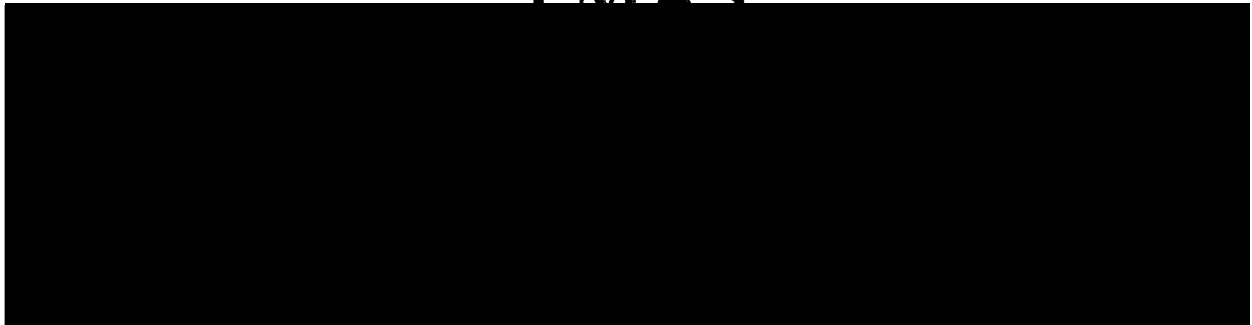




Public Integrity Unit

Case # 14-072

Interview of:
Heather Adkins
Former Employee
LMAS





LOUISVILLE METRO POLICE DEPARTMENT

Special Investigations Division Public Integrity Unit INVESTIGATIVE REPORT



Type of Investigation Animal Cruelty/Neglect	File No. 14-072	Date of Report: November 6, 2014
Activity: Interview with Heather Adkins	Submitted By Sergeant Chad Kessinger	
	Lead Investigator: Sergeant Chad Kessinger	

Tuesday, September 16, 2014

I spoke with Heather Adkins by phone [REDACTED] on September 16, 2014 at approximately 1215 hours. Mrs. Adkins stated the following during our phone conversation:

- Heather Adkins sent Karen Dickson all emails related to Sadie.
- Karen Dickson took this information to the media.
- Heather Adkins does not want to be involved with this investigation and refused to meet with Metro Council.
- Heather Adkins stated she is not pursuing this issue.

INTERVIEW WITH HEATHER ADKINS

An interview was scheduled with Heather Adkins for Tuesday, September 23, 2014 at 10:00am in the office of the Public Integrity Unit. Mrs. Adkins did not show or call to reschedule. I made several attempts to contact Mrs. Adkins by phone, but was unsuccessful.

Mrs. Adkins made it clear during our first conversation by phone that she did not want to pursue this case or be part of this investigation. At this time Mrs. Adkins is refusing to answer questions or assist investigators with gathering the facts as it relates to the allegations of neglect/animal cruelty on the part of Louisville Metro Animal Services.

Heather Adkins was employed with Louisville Metro Animal Services while fostering Sadie. She later resigned after Sadie was euthanized by Blue Pearl Animal Hospital.

Investigator's Signature: <i>Sgt. C. Kessinger</i>	11/6/2014
Supervisor's Signature: <i>LT. [Signature]</i>	11/10/2014

This report is the property of the Louisville Metro Police Department. Neither it nor its contents may be disseminated to unauthorized personnel or agencies.

LMPD # 05-0002 10/05.



Kim Ward

Foster Coordinator

Animal House Adoption Center

3516 Newburg Road | Louisville, KY 40218

p (502) 473-PETS | f (502) 473-2634

www.louisvilleanimalhouse.com

Come to our house to give a pet a new home!

From: Adkins, Heather

Sent: Sunday, September 15, 2013 1:58 PM

To: Ward, Kim N.

Subject: Question

Hey girl!

So, I took my first foster dog home last week (or week before, time's running together). She's an AMAZING pit bull named Sadie with a bum front leg. She loves people, dogs, and she even loves cats! I think someone out there will definitely want this girl.

Now, my question is about her leg. She was injured months ago and we issued a vet notice on her February, which was never complied with, and so according to Doc C's notes she has atrophied muscles and it probably needs amputation. She doesn't use the leg (actually, she trips over it half the time), and the bones in her shoulder are out of place and slightly concave.

