



## RESCUE HANDBOOK

May 2022

## **I. WELCOME**

On behalf of the Baldwin County Animal Shelter (BCAS) and the Baldwin County Commission, we would like to extend to you a warm welcome. We look forward to working with rescue groups and their volunteers to make BCAS the best facility it can be and to place as many of our shelter pets as possible.

The Rescue Handbook will familiarize you with our policies and procedures. Please let our Animal Placement Specialist or our Animal Shelter Manager know if you have any questions. Their contact information is on the next page.

We hope that our partnership will enhance the lives of the pets that find themselves in the Baldwin County Animal Shelter. We look forward to working with you. Your service is appreciated by our residents and staff.

Sincerely,

The Staff at the Baldwin County Animal Shelter

# **Baldwin County Animal Shelter**

## **General Information**

### **Shelter Information:**

15240 County Road 49

Summerdale, AL 36580

Office Phone: 251-972-6834

Website: <http://baldwincountyal.gov/departments/animal-shelter>

Facebook page: <https://www.facebook.com/BCAnimalControl>

### **Contact Information:**

- Office Phone Number: 251-972-6834
- Email Address: [bcas@baldwincountyal.gov](mailto:bcas@baldwincountyal.gov)
- Office Phone Number: 251-972-6834

### **Adoption Hours (open to the public) \*subject to change\*:**

Monday through Friday: 9:00 a.m. to 5:00 p.m.

Saturday: 9:00 a.m. to 11:00 p.m. (1<sup>st</sup> and 3<sup>rd</sup> Saturday of the month)

Sunday: CLOSED

County Holidays: CLOSED

## **II. BCAS RESCUE PROGRAM**

### **A. Purpose**

The purpose of this program is to network with as many approved animal rescue groups as possible in an effort to save the maximum number of shelter pets.

### **B. Description**

The Baldwin County Animal Shelter (BCAS) has instituted a Rescue Program for the purpose of finding reputable and caring rescue partners. BCAS is committed to working with all approved rescue groups that care for animals in a humane fashion. The goal of this program is to save as many shelter pets as possible. This handbook covers the application process for potential rescue groups and policies pertaining to those rescue groups that participate in the BCAS Rescue Program.

## **III. APPLICATION PROCESS**

To become an approved rescue group, you must successfully complete the following:

### **A. Approval Criteria**

1. The application must be submitted with all information requested, including references and requested attachments.
2. The Animal Shelter Manager, Animal Placement Specialist, or designee will review applicant's information for completeness and clarity.
3. The Animal Shelter Manager, Animal Placement Specialist, or designee will contact all Veterinarian and other Rescue references. Questions that will be asked include, but are not limited to:
  - a. What is the quality of care given by the applicant to animals for which they are responsible?
  - b. Are all animals spayed and neutered prior to being adopted?
  - c. Does the rescue adequately provide for the medical needs of the animals for which they are responsible?
  - d. Are the homes that the rescue finds for their animals of high quality and care?

### **B. Rescue Group Application Procedure**

1. Complete an application for becoming an approved Rescue Group.
2. Submit the completed application to the Animal Shelter Manager, Animal Placement Specialist, or designee. We accept applications through the mail, email, or in person.
3. The applying rescue group will be notified of the result of the evaluation of their application within 30 days.
4. A signed and dated letter will be mailed or emailed to the rescue group notifying the rescue group as to whether or not it has been approved. If the rescue group is not approved, the reason(s) for declining their application will be included in the letter.

