

**BOARD OF  
ANIMAL SERVICES  
COMMISSIONERS**

TARIQ A. KHERO  
PRESIDENT

KATHLEEN RIORDAN  
VICE PRESIDENT

GLENN S. BROWN

ARCHIE J. QUINCEY JR.

IRENE G. PONCE

**City of Los Angeles**  
CALIFORNIA



**ANTONIO R. VILLARAIGOSA**  
MAYOR

DEPARTMENT OF  
**ANIMAL SERVICES**  
221 North Figueroa Street  
5<sup>th</sup> Floor  
Los Angeles, CA 90012  
(888) 452-7381  
FAX (213) 482-9511

**EDWARD A. BOKS**  
General Manager

**Report to the Board of Animal Services Commissioners**

**Edward A. Boks, General Manager**

---

**COMMISSION MEETING DATE:** December 17, 2007    **PREPARED BY:** Miki Shaler

**REPORT DATE:** December 10, 2007    **TITLE:** Management Asst.

**SUBJECT:** Revised New Hope Policy and Procedure Manual, Partnership Agreement, Information Forms, Reporting Requirements and reinstatement of spay/neuter fees.

---

**BOARD ACTION RECOMMENDED:**

That the Board:

1. Reinstate payment of compensatory spay/neuter fees or deposits for adoptions by New Hope Partners of animals on the New Hope Alert, excluding feral cats (to be defined by the Commission), neo-nate kittens unable to eat on their own, pit-bull breed dogs, and rabbits (to authorized New Hope rabbit rescues) effective January 1, 2008; and,
  2. Adopt the remainder of the revised New Hope Policy and Procedure Manual, Partnership Agreement and Information Forms, and Reporting Requirements as described in the body of this report, to be effective as of February 1, 2008, and requiring all current organizations to complete new program paperwork by April 30, 2008.
- 

**AN EQUAL OPPORTUNITY EMPLOYER**

Visit our website at [www.LAAnimalServices.com](http://www.LAAnimalServices.com)

**Subject:** Revised New Hope Policy and Procedure Manual, Partnership Agreement, Information Forms, and Reporting Requirements.

---

**SUMMARY:**

The Los Angeles Municipal Code (LAMC) includes a provision for the General Manager to reduce fees to 501 (c) 3 rescue organizations who sign a participant agreement (LAMC 53.11 (o)). The Department revamped and improved these partnerships through the development of the New Hope Program in July 2006. The goal of the program was to maximize the Department's and the rescue organizations' resources in their shared mission to save lives and bring Los Angeles closer to its goal of becoming the first major 'no kill' city in the United States.

New Hope Partners were given 24/7 access to Animal Care Centers to select animals on the New Hope Alert at no charge, including waived fees for spay/neuter surgery, microchipping, vaccinations, and upon occasion, additional medical treatment. The Program also includes concierge service and a New Hope Coordinator assigned to each Care Center to facilitate adoptions by New Hope Partners and to find homes for animals most at-risk for euthanasia.

The program has proven to be very successful, with more than 121 organizations signed on as New Hope Partners to date. The quick growth and increased awareness of the Program prompted the Commission to convene a New Hope Ad Hoc Committee, consisting of members from five New Hope Partner organizations, to assess the Program and make recommendations for improvement. The experiences of the past 15 months and this review have revealed the need for some technical corrections to the New Hope Policy and Procedure Manual, Partnership Agreement and Information Forms, and Reporting Requirements, and that there are inconsistencies in the application of the Program's rules.

Additionally, the City Council and the CAO recently expressed concern in regards to the huge increase in the amount of waived fees incurred by the Department in the past year, chiefly related to the New Hope Program. Further analysis of this situation has shown that our New Hope Partners are at capacity and therefore, "fee-free" adoptions are not resulting in the hoped for significant increase in adoptions from our Animal Care Centers.

As a result, the New Hope Policy and Procedure Manual, Partnership Agreement and Information Forms, and Reporting Requirements have recently been revised. These revisions were discussed and agreed upon at a meeting by the New Hope Ad Hoc Committee members who were in attendance.

The Department recommends the following revisions to the New Hope Program:

- The Policies and Procedure Manual will now encompass New Hope adoption of dogs, cats, and rabbits, rather than a separate set of forms for rabbit adoptions. New Hope partners are required to specify the primary breed that the

**Subject:** Revised New Hope Policy and Procedure Manual, Partnership Agreement, Information Forms, and Reporting Requirements.

---

organization rescues on the Partnership Information form. As before, rabbits can only be adopted by approved New Hope rabbit rescue organizations.

