Health - Shaw PBR takes into consideration the behavioral care of each animal as well as the conditions experienced by the entire population. All incidents or reports of a history of aggressive behavior along with the context in which they occurred are recorded as a part of an animal's record.
 1. A thorough behavioral history and the reason(s) for relinquishment are obtained at the time of intake.
 2. Any available information about stray animals is solicited when they are impounded.
 3. The history is used to alert staff to the presence of potential problems, such as aggression or anxiety, and to inform staff of any individual needs so that proper care can be provided for the animal.

- E. Behavior Evaluation - Assessment of an animal's behavior begins at the time of intake. Staff is trained to recognize body language and other behaviors that indicate animal stress, pain and suffering as well as those that indicate successful adaptation to the refuge environment.
 1. Care is given to minimize stress during intake.
 2. Behavioral problems that require intervention or affect how an animal can be safely handled are noted at the time of intake and entered into the animal's record.
 3. Animals are monitored daily in order to detect trends or changes in well-being and respond to their behavioral needs.
 4. If many animals are displaying signs of unrelieved stress, steps are taken to improve the refuge's stress reduction protocols.
 5. For humane reasons, long-term confinement is avoided for feral animals and for those who remain markedly stressed/fearful and are not responding to treatment/behavioral care.
 6. Shaw PBR is aware that animal histories provided, although important, may be either incomplete or inaccurate.
 7. An overall behavior assessment considers all of the information gathered about the animal, including history, behavior during refuge stay and formal evaluation.
 8. A standardized behavior evaluation form is used and each evaluation is documented.
 9. Staff performing behavior evaluations receive adequate training in performance, interpretation and safety.
 10. Formal behavioral evaluations do not necessarily invalidate information provided by the owner or observations made during staff interactions with an animal.
 11. Actions are taken to respond promptly to behavioral needs.

- F. In-Refuge Care. Housing meets the minimum behavioral needs of animals, providing separate areas for urination/defecation, feeding and resting and sufficient space to stand and walk several steps and sit or lie at full body length.
1. Animals are provided regular social contact, mental stimulation and physical activity.
 2. Dogs are provided with opportunities for activity outside of their runs for aerobic exercise.
 3. Sufficient resources are available to provide appropriate care if behavioral modification is attempted.
 4. Practices (behavior modification) adhere to the well-described scientific principles of animal behavior and learning, including positive reinforcement, operant conditioning, systematic desensitization and counter-conditioning.
 5. Training methods are primarily based on positive reinforcement in accordance with current professional guidelines.
 6. Staff understands that behavior modification techniques are generally labor-intensive and time-consuming and that they must be applied consistently over a period of time in order to be successful.
 7. Any animal who is observed to be experiencing mental suffering, distress or behavioral deterioration is assessed and appropriately treated in a timely manner or humanely euthanized.
 8. Animals believed to be dangerous are not re-homed.

XV. PAYMENT OF FEES

General. No animal may leave Shaw PBR unless all fees are paid, including, but not limited to, adoption fees, boarding fees, vaccination fees, mileage for transporting the animal to Shaw PBR (in return-to-owner cases), and fines.

- A. Receipt. At the time money is received for a transaction, a receipt is completed. The receipt shows the name of the person making the payment, the date, method of payment, amount of the transaction, and initials of Shaw PBR staff receiving the money. The original of the receipt is given to the payer, and a copy is retained at Shaw PBR. The Adoption Agreement suffices as a receipt for adoptions.
- B. Checks. Checks should be made payable to "Shaw Pit Bull Refuge" or "Shaw PBR"
- C. Credit Cards. Shaw PBR can accept credit/debit cards.

XVI. LOST & FOUND DOG PROCEDURES

General. It is the goal of Shaw PBR to return all healthy dogs entering Shaw PBR to their owners.

1. Calls from Citizens Reporting Lost Animals
When an individual calls or visits Shaw PBR to report a lost dog, obtain as much detailed information as possible. If an animal matches a Found Dog, the person is given the name of the individual holding the animal, unless Shaw PBR was given alternative instructions. If the description of the lost animal matches an animal currently at Shaw PBR, inform the individual of the process involved in returning animals to owners and indicate on the Health Record the name, address, and telephone number of the potential owner and date of communication.

