

# ***Somerset Regional Animal Shelter***

***100 Commons Way · Bridgewater, NJ 08807  
Phone: (908) 725-0308 · Fax: (908)725-5403***



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## **History of Somerset Regional Animal Shelter**

**SRAS** is a not-for-profit municipal organization. We care for approximately 1,000 lost, abandoned, and surrendered animals per year.

### **Mission of Somerset Regional Animal Shelter**

Our goal is to educate the community and place the animals in responsible homes.

### **Adoptions**

Animals for adoption are located at our shelter in Bridgewater. If you are interested in adopting a pet, you will be asked to fill out a pre-adoption application and provide identification (drivers license), and proof that you can have a pet at your residence (lease, mortgage statement, or tax bill). You must be at least **21** years old. We strive to match our animals with the appropriate lifestyle.

### **Adoption Fees**

We accept cash, debit, Visa, & Mastercard

**Dog/Puppy** --Vaccinated  
DA2PPV, Bordatella, Rabies, (if  
over 3 months), dewormed,  
spay/neuter, heartworm negative  
and microchipped. A martingale  
collar is included: **\$350.00**  
**puppies & toy breeds, \$275.00**  
**all other dogs, 2nd dog half**  
**price.**

**Cat/Kitten** -- Felv/Fiv negative,  
Vaccinated FVRCP, Rabies (if  
over 3 months), dewormed,  
spay/neuter and microchipped: **\$**  
**150.00 kittens under 1 year, \$**  
**125.00 cats over 1 year, 2nd cat**  
**half price.**

The **SRAS** is **PROUD** to say that all the animals that are adopted from us will be going home Spayed/Neutered. We are working towards helping control the pet overpopulation. Thank you for your help.

## **Services**

- Lost and Found pets • Adoptions
- Humane Education • Pick up of lost/stray pets

## **Volunteers**

Somerset Regional Animal Shelter is in need of volunteers to help with community education functions. If you are interested in helping with booths, fairs, food drives, etc., please call us at the shelter. Volunteers must be at least 14 years old, 16 years old to hold animal handling positions.

## **Wildlife**

Somerset Regional Animal Shelter works closely with New Jersey recognized wildlife rehabilitators. Our shelter does not provide in-house rehabilitation or have a permit to house wildlife on site.

## **Shelter Hours**

Open for Adoptions daily 12PM-4PM, Wednesdays til 7PM

## **Where We Are...**

Right down the street from the Bridgewater Commons Mall, behind the Bridgewater Municipal Complex and the Bridgewater Township Police Dept.

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## **GENERAL OPERATIONS**

### **RECEIVING**

- We handle over 1,000 animals a year.
- We house mostly dogs and cats, but we also receive "pocket pets", birds, wildlife, and some farm animals.
- Anyone turning in an animal signs over custody of the animal to the shelter. The surrender form states that we do not guarantee any animal a new home.
- Animals that go up for adoption are given a distemper vaccine, and, if over 3 months in age, a rabies shot is given by a veterinarian.

### **ABOUT THE STRAYS**

- Stray animals are held 7 days for their owners to reclaim them.
- An RTO (Return To Owner) must identify his pet and pay appropriate fees prior to receiving his pet back.
- Most stray animals are housed in the stray kennels.
- After the 7-day holding period is up, animals are screened for adoption (health, temperament, space, etc.). If the animal is deemed adoptable it is moved into the adoptable room. An animal can remain there as long as it is healthy, has a good temperament, and space allows, or it is adopted.

### **ABOUT OWNED ANIMALS**

- They do not wait 7 days.
- Animals are screened for adoption (health, temperament, space, etc.). If the animal is deemed adoptable it is moved into the adoptable room. An animal can remain there as long as it is healthy, has a good temperament, and space allows, or it is adopted.

- They can stay up for adoption as long as their health and temperament remain good and there is adequate space.
- Owners may request euthanasia due to age, health, or temperament.
- Animals just arriving at the shelter may be overly stressed, scared, or aggressive, so **use caution with them.**
- All of the animals placed into adoption have been observed, seen by a veterinarian, and have been found adoptable.