- All individuals who adopt animals under the New Hope Program must be bonafied members of an approved organization and active in the organization for six months.
- Only the President or Director of the organization is authorized to make additions or changes to the Partnership Information form. All changes must be made in writing.
- A California Driver's License number must be provided for all members authorized to adopt animals on behalf of a New Hope Partner organization, including the President or Director. Anyone adopting an animal on a New Hope Alert must be willing to present a valid driver's license if requested.
- Organizations must provide a valid phone number and email address to both their adopters and LAAS that will be responded to within 24hrs.
- Organizations must provide LAAS with the address of all adopters and transferee rescues that reside in the City of Los Angeles for purposes of follow-up on licensing, as well as the name and zip code of adopters that do not reside in the City.
- FEES:
  - Only feral cats (to be defined by the Commission), neo-nate kittens unable to eat on their own, pit-bull breed dogs, and rabbits (to authorized New Hope rabbit rescues) on the New Hope Alert will be available to New Hope partners for "no fee" adoptions. Spay/neuter fees or deposits will be charged for New Hope adoptions of all other dogs and cats on the New Hope alert.
  - New Hope Partners adopting animals not on the New Hope Alert list will be required to pay all fees and deposits as required in a normal, public adoption.
- Any dog, cat, or rabbit adopted by a New Hope Partner that does not require sterilization or is being released with a medical release (D300), must be picked up by the close of business on the day of adoption. This differs from the previous policies that allowed these animals to remain at the Care Center overnight and to be picked up the following day.

**Subject:** Revised New Hope Policy and Procedure Manual, Partnership Agreement, Information Forms, and Reporting Requirements.

---

- New Hope Partners will submit monthly reports (as opposed to quarterly). LAAS has devised a report listing adoptions made by the organization and space for providing the requested information, including a spay/neuter report for unsterilized animals released from LAAS, a status report on all New Hope animals adopted from LAAS including medical and third party adoption status, microchip registration information, and address information of dogs adopted to residents of the City of Los Angeles. New Hope Partners who fail to submit their completed monthly reports by the date requested two months in a row will be suspended until their reporting is brought up to date.
  - LAAS may ask to see receipts for medical and/or boarding costs incurred, and/or proof of third-party adoption records at any time, for animals adopted by the organization through LAAS' New Hope Program.
  - New Hope Partners shall transfer registration of the animal's microchip to the adopter at the time of a legal adoption of animal (s) by a new owner from the New Hope Partner organization. The Department requires that both the adopter and New Hope Partner be listed as registrants on the microchip and prefers that the adopter be listed as the primary registrant and the New Hope Partner as the secondary registrant, but will not require it.
- 

### **FISCAL IMPACT:**

The proposed revisions to the New Hope Policy and Procedure Manual, Partnership Agreement and Information Forms, and Reporting Requirements will result in an overall increase in revenue for the Department. Fee waivers, almost all of which are from the spay/neuter account, increased \$149, 072 from Fiscal Year 05/06 to Fiscal Year 06/07. Therefore, the Department expects to raise approximately \$149,000 in revenue when the proposed fee revisions in the New Hope Program take effect. The overhead for administering the Program will remain largely unaffected, due to the use of technology to generate reports. Some minor costs will be incurred due to the extra staff time needed to monitor the monthly reports and to track information. This cost however, is minimal when compared to the increase in program efficiency and accountability, as well as the increase in revenue to the Department as a result of the revisions to the New Hope Program.

Approved:

---

**Edward A. Boks, General Manager**

---

**Subject:** Revised New Hope Policy and Procedure Manual, Partnership Agreement, Information Forms, and Reporting Requirements.

---

---

**BOARD ACTION:**

\_\_\_\_\_ Passed

Disapproved \_\_\_\_\_

\_\_\_\_\_ Passed with noted modifications

Continued \_\_\_\_\_

\_\_\_\_\_ Tabled

New Date \_\_\_\_\_



## Los Angeles Animal Services (LAAS) New Hope Program Agreement

|  |                |       |          |
|--|----------------|-------|----------|
| Date:  |                |       |          |
| Organization President or Authorized Member:                 |                |       |          |
| Organization Name:   |                |       |          |
| Address:   |                |       |          |
| Phone:   | Email Address: | Fax:  |          |
| I Request New Hope Lists For<br>(Check Each List Requested): | Dogs:          | Cats: | Rabbits: |

**Please read each of the following statements and initial next to each one to indicate that you and your organization agree to abide by them.**

\_\_\_\_\_The organization named above requests to become an Adoption Partner in the New Hope Program. We have read and understand the "New Hope Program Purpose, Policy, Procedure, and Partnership" document.

\_\_\_\_\_We agree to provide proper care including adequate food, water, shelter, safe containment, appropriate veterinary care, adequate exercise and humane treatment for the animal(s) at all times.

\_\_\_\_\_We agree that dogs and cats will be microchipped (optionally rabbits may be microchipped) before removal from LAAS Animal Care Centers, unless microchipping is deemed unsafe by the LAAS medical team.

