



Covid-19 Stray Intake Process for Homeward Bound Rescue Groups

1. HB Group emails CACC(CACCrescue@cityofchicago.org) noting they have found an animal without a chip or tags and they would like to hold the animal for the stray hold period, due to Covid -19.
2. HB Group will provide the following information to CACC to place on Petharbor as a stray offsite intake and transfer to the HB group.
 - A. Location found
 - B. Date & time found
 - C. Picture
 - D. Description of the animal - breed, sex, age, significant markings.
 - E. Any other pertinent information such as injured, sick, etc.
3. HB Group must post flyers of found dog in area that the dog was found
4. HB Group must post on Lost Dogs of Illinois Facebook page.
5. HB Group must post on their own social media page (Website, Facebook, etc.).
6. HB Group must sign transfer paperwork.
7. HB Group must hold animal for the stray period of 5 days.
8. HB Group must return animal to owner if claimed within the 5 day holding period.



CACC Internal Process for Intake

1. CACC will respond to e-mail and get any missing info that was not provided by the group.
2. Once CACC has all pertinent information CACC can proceed with process.
3. CACC enters intake info by creating an Animal ID for each animal
 - a. Cham intake person: HB Group P#
 - b. Cham intake type: Stray
 - c. Cham Kennel No: Offsite
 - d. CACC notes Due out date and time in record and notes that group agreed to return animal if claimed by owner before due out date and time.
4. Animals will be closed out as a transfer to HB Group the same time they receive an impound number.
5. The following information is sent back to HB group:
 - a. A transfer form is sent back for them to sign and return
 - b. in the body of the e-mail that has transfer form attached, CACC will note to the organization the due out date and time that the animal will officially go as unclaimed and become their property.
6. The signed copy of the transfer form is printed and placed in the day's transfers. Cage cards do not have to be printed and attached.