I know my rights as a foster are limited. Who would I see about getting permission to take Sadie to my vet? I'd like to see if she agrees the leg needs to be amputated (which I'm sure she will) and how much that surgery would cost. I'd love to raise money for her surgery and get that leg taken care of, but I know that may not even be a possibility from an MAS legal standpoint.

Also my second question, could I actively seek an adopter or rescue for her? Or would any rescue have to go through Amanda?

Please forgive all my newbie questions. I know you're busy, so no rush. We're having a ball with her :)

Heather

✓ ORR 590

From: Adkins, Heather
Sent: Monday, September 16, 2013 10:43 AM
To: Ward, Kim N.
Subject: RE: Question

Awesome! I figured it would need to be run by upper management, but you're my go-to girl for questions LOL (sorry)

Okay, I'll talk to Doc C about her today and go from there. That seems a good starting point!

Also, I took home five kittens this weekend who were marked for ET for time and space. Three of them are absolutely adorable and big enough for adoption, and the other two aren't far behind. I'll hang on to them as long as it takes for you guys to have space for them. I know I can't save everybody, but I want to save the ones I can :) A couple of them are big enough for surgery already, I don't know if we want to go ahead and do it then they can recuperate and hang out at my house til you guys have room, or whatever.

✓ ORR 590

Thanks!

From: Ward, Kim N.
Sent: Sunday, September 15, 2013 5:09 PM
To: Adkins, Heather
Subject: RE: Question

Hey Heather!

I'm glad Sadie is doing well, but yeah that leg probably needs to get taken off. Unless you have a specific reason to take her to your vet, I would take her to Manslick and let them make the call. It would be up to you to take care of the costs if you took her to your vet so I would see if Metro will do it first so you don't have to pay. It doesn't seem to me to be a legal concern as far as raising money, BUT that's something we need to confirm with upper management. Basically, what I'm saying is that all of this needs to go through Margaret or Donald!

You are more than welcome to pursue any adopters or rescues. If it's a rescue, it just has to go through Amanda Crook and if it's an adopter, they just have to go through the regular adoption process (application, etc.). Hopefully that helps, I hope we can take care of that leg soon!

✓ ORR 590²

From: Ward, Kim N.
Sent: Sunday, September 29, 2013 1:18 PM
To: Adkins, Heather
Subject: RE: foster surgery

Okay great, she's cool with it. AND!!!! We are getting somewhere with Sadie's leg amputation. Don't spend your money on it yet. I think we can justify this from a PR standpoint and use a donation someone gave us to help with the cost. I'll get back to you when I have a better idea, but I think we will be able to get it done with us. Thanks!



Kim Ward
Foster Coordinator
Animal House Adoption Center
3516 Newburg Road | Louisville, KY 40218
p (502) 473-PETS | f (502) 473-2634
www.louisvilleanimalhouse.com

✓ ORR 590

Come to our house to give a pet a new home!

From: Adkins, Heather
Sent: Sunday, September 29, 2013 7:41 AM
To: Ward, Kim N.
Subject: RE: foster surgery

10/11 should be fine! Just let me know if Tab says absolutely not on all seven LOL. Several of them are girls, so I know that's a little longer on the table.

A498515 (F)
A502995 (F)
A502996 (M)
A503723 (F)
A503724 (M)
A503726 (M)
A503727 (F)

✓ ORR 590

From: Ward, Kim N.
Sent: Saturday, September 28, 2013 9:58 AM
To: Adkins, Heather
Subject: RE: pickup 9/28

From: Ward, Kim N.
Sent: Monday, October 14, 2013 2:21 PM
To: Adkins, Heather
Subject: RE: Sadie stuff

I have 3 openings on the 18th, I can probably push it to 4 if you need! Just let me know. Thanks in advance for the Sadie stuff, I think Margaret is going to push this story and so it'll probably be pretty big. Get some pictures with you and her too!



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✓ ORR 590

Come to our house to give a pet a new home!

From: Adkins, Heather
Sent: Monday, October 14, 2013 2:18 PM
To: Ward, Kim N.
Subject: RE: Sadie stuff

Yep sure can :) Sadie's easy LOL. It's the kittens giving me fits. The lesson I need to learn is that anytime I take home more than two in a litter, we always have an outbreak of sniffles.