\_\_\_\_\_Before completing the adoption transaction, the New Hope Partner must fully complete and submit to LAAS each adopted animals' microchip registration. Until adopted from the organization by a private party, the New Hope Partner must register as either the animal's primary or the animal's secondary registered name on the microchip.

\_\_\_\_\_New Hope Partners shall transfer registration of the animal's microchip to the adopter at the time of a legal adoption of animal (s) by a new owner from the New Hope Partner organization. The Department requires that both the adopter and New Hope Partner be listed as registrants on the microchip and prefers that the adopter be listed as the primary registrant and the New Hope Partner as the secondary registrant, but will not require it.

\_\_\_\_\_We agree that all dogs and cats released from LAAS will be sterilized and vaccinated. Only LAAS veterinarians and Veterinary Technicians may exempt a dog or cat from sterilization and/or from vaccinations and only for extraordinary medical reasons.

\_\_\_\_\_We agree that unaltered animals released from LAAS into our organization must be sterilized prior to placement in a permanent home. The cost of the sterilization will be the expense and responsibility of our organization, unless otherwise provided by LAAS under the New Hope Program.



## Los Angeles Animal Services (LAAS) New Hope Program Agreement

\_\_\_\_\_ We agree that, for every dog or cat of any age released unsterilized from LAAS into our organization, we shall provide LAAS proof of the animal's sterilization within 30 days from the date of adoption from LAAS, or provide a statement of further spay/neuter deferral from a licensed California veterinarian every 30 days, or until proof of the animal's sterilization is provided, or until a licensed California veterinarian recommends permanent spay/neuter deferral, or until the animal is deceased. Under no circumstances will any animal adopted from LAAS by a New Hope Partner be allowed to breed.

\_\_\_\_\_ We understand all dogs must be licensed unless the dog is removed from the City of Los Angeles within 24 hours. The Adoption Partner will encourage new dog owners to license their animal in the jurisdiction in which they reside and will report to LAAS the name and address of adopters and transferee rescues of dogs for licensing follow-up purposes if the adopter lives in the City of Los Angeles and the name and zip code of adopters that reside outside of the City..

\_\_\_\_\_ We agree that our organization will pay all applicable costs required by LAAS.

\_\_\_\_\_ We agree to provide and maintain a contact email and contact telephone number for adopters and LAAS that will be reviewed and responded to within 24 hours.

\_\_\_\_\_ We agree that ownership of every animal adopted/rescued by our organization from LAAS will transfer to our organization, and that our organization will remain as owner of the animal(s) until the legal adoption of the animal(s) to a new owner. We further agree that our organization shall be fully liable for all costs for the care and or/recuperation of, or damage done by the animal(s), during the time our organization is owner of the animal(s).

\_\_\_\_\_ We agree that each person authorized to adopt animals through the New Hope Program in the name of our organization are bonafied members of our organization and have been active members for a minimum of six months. Anyone adopting an animal for our organization will present their valid driver's license and New Hope identification upon request.

\_\_\_\_\_ We agree that if an animal adopted by our organization cannot be rehabilitated or otherwise cannot be kept or adopted out, then the animal may be returned to LAAS and no refunds will be given.

\_\_\_\_\_ We agree that a monthly New Hope Partner Report will be submitted electronically to the New Hope Coordinator, **within 10 days of the end of each month**, and shall include (1) spay/neuter report for all unsterilized animals released from LAAS, (2) status report on all animals adopted from LAAS under the New Hope Program, including medical and third-party adoption status, and (3) microchip registration information on any animal adopted from LAAS, LAAS may provide a list of New Hope adoptions by the organization and a form for providing this information.

\_\_\_\_\_ We understand that New Hope Partners who fail to submit their completed monthly reports by the date requested two months in a row will be suspended until their reporting is brought up to date.

\_\_\_\_\_ We agree that LAAS may ask to see receipts for medical and/or boarding costs incurred, and/or proof of third-party adoption records at any time, for animals received by the organization through LAAS' New Hope Program.

\_\_\_\_\_ We agree that New Hope Partners are not exempt in any way from, and that our organization will comply with, any and all applicable laws, ordinances or LAAS rules and regulations regarding animals and animal care. We agree that New Hope Partners are not exempt in any way from any applicable rights and obligations of LAAS or law enforcement agency to inspect property and premises.

\_\_\_\_\_ If LAAS is notified there are any problems complying with the conditions of this Program (such as housing, food availability, personal crisis, etc.), then LAAS reserves the right to determine what action, if any, may be taken upon notification of non-compliance, including possible impoundment of the animal(s).



## Los Angeles Animal Services (LAAS) New Hope Program Agreement

\_\_\_\_\_. We agree that all dogs owned by our organization members will be licensed.

\_\_\_\_\_. We understand all cats that leave LAAS centers will be vaccinated for rabies and microchipped.

