

Typical PASS Process

PURPOSE

This document defines the policy and procedures for PASS Program activities.

SCOPE

This policy applies to all APA! staff and volunteers responsible for assisting with PASS Program activities.

POLICY

APA! staff and volunteers will assist with PASS Program activities in accordance with the documented procedures.

PROCEDURES

PASS Program Activities

1. Person in the **Public** contacts the PASS Program about needing to rehome a pet.
2. **PASS Coordinator** sends an email back with standard questions about the situation.
3. Determination is made if the animal is from APA!. If the animal is from APA!, the person is directed by the **PASS Coordinator** to return the pet to the shelter where the animal came from.
4. If the animal is not from APA!, determination is made if the situation is due to a problem that APA! has the resources for.
 - a. If yes, the determination is made by the **PASS Coordinator** if it is an extreme case with no resolution.
 - i. If yes, **APA! Intake** evaluates taking in the animal.
 - ii. If no, **PASS Coordinator** reaches out to APA! resources to try to keep the animal in the home.
 - b. If no, **PASS Coordinator** provides the person with information about how to market the animal responsibly.
5. Determination is made if the person is able and willing to market the animal.
 - a. If yes, the person markets the animal to be rehomed.
 - b. If no, **PASS Coordinator** markets the animal via PASS to be rehomed.

ADDITIONAL INFORMATION

For questions regarding this policy, contact document owner.