When is the surgery opening this week if it's still available? If even one seems completely non-congested, I'm bringing 'em in!!

From: Ward, Kim N.
Sent: Monday, October 14, 2013 2:08 PM
To: Adkins, Heather
Subject: Sadie stuff

✓ ORR 590

Hey Heather,

I know your house is crazy right now but can you get some videos or pictures of Sadie and the leg? If it's easier, you can always swing her by Animal House and we can do the recording. Thanks!

From: Oerther, Alisa
Sent: Tuesday, November 05, 2013 10:45 AM
To: Adkins, Heather
Subject: RE:

Awesome, for Thursday or Fri.

For Sadie's surgery I know we got in the tools in. We are just trying to schedule a time the Vet can come in. I will let you know asap! Please take some before pics for us! Thanks for all you do!

Alisa Oerther
Community Engagement Supervisor
Louisville Metro Animal Services
502-574-5556

✓ ORR 590



From: Adkins, Heather
Sent: Tuesday, November 05, 2013 10:27 AM
To: Oerther, Alisa
Subject:

✓

ORR 590

I got your message! Thank you!! I have three little fosters to bring in for shots on my off days this week (either Thurs or Fri) and AH is closer to me than Manslick, so I'll fill out the paperwork and pay then :)

Any word on Sadie's surgery? We're fighting a battle with her on keeping her from chewing on the bad paw. She's living in bandages and an E Collar LOL

From: Brosko, Margaret A
Sent: Wednesday, November 13, 2013 4:40 PM
To: Adkins, Heather; Gray, Tabitha L
Subject: RE: vet info

Thanks Heather.

Margaret Brosko
Senior Manager Special Initiatives & Communications
Louisville Metro Animal Services



From: Adkins, Heather
Sent: Wednesday, November 13, 2013 4:37 PM
To: Brosko, Margaret A; Gray, Tabitha L
Subject: vet info

I wanted to send you my vet's name and number, because I'm pretty sure when she quoted \$575, that covers everything including equipment, pain meds, board, etc, so we wouldn't be responsible for any extra costs or ordering anything extra for the surgery. If you wanted to open conversation with her about it. :)

Dr. Stephanie Pollett
[REDACTED]

✓ VORR 590

In K. Dickson
file

Filled by Dee Allen

2 entries under
Adkins email 10+26

1 entry under Gray
email 7R

From: Brosko, Margaret A
Sent: Saturday, November 16, 2013 1:41 PM
To: Adkins, Heather; Gray, Tabitha L
Subject: Re: Sadie

Soon.

From: Adkins, Heather
Sent: Saturday, November 16, 2013 11:45 AM
To: Brosko, Margaret A; Gray, Tabitha L
Subject: Sadie

Any decision on her amputation yet? My vet is willing to do it ASAP, and if I need to cover some of the surgery costs to get this done, I will happily do it. I came home yesterday to her having broken through her e-collar and chewed on her paw again—a bloody, gross mess. This arm needs to go :(

ORR 590



Kim Ward
Foster Coordinator

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www.louisvilleanimalhouse.com

Come to our house to give a pet a new home!

From: Adkins, Heather
Sent: Saturday, December 14, 2013 10:21 AM
To: Ward, Kim N.
Subject: RE: Kitten Surgery 12/18

Disappointed wasn't quite the word. Livid, maybe. Ready to walk out and leave, yes. I took this job as an in for adoptions. Apparently I shouldn't have worked so hard to be good at this job. I needed the raise in a horrible way. I bought my house in February on my previous salary, and then took this job with a 1.50 paycut, so for the past eight months, I'm BARELY making my mortgage every month. Not to mention I want animal hours because my ultimate goal is to be a zookeeper. There were so many reasons I needed adoptions, and Donald just cut me off at the knees. And he's seriously saying he wants me to stay here and make this my career.

Uh. No.

Anyway, Disney was amazing. It was only my husband's second trip ever, so all the rides he got to ride that he'd never before was so cool. We spent a lot of time at Epcot because it's our favorite. We sooo didn't want to come back. I've had a hard time getting back into the groove of things.