\_\_\_\_\_. We have reviewed and will adhere to the LAAS Value Statement in our dealings with LAAS and other New Hope Partners.

\_\_\_\_\_. We agree that any changes or updates to the New Hope Adoption Partner Information or organization structure and operation must be made in writing, on letterhead, by the Group President or Director, and submitted with an original signature to the New Hope Coordinator.

\_\_\_\_\_. We will ensure that we speak directly to the New Hope Coordinator, Animal Care Technician Supervisor, Center Manager, New Hope Program Manager, Director of Shelter Operations, Assistant General Manager, and/or General Manager, following the prescribed chain of command, if an issue of concern arises, rather than complaining to staff, volunteers, the public, or media.

\_\_\_\_\_. We understand that any violation of the terms of this Agreement may result in suspension or termination from the New Hope Partner Program. In the event a New Hope Partner does not comply with any of the above, the Director of Shelter Operations, following an investigation of the incident, may suspend or terminate all New Hope privileges. Any appeal for suspension or termination of New Hope Partner privileges must be addressed to the General Manager within 15 days of the suspension or termination. A committee comprised of the General Manager or the General Manager's designee, one member of the Animal Services Commission and two representatives from the animal rescue community shall have the final discretion on whether to reinstate New Hope Partner privileges.

\_\_\_\_\_. By signing this application, the representative of the named organization hereby agrees, on behalf of self, other agents and successors, personal representatives and executors, to indemnify and hold harmless LAAS, its officers, employees and agents from all losses, suits, damages or costs arising from participation in the New Hope Program, including, but not limited to personal injury, or damage to property, or pets, or costs and fees accrued in the health and care of the animals.

\_\_\_\_\_. I have fully read and fully understand these conditions and agree to the conditions on behalf of the organization. The information contained in the New Hope Program Application is true and correct.

|   |
|---|
| Group/Organization Name:                        |
| Printed Name of President or Authorized Member: |
| Date:   |
| Signature:                                      |



## New Hope Monthly Report

November 2007

**ACE OF HEARTS FOUNDATION**

[illegible]



## Los Angeles Animal Services New Hope Adoption Partner Information

Date: \_\_\_\_\_

Group P#: \_\_\_\_\_  
(To be assigned by LAAS)

Group Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (that will be responded to within 24 hrs): \_\_\_\_\_ Fax: \_\_\_\_\_

Email (that will be responded to within 24 hrs): \_\_\_\_\_ Website: \_\_\_\_\_

Group President or Director\*: \_\_\_\_\_ P # (assigned by LAAS): \_\_\_\_\_

Home Phone: \_\_\_\_\_ CDL #: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell/ Alt. Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

\* Person responsible for accurate completion of this form and for providing updates or changes in writing

Contact for Monthly Reports: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/ Alt. Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact for License/Transfer of Ownership: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/ Alt. Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

The Adoption Partner authorizes the following persons to enter into an agreement for a New Hope adoption from LAAS and to remove the animal once formally adopted. Each member listed below must be a bonafied member of the group and active with the organization for at least six months. Add additional names on a separate sheet of paper if necessary.

| Name:    | Phone/Alt. Phone: | CDL #: | P# (assigned by LAAS): |
|----------|-------------------|--------|------------------------|
| 1. _____ | _____             | _____  | _____                  |
| 2. _____ | _____             | _____  | _____                  |
| 3. _____ | _____             | _____  | _____                  |
| 4. _____ | _____             | _____  | _____                  |
| 5. _____ | _____             | _____  | _____                  |

**Please respond to the following:****Primary Veterinarian**

Clinic Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Alternative Veterinarian**

Clinic Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**List three references for your group.****Please include one adopter that is not currently a member of your organization****Reference Name No. 1:** \_\_\_\_\_**Address:** \_\_\_\_\_**Phone:** \_\_\_\_\_ **Years Known:** \_\_\_\_\_**Reference Name No. 2:** \_\_\_\_\_**Address:** \_\_\_\_\_**Phone:** \_\_\_\_\_ **Years Known:** \_\_\_\_\_**Adopter Reference Name:** \_\_\_\_\_**Address:** \_\_\_\_\_**Phone:** \_\_\_\_\_ **Years Known:** \_\_\_\_\_**Please provide the following information:**

1. Official notice of IRS 501(C) 3 status
2. Organization's statement of purpose that indicates the primary breed that the organization rescues. (Please note that rabbits can only be adopted by authorized rabbit rescue organizations.)
3. Organization's adoption application and adoption contract
4. Any articles or published information regarding your organization.
5. Any additional information you feel may be relevant in support of your application.

