



Issue Date: January 3, 2011

5.12 Transfer Partner Program

Lucas County Canine Care & Control (LC4) wishes to place as many behaviorally sound dogs that come into their care, into a loving homes as possible. LC4 will work with both pure-breed and all-breed rescue groups to maximize the number of dogs placed. In order to achieve this goal, rescue groups must meet all requirements set by the Director.

A. Transfer Program

1. Approval of Transfer Partners (TPs)

- a. Potential transfer partner must complete a Transfer Partner Application
- b. Organization must have current IRS 501c3 status.
- c. Organization must have been in existence for at least 1 year.
- d. Organization must have a minimum disposition rate for the last calendar year of 75%
- e. Organization must have a mandatory spay/neuter policy prior to placement, unless health or age preclude surgery.
- f. If foster homes are used by the organization, they must have a policy for and history of home inspection, as well as policy limiting the number of animals (both owned and fostered) kept in the foster home.
- g. Organizations must maintain vet care on all dogs in their custody, including owned dogs living in foster homes.
- h. Organization must include the following documentation with their application:
 - i. Proof of 501c3 status
 - ii. State non-profit paperwork
 - iii. Mission Statement
 - iv. Adoption placement criteria and description of adoption process.
 - v. Adoption application and contract
 - vi. Criteria for foster homes and foster volunteer agreement.
- i. Organization may not have record of violating State, Municipal, or Federal laws relation to animals.
- j. Organization must submit application yearly, and sign transfer agreement outlining the details and responsibilities of each party.
- k. Transfer Partner Application will be approved or denied by the Adoption Center Supervisor in accordance with LC4 guidelines.
 - i. The Adoption Center Supervisor or designee will complete the Transfer Partner Screening Results form.
 - a. An attempt will be made to contact all references for each TP application.

- ii. If the Adoption Center Supervisor feels it necessary, they may schedule a site visit for the TP location.
 - a. The LC4 representative that performs the site visit shall complete the Site Visit page of the Transfer Partner Screening Results form.
- 2. Identifying Dogs Available for Transfer
 - a. Dogs will be made available for transfer only after expiration of the O.R.C. mandated hold time.
 - b. Adoption Center Supervisor or designee will identify those dogs deemed appropriate for transfer. Decision will be made upon any of the following factors:
 - i. Temperament/Behavior
 - ii. Health Status
 - iii. Age
 - iv. Space Availability
 - v. Breed
 - vi. Other factors deemed appropriate by the Director
- 3. Fees
 - a. The Adoption Center Supervisor will notify the office staff and transfer partners of applicable fees for dogs transferred to an approved transfer partner based on the following criteria:
 - i. Dogs Deemed Difficult to Place: No Cost
 - a. Dogs that fall into this category include, but are not limited to:
 - i. Dogs with any health problem requiring treatment or monitoring
 - ii. Dogs with behavioral issue that may potentially render them unadoptable at LC4, but are not considered a safety risk (shy, propensity for food guarding, stress related issues likely caused by kenneling, etc.)
 - iii. Dogs over the age of 6 years
 - iv. Dogs under the age of 6 weeks
 - v. Nursing mother dogs with puppies
 - ii. Adoptable Dogs: \$25.00
 - a. Dogs that fall into this category include all dogs not deemed difficult to place, which have not been spayed or neutered while at LC4.
 - iii. Dogs Spayed/Neutered by LC4: \$50.00
 - iv. Transfer fees are waived for any group pulling ten or more dogs in a month.
 - v. Fees may be waived during promotions approved by the director.
 - vi. As of the writing of this procedure, the Toledo Area Humane Society is not required to pay transfer fees.
- 4. All transferred dogs will have received the following if medically possible:
 - a. Physical exam by staff Veterinarian, Veterinary Technician, or trained staff member.

- b. DHLP vaccine (initial)
 - c. Bordatella vaccine
 - d. Strongid T wormer (initial)
 - e. Microchip with registration
 - f. Heartworm Test if age appropriate
 - g. Rabies vaccine of age appropriate
5. Arranging Transfers
- a. Once approved, TPs will be added to a closed Facebook group where dogs in need of transfer are posted as they become available.
 - b. Approved TPs who request it will also be contacted via email detailing a description of dogs that are available for transfer. The Adoption Center Supervisor or designee reserves the right to call individual rescue for dogs with special circumstances.
 - c. TPs must respond to LC4, either by phone or email, to notify which dog(s) they will take and if dog(s) are to be altered prior to transfer.
 - d. Healthy dogs deemed adoptable by LC4 awaiting commitment to transfer will be moved to the adoption area and be available for adoption by the general public until the time that a transfer hold has been placed on the dog.
 - e. The Adoption Center Supervisor or designee will update Chameleon staff TP holds and hold-through dates.
 - f. If a dog is to be altered by LC4, arrangements must be made for pick up no later than three days post-surgery. If a dog is to be transferred intact, arrangements must be made for pick up no later than three days after original hold is placed on the dog.
 - g. For dogs that are to be altered by LC4, attempts will be made to schedule surgery at the next available surgery date.
 - h. If TP takes an intact dog, proof of sterilization must be provided to LC4 within thirty day of adoption. If dog is unable to be sterilized due to medical problems or age at time of transfer, TP must provide Veterinary evidence for an extension of the thirty day time period.
6. Completing Actual Transfer Process
- a. Office staff will complete data entry and print out Liability Waiver, Transfer Contract, and Receipt from Chameleon.
 - b. TP representative must have picture ID and sign all forms. Only person listed on the Transfer Partner Application are authorized take dogs unless otherwise authorized by the Adoption Center Supervisor or Director.
 - c. Copies are made for the TP representative of the following documents:
 - i. Liability Waiver
 - ii. Transfer Contract
 - iii. Receipt
 - iv. Medical Record for each dog
 - d. Canine Care Technicians will bring dog(s) from kennel area and match microchip and/or collar to the paperwork.
 - e. Canine Care Technicians will remove the printed collar from the dog and place the nylon collar and tags onto the dog.

- f. Canine Care Technicians will transfer dog(s) to TP representative to load into vehicle. Canine Care Technicians may help load vehicle, but are not responsible for loading.
- g. Original Liability Waivers will be filed in the file labeled Liability Waiver
- h. Original Receipt of Transferred Dog, copy of Transfer contract, and copy of Liability Waiver will be filed in the individual TP file.
- i. Original Transfer Contract will be filed in the file labeled "Adoption Policy" and copy filed in individual dog folders labeled by pound number.

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