

**Crittenden County
Animal Shelter
Policy & Procedures**

Record of Amendments

¹Services Provided (page 10)..... August 19, 2021
Adoption Spay/Neuter/Rabies Voucher August 19, 2021
Animal Surrender Form August 19, 2021

Job Description: Animal Control Officer (Page 2)..... October 19, 2021
Job Description: Assistant Animal Control &
 Animal Shelter Attendant (Page 3) October 19, 2021
Standard Operating Procedures (Page 5) October 19, 2021
Dog and Cat Housing and Detention (Page 6)..... October 19, 2021
Services Provided (Page 10) October 19, 2021
Rescues & No Kills Shelters (Page 11) October 19, 2021

**CRITTENDEN COUNTY ANIMAL SHELTER
MISSION STATEMENT**

Established this 2nd day of June, 2016

It shall be the mission of the Crittenden County Animal shelter to provide the utmost safety to the general public concerning the control of dogs and cats within Crittenden County while ensuring all animals assumed under our care will be treated humanely and will receive proper shelter and nutrition while in our facility and that the environment of the shelter be clean and secure for the health and safety of all that should come to pass through the doors of the Crittenden County Animal Shelter.

JOB DESCRIPTION

POSITION TITLE: ANIMAL CONTROL OFFICER

POSITION DESCRIPTION: The animal control position ~~will be an extension of the County Road Department and~~ shall fall under the supervision of the ~~County Road Supervisor~~ Judge Executive. The nature of the work to be performed by the animal control officer shall be to ensure all roadways are cleared of animals such as dogs, cats, and deer that have been hit by passing motorists thus ensuring that our roadways remain free of such obstructions. The animal control officer will also be responsible for day-to-day operations of the Crittenden Co. Animal Shelter and works under his/her road supervisor for work assignments, schedule of hours, and directives. All schedule changes must meet with the prior approval of the road supervisor or County Judge Executive. The animal control officer will maintain good public relations with the Humane Society, general public, government officials, and other agencies requesting assistance.

EXAMPLES OF DUTIES: The animal control officer will enforce all applicable local ordinances of the County of Crittenden and City of Marion and the applicable animal control laws of the State of Kentucky. The animal control officer will maintain control of all funds collected through the Crittenden County Animal Shelter and will ensure those funds are accounted for and turned in to the County Treasurer on a daily basis with all applicable documentation. The animal control officer will ensure all incoming calls are answered and that the answering machine is checked daily and cleared to ensure further messages may be left if needed. The animal control officer will pick up any reported loose or stray dogs and cats. He/she will ensure the daily cleaning of the Crittenden Co. Animal Shelter is accomplished and that all animals within the shelter are fed, watered, and attended to as deemed appropriate. He/she will investigate all reports of animals killed by dogs. He/she will check supplies daily to ensure availability as needed. He/she is responsible for issuing dog licenses and tags as well as collecting all applicable fees. He/she will perform all work related to the operation of the shelter as needed in order to maintain the facility, grounds, and equipment; ensuring all aspects of the shelter are kept in a safe and sanitary condition. He/she will also conduct any other function as requested ~~by the road supervisor or~~ County Judge Executive.

QUALIFICATIONS:

TRAINING AND EXPERIENCE: Experience in animal care and control or any other training or experience that provides the required skills and abilities.

SPECIAL REQUIREMENTS: Must have a valid Kentucky drivers license in good standing, pass a pre-employment drug screening, and have no past felony convictions on record.

SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES: Must have thorough knowledge of the operation of the Animal Shelter, Humane Society, and laws governing the position of animal control officer. Must exhibit the ability to establish and maintain good public relation with other employees, supervisors, government officials, and the general public. Must utilize and exhibit excellent communication skills both verbal and written. Must have the ability to make routine repairs to equipment and facilities. Must be dependable, possess average physical stamina, sound judgment, and be tactful in confrontational situations. Must have the ability to work independently without direct supervision at times.

JOB DESCRIPTION

POSITION TITLE: Assistant Animal Control Officer and Animal Shelter Attendant

POSITION DESCRIPTION: Under the direct supervision of the animal control officer in day-to-day operation of the Crittenden County Animal Shelter and works under his/her supervision for work assignments, schedule of hours and directives. All schedule changes must meet with the prior approval of the animal control officer, ~~county road supervisor~~, or County Judge Executive. Must maintain good public relations **with** the general public, humane society, government officials, and other agencies requesting assistance. Must report any problems, concerns, and/or ideas to the animal control officer, ~~county road supervisor~~, or County Judge Executive.

