

San Diego Humane Society and SPCA's Alternative Placement Process and Protocol

The purpose for this program is to maintain successful working relationships between the San Diego Humane Society (SDHS) and other animal placement organizations, including Adoption Partners and 501c3 animal placement organizations.

The Humane Alternative Pet Placement Initiative (HAPPI) Coordinator will serve as the primary SDHS contact for all external organizations with regard to alternative placement.

Adoption Partners

1. Adoption Partners will maintain positive and open communication when interacting with SDHS staff and volunteers.
2. Adoption Partners are to address any questions or concerns directly with the HAPPI Coordinator.
3. Adoption Partnership will extend beyond the release of an animal to include:
 - a. Opportunities to partner at community events
 - b. 10% discount on all food and supplies at the SDHS Muttique Retail Store, renewed annually
 - c. Access to the SDHS Behavior Helpline
 - d. Listing of Adoption Partner's organization on the SDHS website
 - e. Sharing of networks and resources, including excess supplies and donations when available
4. Steps to become an Adoption Partner:
 - a. Complete and submit an Adoption Partner Questionnaire.
 - i. The Questionnaire is available at www.sdhumane.org under the Adoptions tab.
 - ii. Questionnaires and additional information may also be requested by contacting the HAPPI Coordinator at adavis@sdhumane.org.
 - iii. Although it is not required to become a partner, if an organization is tax-exempt, proof of status should be submitted with the Adoption Partner Questionnaire.
5. Once the Questionnaire is received, the HAPPI coordinator will make a request for a home inspection. The home inspection will include a city / county jurisdiction records check.
6. Once the home inspection is complete, the Questionnaire, home inspection results, and any additional information will be reviewed by the Adoption Partner Approval Committee. Applicants will be contacted by the HAPPI Coordinator and will also receive written notification when the process is complete.
7. Adoption partners will re-home animals responsibly, with community and animal safety in mind.
8. Adoption partners will maintain facilities that are clean, safe, and adequate for housing animals.

9. Adoption partners will utilize humane training methods.
10. Adoption partners will be flexible and communicative with the SDHS at all times when discussing a SDHS animal.
11. Reasons for denial/termination of Partnership include, but are not limited to:
 - a. Inhumane or unsanitary housing conditions
 - b. Substantiated history of animal abuse or neglect or other unlawful history relating to the care and placement of animals
 - c. Use of an animal for food consumption, fighting, or as a working guard dog
 - d. Becoming verbally abusive toward SDHS staff
12. Following the initial home inspection, the SDHS will conduct an annual review of all Adoption Partners to ensure that these standards are being met.
13. SDHS reserves the right to terminate an Adoption Partnership at any time.
14. Every animal will be evaluated for alternative placement on a case-by-case basis. Once approval has been given and alternative placement is deemed the preferred option for an individual animal, the HAPPI Coordinator will contact the appropriate Adoption Partner or other animal placement organization.
15. SDHS works primarily with local animal placement organizations, but may contact organizations outside of San Diego County on a case-by-case basis.

Transfer Process

1. For legal and safety reasons, only authorized representatives can interact with and physically transfer animals. These representatives will be able to request information, interact with, and transfer animals from any of the SDHS locations. Additional representatives can always be added by notifying the HAPPI Coordinator.
2. Once an animal is approved for transfer, and the animal placement organization has agreed to accept the animal, the animal will be picked within three days of agreement, unless SDHS requires additional time to ready the animal for disposition i.e. spay / neuter, completion of medical care, etc.
3. If an Adoption Partner or 501(c)3 animal placement organization is interested in an animal at the SDHS, the organization is to notify the HAPPI Coordinator and provide the name, animal ID#, and location of the animal, if known.
4. The HAPPI Coordinator or designated staff will provide requesting organizations with pertinent information on the specific animal, including behavior, medical, current status, and any known history.

5. If an Adoption Partner organization is interested in an animal based on the information provided, the HAPPI Coordinator or designated staff will schedule a time for an authorized representative to assess the animal. A staff member will be assigned to meet the authorized party for the interaction and can answer any additional questions.
6. Once an organization has confirmed the transfer:
 - a. The animal will be scheduled for spay / neuter as needed.
 - b. If the animal is under treatment for an illness, such as kennel cough, it is still eligible for transfer and we will provide short-term medications.
 - c. The HAPPI coordinator will work with the organization to schedule a pick-up date and will assign a SDHS staff member to assist.
 - d. Adoption Partners and 501(c) 3 organizations are expected to travel to the appropriate SDHS facility to finalize transfers and physically pick animals up.
 - i. In special cases and/or if it is in the best interest of the animal, the SDHS may transport an animal between campuses or directly to an alternative placement location.
7. An authorized representative of the organization must be present to complete the transfer by signing the Transfer Terms and Conditions and the Animal Release Agreement provided.
8. All representatives must come prepared with adequate transportation and supplies to transport safely and legally.
9. All adoption fees are waived for Adoption Partners transferring animals from the San Diego Humane Society.
10. The following will be provided, if available, to the transferring organization upon release of an animal:
 - a. Medical notes, treatments, and diagnostics
 - b. Medications to go home, as needed
 - c. Behavior Assessment summary
 - d. Any relevant history or general animal notes
 - e. Copies of all signed documents and receipts between the SDHS and organization for the transferring animal
 - f. Microchip tag and registration form