



Sheridan Police Department
Policies and Procedures
24.6
Chapter 24 – Animal Control
Section 6 – Equipment & Services

Date: January 1, 2013
Revised: 03/23/2022

Signature:

The following equipment and services are available to the public.

24.6.1 Animal Traps

- A. Animal live traps are available for use to citizens of Sheridan.
- B. The CSO will initiate an incident report documenting the use of the animal trap.
 - 1. The citizen will be in charge of checking the trap twice daily.
 - 2. The citizen will notify the CSO when an animal is in the trap.
- C. Issued traps shall be logged on the monthly statistical summary.
- D. Citizens are given ten (10) working days to have use of the trap. After ten (10) days they can obtain an extension if the trap is being used and is still needed.
- E. A padlock & chain will be used to secure the trap if it is used in a high-risk theft area. A note shall be made on the case report indicating that a padlock and chain is with the trap.
- F. The CSO is responsible for the removal of the animal trap at the end of the ten day period.
- G. Traps can be removed by CSO's at any time.

24.6.2 Lost and Found Reports

- A. When a lost or found report is received, dispatch will make a CAD entry.
- B. As much information about the pet as possible should be obtained including:
 - 1. Type of animal;
 - 2. Breed;
 - 3. Color;
 - 4. Sex;
 - 5. Whether or not the animal is altered;
 - 6. A description of what the pet looks like,-not necessarily what breed it is.
 - 7. Name; and
 - 8. A description of any collar or tags worn.
- C. CSO's will check existing CAD for lost animal reports and determine if the animal is in the shelter.
- D. For lost animals, people should be encouraged to respond to the shelter any time the shelter holds an animal somewhat matching the description or when an animal was impounded from their area.
- E. For found animals, people should be encouraged to turn the animal into the shelter. If they do not want to turn it over, they should be encouraged to bring it to the shelter or allow for other arrangements so shelter staff can take a photograph of it.