



Kingsville Health Department
Animal Control and Care Center
3421 N. FM 1355
Kingsville, TX 78363
(361) 592-3324

Policy Title	Adoptions Policy
Policy Number	AC-004
Effective Date	06/01/2021
Policy Owner	Health Department Director

Policy For: All Animal Control Staff and Customers

The following are policies and procedures set forth for the Kingsville Animal Control and Care Center. Deviations from these policies and procedures require approval of the City Manager.

Types of Adoptions:

The Kingsville Animal Control and Care Center provides adoption services for animals in their care when the original owner of an animal cannot be located, or the animal is an owner surrender. The following criteria shall be met before an adopted animal can be transferred to their new owner:

- Animals shall be deemed of age and adoptable by the Kingsville Animal Control and Care Center staff.
- Animals no longer on any Hold action (see Holding Policy, AC-002).
- Animals with suitable temperament as determined by Kingsville Animal Control and Care Center staff.

General Policy:

The following policy guidelines apply in all adoption situations:

- Kingsville Animal Control and Care Center retains ownership of the animal until transfer of ownership to the adopter, as well as the final say in disposition decisions are met.
- Kingsville Animal Control and Care Center does not coordinate nor undertake animal fosters. Fosters fall under Rescue Policy, AC-005.
- Animals shall be dispositioned in accordance with the Holding Policy, AC-002.
- Adoptions shall be considered only after a City of Kingsville Health Department Adoption Form, TPC 302, is completed and presented to Kingsville Animal Control and Care Center.
- Adoption data must be entered by staff into Shelter Pro.
- Transfer of ownership of an animal occurs when both the adopter has physical control of the animal and the Kingsville Animal Control and Care Center staff has updated Shelter Pro to annotate transfer of ownership.
- Once ownership of an animal has been transferred to an adopter:
 - Kingsville Animal Control and Care Center is not liable for any injury or damage caused by the animal, to include spread of disease to other animals.
 - Kingsville Animal Control and Care Center is not responsible for any medical or other veterinary costs for the animal.

- (3) Kingsville Animal Control and Care Center is not responsible for any follow-on complications an animal may incur, even if the animal received any treatment while in the custody of the Kingsville Animal Control and Care Center.
- h. Permanent placement of adoptions to Kleberg County residents shall rank behind return to owner precedence; however, shall take precedence over animals queued for Rescue (tags) or adoptions to persons that reside outside Kleberg County. See General Policies and Procedures, AC-001.
- i. Adopters must complete a City of Kingsville Health Department Adoption Form, TPC 302, conduct a staff interview, acknowledge, and sign all the conditions of adoption stipulated on Form TPC 302, and pay all required Kingsville Animal Control and Care Center fees prior to animal release.
- j. Any adoption application may be denied at the discretion of the Kingsville Animal Control and Care Center Customer Service Representative and shall be conveyed in writing as to the circumstances for the denial. A denied application may be appealed to the Health Department Director in writing.
- k. Adopters who reside within the Kingsville City limits shall comply with all sections of City of Kingsville Ordinance, Chapter IX, Article 3.-Animals.

Adoption Criteria and Procedures at the Kingsville Animal Control and Care Center:

The following items apply to adoptions taking place at the Kingsville Animal Control and Care Center.

- a. Select an animal by its Animal ID Number that you will be happy to own and assume future responsibility for its care.
- b. Complete, sign and date all necessary application forms provided by the Kingsville Animal Control and Care Center.
- c. Pay the adoption fee.
- d. Comply by having your animal rabies vaccinated within 10 days.
- e. Comply by having your animal spayed or neutered within 30 days.
- f. Provide proof of rabies vaccination and sterilization to the Kingsville Animal Control and Care Center within the specified time on the approved application form.
- g. Adopter's refusal to comply with all adoption requirements and City of Kingsville Ordinances, shall be issued a citation and subject to appear in Municipal Court.

Responsibility of the Adopter:

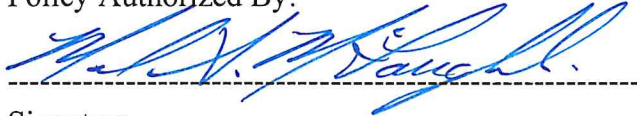
- a. To provide a safe and secure environment for the adopted animal.
 - (1) Animal shall be provided with water, food and shelter daily.
 - (2) If an adopter elects to chain their animal, State of Texas chain laws shall be followed, or the animal will be impounded by the Kingsville Animal Control and Care Center.
 - (3) At the adopter's expense, provide any required medical treatment for the animal.
 - (4) Comply with all sections of the City of Kingsville Ordinance, Chapter IX, Article 3.-Animals.
 - (5) Comply with staff instructions for spay/neuter of the adopted animal.
- b. Adoptions are considered final after the animal has been physically transferred to the new owner and annotated in Shelter Pro.
- c. If an adopter is subsequently determined by Kingsville Animal Control and Care Center staff to be unable to provide adequate care for the animal, the animal shall be impounded, and the adopter shall be barred from future adoptions from the Kingsville Animal Control and Care Center for a period of one (1) year.
- d. Adopters shall abide by the Patron Conduct Policy, AC-003.

Adoption Returns: Adoptions returns shall be approved by the Health Department Director only.

Privacy Act:

The Kingsville Animal Control and Care Center shall not release information on this policy. Persons seeking such information shall submit an open records request to the City of Kingsville City Attorney for a determination and releasability of any information.

Policy Authorized By:

A handwritten signature in blue ink, appearing to read "Mark A. McLaughlin", written over a dashed horizontal line.

Signature

A handwritten date "5/17/2021" in blue ink, written over a dashed horizontal line.

Date

Mark A. McLaughlin
City Manager
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