



**Orange County Animal Services**  
1601 Eubanks Road, Chapel Hill, 27516 (919)-942-PETS

**Placement Partner Memorandum of Understanding**

**Exhibit A:**  
**Guidelines for Animal Transfer to Placement Partner Organizations**

**I. Purpose**

- a. The following are guidelines for placement of adoptable animals into the care of a Placement Partner Organizations (henceforth “PPO”) through the Orange County Animal Services Placement Partner Memorandum Of Understanding (MOU).
- b. These guidelines provide for a transparent and positive working relationship between the Orange County Animal Services Department (henceforth “OCAS”) and any PPO interested in acquiring animals for rehoming into appropriate life-long homes.

**II. PPO Qualifications**

- a. In order to receive animals from the OCAS the PPO must have a signed MOU. The PPO must meet the terms of the MOU and these guidelines.
- b. The PPO will provide a list of its officers and contact persons to OCAS, and agrees to update that list as it changes.
- c. The PPO will designate and authorize up to three members to perform the following:
  1. Request the transfer of specific animals to the PPO.
  2. Authorize another PPO member to work with OCAS staff in selecting an animal for transfer to the PPO in the case of a specific animal by written or electronic communication to the Animal Shelter Manager or her or his designee.
  3. Authorize another member or affiliated individual, such as a foster parent or volunteer, to pick up an animal from OCAS.
- d. Authorization of another person to select and/or pick-up animals must be granted on each occasion by one of the 3 designated members and communicated beforehand to the Animal Shelter Manager (or designee) by written or electronic communication.
- e. The OCAS Manager or designee may recall transferred animals immediately to the OCAS in the event of a breach of or termination of the MOU. The PPO must arrange for the immediate transfer of any and all such animals in its possession to OCAS upon written notification from OCAS that either: (i) it is in breach of the MOU; or (ii) OCAS has terminated the MOU.

### **III. Animal qualifications**

- a. Decisions regarding which animals are available for transfer to a PPO are solely at the discretion of the Animal Shelter Manager (or designee).
- b. Criteria for selection of animals as PPO transfer candidates include, but are not limited to general adoptability, length of stay, breed specific traits, space requirements and/or medical or behavioral concerns.
- c. Any period of time that an animal is required to be held at the OCAS as required by law must be fulfilled prior to transfer of an animal to a PPO. Exceptions may be made by the Animal Shelter Manager for the foster care of young animals that are expected to end up with a PPO for their final placement.
- d. Animals eligible for transfer to a PPO will not pose an apparent health or safety danger to persons as determined through standard OCAS practices and protocols. Animals with zoonotic or severe medical conditions ordinarily will not be eligible for transfer. However, exceptions may be made by the Animal Shelter Manager in certain cases. In those cases, the Animal Shelter Manager shall prepare a memorandum of the medical conditions and problems, which the PPO shall co-sign upon receipt of the animal. Animals with aggressive behavior and/or history of aggressive behavior will not be eligible for transfer.
- e. Animals may be deemed as approved candidates for PPO transfer at any point during their stay at the OCAS, but typically these animals will first be made available to the public for direct adoption from the OCAS. The OCAS Manager (or designee) may make exceptions as needed for space constraints or other considerations.

### **IV. OCAS Manager or designee responsibilities**

- a. Selects animals to be designated as PPO releasable animal. This does not preclude designation based upon the request of an approved PPO.
- c. Ensures compliance with MOU.
- d. Notifies the designated member(s) of the PPO of animals selected and available for transfer to the PPO.
- e. Maintains records of the final disposition and sterilization of animals transferred to the PPO.
- f. Prepares annual report for each PPO to complete in accordance with the terms of the agreement.
- g. Prepares an annual report for the Animal Services Director regarding the operation of the OCAS Placement Partner Program.

**Effective Date: May 31, 2011**

**Approved by Robert A. Marotto, Animal Services Director**