

Burlington Animal Services Placement Partner Memorandum of Understanding: Guidelines for Animal Transfer to Placement Partner Organizations

Purpose

The following are guidelines for placement of adoptable animals into the care of a Placement Partner Organizations (henceforth "PPO") through the Burlington Animal Services Placement Partner Memorandum of Understanding (MOU).

These guidelines provide for a transparent and positive working relationship between the Burlington Animal Services (henceforth "BAS") and any PPO interested in acquiring animals for rehoming into appropriate lifelong homes.

II. PPO Responsibilities

- a. In order to receive animals from the BAS, the PPO must have a signed MOU. The PPO must meet the terms of the MOU and these guidelines.
- b. The PPO will provide a list of contact persons to BAS, and agree to update that list as it changes.
- c. The PPO will designate and authorize up to three members to perform the following:
 1. Request the transfer of specific animals to the PPO.
 2. Authorize another PPO member to work with BAS staff in selecting an animal for transfer to the PPO by written or electronic communication to BAS staff.
 3. Authorize another member or affiliated individual, such as a foster parent or volunteer, to pick up an animal from BAS.
- d. Authorization of another person to select and/or pick-up animals must be granted on each occasion by one of the 3 designated members and communicated beforehand to BAS staff by written or electronic communication.

III. Animal Qualifications

- a. Decisions regarding which animals are available for transfer to a PPO are solely at the discretion of BAS staff.
- b. Criteria for selection of animals as PPO transfer candidates include, but are not limited to general adoptability, length of stay, breed-specific traits, space requirements and/or medical or behavioral concerns.
- c. Any period of time that an animal is required to be held at BAS as required by law must be fulfilled prior to transfer of an animal to a PPO. Exceptions may be made by BAS staff for the foster care of young animals that are expected to end up with a PPO for their final placement.
- d. Animals eligible for transfer to a PPO will not pose an apparent health or safety danger to persons as determined through standard BAS practices and protocols. Animals with zoonotic or severe medical conditions ordinarily will not be eligible for transfer. However, exceptions may be made by BAS in certain cases. In those cases, the BAS shall provide written documentation of the medical conditions and problems to the PPO upon receipt of the animal. Animals with aggressive behavior and/or history of aggressive behavior will not be eligible for transfer.
- e. Animals may be deemed as approved candidates for PPO transfer at any point during their stay at the BAS, but typically these animals will first be made available to the public for direct adoption from the BAS. The BAS staff may make exceptions as needed for space constraints or other considerations.

IV. BAS staff responsibilities

- a. Selects animals to be designated as PPO releasable animal. This does not preclude designation based upon the request of an approved PPO.
- b. Ensures compliance with MOU.
- c. Notifies the designated member(s) of the PPO of animals selected and available for transfer to the PPO.
- d. Maintains records of the final disposition and sterilization of animals transferred to the PPO.
- e. Generates program management statistics including monthly and annual statistical reports of placements.