2. If no match is made, instruct the individual to report the lost animal to other area shelters, to post signs in the neighborhood where the animal was lost, to advertise in local newspapers, to frequently scout the area, and to talk to neighbors. They are encouraged to post the information on the Internet and Facebook.
3. Calls from Citizens Reporting Found Animals
 - a. When an individual calls or visits Shaw PBR to report a found animal, obtain as much detailed information as possible. It is vitally important to know exactly where the dog was found.
 - b. If a match is found, the potential owner of the animal is immediately notified, and given the name and telephone number of the individual holding his animal.
 - c. If no match is found, the individual who found the animal may hold the animal at his residence, but the following procedures should be followed:
 1. Call the CLHS (327-3107) to file a report that they have found a pet; and to see if any one has reported their pet missing.
 2. Take the pet to the CLHS or a veterinarian to have them scanned for a microchip.
 3. Place a "FOUND" ad (FREE) in the Commercial Dispatch. They can also post them on Lost & Found Facebook pages/groups.
 4. Contact all local veterinarian offices to see if they can identify the pet.
 5. Check "LOST" ads in local papers and Facebook. They can also put up flyers in the area the pet was found.
 6. *Individuals CAN NOT re-home the pet until five days after they make a report at the CLHS** The five day hold does not begin until the date the report is filed. If a pet is found, but not reported for a week, they still must wait five days after the report is filed before attempting to re-home an animal.*

XVII. VOLUNTEERS

General. Volunteers generally help socialize animals, assist with animal caretaking, and participate in off-site adoption or fundraising events. Their special skills and talents make a positive difference in the lives of refuge animals, and their recruitment is essential for good refuge operations.

- A. Selection of Volunteers/Age Requirements. Volunteers aged 13 years and under must be accompanied by a parent or guardian. Volunteers 13 to 18 years of age must have a parental consent form on file.
- B. Volunteer Application. Individuals wishing to become a part of Shaw PBR's volunteer team are asked to complete a Volunteer Waiver and Release and given a copy of our Volunteer Handbook (attached). The Volunteer Coordinator may also ask questions designed to help understand why individuals want to volunteer and what they hope to accomplish. Likewise, a person's feelings about euthanasia, spaying and neutering, keeping pets indoors/outdoors and other animal-related experiences help the Volunteer Coordinator formulate an opinion as to how the individual will fit into a refuge work environment. Since most volunteers interact in one way or another with the public, it is important that their relations with animals are humane, respectful, and kind.
- C. General Rules. As with refuge management, volunteers are expected to follow certain rules of conduct and behavior in order to provide a safe and productive work environment. The general rules are included in the Volunteer Handbook.

1. **Conduct.** Volunteers are expected to dress appropriately for the particular activity or event. Volunteers are expected to do their work in a professional manner, to be constructive at all times, and should assist in any work they are asked to perform. They should refer visitors to Refuge management if questions are asked and the proper answer is not known.
2. **Volunteer Programs.** Making a good match between a volunteer's particular area of interest and the needs of Shaw PBR help further the mission of the refuge in providing care and companionship for homeless dogs. A Volunteer Information Form must be completed, which includes a section for the potential volunteer to select which areas they are interested in. It is also important for the volunteer's self-esteem and feelings of contribution.

D. Typical Volunteer Programs.

1. **Socialization.** Dogs housed at Shaw PBR need socializing for exercise, companionship, and reducing stress. Volunteers socialize only animals available for adoption.
 - a. Generally, dog socializers walk dogs, an important activity that provides play and exercise time. Volunteers are instructed to properly leash and collar dogs, to scoop any excrement and to secure all gate and kennel doors, etc. Volunteers must choose only dogs that they are able to keep under control at all times. Dogs are only allowed in the designated play area.
2. **Kennel Work.** Many volunteers want to interact directly with animals. Kennel volunteers may perform a wide variety of tasks ranging from cleaning kennel runs, feeding, assisting with medicating and bathing to carrying out administrative duties. Training is provided by management. Volunteers are scheduled to work based upon the needs of Shaw PBR.
3. **Administrative Work.** On occasion Refuge management may need assistance with a variety of projects. These projects may include computer work, mailings, coordination of education or adoption packets or newsletters, grant writing, etc. Time commitment for administrative work is on an as-needed basis. Training is provided by Shaw PBR management or Volunteer Coordinator.
4. **Other Volunteer Opportunities.** Additional information can be found in our Volunteer Handbook.

E. Role of Volunteer Coordinator. The Volunteer Coordinator is expected to keep Shaw PBR management well informed of any volunteer's progress and work habits. Any problems with volunteers should be promptly reported to Shaw PBR management. Volunteers generously give of their free time to help homeless animals. Shaw PBR members should always find time to verbally thank volunteers for their help. All volunteers should be treated with courtesy, respect and appreciation.

F. Termination. Volunteers can be terminated for a variety of reasons. Poor performance, disruptive behavior, or causing problems with other volunteers, will result in termination. In most situations, any problems brought to the attention of the Volunteer Coordinator will be discussed with Shaw PBR Management. A meeting can be called with the volunteer for the purpose of discussing the reason for termination. Should there be an extremely serious incident that would warrant the volunteer leaving immediately, the Volunteer Coordinator has the authority to direct the volunteer to leave.