

	Priority	Title	Document/Resource Link	Stage	Document #	Linked to:	Notes
<b>Organizational Policies</b>		Informational Hub/ Policy and Procedural Placement	Google Site	Awaiting Approval			Where does all of the information live? Create a google website?
		Adoption Policy	DRAFT - Adoption Policy	Awaiting Approval			Sent to director 2/16 and 4/17 for review
		Placement Policy	DRAFT - Placement Policy	Awaiting Approval			Sent to director 2/15 for review; sent to specialists and medical lead 4/17
		Owned Animal ID Policy	DRAFT - Owned Animal ID Policy	Awaiting Approval			Sent to Director 4/17
		Intake Policy	DRAFT - Intake Policy	Awaiting Approval	MCAS-PLC-001		1st revision sent to leadership team 2/19; sent to director 4/17
		Client Information Request	Current Policy	Needs Review			Need to update with most recent decision
		Communication Policy		Not Started			Expectations around appropriate communication to each other and on the phone.
		MCAS-Identifying and Reporting Animal Abuse (2017)	Current Policy	Needs Review			
		Leadership and Manager Expectations		Not Started			Revised from 2016 policy; Sent to director 2/14/23/ sent to county attorney 2/16
		Mission Statement: Overall and Unit Based		Not Started			Still needed? "North Star"
		Customer Service Policy	Current Policy	Needs Review			
		Holidays and Hours of Operations		Not Started			
		Adoption Return	Current Policy	Needs Review			Discussed in leadership meeting
		Dress Code	Draft - Dress Code	Draft in Progress			Current is only about pants. Expand. On call, FTE, and Temp
		Guiding Principles Policy	Existing Policy	Needs Review			Still needed? "North Star"
		Capacity Calculation	Working Document	Draft in Progress			Revised from 2016 policy; Sent to director 2/14/23/ sent to county attorney 2/16
		Visitor Conduct and Behavior	Current Policy	Needs Review			
		Invoice and Expenditure Approval	Current Policy	Needs Review			
		Hold Times Policy (2018)	Current Policy	Needs Review			Outcome WKI? Stuff about orphaned kittens, days counted/not counted towards impound
		Shelter Animals at Work	Current	Needs Review			
	Motor Pool Vehicle Use	Current Policy	Needs Review				
	Uniforms and Allowances	Current Policy	Needs Review			Current is only about pants. Expand. On call, FTE, and Temp	
<b>FIELD POLICIES</b>		Animal Drop Off		Not Started			
		Field Expectations	Current Policy	Needs Review			
		Animal Bite Investigation	Current Policy	Needs Review			
		Emergency Animal Rescue in Field	Current Policy	Needs Review			
		Bite Stick	Current Policy	Needs Review			
		Search Warrant Policy	Current Policy	Needs Review			
		Field Services Uniform	Current Policy	Needs Review			
		Firearms	Current Policy	Needs Review			
		Field Ride Along	Current Policy	Needs Review			
		Chemical Immobilization	Current Policy	Needs Review			
	Deceased Animal Pickup	Current Policy	Needs Review				
	PPD (Leveling repeat bites?)		Not Started				
<b>CLIENT SERVICES POLICIES</b>		Cash Handling	Current Policy	Needs Review			
		Donation Processing	Current Policy	Needs Review			
		Payment Plan	Current Policy	Needs Review			
		Rabies Vaccination Voucher	Current Policy	Needs Review			
		Reduced License Fee	Current Policy	Needs Review			
		Refund Policy	Current Policy	Needs Review			
<b>ANIMAL CARE POLICIES</b>		Volunteer Transport	Current Policy	Needs Review			Volunteer
		Volunteer Pet to Person meet guidelines					
		Safety equipment breakdown for volunteers					
<b>ANIMAL HEALTH POLICIES</b>		Necropsy Policy	Current Policy	Needs Review			
		Spay and Save Program	Current Policy	Needs Review			
		Approval for Treatment with Donation Funds		Not Started			
		Kitten Thrifty vs Unthrifty	Current Policy	Draft in Progress			made revisions based on kitten meetings on 4/5
		Donated Medications	Draft	Needs Review			
		Current Policy					
		Current Policy					