

Town Lake Animal Center, 1156 W. Cesar Chavez, Austin, TX 78703, 512-972-4738

Dear Rescuer:

Thanks for your interest in being part of the TLAC rescue partner program. TLAC is always eager for resources that help us save more animal lives.

This packet includes the Rescue Partner Application, and Guidelines.

Below are brief instructions on what's attached and a 'how to list' for assembling your packet:

Please read and sign the guidelines-keep a copy for your files and return the original to TLAC with your application packet.

Please fill out the application **completely, and include** all required documents as attachments.

To expedite the processing of your application, please organize your attachments & documents as outlined below and *in this order*

- 1) Completed Application
- 2) Guidelines
- 3) Adoption Documents:
Application/Contract/screening process/adoption program
- 4) Foster Documents:
Application/Contract/screening and inspection process
- 5) Behavior Program
- 6) Medical Program
- 7) Mentor letter (if necessary as per guidelines)
- 8) Mission statement if available

9) 3 References;

1 Veterinarian with PHONE NUMBERS

2 others; such as: adopters, donors, financial backers, humane organizations

10) Recordkeeping example

11) 501c3 Document if available

We prefer that you return this packet via snail mail or hand delivery, do not fax or email.

Hope this is all clear, if you have any questions or need help with the packet, don't hesitate to contact our rescue office, contact information is in my signature.

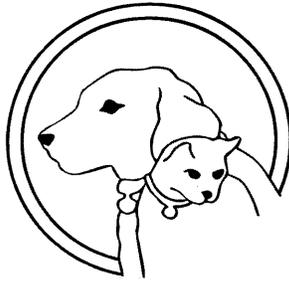
Again, thanks very much for your interest in the TLAC rescue program. We very much look forward to hearing back from you soon!

Kathryn Sharp

TLAC Rescue Coordinator 512-972-6064

tlac.rescue@ci.austin.tx.us

Snail mail address: TLAC 1156 W. Cesar Chavez, Austin TX 78703 Attn: Rescue Program



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Placement Partner Guidelines for Companion Animals

TLAC is committed to protecting the people in the community, animals in the community, adopters, and the animal itself. The purpose of the program is to place animals in permanent homes as companion animals. Animals will not be used for breeding purposes. Animals will not be placed with organizations that intend to use the animals for commercial purposes.

TLAC agrees to accommodate a diversity of groups; a diversity of groups will be valued and respected. TLAC and placement partners will have open communication and trust. The well being of the animals is the highest priority.

TLAC will commit resources to co-ordinate and facilitate transfer of animals to placement partners (when possible).

The placement partner agrees to comply with any applicable city, state or federal laws, including registering all animals accepted from TLAC in the appropriate jurisdiction.

The placement partner agrees to update the City of Austin pet registration records for animals that have been placed or transferred.

The placement partner agrees to meet humane housing and care standards including not using crates as the primary form of housing and agrees to provide isolation space when an animal first enters the foster home.

Minimum medical care standards will include a wellness check and ongoing wellness/preventive care.

Newly formed placement partner groups will be expected to provide evidence that one or more of the principals who have the authority to set the group's policies have at least 6 months of experience in pet rescue, and that they have arranged for an established group to mentor them for the first 6 months that they are in operation.

The placement partner in accepting animals from TLAC does not give up any right to due process by law regarding access to property or entry to property. However, the group may be placed on hold status until a problem or concern is resolved, which may necessitate a site visit.

TLAC has the final say in all disposition decisions (adoption, rescue, euthanasia, return-to-owner, etc.) for all animals.

Requests for transfer of an animal species or breed(s) for which a partner is not approved will be considered on a case by case basis.

Placement partners will evaluate the viability of each animal for re-homing by evaluating behavior and medical information available on the animal. The placement partner agrees to visit the shelter to observe the animal before committing to the animal.

All animals will have a behavior evaluation prior to departing the shelter. At the partner's option, the behavior evaluation may be completed by TLAC, the group itself, or a hired representative of the group.

