

Resolution # 17-1

WHEREAS, County policies and procedures require both the assigned oversight committee and the Finance Committee to approve all requests to update or change policies; and,

WHEREAS, the Citizens Advisory Committee on Animal Control desired an updated Adoption Policy. One that allows the Sangamon County Animal Control & Adoption Center to place animals for adoption with suitable owners. This policy will provide a standard framework for ensuring consistent procedures are followed regarding the adoption of animals. Animal Control does not and will not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status in any of its activities or operations, including the adoption process. The animals placed for adoption are owned by Sangamon County and Sangamon County Animal Control reserves the right to refuse any adoption pursuant to the guideline contained in the Adoption Policy.

WHEREAS, Sangamon County Board of Health recommended approval of this policy on May 30, 2019; and

NOW THEREFORE, BE IT RESOLVED that the Sangamon County Board, in session this 9th day of July, approves the acceptance of the Animal Control Adoption Policy and directs that all future adoptions follow this policy.



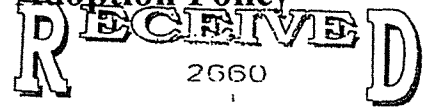
Department Head Signature

FILED

JUL 05 2019


Sangamon County Clerk

Sangamon County Animal Control Center Adoption Policy



Effective Date:

Approved by:

JUN 18 2019

Andy Goleman
SANGAMON COUNTY AUDITOR

Purpose

One goal of the Sangamon County Animal Control Center (SCACC) is to place animals for adoption with suitable owners. This policy will provide a standard framework for ensuring consistent procedures are followed regarding the adoption of animals. Animal Control does not and will not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status in any of its activities or operations, including the adoption process. The animals placed for adoption are owned by Sangamon County, and SCACC reserves the right to refuse any adoption pursuant to the guidelines contained herein.

Application

Adoption applications shall be accepted and kept on file for 30 days whether a potential adopter has selected an animal to adopt or not. When a potential adopter identifies an animal they wish to adopt, that individual must complete and submit an adoption application unless an application submitted within the last 30 days is on file with the SCACC. Applications may be submitted in person, via fax, e-mail, or regular mail. If an animal has been selected, the animal ID# and cage # will be noted on the application or referenced in other written communication.

Adoptions will be processed on a first come, first served basis. Potential adopters must be present in person at the Animal Control Center or off-site adoption event to be considered first. Submission of an adoption application via fax, e-mail, or regular mail DOES NOT guarantee adoption of the animal chosen by that applicant.

Adoption applications submitted in person will be reviewed in the order they are received upon receipt. Adoption applications submitted via fax, e-mail, or regular mail will be reviewed as soon as possible upon receipt and no later than the end of the next business day. When applications are faxed or e-mailed, applicants will be encouraged to call (within 15 minutes of their sending the application) the Animal Control Center to verify receipt of the application.

Applicants will be notified regarding the status of their applications. Successful applicants' adoptions will later be revoked if the standards for adoption herein are subsequently found to be unmet based upon future interaction.

Adoption Denial

Applicants who fail to meet or are suspected of failing to meet the standards herein shall be referred to the Director for review and investigation of their appropriateness for adoption. If a denial of an adoption occurs, SCAAC staff will fully document all reasons for said denial.

Adoptions may be refused based upon any of the following:

- Under 18 years of age
- Failure to establish landlord approval where applicant is a tenant
- Any delinquent fees owed to SCACC
- Applicant has any felony or misdemeanor convictions under the Animal Control Act, Animal Welfare Act, Humane Care for Animals Act, Domestic Animals Running at Large Act, or other related animal statute
- Applicant history of violations of animal welfare ordinances of any County or Municipality
- Applicant's behavior can be characterized as belligerent, threatening, or harassing
- Applicant appears to be intoxicated or under the influence of drugs
- Applicant has a relationship with the previous owner of the pet and the pet was relinquished to Animal Control due to violation of statute or ordinance
- Applicant intends to adopt the animal as a gift for another person. An exception may be made when an applicant is a guardian adopting an animal for a minor under his or her care
- Applicant has relinquished an animal to Animal Control within the last 30 days, unless the animal was relinquished due to old age, poor health, or aggressive behavior
- Adoption would create a foreseeable public health or safety threat
- The adoption is for medical experiments, research projects, or any unlawful activities
- An applicant omits or falsifies any information on the application

Adoption Process

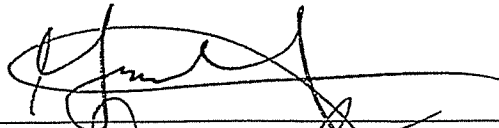
All applicants will be notified as soon as possible regarding the status of their application or need for a follow-up interview, if necessary. If the application is approved, the applicant will be advised of an approximate time that the animal may be claimed and that SCACC will follow-up with a call advising that the animal is ready to be claimed by the applicant. If the application is denied, the applicant will be advised of this fact and of the reason for the denial. The reason for denial will be noted on the adoption application. Staff will fully document all observations and facts leading to a conclusion to deny an adoption. Documentation shall include witness names, dates and locations of observations, factual summaries, and notation of all details pertinent to the decision.


Clerical staff will note any and all communications, including dates and times, on the application.

The approved applicant has 48 hours to present themselves or their pre-identified representative in person at the Animal Control Center to claim the animal, unless prior arrangements are made. Failure to claim the animal within 48 hours of notice, or other agreed time period, will result in the animal being made available for adoption to other persons on a first come, first served basis.

PHSWZ Committee

17-5

 , Chairman

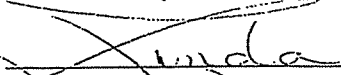
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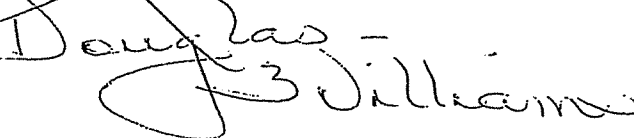
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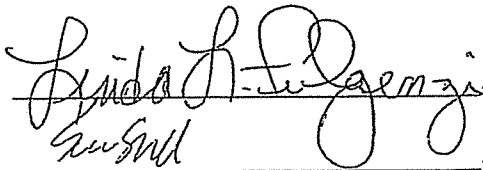
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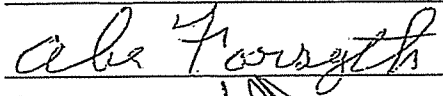
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