**Please answer the following questions (use a separate sheet of paper if necessary):**

**1. How long has your group been in animal rescue?**

\_\_\_\_\_

**2. Describe where the animals will go after they leave LAAS, but before a permanent home is found:**

\_\_\_\_\_

\_\_\_\_\_

**3. Describe your adoption process. Please include how and where you hold adoptions:**

\_\_\_\_\_

\_\_\_\_\_

**4. Do you take back adopted animals? ☐ Yes ☐ No Explain:**

\_\_\_\_\_

\_\_\_\_\_

**5. Approximately how many animals are cared for/adopted by your group yearly?**

\_\_\_\_\_

**6. For each authorized group member listed above: Number of personal animals owned (Under/over 4 mos.)?**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**7. How many animals does your group currently have in foster care (Under/over 6 mos.)?**

\_\_\_\_\_

**8. What is the total number of animals that your group is capable of housing/handling (Under/over 6 mos.)?**

\_\_\_\_\_

**9. What is your preferred breed? Size limit?**

\_\_\_\_\_

**10. List all the places from which you currently obtain animals, in addition to LAAS.**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

***The information you have provided will assist in the timely processing of your application and is for LAAS administrative use only. Thank you for your time and willingness to save animals' lives through the New Hope Program. If you have any questions, call the New Hope Coordinator at (213) 482-9558.***



## **NEW HOPE PROGRAM**

---

Purpose, Policy, Procedure and Partnership

# **Los Angeles Animal Services**

## Table of Contents

|   |    |
|---|----|
| <i>LAAS Mission, Vision, Values,<br/>and Service Themes</i> _____   | 3  |
| <i>The Purpose of New Hope</i> _____                                | 4  |
| <i>Eligibility Requirements</i> _____                               | 4  |
| <i>Animal Availability</i> _____                                    | 5  |
| <i>The New Hope Alert</i> _____                                     | 5  |
| <i>Redemption Procedures</i> _____                                  | 5  |
| <i>24/7 Access</i> _____  | 5  |
| <i>First Come-First Serve Exceptions</i> _____                      | 8  |
| <i>Program Policy and Procedures</i> _____                          | 8  |
| <i>On-Site Procedures</i> _____                                     | 10 |
| <i>Monthly Reports</i> _____  | 11 |
| <i>LAAS Employees, Chain of Command,<br/>and Partnerships</i> _____ | 12 |
| <i>Notes</i> _____  | 12 |

# ***Los Angeles Animal Services***

## ***Mission***

---

To promote and protect the health, safety, and welfare of animals and people in the City of Los Angeles.

## ***Vision***

---

We envision the day when every pet born is ensured a good home and care all its natural life and no animal will suffer because of abuse, neglect or ignorance, and all citizens, their property and neighborhoods are safe from the dangers and nuisances of irresponsible pet guardianship.

## ***Values***

---

We value the integrity of each employee, volunteer and partner contributing to the professional delivery of excellent customer service and the humane treatment of animals in an atmosphere of open, honest communication predicated on our trust in and respect for each other.

## ***Service Themes***

---

- We create happiness by bringing pets and people together.
- Saving animals' lives.
- Creating a Humane LA

## NEW HOPE PROGRAM

### ***The Purpose of New Hope***

The purpose of the New Hope Program is to expand opportunities for Los Angeles Animal Services (LAAS)' dogs, cats, and rabbits to find permanent homes by partnering with qualified 501 (c) 3 organizations. The New Hope Program is the means by which LAAS acknowledges, cooperates with, and supports the efforts of partnering animal care, training, rescue, welfare and law enforcement organizations as we all try to find homes for the City's homeless dogs, cats, and rabbits.

A New Hope Coordinator is assigned to each Animal Care Center to serve the needs of our New Hope Partners. The role of the New Hope Coordinator is to expedite and facilitate the adoption of New Hope animals to New Hope Partners. The Coordinator will be available to answer all questions pertaining to LAAS' policies and procedures. The New Hope Coordinator should be the first person contacted for any need or concern a New Hope Partner may have. LAAS will provide New Hope Partners 24/7 access to all LAAS Animal Care Centers and daily emailed New Hope Alerts designed to assist partners in identifying animals in need of their expertise. In addition, HLP Chameleon will make an animal management software program called "Top View" available to LAAS' New Hope Partners for a nominal fee.

### ***Eligibility Requirements***

Organizations that are established or recognized in their community as an animal shelter, animal welfare organization, animal rescue organization or veterinary hospital may be eligible to participate in the New Hope Program. Eligibility requirements include, but are not limited to:

1. 501(c)(3) status or veterinary business license (including license to treat exotics if applicable);
2. A current copy of the organization's articles of incorporation and by-laws;
3. Organization's statement of purpose, indicating the primary breed the organization rescues. (Note that rabbits can only be adopted by approved rabbit rescue organizations);
4. A current copy of the adoption agreement used by the organization;
5. A written description of how and where animals will be housed when they leave an Animal Care Center.
6. A list of all individuals, their California Driver's License, contact phone numbers and e-mail addresses of persons authorized to enter into an agreement for a New Hope adoption from LAAS and to remove the animal once formally adopted on behalf of the organization. Individuals must be bonafied members of the group and active in the organization for at least six months;
7. The name, phone number, e-mail address, and California Driver's License of the group President or Director responsible for accurate completion of all forms and for providing updates or changes in writing;



## NEW HOPE PROGRAM

8. A valid phone number and email address for the organization's adopters and LAAS, that is monitored and will be responded to with 24 hrs;
9. The name of a licensed veterinarian indicating a willingness to provide veterinary services to the organization; and
10. Willingness to provide adopters with appropriate license application forms and to provide LAAS with the name and address of adopters that reside within the City of Los Angeles for license follow-up purposes.