All animals will be micro-chipped prior to departing the shelter and the placement partner will pay the established microchip fee.

The placement partner agrees to pick up animals at the committed date and time.

The placement partner will only adopt out neutered animals (with the exception of reasons related to medical problems or age). The placement partner will also adhere to due dates for neutering or provide veterinary evidence for extensions.

The placement partner shall ensure that each animal in the partner's custody receives the appropriate levels and types of exercise, environmental enrichment,

human interaction, socialization, and training needed to maintain a healthy temperament, remedy problem behaviors, and mold the behaviors desirable in a pet.

In the case of an animal exhibiting or having a history of behaviors that seriously impair its suitability as a pet, TLAC will require as a condition of release that the Placement Partner have in place an acceptable behavior remediation program for the behaviors involved.

The placement partner will limit the number of animals per foster site, and will maintain a ratio of people to animals in order to ensure animals receive the needed socialization, level of attention, medical and physical care. The TLAC guideline is that there are not more than 10 animals of any species per foster home including resident animals. Partners whose programs plan to exceed these guidelines may necessitate a routine inspection. Any housing site with 10 or more animals of any species will be subject to inspection by TLAC. For Placement Partners where a *routine* inspection is required, the Placement Partner may choose between “staff review” or “staff and peer review”. Peer review teams will be made up of members from approved Placement Partners.

The outcome of all animals must be reported within 30 days of the outcome regardless of whether the animal was adopted, transferred, died or euthanized. For animals that have died or have been euthanized, the date of death and the veterinarian will be submitted. Monthly statistical reporting will be required. For animals with low viability at the time of outcome veterinary letters will not be required.

TLAC commits to notifying placement partners in addition to the registered owner when an animal previously transferred to a placement partner comes into the shelter.

Placement partners are required to provide full disclosure to any adopter, transfer partner, or sheltering agency regarding any serious behavioral (e.g. aggression, separation problems, fear problems) or medical problems prior to placement of the animal.

The placement partner understands the need for financial stability in order to ensure the success of their program and the well being of the animals.

The placement partner agrees to report to the local animal/rabies control authorities any known bites that occur in the TLAC shelter or at any time the animal is in their possession.

The placement partner agrees to humanely euthanize animals that are aggressive and a danger to the public, or are in a state of physical suffering.

No placement partner will knowingly transfer an animal accepted from TLAC to another group (rescue group, agency, organization, shelter, sanctuary etc.) that is not a TLAC approved placement partner, without the approval of TLAC.

TLAC will determine the number of annual placements with a group based on turnover per month, average inventory, and average length of stay. Capacity can be adjusted for the placement partner as things change.

Placement partners will manage their fosters adequately by having at a minimum: a written contract, a screening process, home visits prior to placement and home visits a minimum of every 6 – 12 months on an ongoing basis

Placement partners must have an adoption program in place that includes: a) an application b)screening (vet checks and landlord checks) c) home visits d) counseling and e) not allowing physical possession until completion of the approval process.

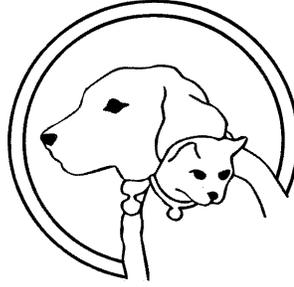
I understand that if my application for participation in this placement program is denied or suspended I can appeal this decision through the city's reporting structure.

As a placement partner with TLAC I agree to uphold the items listed in this document:

Placement group name _____ Date _____

Representative from group _____ (print name)

Representative from group _____ (signature)



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Placement Partner Application

General Information

Name of Organization: _____

Business Mailing Address: _____

City, ST, Zip: _____

E-Mail Address: _____

Website: _____

Contact information for TLAC: _____

Public contact information (list all): _____

Please list all group principles and
note how long each person has been
involved in animal placement: _____

How long has your organization been involved in animal placement? _____

What species of animals do you specialize in? _____

What breeds do you specialize in? _____

Are you a non-profit? IRS 501? Corporation?