I've got Sadie pics and videos. I'll try to run them by one day this week. WE NEED A SURGERY DATE!!! My vet offered to do the surgery for \$545, including boarding her after, pain meds, surgery at her own facility with her own equipment, *everything*, and neither Margaret nor Tabitha has responded about that. We're fighting a losing battle with her chewing on her paw. She's broken through two e-collars, and we have to keep her paw bandaged because she rips through the bandages and chews on the paw. She's literally chewed off three fingernails and the edge of her foot. That leg has got to go.

ORR 590

From: Ward, Kim N.
Sent: Friday, December 13, 2013 4:31 PM
To: Adkins, Heather
Subject: RE: Kitten Surgery 12/18

Oh sad...I've had my share of sickly kittens that just fail to thrive, no matter what. I hate HATE seeing that though because you can see every ounce of them trying to get better and it's just so awful.
Sad kitten passing aside...I hope you had fun on vacation though! I love Disneyworld, used to work there. Magicaaalllllll! I also heard about the job... I'm sorry you didn't get it over here, I'm sure they appreciate you taking one for the team but man, I would be a little disappointed. You'd do great over here though so I'm sure you'll get over here soon enough. If anything, you can have my spot when I leave next year haha!
Also—SADIE PICTURES AND VIDEOS! Thanks bye ☺

ORR 590

From: Adkins, Heather
Sent: Sunday, December 15, 2013 7:31 AM
To: Ward, Kim N.
Subject: RE: Kitten Surgery 12/18

I've emailed Margaret twice before about her chewing on that paw, trying to get her to understand it's kind of an emergency that we get it done. We don't need equipment if my vet does the surgery!!! She'd cover everything under that single cost. Not mad at you, just irritated with the higher-ups.

I did talk to Sherry. Unfortunately adoptions isn't union, so they don't have to give it to me. They can hire anybody off the street over me. It is what it is. The only thing I think Donald doesn't realize is in doing this to me, he pretty much lost the only ally he had here.

Disney + Christmas = INSANELY MAGICAL. It was my first time seeing it during Christmas :)

ORR 590

From: Ward, Kim N.
Sent: Saturday, December 14, 2013 5:21 PM
To: Adkins, Heather
Subject: RE: Kitten Surgery 12/18

I was pretty shocked when I heard that, I don't know how I would have responded. I'm honestly surprised they can even prevent you from coming over here. I would feel inclined to have some words with a union representative. That paycut is huge, I honestly don't know what to say other than that totally sucks but hopefully they will give you the position next time one opens...

Epcot is my favorite too! So underrated, but I love the different countries and during Christmas, AHHH it's so awesome! I love the lights.

I asked about the surgery date and Alisa said she is trying to get an answer from Margaret... it's becoming a pain, I know. Apparently the equipment never showed up or never got ordered or something else weird like that. All that to say, I'm definitely going to start pushing it actively, I had no idea it was so bad and that she was self-mutilating... That's becoming an issue of neglect on our part, as far as I'm concerned...

ORR 590

From: Brosko, Margaret A
Sent: Tuesday, December 17, 2013 10:43 AM
To: Adkins, Heather
Subject: RE: follow-up

We can make the donation to our SPOT board and they can pay for the surgery.
Let me double check and make sure they approve.
Thanks,

Margaret Brosko
Senior Manager Special Initiatives & Communications
Louisville Metro Animal Services



From: Adkins, Heather
Sent: Tuesday, December 17, 2013 10:12 AM
To: Brosko, Margaret A
Subject: RE: follow-up

Before Kim told me about the Pit Bull donation, my original goal was to do an email/facebook campaign to my family and friends asking for donations to MAS towards Sadie's surgery. Am I allowed to do that? My vet is so willing to do the surgery that she would do it the day we asked her to. She's a big bully dog advocate and used to work with rescues and shelters before she opened her practice. I would happily raise the money for Sadie. She's an amazing dog, and she's SO miserable living in an E-Collar.

OK 590 M. Brosko
sent file

From: Brosko, Margaret A
Sent: Tuesday, December 17, 2013 9:00 AM
To: Adkins, Heather
Subject: follow-up

Hi Heather,
Dr. Mika has not returned any of our calls about the leg amputation.

1 Cont. next
pg

OK 590
M Brosko
sent file

The donation money is immediately processed so now our action is to wait for another donation and see if someone is willing to fund the surgery.

I can also ask our SPOT board to help.

I will continue to think of other options and keep you updated. Sorry.

How is she doing?

