### ABANDONED PET PROTOCOL

[Agency] is dedicated to providing shelter and care for individuals and their pets. We recognize that owners/guardians may face difficult circumstances that make it challenging to care for their pets, but we are equally committed to ensuring that pets receive proper care and attention.

A pet is deemed to be abandoned if:

* The owner/guardian has moved out of the shelter and left their pet behind at the Boarding Facility; or
* The owner/guardian has been absent from the shelter for more than 24 hours without letting staff know or making arrangements for their pet(s).

When a case of potential pet abandonment is identified, [Agency] staff should conduct an initial assessment to confirm whether abandonment has occurred.

If abandonment is confirmed, [Agency] staff should attempt to contact the owner/guardian who abandoned the pet using any contact information available. This may include phone numbers, email addresses, or emergency contact information.

If contact is established with the owner/guardian, [Agency] staff will discuss the situation with them. If the owner/guardian cannot or will not reclaim their pet within a reasonable timeframe, shelter staff should contact their partner [Boarding Facility] where the pet is residing to inform them of the status of the pet’s residency.

[Agency] staff should connect with local BC SPCA or animal rescue [location and phone number] to seek support in rehoming the pet.

[Agency] staff should maintain detailed records of the abandonment incident, including dates, times, communication attempts, and any actions taken.