Please refer to the application materials for complete requirements.

### ***Animal Availability***

- Animals that have completed the legal hold period may become available to New Hope Partners. Only pit-bull breed dogs, feral cats (to be defined by the Commission) and rabbits (to authorized New Hope rabbit rescues) on the New Hope Alert are eligible for "no fees" adoption under the New Hope Program. Spay/neuter fees or deposits will be charged for New Hope adoptions of all other dogs and cats on the New Hope alert. Animals determined to be irremediably suffering by the LAAS medical team will not be eligible for New Hope.

The decision to New Hope an animal is solely at the discretion of LA Animal Services and is based on the following criteria:

- Space constraints
- Adoptability
- Behavioral and Physical Health

### ***The New Hope Alert***

New Hope Partners will receive a daily New Hope Alert by email. The New Hope Alert will list animals LAAS determines most at risk due to physical or mental health of the animal or space constraints within the Center. New Hope Partners are encouraged to focus their efforts on the animals on this list, as they are the most in need.

### ***Adoptions Procedures for New Hope Animals***

Any New Hope Partner wanting to adopt dogs, cats, or rabbits from the New Hope Alert must notify the appropriate New Hope Coordinator, appropriate Center Manager or leave a message on the appropriate New Hope Hotline. At no time and under no circumstances shall a New Hope Partner rescue an animal for a non-member.

## NEW HOPE PROGRAM

After regular business hours, New Hope Partners may leave messages for the New Hope Coordinator on the New Hope Hot Line voicemail system at the Animal Care Center where the animal is located.

When leaving a message for the New Hope Coordinator for an animal or animals on the New Hope Alert, *always provide*:

1. The name of the organization;
2. The name, call-back number, and person identification number (P#) of the person leaving the message;
3. The animal's identification number (A#); and
4. The animal's description from the New Hope Alert.

### ***After Business Hours Animal Care Center Access for New Hope Alert Evaluations***

When a New Hope Partner places a proper New Hope Message as described above for an animal on the New Hope Alert, LAAS will provide the following benefits:

1. The New Hope Partner may access the Animal Care Center at any time to evaluate animals on the New Hope Alert. However, only one New Hope Partner is provided access to an Animal Care Center at any one time after business hours due to reduced staff scheduling.
2. Any New Hope Partner wanting to visit an Animal Care Center after business hours must telephone the Animal Care Center prior to their arrival to avoid any conflict between visiting New Hope Partners and ensure staff awareness of their pending arrival.
3. Should any emergency be occurring at the Animal Care Center requiring the attention of all Animal Care Center staff when the New Hope Partner arrives, the New Hope Partner may be directed to wait or reschedule their visit.

### ***New Hope Partner Adoption Paperwork Processing***

1. All New Hope Partners will be provided "no waiting" adoption paperwork processing with telephonic notification. The New Hope Partner simply telephones their New Hope Alert animal adoption selection(s) to the New Hope Coordinator using the New Hope Hot Line before 4:00 p.m. on the day they want to adopt the animal(s) and the paperwork will be ready for signature by 7:00 p.m. that evening.

