



Kingsville Health Department
Animal Control and Care Center
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(361) 592-3324

Policy Title	Holding Policy
Policy Number	AC-002
Effective Date	6/1/2021
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.

Holding Period:

The Kingsville Animal Control and Care Center shall establish the start date and time of an animal's hold during intake to the shelter. The following specifics apply:

- a. Stray Hold Period (No Animal ID). Animals collected by an Animal Control Officer (ACO), or surrendered to an ACO while in the field, without any identification on the animal, shall have a minimum three-day (72 hours) hold that begins at 8am the first business day following the animal's custody by the ACO. This three-day period affords the Kingsville Animal Control and Care Center time to utilize social media of a found animal or afford the animal's owner a reasonable amount of time to reclaim the animal from the Kingsville Animal Control and Care Center. Following the expiration of the three-day Stray Hold Period (No ID), the animal becomes the property of the Kingsville Animal Control and Care Center and disposition of the animal is determined by the policies under the jurisdiction of the Health Department Director. Exceptions to the Stray Hold Period (No ID) include:
 - (1) Owner reclaims the animal at any time either pre-or post-expiration of the Stray Hold Period (No ID).
 - (2) Animal needs immediate medical attention; which may include euthanasia, may be released as a medical emergency from any stray/hold procedures by the Health Director only.
 - (3) Animals assessed to be less than six (6) months old are exempt from stray/hold procedures.
 - (4) All Livestock: Horses, Donkeys, Mules, Goats, Rams, Pigs, Pot Belly Pigs, Cows, Chickens, Roosters, Rabbits, and others. The Kleberg County Sheriff's Office may assist the Kingsville Animal Control and Care Center ACOs with larger livestock animals out in the County. Hold periods of all non-dog/cat animals shall be determined by the Health Director.
- b. Stray Hold Period (Positive Animal ID). Animals collected by an Animal Control Officer (ACO), or surrendered to an ACO while in the field, with identification (tags, microchip, collar ID device, etc.) shall have a minimum five business days hold that begins at 8am the first business day following the animal's surrender to the ACO. This five-day period is a courtesy to pet owners that affords the

Kingsville Animal Control and Care Center time to research, locate and return an animal to its rightful owner. Following the expiration of the five-day Stray Hold Period (Positive ID), the animal becomes the property of the Kingsville Animal Control and Care Center and disposition of the animal is determined by the policies under the jurisdiction of the Health Director. The Health Director has sole authority to lessen the five-day hold period to a three-day hold period (or negate for animals assessed at less than six (6) months of age) if it is determined with reasonable confidence that efforts to locate the owner are exhausted.

- c. Owner Surrender Period. Animals surrendered over the counter at the Kingsville Animal Control and Care Center shall be placed on a minimum hold as determined by the Health Department Director. The minimum hold period shall be that time necessary for staff to properly intake an animal, begin the administrative file, perform the required intake inspection and administer inoculations as required by the Kingsville Animal Control and Care Center. Once determined that all intake tasks are complete and the Health Director has determined the surrender is legitimate, the animal shall be made available for adoption or rescue. In addition, if it is determined by the Health Director that the animal shelter is at capacity, owner surrenders to the Kingsville Animal Control and Care Center shall be suspended. In this instance, the owner of a surrender shall be afforded the opportunity to sign up for a call-back from the Kingsville Animal Control and Care Center to alert when space is available for the surrender.
- d. Other Instances of Animal Surrender. The Kingsville Animal Control and Care Center will accept an animal surrender from a patron (non-owner) at the discretion of the Health Director. In most of these instances, a patron finds an animal, collects it and brings it to the shelter. Based on the intake inspection, these animals shall be treated the same as ACO collected animals outlined in paragraphs a. or b. above as appropriate.
- e. Quarantine Hold. Any animal assessed to have rabies, or has bitten a person, shall be placed in a ten-day (10) quarantine hold for observation. The ten-day hold begins at 8am of the first business following the assessment or confirmed bite and the animal shall not be released until the start of the eleventh (11th) day; first full business day after the tenth day has expired.
- f. Confiscation Hold. A confiscation hold is a Kingsville Animal Control and Care Center option that applies to all animals following legal action by the City against those that commit animal cruelty that leads to a confiscation of the animal, or an owner voluntarily surrenders an animal that exhibits clearly animal cruelty characteristics. Confiscation holds shall follow the orders from a court, and in the absence of any such order, shall run at least three-days (72 hours) beginning at 8am the first business day following the animal's intake date/time.
- g. Requests for Adoption During Any Hold Period. The Health Department Director has the authority to authorized rescues the ability to "Tag" animals during any hold period. See *Rescue Policy, AC-005* for specifics.
- h. Rescue Tags During Any Hold Period. The Health Department Director has the authority to authorized rescues the ability to "Tag" animals during any hold period. See *Rescue Policy, AC-005* for specifics.

Placing a Hold on Animals:

It is the responsibility of the Kingsville Animal Control and Care Center staff to ensure that a hold is properly documented in Shelter Pro software. If a customer, rescue organization or staff member requests a hold be

placed on an animal, it is the responsibility of the staff member receiving the request to place the appropriate documentation into the animal's file.


How to Place a Hold Animal into an Adoption or Rescue:

- a. To place a hold animal to an adopter or rescue group, a request for adoption or rescue request must be submitted to the Kingsville Animal Control and Care Center Customer Service Rep and placed in the animal's file.
- b. The following is required:
 - i. Any animal placed on hold of any type must go through the Kingsville Animal Control and Care Center intake process first; no exceptions. If the animal has not completed the intake process, the animal has not begun its hold process and is not available for adoption or rescue.
 - ii. Select the animal using and verifying the correct Animal ID Number. Kingsville Animal Control and Care Center staff shall verify and use only the Animal ID Number as positive verification; please do not reference animals by names/nicknames.
 - iii. For adoptions, a completed City of Kingsville Health Department – Animal Control Division Adoption Agreement must be completed in its entirety and submitted to the Kingsville Animal Control and Care Center Customer Service Rep. See Adoptions Policy AC-004.
 - iv. For rescue groups, a "Tag" shall be requested in writing (letter or email) specifying by Animal ID Number the animal the rescue desires.
 - (a) Tags may only be requested by registered rescue groups per the procedures in Rescue Policy AC-005.
 - v. **For any Adoption or Rescue, failure to meet any coordinated appointment removes the hold/Tag on an animal and places it up for new adoptions or rescues.**

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:



Signature



Date

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