



Saint Paul Animal Control Rescue Organization Policy and Procedures

The City of Saint Paul Animal Control (SPAC) is committed to providing an opportunity for unclaimed, impounded domestic pet animals to be adopted into permanent, responsible homes by partnering with approved animal rescue groups and humane organizations. SPAC may release dogs, cats, and other animals to qualified, pre-approved rescue organizations pursuant to the following requirements:

Application Process:

1. Any interested organization may contact SPAC to discuss approval for pulling animals.
2. Shelter-based applicants shall be required to provide proof of a kennel license.
3. A tour of the Animal Control Facility will be provided whenever possible.
4. Rescue organization shall provide names and telephone numbers of staff identified to select, evaluate, and/or pick up animals from SPAC. The list must be kept up to date and no individual not on the list will be permitted to act for the Rescue Organization without prior written permission of the SPAC Supervisor.
5. References must be provided and will be contacted to verify information in the application.
6. Additional investigation into the Rescue Organization may take place.
7. All Rescue Partners must sign a contract with SPAC.

Availability/Release:

1. Rescue Organizations will only be able to receive animals for which they have been approved.
2. Animals may be made available to approved rescue organizations upon completion of the mandated hold periods, when they are released by their owners, or when other arrangements have been made with the SPAC supervisor or his/her designee
3. Once a rescue organization commits to pulling an animal that has been designated as available, that animal must be pulled within three (3) days unless SPAC has approved other arrangements.
4. If an approved rescue organization is collaborating with another rescue agency for the pick-up of an animal, SPAC must be informed prior to pick up, given the name of the designated pick up individual, and the SPAC animal assignment number shall be referenced. Animals released in this manner shall be considered as adopted by the approved rescue organization. Notwithstanding, SPAC reserves the right to release an animals to a rescue organization with which it is unfamiliar or has denied approval to.
5. If more than one rescue organization has expressed an interest in an animal, it will be placed on a first-come, first-served basis unless the SPAC supervisor believes that the animal's special needs may be best served by a particular rescue organization.
6. The SPAC supervisor has final authority to determine whether an animal should be placed with a rescue organization.



**SAINT PAUL
MINNESOTA**

**DEPARTMENT OF SAFETY AND INSPECTIONS
SAINT PAUL ANIMAL CONTROL
RICARDO CERVANTES, DIRECTOR**

**1285 JESSAMINE AVE, W
SAINT PAUL, MN 55108
TEL: 651-266-1100 | FAX: 651-266-1120**

City of Saint Paul Animal Control Rescue Application Form

Date: _____

1. Rescue Organization Name: _____

2. Website: _____

3. Please list your Board of Directors or Line of Authority:

4. When was your rescue been established? _____

5. Out of what city are you based? _____

6. Private Phone # (Animal Control access only): _____

7. Public Phone #: _____

8. Fax #: _____

9. Mailing Address: _____

10. Would you like to be listed as a partner on our website? Yes: _____ No: _____

11. What breeds, species or types of animal is your focus? _____

13. Are you a registered 501(c)3? Yes: _____ No: _____ 501(c)3 # _____

14. Are your animals housed at a shelter or in foster homes? Shelter: _____ Foster: _____

15. Do you inspect your foster homes? Yes: _____ No: _____ If yes, how often? _____



16. Do you do home visits before placing animals? If not, what criteria do you use to ensure good placement? _____

17. List three references that we may contact, along with their phone numbers or emails and relationship to you (impound facility, veterinarian, foster home, adopter, etc).

18. SPAC will provide a general handling assessment and behavior description, but rescue partners are required to do their own temperament testing. What are your criteria for animal selection?

19. Do you spay or neuter all animals before placement? Yes: _____ No: _____
If no, under what circumstances are animals not sterilized?

Rescue Staff or Volunteers Authorized to Tag SPAC animals:

Name:

Email:



Saint Paul Animal Control Rescue Organization Agreement

This Agreement is entered into between _____, a 501(c)(3) corporation (“Rescue Organization”) and the City of Saint Paul, a municipal corporation (“City”).

