



KINGS SPCA

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KingsSPCA.org

INTAKE AND FOSTER UTILIZATION POLICY

The following policy is issued by the President of the Board. All persons, regardless of their status or association with Kings SPCA is exempt from said policy without unanimous approval from the board of directors.

1. Citizens requesting to surrender/re-home their pet or requesting Kings SPCA to intake a stray population at their residence must submit the appropriate surrender/re-home request form via the Kings SPCA website. Once submitted, an automated confirmation email will be sent to the citizen. This email can be replied to with pictures/videos of said animal(s) as directed in the context. The Operations Manager will review all request and forward only those not denied to the intake committee for review. The intake committee is only required to review forms Monday thru Friday, and must provide an answer within forty-eight hours.
2. Kings SPCA will have an intake committee comprised of the President, Vice President, and Operations Manager. The President may appointment another board member to serve in place of the President or Vice President. In the event of absence of the Operations Manager, the senior Lead Kennel Attendant will act in their place.
 - a. The intake committee will review all potential intakes to include but not limited to:
 - i. Surrender/Re-home/Stray population request
 - ii. Rescue transfer-“in” request
 - iii. Shelter/Rescue pulls
 - iv. Stray hold to adoptable resident
 - v. Any form of rescue or rescue coordination
 - b. The President or Vice President will evaluate:
 - i. Potential cost associated with veterinary care
 - ii. Likelihood of adoption verse prolong shelter resident
 - iii. Cost of housing at shelter
 - iv. Potential fundraising income to cover item 2(b)i
 - c. The Operations Manager will evaluate:
 - i. Kennel space available
 - ii. Staffing level and ability to meet the needs
 - iii. Foster needs (prior arrangement)
 - d. Approval of any intake must come from:
 - i. Either the President or Vice President, AND
 - ii. Operations Manager
 - iii. No single person may authorize an intake. Approval must include one person from item 2(d)i AND one from 2(d)ii.
 - e. Exemption from the above approval process may be enacted should an animal be listed for euthanasia within twenty-four hours. The person tagging or pulling said animal must evaluate both 2(b) and 2(c), ensuring the shelter is able to handle said animal. They must gain emergency approval from at least one other board member in the event the intake committee members cannot be reached.
 - f. An authorized person may “tag” an animal while awaiting approval. However, they may not pull the animal until the approval process has been completed. If denied, we will remove the tag.

3. Kings SPCA will only utilize foster's for:
 - a. Animals in need of medical treatment
 - b. Litters of puppies/kittens whom have not completed vaccination.
 - c. Pregnant dog/cat
 - d. Special breeds requiring abnormal care

4. Once an animal in foster has completed the course of treatment, is fully vaccinated (receives last vaccine), spay/neutered (up to three days for post-op recovery) and/or is otherwise marked adoptable, the animal will be removed from foster care and become a resident of the shelter. Animals in foster will not be placed for adoption. Special needs animals may remain in foster while being adoptable, and are exempt from from being moved to shelter.

5. All foster's must complete a foster application, regardless of their status as a board member, staff member, key volunteer, or non associated citizen. At no time will a foster, regardless of position, have more than any combination of three** of the below items*:
 - a. One litter of puppies or kittens
 - b. One pregnant dog or cat
 - c. Two "young" animals (under 1 year of age)
 - d. Two "Adult" animals (over 1 year of age)

* Paid staff must also adhere to the current policy regarding staff fostering animals.
**In the event we need an emergency foster, the combination rule above is void only until a new foster can be found.

6. Board Members, staff, and key volunteer's of Kings SPCA are authorized to take possession of a new intake once the authorization has been given from the intake committee.

7. Upon accepting an intake after authorization has been gained, the person(s) accepting the animal(s) will complete the entire intake record using the method currently authorized by the President of the Board.

8. Any board member, staff member, or key volunteer that intakes any animal without approval as listed above does so under their own name and not Kings SPCA. Said animal(s) will:
 - a. Not have veterinary care paid for by Kings SPCA.
 - b. Not have housing at Kings SPCA shelter.
 - c. Not receive vaccinations or spay/neuter under Kings SPCA.
 - d. Not have a record at Kings SPCA