



INTAKE POLICY

1. It is the policy of Kings SPCA Halfway Home that all intake requests (owner surrender, from a shelter, etc.) come through the email address: RescueHalfwayHome@gmail.com.
2. We strongly encourage those submitting to the email to include as much information (medical or otherwise) as possible, pictures, and any history available when submitting a dog for acceptance into our rescue.
3. Email communication is the only way to properly handle intake requests, as they will be managed by our intake committee.
 - a. The Intake Committee is comprised of the operations manager, Vice President, and President.
 - b. The intake committee is convened for decision. Our intake committee is aware of all available space and what dogs we have already committed ourselves to.
 - c. Anyone that contacts Kings SPCA about taking a dog into our rescue will be contacted; with either a decline, owner surrender paperwork, or be provided with a written (email) authorization and the name of the Kings SPCA Halfway Home representative to accept the animal on behalf of our organization.
 - d. Only the current Manger, VP and President can authorize Kings SPCA Halftime Home to accept a dog into our organization.
4. All intakes must receive two forms of approval
 - a. Operations manager approval regarding space and kennel resources
 - b. Vice President or President final approval
 - c.
5. Members and Volunteers of Kings SPCA Halfway Home are allowed to take possession of a new intake once the authorization has been given from the intake committee.
6. Please be advised that this notification serves two very specific parts.
 - a. To make you aware of our policy and how to contact us regarding taking a dog (RescueHalfwayHome@gmail.com)
 - b. Inform you that Kings SPCA Halfway Home, will not under any circumstances take responsibility (legal, financial, medical or otherwise) of a dog without the proper written (emailed) authorization from a member of the current Kings SPCA Intake Committee.
7. If it is not written (emailed) by a current Intake Committee member (operations manger, VP, and/or President, it is not authorized by Kings SPCA Halfway Home, regardless if the person accepting the dog is or has been associated with Kings SPCA Halfway Home in whatever capacity they claim to have.