

Animal Services Adoption Center

Adoptable Animals Procedure

Any Dog/Puppy in the Adoption Wing (Orange) or the Puppy Adoption Wing (Purple) can be adopted.

Cats/Kittens in the Cat Room are available for adoption provided:

A. Time periods are as follows:

1. Stray animals – Two (2) complete business days
2. Known owned animals – Five (5) complete business days if all avenues to contact the owner have been applied and documented.
3. Owner surrender cats/kittens will be evaluated by Shelter Coordinator and communicate to Front desk staff an available adoption date.

All Adoptable Animals:

A. Required Adoption fees paid (Includes Sterilization voucher, Rabies, City Registration Voucher, and microchip with registration) – Shelter Coordinator and Designated Staff can reduce or waive fees for adoptable animals.

B. Persons that are known habitual violators of animal ordinances or that are known to mistreat animals will be refused any adoption.

C. Any person under eighteen years of age will not be permitted to adopt.

D. There will be times when several rescue groups are interested in adopting the same animal.

1. First 24 hours- Rescue group wanting to adopt the animal must come to adopt when the animal is available in the adoption wing.
2. Rescue groups can place a “Tag” on an adoptable animal after the animal has been available in the adoption wing for one business day (24 hrs.). At that time the animal will be moved to the Owner Hold wing waiting for the Rescue group to schedule transport. We will need to have transport set within 72 hours of the hold being placed.

E. No citizen names will be placed on Adoptable animals; for hold reasons. This is a first come first serve basis; we do not take citizen names over the phone to hold an animal.

Only healthy, nonaggressive animals that have been evaluated by the Shelter Coordinator and placed in the designated areas shall be available for adoption; all non-healthy animals should not be placed for adoption unless prior approval has been given for that animal.

No Names will be placed on animals' card in the hold wings. The animal will be ready for adoption when placed into the proper Adoption Area; could be as short as 24 hour or as long as 72 hours.