



## Standard Operation Procedure: Long-Stay Pets

**JHS Goal:** To remove barriers to adoption, use innovative foster techniques and creative partnerships to find homes for long-stay pets and prevent pets from reaching long-stay status.

**Long-Stay Task Force Goal:** To work collaboratively across departments to ensure all pets are given equal promotion in accordance with task-force check list.

### Procedure:

- Pets are identified as “Long-Stay” when they reach a 30 days mark, with consideration given to kittens in foster care.
- Long-Stay Task Force will meet monthly to evaluate/update protocol for long-stay pets.
- Long-Stay Task Force will be comprised of members from the following departments: adoptions, behavior, foster, shelter medical, volunteer, development and communications.
- The Long-Stay spreadsheet will be updated by Sr. Manager of adoptions weekly and sent to all Task Force members.

### Actions and responsibilities are as follows:

Length of Stay	Action	Team
30 Days	<ul style="list-style-type: none"> <li>• Update website picture and profile</li> <li>• Evaluate for training tips or return to field, add to Dog Day Out list</li> <li>• Share list with staff and update kennel card</li> <li>• General wellness check</li> </ul>	<ul style="list-style-type: none"> <li>• Communications</li> <li>• Behavior</li> <li>• Adoptions</li> <li>• Medical</li> </ul>
60 Days	<ul style="list-style-type: none"> <li>• Waive adoption fee if possible</li> <li>• Share list with volunteers</li> <li>• Feature on “Top Dog/Top Cat” webpage and social media</li> <li>• Assign volunteers “project pets” – individual goals for each pet to meet to increase adoption odds</li> </ul>	<ul style="list-style-type: none"> <li>• Adoptions</li> <li>• Development</li> <li>• Communications</li> <li>• Behavior</li> </ul>
90 Days	<ul style="list-style-type: none"> <li>• Sponsored social media paid ad</li> <li>• Market for “Promote A Pet” foster home</li> <li>• Feature in JHS e-newsletter</li> <li>• Create new kennel card with sponsored adoption and other</li> </ul>	<ul style="list-style-type: none"> <li>• Communications</li> <li>• Foster</li> <li>• Development</li> <li>• Adoptions</li> <li>• Behavior &amp; Medical</li> </ul>

	benefits (free training, supplies, medical certificate, etc.) <ul style="list-style-type: none"> <li>• Evaluate for free training certificate and/or hospital visit certificate</li> </ul>	
110 Days+	<ul style="list-style-type: none"> <li>• Reach out to local media and other contacts to feature on the news or via social media</li> </ul>	<ul style="list-style-type: none"> <li>• Communications</li> </ul>