EXAMPLES OF DUTIES: The assistant animal control officer will ensure all incoming calls to the Crittenden County Animal Shelter are answered and if the calls are answered by the answering machine that those messages are given response in a timely manner. The assistant animal control officer will also ensure that the answering machine is routinely checked and that messages are erased to ensure new messages may be left. The assistant animal control officer will ensure the shelter is cleaned daily, that all animals are fed and watered daily, that supplies are maintained as needed, and will perform all work related to the operation of the Crittenden County Animal Shelter. The assistant animal control officer will also help maintain the building, grounds, and equipment ensuring all aspects of the shelter are kept in a safe and sanitary condition. The assistant animal control officer will also conduct any other function as requested by the animal control officer, ~~road supervisor~~, or County Judge Executive.

QUALIFICATIONS:

TRAINING AND EXPERIENCE: Experience in animal care or any other training or experience that provides the required skills and abilities to act as the assistant animal control officer.

SPECIAL REQUIREMENTS: Must have a valid Kentucky drivers license in good standing, pass a pre-employment drug screening, and have no past felony convictions on record.

SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of the operation of an animal shelter. Must have the ability to establish and maintain a good working relationship with other employees, supervisors, government officials, and the general public. Must have the ability to remain calm in emergency situations. Must be dependable, possess average physical stamina, sound judgment, and be tactful in confrontational situations. Must have the ability to work independently without direct supervision at times.

PERSONNEL

The Crittenden County Animal Shelter should be operated by two (2) full-time employees or one (1) full-time employee and a combination of part-time employees when financially feasible.

In the event a full-time employee is fired or leaves his/her position an Emergency Temporary employee may be hired until the full-time employee is replaced.

EMPLOYEE #1: (40 hour work week) Animal Control Officer

EMPLOYEE #2: (Hours as needed) Assistant Animal Control Officer

EMPLOYEE #3: (Hours as needed if needed) Animal Shelter Attendant

**STANDARD OPERATING PROCEDURES
AFTER HOURS CALLS FOR ANIMAL SHELTER**

The hours of operation for the Crittenden County Animal Shelter are from 8:00 a.m. – 4:00 p.m. Monday through Friday and 8:00 a.m. – 12:00 p.m. Saturday. The shelter is closed on Sunday and all scheduled holidays. The Crittenden County Animal Shelter will be open to the public from 9:00 a.m. to ~~2:00 p.m~~ **3:00 pm** Monday through Friday and 8:00 a.m. – 12:00 p.m. Saturday.

All employees of the Crittenden County Animal Shelter ~~shall be issued uniforms to be worn during scheduled work hours and for all after hour calls~~ **shall follow the County Administrative Code in regards to approve uniform purchases and reimbursement.**

Visitors to the Crittenden County Animal Shelter should be accompanied by an employee at all times.

The Animal Control Officer may be called after hours for the following emergency situations:

1. Loose vicious dog or cat
2. Bite cases involving a person
3. Dog or cat injured and alive yet the injury is considered life threatening
4. Dog or cat in an emergency situation – ie caught in a drainpipe, etc.
5. Dog or cat abandoned due to the following: owner arrested with no responsible party available, automobile accident with no one available to provide care
6. On order of the Judge Executive

The following cases will be held for normal working hours:

1. Strays
2. Nuisance calls
3. Cruelty cases when non-life threatening
4. Pick-up of dogs or cats
5. Pick-up of injured or confined cats

Always get the following information:

1. Name of the caller
2. Address of the caller
3. Day and night time phone number of the caller

In cases of a confirmed dog or cat bite the Animal Control Officer will adhere to the following procedures:

1. Establish a file on the animal in question or quarantine
2. Include a photo of the dog or cat
3. Include the owner's name, address, and phone number
4. The dog or cat will not be released until authorized by the County Attorney's office or the appropriate law enforcement agency involved in the case

NOTE: Sheriff, Police, or Deputies ~~should~~ **shall** respond to calls requesting back-up by the Animal Control Officer in emergency situations.

