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TALLAHASSEE-LEON COMMUNITY ANIMAL SERVICE CENTER TRANSFER POLICY AND PROCEDURE

1.0 PURPOSE

The purpose of this policy is to ensure an effective coordination of the transfer of ownership of animals housed in the facility of or in the foster care of the Tallahassee-Leon Community Animal Service Center (TLCASC) to Animal Welfare Groups and recognized Placement Partners of TLCASC.

2.0 APPLICABILITY

The Transfer Policy applies to all TLCASC employees, Animal Welfare Groups, Placement Partners and their members.

3.0 DEFINITION

Animal Welfare Groups (Humane and Rescue Organization): Any association with non-profit status (*state or federal 501(c)(3)*) which accepts and provides animal care for unwanted pets and adopts them out to new homes

Foster & Adoption Committee: A group of five people appointed by the TLCASC Management Team to analyze and recommend updates of the Foster, Adoption and Transfer Programs to the TLCASC Management Team

Foster Book: The TLCASC register, which records all the approved individuals, humane and rescue organizations and their members

Infant: Any dog or cat below the age of eight weeks old; any kitten under two pounds of weight; animals from other species unable to nourish themselves when food is provided

Medically-Not-Adoptable: Any ill animals determined by the TLCASC Health Assessment process or by the discretion of the TLCASC Management Team to be in need of medical treatment that requires skill or prolonged care, including females at full-term pregnancy or nursing infants

Placement Partners: Agencies registered in the TLCASC Foster Book which are private, state, or federal designated 501(c)(3) entities designated to procure animals to work as service animals in the areas of law enforcement, pet therapy, search and rescue or companions for the disabled; and veterinarian clinics which also have adoption and foster capabilities

TLCASC: The Tallahassee-Leon Community Animal Service Center

TLCASC Behavior Assessment: The **Assessing Dogs On Practical Tests** (A.D.O.P.T.) program is a research-based assessment process for all shelter dogs

TLCASC Health Assessment: A process done by TLCASC Animal Service Specialists that evaluates the physical condition of each adoptable dog and cat and gathers information on the health of the animal; the health assessment includes testing for certain diseases, specific vaccinations and vermifuges and a physical examination

TLCASC Management Team: The TLCASC Manager, the TLCASC Assistant Manager, the Administrative Specialist III, the Animal Care Supervisor, the Animal Control Supervisor and the Humane Education Supervisor

Transfer Agreement: A contract between TLCASC and an Animal Welfare Group or Placement Partner member for each animal or group of animals transferred at one time. The Transfer Agreement provides and clarifies specific conditions related to each transfer but does not supersede or modify the Transfer Policy

Transfer Application Form: A form provided by TLCASC, completed and signed by every individual seeking to receive animals through the TLCASC Transfer Policy. The information on the Transfer Application Form will be investigated to determine if an Applicant will be accepted

4.0 POLICY

- 4.1 Only members of an Animal Welfare Group or Placement Partner Agency who are registered in the TLCASC Foster Book can acquire ownership of an animal through a Transfer Agreement.
- 4.2 Only infant animals, animals identified as adoptable by the TLCASC Behavior Assessment or an animal found medically-not-adoptable may be transferred. The TLCASC Management Team, at its discretion, may identify additional animals that qualify for transfer.
- 4.3 All Animal Welfare Groups and Placement Partners must be registered in the TLCASC Foster Book and approved as an agency eligible to receive transferred animals by the TLCASC Management Team prior to the completion of any transfer. Anyone registered in the Foster Book

interested in transferring one or several animals must fill out and sign a Transfer Agreement for each animal or group of animals to be transferred.

