

Wood County Dog Shelter

Andrew Snyder, Chief Dog Warden

A department under the Board of County Commissioners

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Hold Policy

Submitting Holds

- 1) Holds may only be submitted in person or over the phone, prior to a dog's available date.
- 2) The requestor shall specify the animal's name or Intake ID, the requestor's name and phone number and the name of the person who will pick up (claim) the dog if not being claimed by the requestor.

Hold Order

- 1) Holds submitted by an individual on the day the dog is impounded or the first business day thereafter are placed on the hold list prior to holds submitted by an organization.
- 2) All other holds shall be placed on the hold list in the order they are received.

Requestor Obligations & Claim Time Frames

- 1) Requestors shall call the shelter by 12:00 PM on the day before the available date (confirm date) to confirm their hold or it will be removed. No exceptions.
- 2) Requestors shall call the shelter after 12:00 PM on the confirm date to determine the new hold list order and if they are the first person on the hold list (primary requestor).
- 3) The primary requestor shall claim the dog on the dog's available date.
- 4) If the dog is not claimed, the next requestor on the hold list becomes the primary requestor. The primary requestor may claim the dog during shelter hours on the next business day.
- 5) This process repeats until the dog is claimed or until all requestors have been afforded the opportunity to claim the dog. Afterwards, the dog may be adopted or transferred at any time.

Requestors shall cancel holds immediately if they no longer intend to claim the dog.

Dogs may be redeemed to their owners at any time regardless of any submitted holds.

Requestors that do not comply with any portion of this policy may not be permitted to submit holds in the future.

Definitions

- Available date:** The available date is listed on the dog's intake record and printed on the dog's kennel card. If the dog's available date falls on a holiday or any day that the shelter is closed, the dog's available date shall be considered the next business day the shelter is open to the public.
- Confirm date:** The day before the available date.
- Claim date:** The date the dog shall be claimed by the primary requestor.
- Individual:** A person adopting the dog for a person, not for an organization.
- Organization:** A person adopting or transferring the dog for an organization including but not limited to a humane society, dog rescue, animal shelter or county operated dog shelter.
- Primary requestor:** The first person on the hold list after 12:00 pm on the confirm date
- Requestor:** An individual or organization having submitted a valid hold.