DOG AND CAT HOUSING AND DETENTION

The Crittenden County Animal Control Officer shall maintain a log and card file intake and tracking log form with information for regarding each dog and cat that is picked up or surrendered and detained in the Crittenden County Animal Shelter. The log shall indicate the location from which the pickup or surrender was made, date, animal sex, physical description of the animal, the Animal Control Officers name, and any other pertinent information regarding the animal such as special markings or temperament. It is the responsibility of the Animal Control Officer that picks up the animal or accepts the surrender to search for a collar, ID, KY dog/cat tag, rabies tag, tattoo, or chip.

If the owner of the dog or cat subject to KRS 258.215 can provide compliance with KRS 258.145 and KRS 258.015 then said owner shall have the dog or cat returned after paying all applicable fees accrued.

258.215 Seizure, impounding, and destruction of dog lacking rabies tag or other identification -- Holding period before destruction -- Notice to owner -- Reclamation of dog, cat, or ferret -- Fees -- Quarantine -- Exemption of hunting dog.

(1) Peace officers or animal control officers shall seize and impound any dog which does not bear a valid rabies tag or other legible identification which is found running at large. Any dog which an officer or animal control officer seizes shall be impounded in the designated animal shelter of the county and confined in a humane manner. If, after a reasonable effort, the seizure of an unrestrained dog cannot be made, or the dog presents a hazard to public safety or property or has an injury or physical condition which causes the dog to suffer, the animal control officer or peace officer may immediately destroy the dog by the most reasonable and humane means then available.

(2) (a) Impounded dogs shall be kept for not less than five (5) days, unless reclaimed by their owners. Dogs not reclaimed and those not placed in suitable new homes may be humanely euthanized after the five (5) day holding period, unless the dog has an injury or physical condition which causes it to suffer. In those cases the animal shelter may immediately euthanize the dog, and if a human being has been bitten by the dog, the dog shall be tested for rabies.

(b) If an owner is identified, the impounding agency shall immediately notify the owner of the impoundment by the most expedient means available.

(c) Any animal shelter, public or private, which takes in stray animals and does not have regular hours for public access, shall post semimonthly either in a local newspaper or the newspaper with the highest circulation in the county, the shelter location, hours of operation, the period that impounded animals shall be held, and a contact number.

(3) Upon reclaiming an impounded dog, cat, or ferret, the owner shall show proof of a valid rabies vaccination. If proof of the vaccination cannot be provided, the owner shall purchase a vaccination voucher from the animal shelter. The voucher shall be valid for ten (10) days from the date of issuance and shall be used in the prescribed time period. The animal shelter shall reimburse the veterinarian for the amount of the voucher upon presentation to the shelter by the administering veterinarian.

(4) The owner of an impounded animal is responsible for all fees associated with the impoundment of the animal. If the owner can be identified, the fees are due even if the owner does not reclaim the animal.

(5) Dogs, cats, or ferrets which have bitten a person shall be maintained in quarantine by the owner for ten (10) days from the date of the bite. Owners who fail to properly quarantine their animals shall be subject to a citation for violation of this subsection and the dog, cat, or ferret shall be removed to the animal shelter for the remainder of the quarantine period. The owner shall be responsible for all associated fees of the quarantine and impoundment.

(6) A hound or other hunting dog which has been released from confinement for hunting purposes shall be deemed to be under reasonable control of its owner or handler while engaged in or

returning from hunting, and, if a hunting dog becomes temporarily lost from a pack or wanders from actual control or sight of its owner or handler, the owner or handler shall not be deemed to be in violation of the provisions of this section as a result of the dog's having become temporarily lost or having wandered from immediate control or sight of the owner or handler.

Effective: July 13, 2004

History: Amended 2004 Ky. Acts ch. 189, sec. 16, effective July 13, 2004. -- Amended 2000 Ky. Acts ch. 179, sec. 5, effective July 14, 2000. -- Amended 1998 Ky. Acts ch. 440, sec. 3, effective July 15, 1998. -- Created 1954 Ky. Acts ch. 119, sec. 24, effective June 17, 1954.

258.145 Repealed, 2004.

Catchline at repeal: Licenses and tags -- Tattooing of dogs -- Tag to be affixed to collar -- Burden of proof of license.