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## **ABOUT ADOPTIONS**

### **SRAS Adoption Philosophy:**

Our aim is to place pets in permanent, responsible homes where they will be treated as a member of the family.

- Homes where the pet will be properly trained so that it is a pleasure to be around and will be welcome wherever pets are allowed.
- Homes where the pet receives routine, preventative veterinary care on a regular basis, and where emergency injuries and illnesses are promptly attended to.
- Homes where the pet is kept clean, warm, well fed, properly identified and restrained so that it may cause no harm to itself or others.
- And perhaps most important of all, homes where the pet will receive the loving attention and companionship which is vital to their emotional health and well being.

### **SRAS Adoption Procedures:**

- Open visitation takes place at the Animal Shelter seven days a week. The public is welcome to visit pets available for adoption daily from 12 pm until 4 pm, we also stay open late on Wednesday evening until 7 pm for guest's convenience.
- We do require interested parties to complete a written application for adoption. This user-friendly form requests basic personal information, such as name, address, phone number and employer. It also requests information regarding other members of the household; a brief description of the applicant's pet history, and some indication of how the applicant intends to care for the pet they are applying for.
- We realize that having a pet is a lifetime commitment, it is often our responsibility to educate prospective adopters so that they may understand and accept this fact. A successful adoption is guided by more consideration, insight and common sense than a written application alone can provide. The interview between the applicant and the adoption counselor is designed to improve the chances for a successful adoption with an open exchange of information on the responsibilities involved and the needs of the

animal under consideration. Prior to this meeting our staff will review the application and verify any necessary information.

- Approved applicants will be asked to sign a legally-binding contract of adoption and to pay an adoption fee. Not every applicant will be approved as some of our policies are quite strict for the sake and safety of the animals. We do reserve the right to refuse any adoption if we determine such action to be in the best interest of the animal.

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## VOLUNTEER POSITIONS

### Job Titles:

- Dog Walker
- Cat Socializer
- Animal Groomer
- Humane Education Assistant
- Cleaning Assistant
- Special Events / Fundraising

**Functions (all positions):** To provide for the basic exercise, sanitation, and social needs of shelter animals. To help increase awareness of the plight of shelter animals, and help raise funds for the betterment of **SRAS**, and, therefore, all animals in their care.

### Typical Tasks:

- **Exercise:** Taking adult dogs (6 months or older) outside on leash to the outside walking areas. Exercise attendants must be prepared to clean up after the animals and must be scrupulous about personal hygiene (washing hands between handling every single animal).
- **Socialization:** Spending time in approved areas with cats, kittens and puppies, playing, petting and taking care not to monopolize animals that potential adopters may be interested in.
- **Groomer:** Brushing, bathing and drying the animal. Depending on the skill level and



the amount of training, the assistant may work alone or with another volunteer.

- **Introductory Obedience:**  
(Advanced training required)  
Leash training puppies. Teaching basic commands such as sit, stay, leave it, and heel.

- **Cleaning Assistant:** Help to maintain and clean animal crates and cages.

- **Humane Education Assistant/Special Events/Fundraising:** Answer questions about **SRAS** policies and activities, man booths at various shelter-related functions and fundraisers.

**Authority:** All positions report directly to the Shelter Manager.

### **Qualifications:**

- Must be at least 14 years of age.
- Must be able to commit to at least one hour of time. (Special Events require more)
- Animal handling experience preferred, but training will be provided by shelter staff if necessary.
- A desire to work with animals, a willingness to learn about animal behavior and handling required.
- **Other:** Must embody the humane ethic towards all creatures at all times and uphold **SRAS** policies.

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## CAT HANDLING

1. Individual cats can be cuddled or groomed while in their cages. If you so desire, you may gently remove a cat from its cage, then secure the cage door.
2. Cats are to be handled one at a time. Two small kittens sharing the same cage may be handled together.
3. When you are done, the cat is to be returned to the appropriate cage, provided with adequate water and the door shut securely.
4. To avoid the spread of contagion, please wash hands before handling a different cat, even if it a simple pat through the cage bars.
5. Due to the size of the cat room, it is imperative that only ONE cat is being groomed/socialized at a time.
6. A cat must be returned to its cage if the public enters the cat adoption room. This is for not only for cat's safety but for the public's as well. It only takes one child to be bitten or scratched to jeopardize the shelter.

