

# Coastal Boxer Rescue

## Intake Procedure

### PRE-INTAKE

1. Owner Surrenders - County coordinator or volunteer is required to meet with owner to obtain the following information:
  - a. Reason for surrender
  - b. Copies of veterinary records
  - c. Behavioral History
  - d. Personality traits (likes, dislikes, fears, etc)
  - e. Tolerance with people, other dogs, cats, children
  - f. Provide CBR Canine Release form and CBR Owner Release forms to the owner
  - g. See Appendix A for additional information to obtain from the owner
2. Identify potential approved foster home that will be a good fit
3. Obtain board of director approval

### INTAKE

1. Obtain signed and completed CBR Canine Release form and CBR Owner Release forms from the owner
2. A **CBR volunteer MUST BE Present** when owner is surrendering to ensure all required paperwork is completed.
3. Enroll the dog in the database and obtain C number
4. Work with coordinator who is authorized to set up an appointment with a CBR approved veterinarian and provide C number:
  - a. Send copies of vaccines/medical records to CBR approved vet, if any
  - b. Refer to Medical Requirements section below
5. Dogs with no veterinary information are required to be seen by a CBR veterinarian prior to foster home placement (or as soon as possible after placement)
6. Place dog in a prior approved foster home. Obtain signed/completed forms from the foster family:
  - a. CBR Transfer of Custody form
  - b. Volunteer Agreement and Release Form
7. **UPDATE the database** to include the following:
  - a. Vaccine information
  - b. Microchip information
  - c. Additional health information
  - d. Foster family information
8. Share dog information with County Coordinators for potential adopters

### MEDICAL REQUIREMENTS

Rabies Vaccine	Required
Distemper/Parvo – DHPP Or DHLPP	Required
Lepto (if only DHPP is administered)	Required
Bordetella	Required
Heartworm Test	Required
Spay/Neuter	Required
Fecal Test	Required
Microchip	Required
CBC count - bloodwork	Optional * dependent on age/med history

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### APPENDIX A – PRE-INTAKE QUESTIONS

1. Why is the owner surrendering?
2. How long have they had him/her?
3. Is she/ he sterilized?
4. Is she/he indoor or outdoor?
5. Is she/he on heart worm prevention?
6. Is she/he up to date on vaccines & checked for heartworm?
7. Do they have medical records? If so, what is veterinarian name?
8. Any medical issues or concerns & urgency?
9. Is she/he obedience trained, etc.?
10. How is her/his temperament?
11. Does she/he get along well with other dogs (small & big), if living with other dogs?
12. Does she/he get along well with kids?
13. Is she/he ok with cats?
14. How about with men & women (some dogs are afraid or apprehensive of men)?
15. How long can they hold onto the pup before surrendering?
16. Are they surrendering because of behavior or something else, if so, have they worked with trainer to resolve?
17. Where are they located in your county?
18. Provide several pics & videos & are the pics recent, since we want recent pics.
19. Depending on the case, if owner really cares for the pup & is willing to work with the him/her to not surrender, can recommend trainer, etc., etc. (This has worked with a few OS keeping their pups).
20. Ask if possible, for owner to get pic or video interacting with other dogs and/or with children, so we have proof, & use it for when we look for foster (not always possible to get)
21. Best if volunteer can meet the pup being surrendered, to see first-hand the temperament, condition of the dog, etc., etc. (and if possible, how he/she is with other dogs).
22. Afterward, just tell them that you are going to share the info with the other rescue volunteers & get back to him.
23. You can explain that our rescue does not have a shelter, because we are foster based, so we normally have to look for a foster first. It all depends too on the urgency of the particular situation.
24. Also, do not promise them that we can take the dog in because all dogs that come into rescue have to first be approved by our board.
25. If the dog is a mixed, then we will have to see pic first to see if we can help or share with another rescue that can help them.