History: Repealed 2004 Ky. Acts ch 189, sec. 31, effective July 13, 2004. -- Created 1954 Ky. Acts ch. 119, sec. 17, effective June 17, 1954.

258.015 Dogs, cats, and ferrets to be vaccinated against rabies -- Issuance and distribution of certificates -- Tags for dogs -- Requirements for compliance by qualified persons -- Cat and ferret owners -- Feral cats.

(1) Every owner shall have his dog, cat, or ferret initially vaccinated against rabies by the age of four (4) months and revaccinated at the expiration of the immunization period as certified by the veterinarian. The veterinarian who vaccinates a dog, cat, or ferret shall issue to the owner a vaccination certificate on a form approved by the Cabinet for Health and Family Services. The vaccination certificate shall be prepared and issued in duplicate, one (1) copy to be retained by the issuing veterinarian and one (1) copy to be given to the owner of the dog, cat, or ferret vaccinated. Each certificate shall bear the name and address of the veterinarian who issued it. The veterinarian shall also furnish each dog owner with a rabies tag bearing a serial number corresponding to the vaccination certificate with the year of immunization. The tag shall be affixed to a collar or harness furnished by the owner and shall be worn by the dog for which the tag was issued. No one except the owner or his duly authorized agent shall remove the tag.

(2) Every qualified person who vaccinates his own dog shall comply with the vaccination certificate and tag requirement provisions of subsection (1) of this section.

(3) Every owner of a cat or ferret shall show proof of a valid rabies vaccination upon request of an animal control officer or peace officer.

(4) Any person with feral cats on his premises shall make a reasonable effort to capture or vaccinate the cats.

Effective: June 20, 2005

History: Amended 2005 Ky. Acts ch. 99, sec. 569, effective June 20, 2005. -- Amended 2004 Ky. Acts ch. 189, sec. 3, effective July 13, 2004. -- Amended 1998 Ky. Acts ch. 426, sec. 515, effective July 15, 1998. -- Amended 1978 Ky. Acts ch. 37, sec. 2, effective June 17, 1978. -- Amended 1974 Ky. Acts ch. 74, Art. VI, sec. 107(1). -- Created 1954 Ky. Acts ch. 119, sec. 2, effective June 17, 1954

- A) Any dog or cat delivered to the animal shelter by an individual or the Animal Control Officer that is not of known ownership will be detained a minimum of fourteen (14) days before adoptable. This will give any owner ample opportunity to contact the shelter in search of a lost or stolen pet. If space permits the animal may be kept longer than the fourteen (14) days.
- B) Any animal surrendered to the animal shelter by the animal's owner(s) will be eligible for adoption immediately with no required hold time needed.
- C) Euthanasia is to be performed by a licensed veterinarian or a licensed and certified Animal Control Officer. Should the Animal Control Officer euthanize an animal it will be performed in the euthanasia room of the animal shelter behind closed doors after hours of public accessibility.
- D) All dogs and cats will be euthanized by intravenous injection with the exception of puppies and kittens which are to be euthanized by a licensed veterinarian only.
- E) Under no circumstances will an animal be euthanized in the kennel area.
- F) Any Animal Control Officer who allows the euthanasia procedures to be violated shall be subject to disciplinary action including the possibility of immediate discharge of employment.
- G) The Animal Control Officer shall determine if sick or injured animals require the attention of a veterinarian.
- H) If an animal is euthanized the log will reflect the date of the procedure and the name of the veterinarian or Animal Control Officer that performed the procedure. If the procedure is performed by the Animal Control Officer the log will also reflect the dosage given per Federal Law. It is the responsibility of the Animal Control Officer to dispose of the remains according to state law.

CRUELTY CASES

All employees of the Animal Shelter shall refer all reported cruelty case to the Local Law Enforcement Agency that has jurisdiction for investigation.

In the investigation of violation of local dog or cat ordinances the Animal Control Officer shall contact a law enforcement officer for assistance under whose jurisdiction the violation occurs.

