



Kingsville Health Department
Animal Control and Care Center
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Policy Title	Rescue Policy
Policy Number	AC-005
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.

Objective:

The Kingsville Animal Control and Care Center's Rescue Program is established to facilitate the movement of animals from the Kingsville Animal Control and Care Center to partners that aid in adoption, foster, or transfer to other rescue groups or entities that promote adoptions.

Kingsville Animal Control and Care Center's Rescue Program General Policies:

- a. Rescue Partners are those entities registered with the Kingsville Animal Control and Care Center authorized to tag and pull animals from the City of Kingsville's Animal Control and Care Center.
- b. Kingsville Animal Control and Care Center retains all rights and ownership of an animal until the physical transfer of an animal to a rescue partner, and the transfer is documented in Shelter Pro.
- c. Rescue partners do not have planning authority on any animal until coordination with the Kingsville Animal Control and Care Center culminates in an applied "Rescue Tag."
- d. Once a rescue tag is applied, the animal may only be diverted from the rescue partner by reclaim of the animal's original owner up to the point of transfer of ownership to the rescue partner; or by an adopter who shows proof of Kleberg County residency up to the point that the rescue partner informs the Kingsville Animal Control and Care Center they have begun travel to claim the animal. At such a notification, the rescue tag is firm. See *Animal Disposition Priority in General Policies and Procedures, AC-001*.
- e. Once an animal is under the ownership of the rescue partner, the Kingsville Animal Control and Care Center is not liable for any injury or damage caused by a rescued animal, to include spread of disease to other animals.
- f. All rescue groups or their designated representatives shall follow all established Kingsville Animal Control and Care Center policies.
- g. As the Kingsville Animal Control and Care Center posts animals to social media making them available for adoption or rescue, priority for tagging is on a first-come-first-served basis and shall follow the Animal Disposition Priority established in General Policies and Procedures AC-001. All decisions in this area rest with the Health Director and are final.

Transport Policy:

In general, the Kingsville Animal Control and Care Center requires all rescue partners to provide transportation for the animals they remove from the Kingsville Animal Control and Care Center. On a case-by-case basis and with the approval of the Health Director, the Kingsville Animal Control and Care Center may transport animals up to, but not to exceed, a 50-mile driving distance (100 miles round trip) from Kingsville, Texas at no extra cost to the rescue partner.

Rescue Group Application Approval Process:

Prior to any rescue group becoming a partner with the Kingsville Animal Control and Care Center, the Health Director must have in his possession a *Rescue Partner Application Form, AC-005(a)*, completed in its entirety. The form requires the following:

- a. Name of Rescue Group
- b. Director's Name
- c. Rescue Groups address
- d. Primary phone number
- e. Primary email
- f. Copy of the Rescue Groups 501(c)(3) Incorporation Letter
- g. List of persons authorized to tag/pull animals for the Rescue Group.

Upon review of the application by the Health Director, references may be required for verification of Rescue Group authenticity.

Rescue Tagging Procedures: Below are the procedures for a Rescue desiring to Tag an animal:

1. No animal shall be open to a Tag without completing the intake process first at the Kingsville Animal Control and Care Center by qualified staff.
2. A Rescue Group desiring to tag an animal(s) shall submit a tag request via letter, e-mail or a phone call.
3. A tag must indicate which animal(s) are being tagged by indicating the official Animal ID Number, sex of animal, color, and size.
4. The Rescue Group must indicate who (name of representative) is going to pull, sign all documents and transport animal(s) for the Rescue Group. If the person is not on the pre-arranged Animal Control Rescue Authorized to Pull Form, staff shall halt the process until communication with the registered owner/agent of the Rescue Group is contacted.
5. The Rescue Group must advise the date and time the animal(s) will be picked up.
6. The Rescue Group will have no more than 48 hours to pick up animal(s) from the time of tag.
7. If a Rescue Group encounters issues with picking up animal(s), they must contact the Kingsville Animal Control and Care Center Customer Service Rep to make other arrangements.
8. Animals on loan to the Texas A&M University-Kingsville Vet Tech program are the property of the Kingsville Animal Control and Care Center. All rescue tagging and logistics for rescue of a Vet Tech animal shall be coordinated with the Kingsville Animal Control and Care Center only.

Responsibility of the Rescue Partner:

- a. When a Rescue Group inquires about an animal in the care of the Kingsville Animal Control and Care Center, the Customer Service Representative shall first establish that the group has an approved Rescue Partner form on file (with 501(c)(3) Incorporation Letter) with the Kingsville Animal Control and Care Center.

- b. The person representing the Rescue Group must be listed on Form AC-005(a) as an authorized person to tag or pull animals. Without proper authorization on Form AC-005(a), the Kingsville Animal Control and Care Center Customer Service Representative shall cease the conversation and request a call from an authorized representative listed by the Rescue Group on Form AC-005(a).
- c. Rescue Groups that require medical procedures be performed on an animal prior to transfer shall coordinate such requests with the Kingsville Animal Control and Care Center. All transportation to/from a veterinarian, and the costs of all medical expenses for such requests, shall be the responsibility of the Rescue Group.
- d. Rescue Groups shall have appropriately sized dog kennels and cat cages for transport.
- e. Ensure that prior to departure with the animal from the Kingsville Animal Control and Care Center, the rescue has a copy of all available medical records and any prescribed medications for the respective animal.

Dangerous & Aggressive dogs:

The Kingsville Animal Control and Care Center has the authority to release dangerous or aggressive animals to rescue groups with the express permission of the Health Director only. Rescue groups shall acknowledge via annotation in Shelter Pro that they understand the characteristics of the animal they are rescuing.

The Health Director reserves the right to withhold animals from rescues based on the animal's behavior and potential threat to persons.

Social Media:

Rescue Groups are authorized to share information on available animals via any social media means as necessary. Any change to the Kingsville Animal Control and Care Center's official biography on an animal is unauthorized without the express written permission of the Health Director. Derogatory, demeaning or other disrespectful social media posts of animals posted by the Kingsville Animal Control and Care Center may lead to the Rescue Groups representative, or the entire group, suspension of partner status with the Kingsville Animal Control and Care Center for up to one year.

Privacy Act:

The Kingsville Animal Control and Care Center shall not release information on any violations of 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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