## **IV. RESCUE PROGRAM BASIC INFORMATION**

### **A. Approved Rescue Groups**

1. Approved rescue groups will be able to rescue animals from the shelter at no charge for animals that have only received their initial distemper/parvo, Bordetella, deworming medicine, and/or necessary antibiotics. If the animal has received medical care above BCAS normal intake care, there may be a fee to pull the animal based on the cost of the additional medical care. If the animal is already spayed or neutered, the normal adoption fee for an animal is charged. The Animal Shelter Manager may waive this fee in special circumstances at their discretion.
2. Approved rescue groups are able to pull an animal after it has been available to the public for 2 days. The rescue group can pre-identify an animal for rescue prior to the conclusion of the 2 days, but the general public will be given first right of refusal until the adoption hold of 2 days is over.
3. Each time a rescue group pulls an animal, it must complete a release form for that animal(s).
4. The general public is given first choice on all animals deemed adoptable by shelter staff. This means that, if a citizen pre-identifies an animal, that the citizen is given 2 days from the date that stray hold ended to come adopt the animal before any rescue pre-identify will be considered. Once an animal is claimed by a rescue group, they have 2 days to pull the animal, or the animal will be returned to the adoption kennels, if the animal was deemed adoptable, or released to another rescue group that would like to pull the animal and has space available. Beyond the 2-day period allowed for pulling an animal, the original rescue group which claimed the animal may still pull the animal if it is still available when the rescuer arrives. BCAS cannot guarantee rescue groups that it can hold a dog specifically for that rescue and only that rescue after the 2-day period has passed.
5. The BCAS reserves the right, in its discretion, to suspend rescue groups from the program, revoke any approvals granted, or take any other action deemed necessary to protect BCAS, staff, the general public and animals.

### **B. Limits to Approved Rescues**

1. Rescue groups may not pull any animal held in the Intake Area without prior approval from the Animal Shelter Manager.
2. Should any information be determined to be false on an application, the approved rescue group may lose approval and be denied access to the animals at BCAS.
3. If a rescue group voluntarily withdraws its application or chooses to no longer rescue animals from the BCAS, the rescue group may not be allowed to rescue animals without submitting a new application. This determination will be made by the Animal Shelter Manager or the Animal Placement Specialist.
4. Rescue groups may not pull any animal deemed adoptable prior to the conclusion of the 2-day adoption hold, unless approved by the Animal Shelter Manager or Animal Placement Specialist. For animals that are deemed unadoptable to the public, rescue groups may pull

animals after stray hold is up (typically 7 to 10 days). In the case where an animal comes in as a stray, and where the owner was located prior to end of stray hold and said owner surrendered ownership rights, if the animal is considered as unadoptable to the public, rescue groups may pull the animal 24 hours after the owner surrender is finalized.

## **V. TRANSFER PROCEDURES FOR RESCUES**

1. Identify the animal(s) the group wants to rescue. BCAS has a “First Come, First Serve” policy.
2. Identify the pick-up date. If pick-up date needs to be changed, BCAS needs to be made aware of this change as soon as possible.
3. When picking up an animal, the agent of the rescue group must provide proof that the agent is authorized by the rescue group (which should have been listed on the Rescue Application or added prior to the pick-up via an official request from an authorized agent of the rescue group – can be mail or email).
4. Provide the clerk with a photo ID, (Driver’s License preferred).
5. Complete and sign the Appropriate Release Form.
6. In cases where an animal in the adoption area of the shelter has been tentatively identified for transfer to a rescue group and a citizen has subsequently indicated a desire to adopt the animal, the individual citizen will take priority. The Rescue Group should be notified as soon as possible of the change in availability of the animal they had identified.
7. All rescues participating in the program agree that, if the owner of the animal claims the animal prior to being adopted by a third party from the rescue, the rescue will return the animal to the owner upon the payment of actual costs incurred by the rescue for adoption fees paid to BCAS and other actual costs for medical care and expenses incurred. There shall be no mark-up or other fees charged by the rescue to an owner claiming an animal.

## **VI. QUESTIONS UNIQUE TO RESCUES**

### **A. When two or more rescues want the same animal(s) how do you determine which rescue is awarded the animal?**

BCAS has a “First Come, First Serve” policy. Whichever rescue is first to pre-identify will receive the animal, assuming no citizen has pre-identified. If, in the rare circumstance, two rescues pre-identify at the same time, the animal will be awarded at the discretion of the Animal Shelter Manager and Animal Placement Specialist.

