

**Following is AEAR's guidelines used for admitting, housing and returning strays**

1. All stray dogs receive the following upon intake:
  - a. Check for microchip. If a microchip is found the microchip company and the owners are called.
  - b. All animals receive a wellness check by a veterinarian.
  - c. Upon intake all dogs receive rabies vaccine, parvo/distemper vaccine, kennel cough vaccine. Cats receive rabies, FIV test, feline required vaccines.
  - d. If there is any immediate health concerns treatment or testing is done.
  - e. If necessary the animal is bathed and given flea and tick preventative.
  
2. If someone should call claiming their animal, in order to receive the animal back into their custody:
  - a. They need to provide sufficient proof that it is their dog such as past medical records with a description of the animal, photographs of the animal or a city license.
  - b. They must follow all parodical set forth in their town of residence in order to get the animal back.
  - c. If it appears as if the animal has suffered from abuse and/or neglect one of our investigators will investigate the situation.
  
3. Before receiving the animal back the owner must:
  - a. Pay all medical expenses.
  - b. Pay for boarding costs of \$25.00/per day.
  - c. Pay costs of gas for the vehicle(s) that transported the animal.
  - d. If the owner refuses to pay the fees to reimburse AEAR they can then choose to forfeit their rights and give up the animal at which time the animal will become available for adoption.
  
4. AEAR is obligated to:
  - a. Notify Animal Control about a found dog.
  - b. Check for a microchip.
  - c. Treat the stray humanely and provide proper food, water, shelter and medical care to the animal.
  - d. Adhere to the policies set forth.
  
5. State and City Laws and Ordinances
  - a. The stray's owner may be subject to city and state fines. This would be determined before the release of the animal.
  - b. According to state law if the animal is not claimed after seven days the animal is forfeited and therefore available to be placed in a new home.