SPAY AND NEUTER PROCEDURES FOR ADOPTED ANIMALS

Any animal adopted from the Crittenden County Animal Shelter (CCAS) will have all fees paid by the individual(s) adopting said animal. If the animal has not been spayed or neutered prior to being selected for adoption, the spay/neuter fee will also be paid to CCAS prior to adoption. If the animal being adopted is to reside with a resident of Crittenden County the animal will be held at the CCAS until a spay/neuter procedure can be scheduled with one of the voucher participating veterinarians. At that time the CCAS staff will transport the animal to the veterinarian for the procedure to be completed. The veterinarian will then contact the animal's new owner to arrange for pickup.

If the animal is being adopted by residents outside Crittenden County all applicable fees remain the same and the animal may be taken immediately upon payment of all fees, with the understanding that the animal is to be spayed or neutered by a voucher participating veterinarian from adjoining counties. Verification of the spay/neuter procedure will be monitored via veterinarian invoicing and if said animal is not spayed or neutered within one month of adoption there will be a fine assessed to the new owner of \$250.00 per animal.

Policy adopted 06/21/18

**SERVICES PROVIDED
AT THE
CRITTENDEN COUNTY ANIMAL SHELTER**

<u>SERVICE</u>	<u>RECOMMENDED FEES</u>
Pick up stray dogs and cats.....	No Charge
Dog and cat adoption fee including county license and voucher if needed	\$85.00 ¹
Dog and cat adoption fee excluding county license and voucher if needed	\$80.00 ¹
Dog and cat adoption fee of spay/neutered animal including county license	\$30.00
Dog and cat adoption fee of spay/neutered animal excluding county license	\$25.00
Return dog or cat to owner, first occurrence	\$25.00
Return dog or cat to owner, second occurrence	\$50.00
Return dog or cat to owner, third occurrence and thereafter	\$100.00
Owner surrenders	Donations accepted
Boarding of quarantined animals 10 days or less	\$85.00 minimum
Boarding of quarantined animals if greater than 10 days.....	Minimum plus \$8.50/day
Boarding fee on animals kept more than 5 days before being returned	\$5.00 per day plus fees
Surcharge for animals not up to date on rabies and/or vaccinations	\$25.00 per animal plus fees
Dog or cat license only	\$5.00

*Per KRS 366 effective 7-1-2018, Sales Tax of 6% may be added and collected on all fees and services.

NOTICE: All animals adopted into Crittenden County must purchase a license. If an animal is being adopted to a residence outside the county, then the license fee will be excluded from the adoption fee total.

Services Amended 6-21-2018

**Sales tax may be added if KDOR (KY Dept. of Revenue) deems counties must comply with KRS 366. At time of amendment this requirement has not been confirmed.*

RESCUES, FOSTER CARE GIVERS, AND NO-KILL SHELTERS

It is the goal of the Crittenden County Animal Shelter to place as many dogs and cats through adoption, rescue facilities, foster care givers, and no-kill shelters as possible to ensure that our euthanization numbers are kept at a minimal level. To achieve this goal the following practices shall be adhered to concerning rescues, foster care givers, and no-kill shelters.

RESCUES & NO-KILL SHELTERS:

- If the dog(s) or cat(s) have been spayed or neutered while in the care of the Crittenden County Animal Shelter there will be a ~~\$55.00~~ \$65.00 fee per animal taken. If the dog(s) or cat(s) were spayed or neutered prior to arriving at the Crittenden County Animal Shelter there will be no fees charged.
- If the dog(s) or cat(s) have not been spayed or neutered there is no fee charged and it is strongly recommended that the entity taking possession of the animal(s) provide the applicable spay or neuter procedure.
- All animals taken from the Crittenden County Animal Shelter shall be released on a first come first serve basis. It is the goal of the Crittenden County Animal Shelter to place as many animals possible as quickly as possible in an effort to reduce overcrowding within the shelter. Under special circumstances and upon approval of the Animal Control Officer and space availability, animals may be reserved for a short period of time and kept at the Crittenden County Animal Shelter.