WHEREAS, the City of Saint Paul, Department of Safety and Inspections, operates an Animal Control Center which is responsible for impounding stray animals;

WHEREAS, many of the impounded animals are not reclaimed and are in need of homes to avoid being destroyed;

WHEREAS, Saint Paul Animal Control (“SPAC”) and Rescue Organization wish to work together to provide an opportunity for an impounded animal to be placed into permanent and responsible homes;

Now, therefore, parties agree to the following terms and conditions:

1. Rescue Organization shall, during the term of this Agreement, be considered a “recognized rescue partner” and shall have the right to receive animals from SPAC at no charge for the purpose of finding permanent and responsible homes for said animals.
2. This Agreement shall last for a period of two years from the date of signing, unless earlier terminated in accordance with Paragraph 9. Parties may extend the agreement by written mutual consent.
3. The Rescue organization shall have the following duties and responsibilities:
 - a) Rescue organization assumes full legal responsibility for the animals received from SPAC.
 - b) Rescue Organization shall comply with all state and local laws relating to the care and keeping of animals, including but not limited to zoning restrictions, business license requirements, permits, and humane treatment of animals, rules for use of off-leash dog parks, and
 - c) A rescue organization which uses foster homes for placement of animals pending their adoption is responsible for ensuring that each foster home is aware of and in compliance with the requirements of this Agreement
 - d) All animals must be spayed or neutered before being placed in a permanent home, unless the Rescue Organization has obtained a written waiver to the requirement from SPAC.
 - e) Any animal which is being kept in the City of Saint Paul and has not been placed in a permanent



home within six months must be licensed.

- f) Rescue Organization shall comply with all of the SPAC Rules and Regulations, set forth in Exhibit 1, attached hereto and incorporated by reference.
- g) In the event an animal received from SPAC and not yet placed in a permanent home is involved in a reported bite, Rescue Organizations shall fully cooperate with SPAC in the investigation, quarantine and follow-up requirements of the incident. Rescue Organization retains the right to request a hearing on a determination of potentially dangerous or dangerous animal.

4. City Responsibilities:

- a) SPAC will provide information about animals available for rescue by Rescue Organization. Animals will be made available to all Rescue Organizations approved by SPAC and Rescue Organization may receive animals it was first to request, provided that the animal is of the type the Rescue Organization has been approved for.
- b) SPAC will meet with the Rescue Organization prior to authorizing the initial release of any animal to review policies, procedures, and expectations. At least one such meeting shall occur during each year of the Agreement, to ensure that any concerns or complaints about the process can be resolved.
- c) Rescue Organizations may view, assess and adopt animals during the following days and hours:

Monday through Friday 10:00 p.m – 5:00 p.m.
(Prior approval by Supervisor for earlier times)

SPAC will not make animals available for viewing or assessing on Saturdays, Sundays, or City holiday.
- d) City shall have the right to inspect the boarding and/or fostering facilities associated with the Rescue Organization for compliance with health, fire, safety and zoning codes as well as for compliance with the terms of this Agreement.

5. Photography:

Any photographs taken of the animals while in the custody of SPAC must be approved in advance by SPAC staff to ensure safety and minimize disruption of SPAC operations.



6. Notices:

Any notices under this Agreement shall be sent by first class U.S. Mail to:

CITY

RESCUE ORGANIZATION

St. Paul Animal Control
ATTN: Molly Lunaris
1285 Jessamine St. W
St. Paul, MN 55108

7. Records/Bookkeeping: The City is subject to the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13, in its collection, maintenance and dissemination of information.
8. Rescue Organization shall advise SPAC of any illnesses exhibited by animals received from SPAC to allow SPAC to initiate any necessary sanitation procedures. Rescue Organization accepts animals with pre-existing health conditions and shall provide necessary veterinarian and health care for the animals received and waives any claims against the City related to the health or temperament of received animals.
9. The City reserves the right to terminate this Agreement, with or without cause, by giving thirty days written notice to Rescue Organization
10. It is understood and agreed that this entire Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matters herein.

IN WITNESS WHEREOF, the parties hereto are authorized signatories and have executed this Agreement, the day and year first above written.

For the City of Saint Paul:

For Rescue Organization:

Department of Safety & Inspections

By _____
Its _____