If not, what type of organization are you? _____

Please describe services you provide:

Placements in permanent homes

Transfers (if yes, please attach description of transfer program)

Lifetime care

Please list all of your sources for animals besides TLAC: (e.g. other groups, shelters, general public)

If this is a new organization, please name the TLAC approved/certified organization willing to sponsor you for 6 months:

Please attach:

- 1) Agreement to mentor form (if necessary, as per guidelines)
- 2) Mission statement (if you have one)
- 3) Three letters of reference: 1 veterinarian, two others (e.g. adopters / donors / financial backers / humane organizations)

Capacity

How many animals you plan to transfer from TLAC in the next year? * _____

How many animals do you plan to maintain in your group's possession on average? _____

How long (on average) does an animal stay in your group before adopted? _____

How much do you plan to spend in each animal on average? _____

* Estimate only. Actual number of animals transferred per year will allow for increases and decreases in the number of foster homes.

Behavior Program

All animals will have a behavior evaluation prior to departing the shelter. Please indicate who will be completing the behavior exams for your organization:

- representative from your group TLAC staff (currently NOT AVAILABLE)
- hired professional

Describe how you will ensure that each animal will receive the appropriate levels and types of exercise, environmental enrichment, human interaction, socialization and training.

Is your organization planning on taking animals with serious behavior problems? yes no
If no, skip to the medical section.

If yes, what serious behavior issues are you/is your organization prepared to handle?
serious housebreaking serious litter box serious leash walking excessive barking fearful behavior
early socialization (feral/taming) separation anxiety phobias aggression.

Please attach:

A description of the behavior plan for the serious behavior issues you are willing to handle.

Medical Program

Please list the veterinarian(s) you work with (including specialists):

Please describe the routine veterinary care all animals will receive when transferred to your group and describe your wellness check protocol:

Please list the medical issues your organization is prepared to handle:

Do you require all of your animals to be neutered prior to placement? Yes No

If not, describe when you place intact animals:

If not, what measures do you take to ensure your animals have been neutered after placement?

Please attach:

- 1) A copy of your disease and illness prevention procedures.
- 2) Describe how you segregate animals by species, size, age, litters, and owned animals.
- 3) Your “contingency” plan (plan for placement of animals in event of death, injury, financial disaster, dissolution of group).

Foster Program

How many active foster homes do you currently have?

* _____

* Estimate only, actual number of animals transferred per year will allow for increases and decreases in the number of foster homes.

What is the maximum number of animals that you will allow in a foster home (including resident and

foster animals)? _____

Do you inspect your foster homes? yes no

If yes, how frequently?

Do you train your fosters? yes no

If yes, describe briefly:

Please list any foster homes that currently exceed the TLAC recommended guidelines of 10 animals per site. Please provide name, address and contact information.

Please attach (required):

1. Foster application
2. Foster contract

Please attach (if available):

- 1) A description of your foster home screening process
- 2) Your foster home inspection process
- 3) Your foster training program (including training about your group and on TLAC procedures)
- 4) Any written forms related to your foster program.
- 5) Foster record keeping method

TLAC recommends including the following information in your foster database: Name, address, contact information, date of inspections, training completed, current inventory (owned and foster)

Adoption Program

Please attach:

- 1) A description of how you promote your animals. Describe all relationships with retailers (e.g. Petsmart), when and how do adopters interact with your animals.
- 2) A description of your adoption screening process. Include a description of your screening process, policy on home visits, counseling provided to adopter, and transfer of ownership procedures.
- 3) A description of your adoption follow-up program. Include how often you follow up with adopters and how long you follow up with adopters. Do you provide any post-adoption support?
- 4) Examples of your adoption application/agreements
- 5) Inventory record keeping method *TLAC recommends including the following info in your data base: animal ID, date acquired, behavior notes, medical notes (to include neuter status), outcome date, type of outcome, address related to outcome, follow-up contact.*
- 6) Fee schedules for adopters