



Dog Shelter Steps for



Intake **Intake and Release** **Dog Shelter Manager**

1. Listen to radio call
 - a. Know what animal(s) are coming into the shelter.
2. Know where you are going to put the animal(s) and have the cage(s) ready.
 - a. Fill the furthest cages first.
 - b. Try to keep a cage space between them to decrease exposure: (unless the animals came together.)
 - c. Advise any cleaners/handlers dogs are coming in.
3. Assign Dog Shelter Runner(s)

Dog Shelter Runners

1. Be assigned by Dog Shelter Manager
 - a. Wear a name tag saying you are “Dog Shelter”.
 - b. Have your dog leash!
2. Know what animal you are going to get and where you are going to put the animal(s).
 - a. Go to the Intake desk to pick up your shelter clipboard with the yellow “Impound” form / plastic sheet protector.
 - b. Speak to the owner: make sure you have the right animal.
 - c. Ask any questions you might have.
3. Place the dog into the cage and **immediately** fill out the white paper collar and place on the dog. (Date, Owner, Animal ID #)
4. Complete the Animal Care Schedule: be as specific as possible on your animal descriptions. Attach the ringed clipboard to the animal cage.
5. Offer a small amount of water, so the dog does not over drink or spill.
6. On the “Dog Shelter Housing” white board: add dog ID Number, owner last name, etc. to the correct cage number.
7. (When Time Allows) When taking photos: place small dry erase board with this information (Date, Owner, Animal ID #) next to animal for the picture.
8. Other duties as Required

Don't Forget Personal Hydration!

Report All Personal Injuries to YOUR Shelter Leader

Release

Dog Shelter Manager

1. Listen to radio call
2. Know which animal(s) are being released.
3. Assign Dog Shelter Runner(s)

Dog Shelter Runners

1. Be assigned by Dog Shelter Manager
 - a. Wear a name tag saying you are “Dog Shelter”.
2. Know what animal that is going to be released.
 - a. Take animal out with “slip lead”.
 - b. Plan to give the owner the leash to keep.
1. Check over the clipboard/Animal care schedule.
 - a. Be able to advise the owner.
 - i. Eating/drinking
 - ii. Last walk with results
 - iii. Sickness, etc.
3. Return Clipboard with “Animal Care Schedule” to the Intake desk.
 - a. Meet owner with their animal.
 - i. Answer any questions regarding the animal.
 - ii. Help the owner load the animal if necessary.
4. Return to the Dog Shelter
 - a. Erase dog information from the “Dog Shelter Housing” white board.
 - b. Put an “X” on the white board cage until it is cleaned and ready for a new dog.

Continue the same process if multiple animals are assigned to be released!

5. Clean cage by removing and scrubbing at the shelter wash station.
 - a. Replace with clean/dry cage, or leave the spot empty until one is available.
6. Other duties as Required

Don't Forget Personal Hydration!

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