Margaret Brosko

Senior Manager Special Initiatives & Communications

Louisville Metro Animal Services



OPR 590

M Brosko

This is the email she sent me to finally give me permission to raise the surgery money on my own and have our vet do the surgery, all through SPOT board. As you can see through previous emails, my vet offered to do the surgery back in September, but we were told about the pit bull donation instead, and that Margaret wanted to use Sadie as a PR standpoint. It took three months to get this permission, and it was given by phone.

——Original Message——

From: Adkins, Heather

Sent: Saturday, December 21, 2013 10:11 AM

To: Brosko, Margaret A

Subject: RE: Please give me a call on my cell. Thanks.

Hey, I don't work on Fridays so I just got this message. Don't want to bother you on the weekend, so if you still needed to speak with me, I'll give you a call.

——Original Message——

From: Brosko, Margaret A

Sent: Friday, December 20, 2013 2:33 PM

To: Adkins, Heather

Subject: Please give me a call on my cell. Thanks.

ORR 590

DISCIPLINARY ACTION FORM

Employee: Heather Adkins Division: Metro Animal Services


Classification: Animal Services Clerk

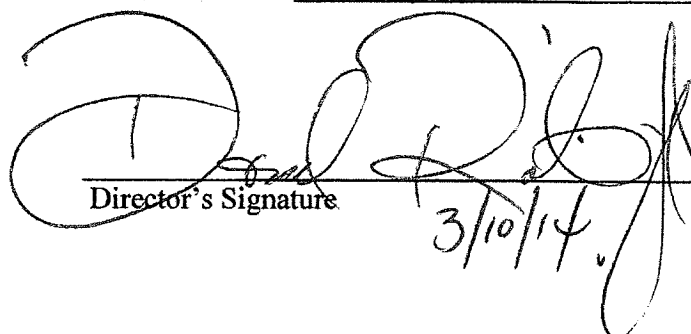
This Written Warning is for an offense that took place on 2-28-2014

On 3-28-2014 employee Heather Adkins contacted a rescue group (The Arrow Fund) for emergency animal care needs for MAS's foster "Sadie". This foster animal was in need of medical attention but MAS's Veterinarian staff was not called and made aware of this medical emergency. MAS's management team was not made aware of this foster animal's needs relating to emergency care as well.

Going forward, you will need to communicate medical needs and any animal disposition to the Veterinarian staff and management staff before disposition is made on animals in your care and custody.

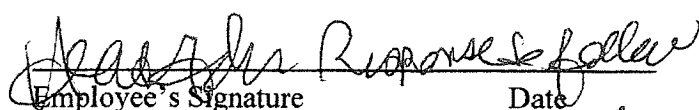
Action Taken: ☐ Counseling (Non-Disciplinary)
☒ Written Warning # of Days _____ From _____ To _____
☐ Written Reprimand
☐ Suspension Date Effective March 10th, 2014
☐ Termination


Supervisor's Signature

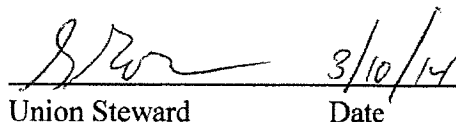

Director's Signature
3/10/14

This acknowledges that I have received and reviewed a copy of this document. My signature is not intended to signify any agreement or disagreement with the contents of this document or restrict me from taking any action in relation to its content. I have been advised that I have the right to appeal this action pursuant to County Personnel Policy 15.3 and that my appeal must be filed with Director Donald Robinson.

I have been advised of my right to have union representation and have declined representation. Initial _____


Employee's Signature

Date
3/10/14


Union Steward Date 3/10/14

Louisville-Jefferson County Metro Government
Position and Personnel Action Form

Dept ID/Department Name: 430 - Metro Animal Control

POSITION DATA

Position Number

4 3 0 0 0 0 3 4

2014 MAY 12 AM 10:01

Effective Date: 5/11/2014	Action Code: TER - Termination	Reason: RNR
Job Code: 033450	R/T: 1	F/P: 1
Hours: 40	Empl Class: Seasonal	Class Indicator: Unclassified
Budget Account/Location:		
Fund: 2 2 0 1	Dept: 4 3 0	Division: 1 2 2 1
Unit Activity: 4 3 2 1 0 1	Account: 5 1 1 1 0 1	