- 4.4 No animals can be transferred from TLCASC, or requested to be transferred from TLCASC, prior to a member of the Animal Welfare Group or Placement Partner Agency signing the Transfer Agreement. Animals selected for transfer shall be picked up from TLCASC within 24 hours of signing the Transfer Agreement.
- 4.5 All Animal Welfare Groups and Placement Partners registered in the Foster Book shall present their adoption policy and procedures with all related forms or questionnaires and letters of determination denoting Internal Revenue Service 501(c)(3) status to the TLCASC Management Team. In addition, all Animal Welfare Groups recognized as transfer agencies for TLCASC animals shall provide to the TLCASC Management Team annual Form 990 informational tax return within 15 days of filing, if applicable. All documents will be kept on file at TLCASC. Any changes to the policies and procedures of any registered Animal Welfare Group and Placement Partner Agency must be submitted within five business days following the acceptance date of the policy or procedure. No policy and procedures from Animal Welfare Groups and Placement Partners can be less stringent than those same policy and procedures of the TLCASC.
- 4.6 Animals shall not be transferred during a *hold* status, which is defined as, but not limited to, a hold initiated by an Animal Control Officer, a hold for the duration of a bite or rabies observation quarantine, and a hold for stray or possible owner period.
- 4.7 No animals shall be transferred before remaining two consecutive weekends in the TLCASC Adoption Ward, unless they are medically-not-adoptable or considered an infant. Should TLCASC reach full capacity of adoptable animals, the TLCASC Management Team may designate animals that qualify for transferring prior to the two weekends Adoption Ward period.
- 4.8 The TLCASC Management Team reserves the right to decide which animals will be transferred and how many days after the required waiting period (Article 4.7) the animal may be transferred based on criteria established by the ADOPT Behavior Assessment, Health Assessment and other observed an/or documented temperament or health issues.
- 4.9 All Infants transferred cannot be adopted until they reach applicable age or as defined for Infant.
- 4.10 Transfer Fees shall be established as follows: The Animal Welfare Group or Placement Partner shall pay \$50.00 per dog or cat transferred when the animal has stayed less than 30 days in the Adoption Ward, \$25.00 after 30 days and no cost after 60 days or when approved by the TLCASC Management Team.

- 4.11 The Animal Welfare Group or Placement Partner assumes full responsibility and will make full payment for the animal's safety, medical care and welfare once the animal has been removed from the premises of TLCASC.
- 4.12 The TLCASC Management Team reserves the right to deny any Animal Welfare Group or Placement Partner Agency from being included in the TLCASC Foster Book. In addition, any active registration can be cancelled at any time without notice for just cause. Any Animal Welfare Group excluded or cancelled may submit a written appeal to the TLCASC Foster & Adoption Committee within 10 business days of the notice of termination.
- 4.13 The TLCASC Management Team reserves the right to exercise home or premises visits (transferred animal's location) prior to and immediately following the signing of any Transfer Agreement and before accepting an Animal Welfare Group or Placement Partner Agency's registration in the TLCASC Foster Book, for the purposes of determining the quality of care for transferred animals.
- 4.14 The TLCASC Management Team shall set a limit on the number of animals held in the Adoption Ward less than 30 days that are transferred to any one Animal Welfare Group or Placement Partner.
- 4.15 Members of the Animal Welfare Group shall not adopt animals transferred from TLCASC to Fosterers within their organization for a minimum of two months after the transfer has taken place. The Animal Welfare Group shall notify the TLCASC Management Team of all transferred animals that have been adopted by Fosterers associated with their organization within 30 days of the adoption
- 4.16 All Transfers must be pre-approved by the Animal Care Supervisor or her/his designee.
- 4.17 Every transferred dog, cat and ferret shall be microchipped by TLCASC and the microchip registered to TLCASC before the animal is released. The TLCASC Management Team reserves the right to grant exceptions for infants or when an animal's medical status prohibits such exception.
- 4.18 Every adoption by an Animal Welfare Group or Placement Partner Agency of a transferred animal must comply with Florida State Law 823.15, TLCASC Adoption Policy and Procedures and the corresponding policy and procedures of the representative Animal Welfare and Placement Partner organization. The approved adoption and foster policy and procedures of all registered Animal Welfare Group or Placement Partner must be kept on file with TLCASC. No policy and procedures from any registered Animal Welfare Group or Placement Partner may be less stringent than those same policy and procedures of TLCASC.

- 4.19 A sterilization deposit of \$50.00 shall be collected for every transferred dog and cat not spayed or neutered leaving the premises to comply with Florida Statute 823.15. The sterilization date of any transferred animal cannot be more than 30 days from the date of the transfer or 30 days after the animal reaches sexual maturity. This amount shall be refunded only if the animal is sterilized within this period. Failure to comply may result in forfeiture of registration in the TLCASC Foster Book and allow the City of Tallahassee the right to reclaim the transferred animal. The TLCASC Management Team may grant exceptions for infant animals.
- 4.20 Upon conclusion of every sterilization performed for all animals transferred from TLCASC, The Animal Welfare Group or Placement Partner will ensure that a licensed veterinarian completes a Sterilization Deposit Form supplied by TLCASC. Each form must be faxed or emailed to TLCASC within seven days of the sterilization. Failure to comply may result in forfeiture of registration in the TLCASC Foster Book.