FOSTER CARE GIVERS

- Foster caregivers may be called upon to take in animals that are deemed desirable for adoption yet space is not available to justify continued stay within the Crittenden County Animal Shelter.
- All foster caregivers will be pre-approved and must have completed a volunteer form prior to receiving any animal.
- Foster caregivers will be responsible for maintaining a safe environment for all animals under their care and will ensure all nutrition and health needs are provided.
- Foster caregivers agree that the Crittenden County Animal Control Officer may be allowed to inspect the premise at which the animals are kept at any time deemed necessary by the Animal Control Officer.
- Should conditions be found to be less than desirable in the opinion of the Animal Control Officer then all animals may be removed immediately and caregiver privileges will be revoked and will not be re-instated at any time in the future.
- Any animal in foster care may be adopted at any time with or without notice to the foster caregiver.
- All adoptions must be processed through the Crittenden County Animal Shelter.
- A foster caregiver will not be allowed to arrange an adoption without notifying the Crittenden County Animal Control Officer and bringing the animal back to the Crittenden County Animal Shelter for presentation to the adopting person(s).

Due to the constant number of animals that arrive in our shelter all interested parties should keep in regular contact with shelter employees regarding availability of animals.

KRS LICENSE AND TAGS

258.135 Establishment of dog licensing program by county or city ordinance.

(1) The governing body of each county may establish an animal licensing program by ordinance. It shall be the responsibility of each county to administer and enforce its licensing program.

(2) In addition to the licensing program provided in subsection (1) of this section, any city may establish an animal licensing program by ordinance. It shall be the responsibility of the city to administer and enforce its licensing program.

Effective: July 13, 2004

History: Amended 2004 Ky. Acts ch. 189, sec. 14, effective July 13, 2004. -- Amended 2000 Ky. Acts ch. 179, sec. 3, effective July 14, 2000. -- Amended 1998 Ky. Acts ch. 163, sec. 3, effective July 15, 1998; and ch. 440, sec. 12, effective July 15, 1998. -- Amended 1990 Ky. Acts ch. 385, sec. 1, effective July 13, 1990. -- Created 1954 Ky. Acts ch. 119, sec. 16, effective June 17, 1954.

**CRITTENDEN COUNTY ANIMAL SHELTER
ADOPTION AGREEMENT FORM**

Upon adopting this animal from the Crittenden County Animal Shelter, I do hereby agree to take the animal(s) to the veterinarian within 48 hours for check-up and appropriate vaccinations. I also agree to indefinitely hold Crittenden County harmless for any and all incidents that might arise pertaining to the adoption of this animal(s). I do further understand that I may return the animal(s) to the shelter at any time. I also promise and agree to the following provisions and that I will:

- Provide adequate food and shelter at all times.
- Procure professional veterinarian care at once and at my own expense should the animal(s) become sick or injured.
- Refrain from physically abusing the animal(s) and/or otherwise treating the animal(s) in an inhumane manner.
- Not permit or cause this animal to be used for purposes of experimentation and/or fighting and/or breeding.
- Not allow this animal(s) to run loose or violate any local, state, or federal anti-cruelty or licensing laws and will notify the Crittenden Co. Animal Shelter and/or other appropriate agencies if the animal(s) is lost or believed to have been stolen at any time.
- Not sell or give the animal(s) away and return it to the Crittenden Co. Animal Shelter if I no longer intend to keep the animal(s).
- Have the animal(s) spayed or neutered if necessary to prevent the birth of more unwanted animals.
- Allow an authorized representative of the Crittenden Co. Animal Shelter to inspect the animal(s) and premises where the animal(s) is kept for the sole purpose of determining compliance with the terms of this agreement.

IMPORTANT NOTICE

Although the Crittenden Co. Animal Shelter makes every effort to place animals, they cannot guarantee the health of any animal(s) adopted from the shelter nor be responsible for any medical expenses that may be incurred by the adopter. The Crittenden Co. Animal Shelter hereby expressly excludes any implied or expressed warranties of merchant limitation, any warranties regarding health, temperament, or whether the animal(s) may or may not be housebroken.

REMEDY FOR NON-COMPLIANCE

It is hereby agreed that the Crittenden Co. Animal Shelter retain superior title in said animal(s) limited to and for the express purpose of assuring the animals well-being and only exercise its superior claim in the event it appears to the Crittenden Co. Animal Shelter that the proper and humane care as specified in the above adoption provisions is not being afforded said animal(s) in which case the animal may be taken through a Claim and Delivery proceeding.