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## DOG HANDLING

1. Only one adult dog (per volunteer) should be in the exercise area at a time. Dogs should be leashed at **ALL TIMES**, and **NEVER** left unattended.
2. Puppies sharing one kennel may be brought outside together, but are to be kept separated from any adult dogs.
3. No dogs should be taken outside of designated walking areas.
4. Dogs should be watched closely to avoid overtiring or overexertion. If they start panting heavily, please return them to their kennel for rest and water.
5. Be sure dogs are returned to their appropriate kennels and provided with adequate water. Double check to be sure kennel doors are securely closed.

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## **VOLUNTEER POLICES AND PROCEDURES**

1. **SIGN IN:** Whenever you are in the building, you must sign in on the clipboard, located on the volunteer board.
2. **SCHEDULING:** Because of the busy schedule that the shelter usually keeps, scheduling is not always possible. Feel free to call the shelter at (908) 725-0308 to discuss volunteer time. The shelter always welcomes the presence of our helpful volunteers.
3. **BITES AND SCRATCHES:** *If you are bitten or scratched and the skin is broken let the manager on duty know immediately.*
4. **TETANUS SHOT:** It is advisable that you should have a current tetanus shot (check with your family doctor).
5. **STAFF:** Please feel free to ask the staff questions or for assistance. At times the staff can be very busy, but will be glad to assist you at their earliest convenience. *Whenever in doubt about any situation, ask the staff or management for assistance.* If you notice an animal is ill, injured, being aggressive, or if you see a person mistreating an animal, report this to a staff member immediately.
6. **HOLDING AREAS:** Please do not enter the back holding areas without specific permission from shelter management. Occasionally animals designated as "Stray" or "Not Available" will be housed in adoptable kennel areas, but they are not to be handled without permission.
7. **WASHING HANDS:** *Hands should be thoroughly washed before and after handling each animal.*
8. **HANDLING:** Proper handling techniques will be demonstrated during training and are to be used at all times. If you desire further instruction, ask a shelter employee.  
  
*Never handle a new animal without permission from a staff member!*
9. **SRAS POLICIES:** While volunteering for **SRAS** you must support and promote the policies, vision, and mission of the shelter. Animals in our custody will always be treated kindly, gently, and professionally by all who work at the shelter. You are expected to conduct yourself in a professional manner with the animals, staff and

visitors. You should present yourself in a manner which reflects favorably on the shelter and is consistent with its goals, policies, and procedures.

10. **SMOKING:** Smoking is not permitted in the building.

11. **FRIENDS:** Volunteers may not bring friends with them to assist in their job. If you have friends that are interested in being a volunteer, take a volunteer package for them to review and fill out before your next visit.

12. **TRAINING:** All volunteers go through the training program. If you give tours to family and friends, please remain in the public areas only.

13. **OFF LIMIT AREAS:** Volunteers are not permitted in the cat isolation ward, quarantine room, or back examination room. Volunteers are not permitted to walk dogs that are not up for adoption.

14. **ADOPTING:** We strongly suggest that volunteers not adopt any pets until 60 days after they start volunteering. It is also recommended that you set a pet limit for yourself before you even start.

15. **INTERACTING WITH THE PUBLIC:** Please refrain from answering questions from the public about **SRAS** if you are unsure of the correct response. Do not under any circumstances discuss the future of any animal or euthanasia policies with ANYONE but the shelter manager. The difficult and sensitive decisions of euthanasia are the sole responsibility of the shelter manager and the staff veterinarian. Volunteers are asked not to speak to the media or press, please direct all questions to paid staff. Do not attempt to act as an Adoption Counselor. Interviews with the public are confidential and private. Please be courteous and leave the cat adoption room if an interview is in progress. Do not under any circumstance attempt to consult or influence adoptions.

16. **DISMISSAL:** Volunteers can be dismissed for inappropriate behavior. These include, but are not limited to: Behaving rudely to the public, staff, other volunteers; arriving at an assignment under the influence of alcohol or drugs. Failure to comply with set policies and procedures.

17. **OTHER:** Kindly refrain from bringing children and your own pets to volunteer assignments.

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