## NEW HOPE PROGRAM

2. Any requests received after 4:00 p.m. will be processed the following morning and will be ready for signature by 11:00 a.m. the following day.
3. New Hope Partners using the “no waiting” processing may use a credit card to complete the transaction for the applicable licensing fees and/or spay/neuter fees. All signatures required for the adoption process, i.e. credit card receipt, adoption contract, any necessary waiver, must be provided in person by the following day midnight, in order to send the adopted dog or cat for sterilization.
4. If the credit card holder is unable to present himself or herself in person, any other “identified” member of their New Hope organization may sign for the transaction. “Identified” members are persons listed as a member of such organization and have been listed as an authorized “signature” by the credit card holder in the New Hope Partner’s agreement. Additionally, should the credit card bank reject such signature as not authorized, it is the responsibility of the credit card holder to make good the adoption fees. No “in lieu of” signature will then be permitted until the credit card holder presents bank authorization for such a signature.
5. Before completing the adoption transaction, the New Hope Partner must fully complete and submit to LAAS each adopted animal’s microchip registration. The New Hope Partner must register as either the animal’s primary or the animal’s secondary registered name on the microchip.
6. For New Hope Partners adopting non feral cats, neo-nate kittens that can eat on their own, and/or non pit-bull breed dogs from the New Hope Alert, all fees will be waived except for applicable licensing fees and spay/neuter fees or deposits. All fees will be waived for pit-bull breed dogs, feral cats (to be defined by the Commission), neo-nate kittens that cannot eat on their own, and rabbits (to approved New Hope rabbit rescues).
7. Any dog, cat, or rabbit adopted by a New Hope Partner that does not require sterilization or is being released with a medical release (D300), must be picked up by the close of public business hours on the day of adoption.
8. In the case of a New Hope Alert dog, cat, or rabbit that is being adopted with a medical release that requires immediate medical attention, whenever possible, the animal will be transported to the veterinarian of the New Hope Partner’s choice by a Department animal control officer as long as the New Hope Partner, able to sign for such an adoption, (see credit card adoption) meets the officer at the location for adoption paperwork completion.

## NEW HOPE PROGRAM

LAAS offers these timesaving, convenient, cost benefits to our New Hope Partners adopting animals from the New Hope Alert..

### ***First Come – First Served Exceptions***

While LAAS tries to adhere to a first-come/first-serve practice with respect to deciding which animals go to which organization, the following exceptions apply:

1. When a member of the public and a New Hope Partner are present to adopt at the same time, the private citizen will have the right of first refusal.
2. When more than one New Hope Partner is present to adopt at the same time, the New Hope Partner with the earliest request for the animal will have the right of first refusal.
  - a. When more than one New Hope Partner is present to adopt at the same time and neither has made a request for the animal, the New Hope Partners will be given an opportunity to work out amongst themselves which organization will adopt the animal. If the Partners cannot come to a decision on their own, the Director of Shelter operations will make the decision based on the best interest of the animal. The decision of the Director of Shelter Operations shall be deemed final.
3. A New Hope Partner that fails to adopt a New Hope Alert animal within 24 hours that they have placed an “Interested Party” hold on, or fails to obtain permission from LAAS for a delay, may lose the holding privilege in the future. Due to space constraints, LAAS may not be able to hold animals for New Hope Partners for more than 24 hours.

### ***Program Policies and Procedures***

LAAS is committed to developing and maintaining positive, productive relationships with our New Hope Partners, all other rescue organizations and the communities we serve. LAAS is equally intent on ensuring animals adopted from our Animal Care Centers are afforded appropriate care. For this reason:

1. New Hope Partners are not exempt in any way from any applicable laws, ordinances, or LAAS rules and regulations regarding animals and animal care.
2. LAAS requires all documentation listed in the Eligibility Requirements section of this document to be updated and current, and may require any other reasonable information.

## NEW HOPE PROGRAM

3. LAAS forbids New Hope Partners from adopting animals in the name of any non-member of the New Hope Program. New Hope partners may not extend adoption privileges in the name of their organization to any person adopting for private or other purposes. If any New Hope Partner transfers any animal adopted from LAAS to any person not a member of the New Hope Partner organization, and if the transfer is not a paid adoption to a private party with a signed Adoption Agreement, then the New Hope Partner shall, within five days of the date of transfer, submit to the New Hope Coordinator the animal's LAAS impound number, the name, group name if any, phone number, and street address of the person to whom the animal was transferred, and the date of transfer.
4. New Hope Partners shall retain copies of Adoption Contracts for paid adoptions of LAAS animals to private parties for no less than three years from the date of adoption. LAAS may ask to see copies of these files for animals adopted under the New Hope Program from LA Animal Services' Care Centers at any time.
5. Fees for New Hope Partners:
  - A. New Hope Alert Animals: For pit-bull breed dogs feral cats (as defined by the Commission), neo-nate kittens that cannot eat on their own, and rabbits adopted by New Hope Partners from the New Hope Alert, all fees will be waived. Spay/Neuter fees or deposits will be charged for all other dogs or cats on the New Hope Alert. The New Hope Partner will pay any applicable license fee required by law.
  - B. Available Animals Not on the New Hope Alert: New Hope Partners adopting animals not on the New Hope Alert will be required to pay all fees and deposits as required in a normal, public adoption.
  - C. Until adopted from the organization by a private party, New Hope Partners shall register an animal in their name and will be responsible for all redemption fees should the animal be impounded by LAAS. New Hope Partners shall transfer registration of the animal's microchip to the adopter at the time of a legal adoption of animal (s) by a new owner from the New Hope Partner organization. The Department requires that both the adopter and New Hope Partner be listed as registrants on the microchip and prefers that the adopter be listed as the primary registrant and the New Hope Partner as the secondary registrant, but will not require it.
  - D. New Hope Partners will provide dog license forms to new adopters living in the City of Los Angeles and report addresses of adopters of dogs to LAAS for licensing follow-up purposes if the adopter lives in the City of Los Angeles.

