

Hello Adoption Partners,

Thank you for your ongoing efforts to assist SFACC in placing animals in homes. We had previously emailed all active adoption partners regarding a change to our standard CIP (Call Interested Party) Policy, but in light of feedback received at the Animal Welfare Commission this week, it appears there is ongoing clarification needed.

The Reasons for the Change:

We were finding that CIPs made people believe that they had jurisdiction over the outcome of the animals; it does not and this was never the case, as we need to perform our due diligence prior to the release of any animal. The wording around the policy needed to be workshopped and this is the result.

Inquiries from Members of the Public:

We are restructuring our language around the process of calling interested parties so pathways are clearer **for members of the public** invested in the outcome of any applicable animal in the shelter. In place of the “CIP”, there will be two options for communications:

1. **Finder-To-Adopt:** The finder of an animal may request contact by a staff member if they are interested in adopting the animal they have brought in, permitting they meet the screening criteria applicable to the animal. This hold is not applicable to feral cats, wildlife, and underage animals.
2. **Good Samaritan Call:** A member of the public may request a GSC for a staff member to contact them about the outcome of the animal. They are also encouraged to pro-actively contact the shelter representatives to check on status as they please. These requests differ from Finder-To-Adopt as the person in question is not interested in adopting the animal.

Adoption Partner Interest:

Since our partners have traditionally placed “CIPs” on animals prior to their due-out, we ask instead that you **tell our Shelter Representative your organization is interested either via phone or email**. This will be clearly indicated in the animal’s record and our staff will follow up with your organization once any holds are clear.

- A potential or vetted adoption partner may contact us directly to express interest in an animal. This has not changed and it will be logged in the animal record accordingly.
- For potential partners, we require submission of an application that is subject to approval prior to the animal’s release.
- A member of the public CANNOT place a hold for an adoption partner, but they are welcome to contact the partner and alert them of the impound.

If we are offering you an animal without previously being contacted by your organization regarding your interest, the policy for communicating is below.

**SFACC / Adoption Partner Communication:**

SFACC's primary source of communication is email unless you have indicated a different preferred contact method. We ask that you follow-up with intent to evaluate, decision-making, or a need for extended deadlines in writing to ensure we capture this information. Please ensure you "reply all" so the appropriate staff is notified.

- Response deadlines refer to the 3-day period of time we offer each partner to *respond* before moving on to the next step in that animal's pathway. If you are interested but require more time to plan for foster homes, evaluation, etc. please let us know *within this time period* and we can extend an alternative date. The response deadline does not refer to the time of euthanasia, or that euthanasia is the next step in process.
- SFACC will contact you if you have indicated interest in an animal and formally offer behavior and medical notes.
- If you have expressed interest, SFACC will contact you should an animal's behavior or medical status decline passed the criteria for adoption partner transfer, or if the animal requires immediate euthanasia.