### **B. When does an animal begin to receive medical care?**

All animals begin to receive the regular medical care provided by BCAS within 24 hours of intake.

### **C. What fees could a rescue be responsible for?**

Currently BCAS administers distemper/parvo, Bordetella, deworming medicine, and if necessary, antibiotics. At this time, we are not charging rescues for the normal medical care that includes

the aforementioned items. Any medical care above and beyond these items may require that the rescue pay the current adoption fee rate to pull the animal.

## **VII. AUTHORITY**

1. The mutual objective of the BCAS and our Rescue Partners is to find permanent, responsible, and loving homes for the animals in our care.
2. The Animal Shelter Manager retains the authority to withdraw approval from any Rescue Partner that does not fully cooperate and/or comply with the Animal Rescue, policies and procedures set forth by BCAS.

## Baldwin County Animal Shelter

### Animal Rescue Program: Application for Approval

|                                                                                                   |                 |
|---------------------------------------------------------------------------------------------------|-----------------|
| Name of person completing the application                                                         |                 |
| Name of Rescue Group                                                                              |                 |
| Address of Rescue Group                                                                           |                 |
| Phone Number and Email Address of Rescue Group                                                    |                 |
| Website of Rescue Group                                                                           |                 |
| Is your group a 501(c)3?<br>Attach proof of the 501(c)3 status.                                   | Yes          No |
| What breeds are the focus of your rescue?                                                         |                 |
| What breeds will you not take?                                                                    |                 |
| Will you take pregnant animals?                                                                   | Yes          No |
| Will you take moms with litters?                                                                  | Yes          No |
| Will you take young litters with no mothers?                                                      | Yes          No |
| Do you have a facility? If so, describe and provide a photo.                                      |                 |
| Do you have fosters for your animals? If so, how many fosters?                                    |                 |
| Do you charge an adoption fee? Is it a set fee? If it isn't a set fee, how is the fee determined? |                 |
| List of authorized persons that can pull animals on your rescue's behalf                          |                 |
| Vet reference (name of vet, clinic, address and phone number)                                     |                 |
| Reference from another rescue group/humane society (name, phone number and contact name)          |                 |

|                                                                                                                                                                        |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Please provide a written statement regarding the medical care that all animals in your care receive (vet check, spay/neuter, vaccinations, heartworm and fecal check). |  |
| Please provide a written statement explaining how you approve adopters for the animals you rescue. Attach a copy of your adoption application.                         |  |

By signing below, you, as an authorized agent of the rescue submitting this application, and the rescue you represent agree to the following items and acknowledge that failure to follow the information and protocols contained in this rescue handbook and/or the items below will result in the rescue being disapproved and/or approval being suspended or terminated:

1. Baldwin County Animal Shelter (BCAS) reserves the right to inspect where animals will be placed, as well as the right to talk with fosters who are taking animals pulled from BCAS to their home(s).
2. BCAS reserves the right to audit rescue records for animals pulled from BCAS (including, but not limited to, adoption/placement statistics).
3. The rescue submitting this application certifies that all animals are fully vetted and spayed and/or neutered prior to adoption.
4. The rescue submitting this application agrees to submit their annual report at the end of every year.
5. The rescue submitting this application acknowledges that in order to be an approved rescue, an updated rescue application must be received every year (the rescue will be notified by BCAS staff of the renewal date).

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return your application to:  
 Baldwin County Animal Shelter  
 15240 County Road 49, Summerdale, AL 36580  
 bcas@baldwincountyal.gov

| BCAS Employee Only Section |                       |
|----------------------------|-----------------------|
| App Received Date          | App Approve/Deny Date |
|                            |                       |
| Employee Initials          | Employee Initials     |
|                            |                       |