PERSONAL DATA

Employee ID

3 6 1 1 6

Effective Date

5/14/2014

First Name: Heather	Middle Name: M	Last Name: Adkins
Address:		Preferred Name:
County:	City:	State: Zip Code:
Home Phone:	Business Phone:	Marital Status:
Soc. Sec. #:	Gender:	Ethnic: Birthdate:

JOB DATA

Job Title: Animal Services Clerk

Action: TER	Reason: RESIGN - Do Not Rehire	Do Not Rehire <input checked="" type="checkbox"/>				
Job Code:	Job Entry Date:	R/T: F/P:				
Standard Hours: 40	Empl Class: Seasonal Intermittent	HR Rep Bus Offc Officer Code: HR Rep/BusOffc				
Union Code: 31	Union Sen. Date:	Ben Service/Leave Accrual Date: Longevity Date:				
Dept. Entry Date:	Sworn Date:	Company Sen. Date: HR Service Date:				
Pay Group: PBO RWO	Stop WF/Out of Step: Y N	Location: Dept: Division: Unit Activity:				
Budget Account:						
Fund: Dept: Division: Unit Activity: Account:						
Salary Admin Plan:	Grade: Grade Entry Date: Step: Step Entry Date:					
Base Hourly Rate Base Rate Code: NAIRLY Old Rate \$ 13.20 New Rate \$ _____ Additional Pay Components Comp Rate Code: Rate Amount Remove Pay Component <input type="checkbox"/> Comp Rate Code: Rate Amount Remove Pay Component <input type="checkbox"/> Comp Rate Code: Rate Amount Remove Pay Component <input type="checkbox"/> Comp Rate Code: Rate Amount Remove Pay Component <input type="checkbox"/> Total Hourly Rate of Pay (Base Hourly Rate +/- Components): \$ 0.00						
For Official Use <table border="1"> <tr> <td>Logger SK</td> <td>Keyer SK</td> </tr> <tr> <td>Verified EVBH</td> <td>Date 5/13</td> </tr> </table>			Logger SK	Keyer SK	Verified EVBH	Date 5/13
Logger SK	Keyer SK					
Verified EVBH	Date 5/13					

APPROVALS

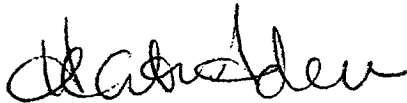
Authorized Dept. Signature: [Signature]	Date: 5/9/14	Budget (if applicable): SK [Signature]	Date: 5-13-14
Mayor's Office (if applicable):	Date:	Human Resources:	Date:

To Donald Robinson and the staff of MAS:

Thank you so much for the opportunity to be a part of the Metro Animal Services team for the past year. I hope that I was able to come in and make a difference, and that as I move forward with my career elsewhere, I'll leave behind people I can call friends.

I'm looking forward to the next chapter in my life, and if it weren't for my time here, I wouldn't have found the path on which I was meant to tread.

Thank you for taking the chance on a new employee, and for wishing me success in my future endeavors.

A handwritten signature in black ink, appearing to read 'Heather Adkins', with a stylized, cursive script.

Heather Adkins

Louisville Metro Animal Services

Foster Manual

Our Foster Program is essential to the life-saving efforts at LMAS. We rely on people like you to help us save the too young, sick and injured animals who need our care.

Foster parents take into their homes dogs and cats that are:

