

ORGANIZATIONAL WKIs	Priority	Title	Document/Resource Link	Stage	Document #	Linked to:	Notes	
		Creating a policy, work instruction, or form		DRAFT	Completed	WKI-001	FRM-001 and Google Form and Responses	
		Euthanasia Selection and Approval	RAFT- EU Selection and Approv		Draft in Progress			
		Entering Notes - animal & people			Not Started			
		Pathway and Placement			Not Started			
	Medium	Employee Onboarding	Existing WKI		Needs Review			
		Cold Weather Operations			Not Started			
		Incident Reporting and Tracking			Not Started			
	Low	Schedule			Not Started			
		Finder to Adopt WKI	DRAFT- FTA WKI		Draft in Progress			
	Owner Surrender	Current Policy		Needs Review		Impoundment		
	"Pets in Crisis" (Emergency Board?)	Current Policy		Needs Review				
	BOLO Individual Work Instruction	Current Draft		Draft in Progress			Active draft, sent out to staff 3/25/23 for implementation until final document is complete	
	Domestic Dog and Cat Intake	Current Draft		Draft in Progress		Impoundment		
Low	Employee Schedules, Task List, OT Requests			Not Started				
Low	Leave Request Procedure (Vacation Bidding)	Current WKI					Do we need to do this still? Not required by Union, sent email to HR 4/17	
Medium	Removal of Employee			Not Started			Employee or Volunteer is terminated from MCAS - what are the steps. Includes SB users	
Medium	Dispute of Ownership			Not Started				
FIELD WKI	Priority	Title	Document/Resource Link	Stage	Document #	Linked to:	Notes	
	Medium	Responding to Calls - Animal in Distress	Current WKI		Needs Review			
	Low	Completing a NOI	Current WKI		Needs Review			
	Low	Facilities Licensing	Current WKI		Needs Review			
	Low	Daily Reporting - Field Services	Current WKI		Needs Review			
	Low	BOLO	Current WKI		Needs Review			
	Low	Livestock Impoundment	Current WKI		Needs Review			
	Medium	Rabies Quarantine Procedure	Current WKI		Needs Review			
	Medium	Radio Procedures	Current WKI		Needs Review			
	Low	Vaccination Procedure	Current WKI		Needs Review			
		Field Holds	DRAFT-Field Hold		Draft in Progress			
		Case Management			Not Started			
		Suspension of Ownership			Not Started			
	Medium	Adequate Shelter - Field			Not Started			
	Blood Borne Pathogens			Not Started				
Medium	Covering Dispatch	Current WKI		Needs Review				
	Protective Custody			Not Started				
		Current WKI						
CLIENT SERVICES WKIs	Priority	Title	Document/Resource Link	Stage	Document #	Linked to:	Notes	
	Medium	ID Trace and Owner Release			Not Started			
	Low	Animal Redemption Fee Quote	Current WKI		Needs Review			
	Low	Call Center Animal Compliant Procedure	Current WKI		Needs Review			
	Low	License Renewal Notification	Current WKI		Needs Review			
	Low	Quoting and Assessing Fees	Current WKI		Needs Review			
	Medium	Microchip Research	Draft		Not Started			
Medium	Finder to Adopt	Draft		Not Started				
CARE (BOH)	Priority	Task	Document/Resource Link	Stage	Document #	Linked to:	Notes	
	Medium	Kennel Cleaning - Dogs			Not Started			
	Medium	Kennel Cleaning - Cats			Not Started			
	Medium	Kennel Cleaning - Small Animals			Not Started			
	Medium	Kennel Cleaning - Livestock			Not Started			
	Low	Backroom	Current WKI		Needs Review			
	Low	Kitties for Hire	Current WKI		Needs Review			

ANIMAL CARE	Medium	Introducing pets to public	Current WKI	Needs Review				
	Low	Removing strays from public's car	Current WKI	Needs Review				
	Low	Owned dogs visiting shelter	Current WKI	Needs Review				
	Low	Volunteer Transport	Current WKI	Needs Review				
	Medium	Enrichment by Species		Not Started				
		Cold Weather Operations	Current WKI	Not Started				
	Medium	Placement of BQ Dogs						
	Volunteer Pet to Person meet guidelines							
	Safety equipment breakdown for volunteers							
ANIMAL CARE (FOH)		Adoption Counseling	Draft -Adoptions WKI	Draft in Progress				
	Low	Bio Expectations	Current WKI	Not Started				
	Low	Voucher WKI		Not Started				
	Medium	Missing Foster Dog		Not Started				
	Low	Adoptions: Preselection	Draft	Not Started				
		Admissions: Creating Records in SB (Animal Care)	Draft	Needs Review				
		Animal Care: Admissions Guidelines - Cats/Dogs	Draft	Needs Review				
	Animal Care: Outgoing Behavior Status pathways	Draft	Needs Review					
ANIMAL HEALTH WKIs	Priority	Title	Document/Resource Link	Stage	Document #	Linked to:	Notes	
	Medium	CET Training	Current	Needs Review				
	Low	EU Medication Storage	Current	Needs Review				
	Low	Surgery Pain Medication	Current WKI	Needs Review				
	Low	Surgery Cleaning Procedure	Current WKI	Needs Review				
	Low	Shelter Cats Weekly Weights	Current	Needs Review				
		Vaccination Procedure	Current WKI	Needs Review			Include puppies able to leave their kennel	
	Medium	Contagious Illness Treatment and Notification (Parvo, URI)	Current WKI	Not Started				
	Medium	MCAS Intake Vaccination and Deworming/Parasite Protocol	Current WKI	Not Started				
	Medium	Ringworm	Current	Not Started				
	Medium	Ringworm in Foster	Current					
	Medium	Requesting Officer Assistance	Current	Not Started			Field involvement	
	Medium	Possibly Pregnant Animals Procedure	Current	Needs Review				