Adopting Person Name

Signature

Date

County Control Officer

Signature

Date

**Crittenden County Animal Shelter
1901 U.S. Hwy. 60 East
Marion, KY 42064
270-969-1054**

To ensure that your pet adoption is in the best interest of both you and the pet, we ask that you answer the following questions:

Your Name Printed: _____

Your Address: _____ Phone #: _____

Place of Employment: _____ Work #: _____

Do you live in (Circle One): City or Rural Rent or Own House or Apt. or Mobile Home

If Renting – Landlord’s Name: _____ Phone #: _____

What hours is someone usually at home? _____

Have you had pets in the past five years? (Circle One) YES or NO

What happened to them? _____

Where will your pet spend most of it’s time? _____

Where will your pet sleep? _____

Who is your Veterinarian? _____

Do you know the local ordinances pertaining to pet licensing and rabies vaccination?

(Circle One) YES or NO

Are you aware that you are required to have your adopted pet neutered or spayed?

(Circle One) YES or NO

Since most shelter animals have unknown medical backgrounds are you prepared to take your pet for a complete veterinary exam right away and to provide any necessary medical treatment?

(Circle One) YES or NO

Do you object to our visiting your home sometime in the future? YES or NO

What are your reasons for getting a pet? _____

Check applicable: Companion For Children Gift Guard Mouser Breeding

When you have completed this form, we would like to discuss your adoption plans with you and assist you further. Thank you for choosing our to use our shelter!

Applicants Signature

Date

**CRITTENDEN COUNTY ANIMAL SHELTER
VOLUNTEER APPLICATION**

To be considered for a volunteer position at the Crittenden County Animal Shelter all interested parties are asked to complete this form. You must be 18 years of age to be considered. If your request is granted then you will be asked to complete other documentation relating to release of liability and County Animal Shelter Policies and Procedures. Any volunteer may be needed during all types of weather.

NAME: _____ AGE: _____ SEX: _____

ADDRESS: _____

CONTACT NUMBER: _____

EMERGENCY CONTACT: _____

AVAILABILITY: (CIRCLE ALL APPLICABLE) M T W Th F S Su

PLEASE CHECK THE AREAS OF INTEREST:

FEEDING___ WATERING___ BATHING ANIMALS___ CLEANING PENS___

CLEANING OFFICE SPACE___ CLEANING RESTROOMS___

CLEANING FEED ROOM___ ANSWERING PHONE___ MEDIA POSTINGS___

ADOPTION DRIVES___ PROVIDE FEED OR OTHER SUPPLIES___

MAINTAIN FACILITIES (i.e. painting, washing, mopping, minor repairs)___

FOSTER CARE PROVIDER (Must have completed agreement) _____

Please Notice: The Crittenden County Animal Shelter will no longer accept donations of blankets, bedspreads, sheets, pillows, etc. We will accept donations of pet beds or pads. We have found that the blankets and other such items are harboring pests and disease that is detrimental to our efforts of providing a healthy shelter. Thank you.

**CRITTENDEN COUNTY ANIMAL SHELTER
LIABILITY RELEASE**

I, _____ agree that I will not hold Crittenden County liable for any injury that may result from accidents that may occur while performing Volunteer and/or Community Service work at the Crittenden County Animal Shelter.

Some or all of the animal population at the shelter are stray animals with no knowledge of medical condition or behavior. Because of this fact, I understand that it is recommended that I be up to date on Tetanus vaccine and should consider pre-exposure rabies vaccines.

Should I feel that I need these vaccines they will be at my expense.

This agreement entered into this _____ day of _____ 20____.

Volunteer Name

Signature

Witness Name

Signature

**This agreement will be kept on file by the Animal Control Officer at the Crittenden County Animal Shelter located at 1901 US Hwy. 60 E., Marion, KY.*

**Crittenden County Animal Control
Timmy Todd, Animal Control Officer
1901 US 60 East
Marion, Kentucky 42064
(270) 969-1054 or (270) 969-8712**

Equipment Usage Agreement

Name: _____

Address: _____

City / State / Zip: _____

Phone Number: _____

Equipment: _____

I, _____ request use of the above mentioned equipment from the Crittenden County Animal Shelter. In signing I understand that this equipment is property of Crittenden County and must be returned to the Crittenden County Animal Shelter no later than close of business on

_____ in the same condition in which it was provided to me. If property is damaged, I understand that I could be charged the cost to replace the equipment.