- **Too Young or underweight:** Kittens and puppies, in a litter or paired up with another orphaned kitten or puppy. They are fostered until they are eight weeks old and weigh two pounds. Most kittens and puppies are fostered for 2-6 weeks. These litters are not with a mother. In some circumstances, the kittens are not weaned and they may need bottle-feeding.
- **Nursing Moms and babies:** Litter of kittens and puppies with their moms are fostered until the babies are 8 weeks old and weigh two pounds. There are times when mom does push a kitten away or a kitten wanders off, so you may need to supplement these babies with some replacement formula. Generally, mom does all the work until the babies start to have teeth. The mom will feed, stimulate the babies to go to the bathroom and clean up after them.
- **Ill or recovering from injuries:** Dogs and cats suffering from a minor common ailment, such as an upper respiratory infection, eye infections, or ear issues will often be sent to foster to recover in a home environment. These are usually minor cases, but it is recommended these animals be kept from resident dogs and cats to avoid spreading any diseases. We also get dogs and cats that have had surgeries such as amputations that need some time to recover away from the shelter. Foster time will depend on the nature of the injury or illness.
- **Minor behavior issues:** We often get dogs that need some help with common things like walking on a leash or being fearful. Some cats may also be fearful, or not be adjusting well in the shelter. They often just need some help with socialization to get them ready for adoption.
- **Waiting Rescue Transport:** Some dogs and cats are sent to smaller/breed specific rescue organizations. When an animal has a confirmed spot with a rescue, they will sometimes need a foster home until the rescue can arrange transportation. This would be a short term foster situation of 1-2 weeks. Animals waiting for rescue transport should be closely monitored for any signs of illness as many rescues will not transport sick animals.
- **Overcrowding:** Some dogs and cats may be sent to foster homes to help alleviate overcrowding problems in the shelter. This would be a short term foster assignment of approximately 1-2 weeks or until there is space open and available for the animal.

Some Things to Consider Before Fostering

- **Puppy and Kitten Fatalities:** Something to be aware of before you begin fostering is that sometimes foster animals become ill and pass away in foster care. This is the hardest thing about fostering and if this is a possibility that you don't think you'd ever want to risk encountering perhaps volunteering at our shelter and working with the animals there might be a better volunteer fit.

We do everything we can for every animal that comes to us, but sometimes we just can't save them. The fatality rate on kittens is 1 in 5 won't make it. So the more you foster your chances increase that you will have some die in your care. Without foster homes, these babies would not have a chance to survive at all. Although there are some foster babies we cannot save, the important thing is that we try for each and every one.

- Block off access to any nooks and crannies that might be dangerous or in which they might get stuck.
- If the puppies or kittens have access to a bathroom, keep the toilet seat down. They can climb in and drown.
- Puppies obviously are not housebroken, so you will need to confine them to an area where it is okay for them to potty. Kittens under about 8-weeks-old are not always consistent in using the litter box so you should try to confine them to an area that is easily cleaned and accidents will not damage flooring.
- It is strongly recommended that your foster animal be kept in a crate when you are not there to supervise.

Vet Services

Foster animals usually need additional vaccinations while in foster care. It will be the responsibility of the foster parent to transport the animal to the shelter or to Animal House for vaccinations and routine medical care. If your foster needs vaccinations, you will receive a vaccine schedule with your foster paperwork.

For each foster animal, you will receive a Vaccine Schedule, which will document the dates each vaccination is received as well as when the foster animal is due for another round (if needed).

Vaccinations can be given at either facility (Manslick or Animal House) any time they are open (hours are listed at the bottom of this document). Please call ahead if you plan to come to Animal House as not all staff are trained to vaccinate. If you need additional veterinary care for your foster animal, please contact the Vet Tech Office at 502-574-5669.

If your foster animal needs to be seen by the veterinarian, please call ahead and discuss the situation with vet tech staff. **Veterinarian hours are 12:00pm-3:00pm Monday through Friday.** You may also e-mail vet staff at animalservicesvetstaff@louisvilleky.gov for non-emergency medical questions or concerns.

****If you choose to take your foster animal to an outside veterinarian, you are required to provide all information to the Foster Coordinator as well as information on any treatments provided including listing of medications, vet history and records from each appointment. ****

ALL foster animals will need to be spayed/neutered BEFORE being adopted out, no exceptions. Foster appointments are on Wednesdays and Fridays. You will need to contact the MAS Foster Coordinator to schedule the "Work Up" appointment if one has not already been set up when you initially pick up the animal.

Please be aware that the appointments may be scheduled out several weeks, and you may have to wait before getting your foster animals in.

You will need to drop your foster off the morning of the appointment between 8am and 9am at the Manslick Rd location (if you are unable to drop your foster off in this time frame, please let the adoptions staff know so that they can try to help make other arrangements). **They MUST NOT eat after 12am the night before**, water is okay. If any food is consumed, the surgery may need to be rescheduled. PLEASE notify vet staff if this is the case before/when dropping off the animal.

