

Trinity Horse Refuge

ORGANIZATIONAL POLICIES & PROCEDURES MANUAL

Animal Intake Policy

Policy No.4, Revision 1

Effective Date

Policy

It is the policy of Trinity Horse Refuge to accept animals into its program on a space available basis. Animals in danger or of abuse/neglect situations take priority over owner surrender/donation.

Procedure

Trinity Horse Refuge will not accept more animals than can comfortably be managed and provided for. At times when there are already too many animals in the program, Trinity Horse Refuge will not accept any new animals.

Intake: Animal's record must be started. All new animals must be seen by Trinity Horse Refuge's veterinarian as soon as possible for a basic checkup and to be vaccinated, spayed/neutered when appropriate. If animal is suffering from illness or injury, treatment will be initiated. Animals will receive the best possible care. All animals are treated as individuals, with love and respect. Animals new to Trinity Horse Refuge are not available for placement for at least 4 weeks; during this time animals will be evaluated and Trinity Horse Refuge will try to learn as much as possible about the animal. Animals suitable for placement will be placed into new, permanent homes. Old, severely disabled animals or animals who are not suitable for placement into a new home for any reason will remain in Trinity Horse Refuge's permanent care.