

PURPOSE

Save as many dogs and cats as possible to suitable homes.

OBJECTIVE

To reduce the number of animals euthanized at Pima Animal Care Center. The Center has dogs and cats available for adoption or rescue during operating hours.

PROCEDURE

Any person wishing to adopt or rescue an animal from Pima Animal Care Center may be required to pay an appropriate fee pursuant to Pima County Code 6.04.

All unaltered animals will be spayed or neutered prior to final ownership being transferred and final release to the adopting party. Adopted animals will be transported to the Clinic at PACC for surgery. The adopting party will retrieve their new pet at that location the evening of the surgery.

- A. The customer will provide the licensing staff with the kennel card. Verify that the adoption has been signed off by a shelter staff supervisor. There must be an "A" or "SNA" at the top of the kennel card with the date that the animal became available for adoption/rescue with the employee number and initials of who approved the animal to go up for adoption/rescue.
 1. Each adopter will provide an adoption survey. Review the survey and make sure that the adopter should be approved for the adoption and that there are no discrepancies on the survey.
 2. Attached the Adoption Survey to the back of the kennel card.
- B. Obtain picture I.D from the adopting party. (person's 18 and older only)
- C. Go to the Kennel Window in Chameleon.
 1. Bring up kennel card by typing in Animal I.D. number and press F12.
 2. In the Status Field, select Unavailable and Press F8.
 3. Go to Tag Field and press F4. This will take you to the Tag Window.
 4. When in the Tag Window, go to the Person I.D. field and press F4 to go to the Person Window.
 - a) Input adopting person's information – either find existing record or create a new person I.D. When the person's information is complete, hit enter to transfer the person I.D. number over to the Tag Window.
 5. Obtain microchip number from kennel card and input the number into the Tag No field and select Micro Adopt as the tag type. Press F9 to store the information. If the microchip already exists in Chameleon, Press F8 to update the information.
 6. Go back to the Tag Number Field and enter in a license number. Select the correct License type based on the owner's jurisdiction.
 7. Select an altered license type based on owner's jurisdiction, but do not change the animal status to spayed or neutered.
 - a) The clinic will update the animal status to spayed or neutered once the surgery has been completed.
 8. Go into the medical history of the animal and obtain the rabies information. Input rabies vaccination information into the tag window. Press F9 to store the information.
 - a) If animal is a puppy and not old enough for a rabies vaccination.
 1. Create a License Temp tag type and a status of Temporary.

2. The tag date will be the day of the adoption. The tag expiration should be 4 months from the DOB of the puppy. For example if the DOB for the puppy is 10/15/10 the tag expiration should be 02/15/11. This will generate a license renewal statement to the adopter when the dog is old enough to get vaccinated and licensed.
 - b) If it is an adult dog, and the adopter does not live in Pima County, a license will not be issued.
 1. Create a Rabies Cert tag type and a status of Temporary.
 2. Enter in the Rabies vaccination information. Press F9 to store the information. Print out a rabies certificate for the owner
 9. Return to the Kennel Window by either hitting the enter key or pressing the green check mark.
 10. Verify that the Person I.D. number is in the Outcome Box in the Kennel Window. Press F8 to update the information.
 11. If the animal needs to be altered, go to the Treatment Window, by clicking on the .
 12. When in the Treatment Window press F11 to clear the window.
 - a) Put in the Animal I.D. number.
 - b) Under the Visit Type field, type in OWNER.
 - c) Under Visit Reason field, type in ALTER
 - d) The Condition Field should remain as NORMAL.
 - e) Press F9 to store information.
 13. While still in the Treatment Window, go to Reports and Press V 5 times (short cut key stroke) to pull up the Veterinary Consent Form. Click on the Veterinary Consent Form to print. Hit enter to return to the Treatment Window.
 14. Hit enter to return to the Kennel Window.
 15. Go to Reports again and select the Adoption Contract. Print 2 copies of the Adoption Contract.
 16. Have the adopter read, initial and sign both the Veterinary Consent Form and the Adoption Contract. The Licensing Staff will sign as the witness.
 17. Input the Outcome Type as ADOPTION
 18. Select the appropriate Subtype
 19. Go to receipt field, press F4 to go to Receipt Window.
 20. Add line item of the correct adoption fee.
 21. Add any additional line items needed, for example if there is a discount on the adoption.
 - a) If adopter has a gift certificate, select the line item type "ADOPT GIFT" and enter in the amount that was paid (\$100.00 or \$85.00) – but make it a negative amount. In the reference field put in the original receipt number from when the gift certificate was purchased.
 22. Collect any remaining fees from customer and select method of payment; i.e. cash, check or credit.
 23. Press F9 to print the receipt for the customer.
 24. Hit enter to return to the Kennel Window. Press F8 to update the Kennel Window with the receipt number.
- D. Attach the following documents in this order:
1. Customer receipt with license and microchip tag attached on top of receipt.
 2. Map to the clinic, which includes the surgery date and pick up time for adopter.
 3. Adoption Packet
 - a) List of Vets for free health exam.

- b) Training Documents
 - c) Refund Policy
 - d) Shelter Care Pet Insurance Pamphlet.
 - e) Law Pamphlet
 - f) Medical History and Home Care Instructions if animal has been altered.
4. Customer's copy (2nd copy) of the Adoption Contract.
 5. Microchip Enrollment form.
- F. Review all contents of the adoption packet with the customer. When finished have the customer initial on the sign off sheet that the packet has been reviewed with them. Attached the sign off sheet to the back of the kennel card.
- G. Give the customer a "goodie" adoption bag when available.
- H. Remind customer to bring a leash or carrier to pick up the animal from the clinic.
- I. Attach the signed Adoption Contract and the signed Veterinary Consent Form to the front of the kennel card and place in the basket marked "Adoptions" for the shelter staff to pick up.