

## Humane Society of Port Jervis/Deerpark, Inc. Animal Surrender Guidelines

**PURPOSE:** At the Humane Society of Port Jervis/Deerpark, our ability to admit dogs and cats directly from the public changes constantly. It depends on how quickly current shelter animals are finding homes and the number of animals we receive at any given time from contracted municipalities' animal control and dog control officers. The purpose of these guidelines is to address the difficulties created by animals being surrendered to the shelter without adequate notice and sufficient space. This has stretched the limits of our facilities and staffing, influenced overcrowding and disease problems, and in some cases, contributed to euthanasia of healthy adoptable animals.

### **OWNER SURRENDERS:**

The Humane Society of Port Jervis/Deerpark urges pet owners to consider other options before deciding to surrender their animal(s). Our goal is to keep pets in loving, permanent homes for life. However, we understand that situations may arise in which a pet needs to be surrendered to the shelter and we ask that you contact the shelter in advance to discuss your situation.

- **Pet owners are asked to schedule an appointment to surrender their pets.** Due to space constraints, the shelter generally cannot admit walk-ins or same-day surrenders.
- In the event that a pet owner arrives unannounced with an animal, he/she will be asked to take the animal back to the car and return to the office to discuss how to proceed.
- An animal surrender form must be completed and a driver's license provided for copying.
- When the form is complete, staff may ask for clarification or more information about the animal as needed. The form will be reviewed by a supervisor and contact made by phone about scheduling an appointment for intake.
- A surrender fee is required on intake based on the current fee schedule. All veterinary records must be provided on intake as well.
- It is our policy that animals adopted from our shelter are spayed/neutered and current on vaccinations. We do not have the resources to accept full financial responsibility for veterinary care for every pet surrendered. As such, we reserve the right to prioritize intake of animals based on whether they are spayed/neutered and up-to-date on vaccinations. Unvaccinated dogs or cats pose a health risk to healthy shelter animals and require a longer period before being eligible for adoption. Unneutered animals may pose behavioral problems in a shelter setting.
- If an animal is very ill, elderly and infirm or has severe behavioral problems, owners may be counseled about the possible outcome of humane euthanasia. In this instance, taking the animal to their own vet would be more humane than subjecting them to the stress of the shelter. Owners may be asked to sign a request for euthanasia if/when the animal comes into the shelter.

### **SURRENDER FEES:**

- Dogs:** \$25 if spayed/neutered  
\$100 if not spayed/neutered  
\$125 for unspayed female with litter of puppies
- Cats:** \$15 if spayed/neutered

\$50 if not spayed/neutered

\$75 for unspayed female with litter of kittens

**Fees may be reduced at the discretion of the Shelter Director in the case of extenuating circumstances.**

**STRAY ANIMALS:** Citizens who call about or bring a stray animal to the shelter will be directed to contact the animal control officer (ACO) or dog control officer (DCO) who is responsible for animal control in their municipality. A “stray” is an animal found running at large whose ownership is unknown or whose owner has not been located. A list of ACO/DCO phone numbers is available in the shelter office and will be provided upon request. **In the rare event that a stray animal is surrendered directly to the shelter, the person(s) surrendering the animal is subject to the guidelines for owner surrender including applicable surrender fees.**

**ANIMALS SEIZED BY ACOs/DCOs:** Per NYCRR, Section 77.2 and the associated *Dog Control Officer & Municipal Shelter Guide*: Any seized dog suffering from illness or serious injury must receive prompt treatment by a licensed veterinarian. It is not acceptable for an ACO/DCO to deliver a dog in need of veterinary care to a shelter and leave it in a cage when no arrangements have been made for treatment. In addition, the cost of the veterinary care is to be borne by the municipality. Staff who believe that an animal in need of veterinary care has been delivered to the shelter by an ACO/DCO should notify the Office Manager or Shelter Director, who will contact the ACO/DCO.