## NEW HOPE PROGRAM

- E. Medical services, including lab testing rendered by LAAS prior to adoption, shall be at no cost to the New Hope Partner.
  - F. Veterinarians providing spay/neuter services may impose additional fees on the New Hope Partner.
6. Every dog, cat, and rabbit of any age adopted from LAAS is required to be spayed/neutered before release from LAAS, unless it is unsafe for the animal to undergo surgery in the animal's present condition. Only the LAAS veterinary team or LAAS contract veterinarians are authorized to postpone spay/neuter for medical reasons. When any LAAS cat, or dog of any age is released to a New Hope Partner unsterilized, the New Hope Partner agrees to provide LAAS proof of the animal's sterilization within 30 days from the date of adoption, or to provide a statement of further spay/neuter deferral from a licensed California veterinarian every 30 days, until proof of the animal's sterilization is provided or until a licensed California veterinarian recommends permanent spay/neuter deferral, or until the animal is deceased. Under no circumstances will any animal adopted from LAAS through the New Hope Program be allowed to breed.

Any violation of the terms of the New Hope Agreement may result in suspension or termination from the New Hope Partner Program. In the event a New Hope Partner does not comply with any of the above, the Director of Shelter Operations, following an investigation of the incident, may suspend or terminate all New Hope privileges. New Hope Partners may appeal the suspension or termination of privileges. Any appeal for termination of the New Hope Partner's privileges must be addressed to the General Manager within 15 days of the suspension or termination. A committee comprised of the General Manager or the General Manager's designee, one member of the Animal Services Commission and two representatives from the animal rescue community shall have the final discretion on whether to reinstate the New Hope Partner's privileges

### ***On-Site Procedures***

New Hope Partners are permitted to view all animals in the Animal Care Centers with the exception of animals placed in quarantine by the Los Angeles County Department of Health.

Each member of a New Hope organization will receive a New Hope identification number from a New Hope Coordinator, presentation of which is required for access to New Hope benefits.

Once a New Hope Partner makes a decision to accept an animal into their program, they are asked to:

## NEW HOPE PROGRAM

1. Take the A#, or other location information of the animal in the Animal Care Center, to the business counter to initiate the rescue transaction.
2. Understand that all New Hope animals will be sterilized before release, subject to the exceptions set forth above under "Program Policies and Procedures," Item #6.
3. Receive a date and time to pick-up the animal if the animal is remaining for spay/neuter. It is vital that all animals, whether or not from the New Hope Alert, are picked up from the spay/neuter veterinarian on the specified date and time. Any New Hope Partner that does not pick-up their animal at the specified date and time and fails to obtain permission from the clinic for a delay may be suspended or terminated from the New Hope Program.

### *Monthly Reports*

- A New Hope Partner Monthly Report will be sent electronically to the LAAS New Hope Coordinator within **10 days of the end of each month**. New Hope Partners who fail to submit their completed monthly reports by the date requested two months in a row will be suspended until their reporting is brought up to date.
- Reports shall require the following necessary information:
  1. Spay/neuter report for all unsterilized animals released from LAAS (with deferral letters if applicable),
  2. Status report on all animals adopted from LAAS under the New Hope Program, including medical and third-party adoption status,
  3. Microchip registration information on any animal adopted from LAAS,
  4. Name and Address information for dogs adopted to residents and transferee rescues within the City of Los Angeles for license follow-up purposes by LAAS and the name and zip code of adopters that reside outside of the City,
  5. LAAS may ask to see receipts for medical and/or boarding costs incurred, and/or proof of third-party adoption records at any time, for animals adopted by the organization through LAAS' New Hope Program.

LAAS may provide a list of adoptions by the organization and a form for providing the above requested information. LAAS reserves the right to request an up-to-date report at any time.



## NEW HOPE PROGRAM

*Reminder:* New Hope Partners are to promote a LAAS dog license to new adopters living in the City of Los Angeles.

### ***LAAS Employees, Chain of Command, and Partnerships***

If a New Hope Partner encounters a problem with any LAAS process, employee, or volunteer, the problem is to be discussed with the following individuals in the order listed until the problem is resolved:

1. New Hope Coordinator
2. Animal Care Technician Supervisor
3. Center Manager
4. New Hope Program Manager
5. Director of Shelter Operations
6. Assistant General Manager
7. General Manager

LAAS appreciates the efforts of every New Hope Partner and is committed to developing relationships consistent with our organizational values. LAAS asks all our New Hope Partners to value each other's employees and volunteers as we all contribute to the professional delivery of excellent customer service and the humane treatment of animals in an atmosphere of open, honest communication predicated on our trust in and respect for each other.

### ***NOTES:***