After-Hours Vet Services

Unfortunately, your options are limited after the shelter closes. LMAS simply does not have the resources (money and staff) to provide 24-hour vet care. If you're foster animal needs emergency veterinary care, you can contact LMAS Dispatch until 11:00pm at 502-363-6609, they will assess the situation and contact vet staff if needed.

fungus in their hair coat without showing signs of itching, scaly skin, and hair loss. In people, the classic lesion is a raised, reddened, and itchy "ring."

Disease Transmission

At the core to managing and controlling the spread of any disease is a good cleaning plan and an understanding of how diseases are transmitted. Diseases are transmitted in the following ways:

- **Direct Contact** – involves direct body surface to body surface — from one animal to another or from an animal to a human.
- **Indirect Contact**– contact between susceptible animal and a contaminated inanimate object, such as equipment, clothing, or surfaces. Often the result of poorly washed hands.
- **Droplet** – small infectious droplets that do not remain suspended in the air but travel a short distance through the air and deposit on the host's mucosal surfaces. Droplets can also land in the environment and lead to indirect contact transmission.
- **Airborne** –infectious residue from dried droplets or dust remains suspended and able to travel distances through the air. This residue is infectious for long periods of time.
- **Vector** – disease transmission occurs through another animal capable of transmitting disease host, such as a rodent, fly, mosquito, or tick.

Reducing the Risks

- **Good Hand Hygiene:** Clean hands before and after handling animals or items in the animals' environment. **Alcohol-based hand sanitizers:** are recommended when hands are not visibly soiled. They provide for a rapid kill of most transient microorganisms. **Soap and water:** Recommended when significant soiling or risk is present.
- **Cleaning and Disinfecting Items:** **Soaps and detergents** are cleaning agents that work by suspending dirt and grease and breaking up organic matter. Soaps do not necessarily kill germs. Dish and laundry soaps are common examples of detergents. **Disinfectants** are chemical solutions that kill germs. The particular germs killed depend on the ingredients in the disinfectant. Bleach is a common disinfectant.

Foster Help Notification

LMAS staff send out emails giving details about the animals in need of a foster home, as well as post dogs/cats in need via Facebook on Derby City Dog Rescue page.

If you are interested in an animal you have seen on Facebook, please email: MASFoster@louisvilleky.gov that you would like to help. You should indicate what animals you are interested in (please include the Animal ID#), and when you are available to pick them up.

Most foster assignments are between 2-4 weeks. Some may be longer or shorter depending on how the age of the animals or how fast an animal recovers from illness or injury. If you take a mom and new-born kittens, this would be a 2 months to 3 month assignment. If the request doesn't specify all the information or you have questions, please ask!

We welcome and encourage cute, up to date pictures of your foster animal. These pictures will be placed on the LMAS and Petfinder websites. After you begin to learn some personality traits and habits for your foster animal, you can also submit a short description and story about your foster. [Submit to MASFoster@Louisvilleky.gov](mailto:MASFoster@Louisvilleky.gov)

We encourage foster parents to take an active role in the adoption of their foster animal. You know your foster better than anyone, so talk them up to family and friends! You can offer important information and insight into the best possible home for your foster. If you find you're foster a potential home please let LMAS adoption staff know. All adopters (including family, friends, or fosters themselves) will need to go through the regular LMAS adoption process before the animal can leave foster care. Unless approved by the Foster Coordinator, under no circumstances will the foster animal leave your care for any reason or any length of time. Meet and greets are allowed and highly encouraged. Overnight/weekend visits or "trial adoptions" are not.

Thank you for your interest in fostering an animal in need. Know that you are truly making a difference in their lives!

IMPORTANT CONTACT INFORMATION

Animal House

Tuesday-Sunday: 12-6pm

Wednesday: 12-7pm

CLOSED Mondays

Main Line: 473-7387

Kim (Foster Coordinator): 574-2247 (no voicemail)

After Hours Emergencies Only: 457-8375

Manslick

Monday-Friday: 12-6pm

Saturday: 11am-2pm

CLOSED Sundays

Dispatch: 574-5393

Dispatch (After Hours Emergencies Only): 502-363-6609

Animal Care: 574-5543

Vet Tech: 574-5669

*****Drop-In Vet Hours for Fosters are M-F, 12-3pm. Call for an appointment outside normal hours*****

Email:

Primary:

MASFoster@louisvilleky.gov

Secondary:

animals@louisvilleky.gov

Vet Staff (advanced medical questions):

animalservicesvetstaff@louisvilleky.gov