If a situation arises where the equipment can not be returned by the designated date, I will contact the Crittenden County Animal Shelter or the Dog Warden to make additional arrangements within the preset return deadline.

Failure to return equipment could result in charges filed with the County Attorney's office.

Signature

Date

County Employee Witness

Date

Crittenden County Animal Shelter
Adoption Spay/Neuter/Rabies Voucher

Owner Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Driver's License # _____

Pet's Name: _____

Adoption Date: _____ Voucher Expires: _____
(Voucher expires 30 days after animal turns 6 months of age or 30 days from date of adoption.)

Veterinary Choice:

- | | | | | |
|--------------------------|---------------------------------|----------------------|---------------|--------------|
| <input type="checkbox"/> | Crittenden County Animal Clinic | 3841 US 60 West | Marion, Ky | 270-965-2257 |
| <input type="checkbox"/> | Animal Practice of Marion, PLLC | 1597 US 60 West | Marion, Ky | 270-965-1600 |
| <input type="checkbox"/> | Lyon County Animal Hospital | 638 Trade Ave | Eddyville, Ky | 270-388-0034 |
| <input type="checkbox"/> | Williams Veterinary Clinic | 1415 SR 1943 | Eddyville, Ky | 270-545-7000 |
| <input type="checkbox"/> | Flanary Veterinary Clinic | 200 Eagle Nest Drive | Paducah, Ky | 270-898-9738 |

This voucher authorizes clinic to perform the following services at the expense of CCAS:
**Any charges over what has been authorized on this voucher are the responsibility of the owner and will not be paid.*

- | | | | |
|--------------------------|---------------|---------|---------------------------------------|
| <input type="checkbox"/> | Spay / Neuter | \$65.00 | _____ (Authorizing Official initials) |
| <input type="checkbox"/> | Rabies Shot | \$10.00 | _____ (Authorizing Official initials) |

Animal Control or Designee Signature _____
Date

The above services have been completed on _____.

(Veterinary Signature)

Return Signed Voucher and Invoice to :

Crittenden County Fiscal Court
107 S Main Street Suite 208
Marion, Ky 42064

MONTH: _____

DATE IN	INITIAL	D/C	ANIMAL NAME	M/F	S/N	AGE	COLOR	BREED	ADOPT	RESCUE	FOSTER	EUTH.	DATE OUT	INITIAL

ANIMAL SURRENDER FORM

By signing this form, I state that I am the owner of the animal(s) who is/are the subject of this Animal Surrender form, hereinafter referred to as “the animal.” To my knowledge, no other person has a right to this animal. I hereby surrender all rights to the animal. I understand that once I relinquish the animal, the animal will not be available to be returned. I have read and understand the terms of this Animal Surrender Form.

Owner Information

Date

Address

Printed Name

Signature

Animal Information

Name: _____ Animal Type: _____ Weight/Size: _____

Age: _____ Years Owned: _____ Previous Owner: _____

Sex: _____ Spay/Neuter _____ Indoor/Outdoor _____ Color: _____

Last Vet Visit: _____ Current Vet: _____

Please describe in detail why you are surrendering your pet:

Crittenden County Animal Shelter

Mission Statement..... CCAS Page 1
Job Description: Animal Control Officer..... CCAS Page 2
Job Description: Assistant Animal Control Officer/
Animal Shelter Attendant CCAS Page 3
Personnel CCAS Page 4
Standard Operating Procedures for After Hours Calls CCAS Page 5
Dog and Cat Housing and Detention..... CCAS Page 6
Cruelty Cases CCAS Page 9
Spay and Neuter Procedures for Adopted Animals CCAS Page 9
Services Provided..... CCAS Page 10
Rescues, Foster Care Givers, and No-kill Shelters..... CCAS Page 11
KRS License and Tags CCAS Page 12

Animal Shelter Forms

- CCAS Form 041707: Adoption Agreement Form
- CCAS Form 041807: Adoption Questionnaire
- CCAS Form 010716: Volunteer Application
- CCAS Form 052616: Liability Release
- CCAS Form 022218: Equipment Usage Agreement
- CCAS Form 081519: Adoption Spay/Neuter/Rabies Voucher
- CCAS Form 012121: CCAS Animal Tracking Log
- CCAS Form 081921: Animal Surrender Form