5.0 PROCEDURE

- 5.1 Each applicant must complete the Transfer Application Form to become registered in the Foster Book. Each Animal Welfare Group and Placement Partner agency shall complete an application for their entity, and an application for members of such organization who wishes to make a transfer must also be submitted.
- 5.2 Each application is submitted to the TLCASC Management Team for approval. Standards for approval include, but are not limited to, completeness of the application, check with local law enforcement and the Humane Society of the United States for agency and Fosterer history of animal collection and/or hoarding, compliance with F.S. 823.15, and ability to pay incurred veterinarian fees.
- 5.3 Each approved applicant is registered in the Foster Book.
- 5.4 A Transfer Agreement must be signed and submitted by the Animal Welfare Group or Placement Partner Agency for each transferred animal or group of animals.
- 5.5 Every transferred animal must receive a Health Assessment, appropriate preventive care and shall be microchipped before leaving TLCASC premises unless infant or the medical status prohibits such treatments. Every animal must only come from foster care or the TLCASC Adoption Ward or authorized by the TLCASC Management Team prior to which an ADOPT behavior assessment has been given.

- 5.6 A Sterilization Deposit Form is furnished to the Animal Welfare Group or Placement Partner Agency member for every dog and cat not spayed or neutered.
- 5.7 TLCASC staff must complete a transfer entry in the Chameleon database as follows:
- 5.7.1 Enter Animal Welfare Group or Placement Partner demographics in Owner ID section.
 - 5.7.2 Go to Outcome section on the primary kennel screen.
 - 5.7.3 Enter "Transfer" for type.
 - 5.7.4 Enter the subtype as "Elected" if the transfer happens before one month the animal was classified as Adoptable, "Time/Space" if the transfer happens after one month and before two months, "Rescue" if the transfer happens after two months, "Medical" if the animal is medically-not-adoptable and "Too Young" if the animal is too young to be adopted.
 - 5.7.5 Enter your first and last initials and the last three digits of your employee number in the "by" section.
 - 5.7.6 Enter the date and time.
 - 5.7.7 Go to Adopt Reason in Owner ID section.
 - 5.7.8 Enter "Transfer" as the reason.
 - 5.7.9 In the Kennel screen go to the field "ANIMALID" and pop up (F4) the Animal screen. Go to the "VET ID" in the Spay/Neuter section at the bottom of the screen. Enter the VET ID (G#) where the animal will go for the surgery. Go to the field "DUE" and enter the date of the surgery (This date should be the same as the transport date.). Go to the field "CONTRACT EXPIRES" and enter seven days after the date of the surgery – if the animal cannot have a surgery because of age or a medical reason, you must enter the date when the surgery should occur. Update (F8) the Animal screen. Press ENTER to return to the Kennel screen.
- 5.8 The TLCASC staff shall not provide the public with sensitive adoption information (copies of Animal Welfare Group or Placement Partner adoption contracts, addresses of adopters, home phone numbers of Animal Welfare Group members, etc.) unless specifically required to do so by the Florida Public Records Act.

6.0 RESPONSIBILITY

- 6.1 It shall be the responsibility of all employees of TLCASC, Animal Welfare Groups and Placement Partner Agencies and their members and members of the Foster and Adoption Committee to acquaint themselves with the policy content to ensure compliance.

- 6.2 It shall be the responsibility of all members of Animal Welfare Groups and Placement Partner Agency to adhere to the TLCASC Transfer Policy. Failure to comply shall result in removal from the TLCASC Foster Book.
- 6.3 The TLCASC Management Team and the Foster and Adoption Committee shall monitor the Transfer Policy and Transfer Agreements to monitor and address issues of non-compliance through counseling and disciplinary action, which may include, but not limited to, the removal of the animal from the Animal Welfare Group or Placement Partner Agency and the deletion of individuals, humane organizations, rescue groups, or Placement Partner Agencies from the Foster Book.

7.0 Effective Date

This policy shall be in effect on the date below upon the approval and signature of the TLCASC Manager and the Assistant Manager (or designee). This policy shall remain in effect as written unless amended or revised in writing.

Effective Date:

TLCASC Manager	Date
TLCASC Assistant Manager/Designee	Date
Designee of the Foster & Adoption Committee	Date