

Puppy Mill Questions

Logistics

1. What do we need to see, witness, collect, etc. to allow us to proceed with prosecution?
 - a. If she is willing to relinquish, what do we do?
 - i. Need relinquishment form for each and every animals?
 1. Can we use current in shelter form or should we come up with something more simple?
2. At what point during this investigation on site will a determination be made to seize the animals?
3. After that, what is our next step?
4. When can we or do we notify BF/HSUS Team of status of site? Who do we notify?
5. Who do we need to notify of our actions/plans and when?
 - a. BF/HSUS –
 - b. Shelter Staff
 - c. Board of Directors
 - d. County/City officials
 - e. Media
6. What information should we collect immediately and for whom?
 - a. Total # of animals
 - b. # of animals who need immediate or special attention
 - c. How many animals are we going to seize or be turned over to us?
 - d. Whether we are seizing or whether they are being relinquished to us?

- i. Need relinquishment form
 - e. What evidentiary information do we need to collect for legal purposes?
 - f. Video and pictures – are there certain things we want to focus on?
 - i. For legal purposes
 - ii. For media purposes
 - 1. To get help
- 7. What can we say to the media?
 - a. For informational purposes
 - b. For the purpose of getting public assistance, volunteers, services, donations, etc.
- 8. What should be our first steps once we know we are taking over the site?
 - a. Collection Team
 - i. Law enforcement rep
 - ii. Vet
 - iii. Dog handler
 - iv. Photographer
 - v. Data entry
 - b. Collecting info on each animal
 - i. Data
 - 1. What information do we need to collect on each animal?
 - a. 2 notebook PCs and a backup
 - b. Extension cords
 - c. Paper collars
 - d. Pens
 - 2. Photograph – 2 or more cameras

3. Video

- c. Check in form to go with each animal as they are being transported
 - i. What info do we need on this form?
 - d. Moving emergency animals to another location
 - i. Vet
 - ii. Floodwall building at Shelter
 - 1. How best can we use this facility if needed
 - iii. Foster care
 - 1. Should we line up foster homes locally to care for any special needs situations?
 - e. Moving all animals off property to offsite location
 - i. How long before we need to move animals – all or some – off of mill site
 - f. When do we begin moving to other shelters/rescues, etc.
 - i. How long before we can move to other non-local locations for evaluation and placement
 - ii. How long before outplacement to other organizations/shelters/rescues/homes?
9. Who makes determination as to what animals are viable for placement?
10. Do we make this determination before transferring to other orgs?
11. How do we make this transfer of animals to the care of other shelters/rescues?
12. Once, transferred to other orgs, who will track these animals? Do we need to track animals until final placement?

13. Once legally ours, who makes decision about adoptability of animals?

14. Who is ultimately responsible for permanent placement of animals?

15. As individuals, shelters, rescues, etc. begin to call to want these animals, who will be central contact point for these calls?

16. Requesting help

- a. When do we begin requesting assistance from others?
- b. What do we need to request local help for?
- c. What do we need to request outside help for?
- d. Website – what can we put up on our website
- e. Phone system – message to redirect calls as applicable
- f. Volunteer to receive donations
- g. Volunteer to coordinate needed personnel resources

INTAKE

User Code:

Examining Staff:

Date:

Description

Control No: **Photo No:** **Name:**

Litter: **LitterNo:**

Species:

Dominant Breed: **Mix Breed:**

Primary Color: **Secondary:** **Markings:**

Sex: ☐ Altered

Age: **Size:**

Coat: **Ears:** **Tail:**

Condition: **Temperament:**

Medical

Exam Date: **Examining Vet:**

DHLPP: **DHLPP2:** **DHLPP3:**

Worming: **Worming2:** **Worming3:**

INB: **Heartworm test:** **Results:**

Current medical condition and/or injury and current treatment:

Location

Location:

Name (last): **First:**

Day phone: **Evening:**

Address: **City:** **State:** **Zip:**

Observations

Disposition

Disposition: **Disp Date:**