

# HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

## ANIMAL CONTROL BOARD / COUNTY ANIMAL SHELTER

### POLICIES AND PROCEDURES

#### I. **Intakes**

All dogs to be accepted must be brought to the shelter. Hartsville/Trousdale County Shelter staff will not be responsible for picking up animals at this time.

Dogs will be accepted based on health, age, temperament, shelter capacity, etc all at the discretion of the Shelter director. Vicious dogs will not be accepted at the Shelter. Vicious animals are to be reported to the Sheriff's Department.

Dogs will be vetted by the HTC Animal Control Staff. This will include any necessary vaccinations, deworming, spay/neuter verification and quarantine requirements. Dogs will be documented by staff to include photos, identifying markings, and vaccination records.

Any unclaimed dog will be available for adoption or rescue after 5 days. Dogs will be advertised on social media and/or newspaper and/or public notice boards.

#### II. **Claim**

Any dog accepted by the HTC Shelter can be claimed by the owner from day one of intake. To claim a dog, the owner must be able to provide proof of ownership through veterinarian records, pictures, or official papers. Upon validated proof of ownership, the dog will be released to the owner per fee schedule. Owner must sign release forms and provide proof of rabies vaccination within 10 days.

#### III. **Adoption/Rescue**

After 5 days, the dog will be available for adoption or rescue. Adoption forms/valuation will need to be assessed by the HTC Shelter staff. Shelter staff will place the dog into accepted adoptive family or rescue.

#### IV. **Termination**

Termination or euthanasia of a dog will be at the discretion of the HTC Shelter director and staff. Reasons will include gravely ill and vicious animals. Termination will be handled by a certified veterinarian facility.

#### V. **Volunteer Staff**

Anyone wishing to volunteer their time at the HTC Shelter will need to fill out a Volunteer registration form and sign an agreement, nondisclosure, and waiver forms.

## **VI. Remedies and Penalties**

### **REMEDIES**

Any person(s) or business allowing animal(s) to run at large, and the animal(s) are serviced by the Hartsville/Trousdale County Animal Shelter and/or staff are subject to the following administrative and/or remedial fees:

#### **A. Boarding**

Boarding at large animals will be charged a rate of twenty (\$20.00) dollars per day, not to exceed the maximum amount of two hundred (\$200.00) dollars.

#### **B. Vaccination/Intake Medication**

An administrative expense up to thirty (\$30.00) dollars maximum may be required for Dhpp, Bordatella, de-wormer, flea and tick prevention and other animal welfare and care.

#### **C. Rabies Validation**

If no proof of rabies vaccination is provided within ten (10) days of intake, a fifty (\$50.00) dollar administration expense will be required.

### **PENALTIES**

Any person violating any requirement of this ordinance shall be fined not less than fifty (\$50.00) dollars for each offense. Each day such violation shall continue constitutes a separate offense. No person shall be fined more than five hundred (\$500.00) dollars.

Nothing herein this section prevents alternate remedies for negligence and/or intentional acts of any person(s) and/or business for acts or omissions constituting a separate claim for relief under Federal or State Laws or any other claim for equitable and/or administrative relief.

All remedies and penalties may be waived at the discretion of the Animal Shelter Director and the Hartsville/Trousdale County Animal Control Board.

## **VII. Money Intake**

All fees and donations collected by the HTC Animal Shelter are to be validated by the Shelter Director and one other witness. The deposits are to be turned into the Mayor's office and then deposited to the Trustee within three (3) days of reception.