

# **POLICE DEPARTMENT HANOVER PARK, ILLINOIS**



DIRECTIVE: 517-S

REFERENCE STANDARDS:

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SUBJECT: Animal Release Procedure

PURPOSE: The purpose of this directive is to outline the procedures for releasing animals from the custody of the Hanover Park Police Department Animal Kennel.

**I. Release of Animals From Kennel**

**A. When an Animal is Housed in the Kennel**

1. The Officer/Community Service Officer (CSO) should check the Animal Control Book in the records room to determine if the animal has been reported missing. (Appendix A)
2. If the animal is not listed in the book, the Officer/CSO will fill out the Animal Control Form completely. (Appendix A)
3. If the animal's owner can be determined, the Officer/CSO shall contact or cause the owner to be contacted.

**B. Charges Assessed for Redemption and Kennel Fees, (ref. Article III, Sect. 14-75 of the Municipal Code of Hanover Park)**

1. A fee of \$45.00 will be assessed for the redemption of any animal released to its owner.
2. A kennel fee of \$10.00 per day or any part of a day will be charged for any animal released to its owner.

**C. Collection of fees**

1. The kennel and redemption fees will be collected by the police department before any animal is released to its owner.
  - a. Cash or check is acceptable

- b. A copy of the animal control form may be given to the animal owner as a receipt.
- 2. The police department will forward the redemption fees to the Village Clerk's office as indicated in DIR 514-S, Fund Handling.
- 3. If the animal is not released to its owner within 24-hours from the time the animal is housed in the kennel: (Hanover Park Code, Sec. 14-74)
  - a. An attempt will be made to contact the owner (if known) to notify them that the animal will be sent to DuPage Animal Control.
  - b. DuPage Animal Control will be contacted to pick-up the animal and will be sent a copy of the Animal Control Form.

## II. Release of Animals Prior to Housing in Kennel

- A. When an animal is captured while running at large or is picked up from a third party non-owner, and the owner is identified at the time of capture or pickup, then prior to placing the animal:
  - 1. It may be taken directly to the owner.
  - 2. Or, the owner may be requested to meet the officer at the station to receive the animal.
- B. Redemption and Kennel Fees
  - 1. Redemption and kennel fees will not be imposed under section II.A. of this directive.
  - 2. The animal owner may be issued additional citations for any other violations of Chapter 14 of the Municipal Code, including but not limited to "dog running at large" and "no dog license."

**HANOVER PARK POLICE DEPARTMENT  
ANIMAL CONTROL FORM**

Date \_\_\_\_\_ Time \_\_\_\_\_ Comp.# \_\_\_\_\_

Reported Lost \_\_\_\_\_ Found by Police \_\_\_\_\_ Found by Citizen \_\_\_\_\_

Name of Complainant \_\_\_\_\_ TX # \_\_\_\_\_

Address \_\_\_\_\_ Village \_\_\_\_\_ ZIP \_\_\_\_\_

**Description of Animal**

Cat ☐ Dog ☐ Other ☐ \_\_\_\_\_ Male ☐ Female ☐

Breed \_\_\_\_\_ Color/Markings \_\_\_\_\_

Scanned By \_\_\_\_\_ Additional Information \_\_\_\_\_

I.D.Tags # \_\_\_\_\_ Village \_\_\_\_\_ County \_\_\_\_\_

Animal Picked Up At \_\_\_\_\_

Officer Assigned \_\_\_\_\_ I.D.# \_\_\_\_\_

Violation \_\_\_\_\_ Citation # \_\_\_\_\_ Served by \_\_\_\_\_

Violation \_\_\_\_\_ Citation # \_\_\_\_\_ Served by \_\_\_\_\_

**Impoundment Information**

Date \_\_\_\_\_ Time \_\_\_\_\_ Impounded

Date \_\_\_\_\_ Time \_\_\_\_\_ Released

Releasing Officer \_\_\_\_\_

**Return to Owner/Non-owner (circle one)**

Name \_\_\_\_\_ Redemption Fee \$ \_\_\_\_\_

Address \_\_\_\_\_ Daily Fee \_\_\_\_\_ days @ \$10.00/day \$ \_\_\_\_\_

Phone \_\_\_\_\_ Citation(s) \$ \_\_\_\_\_

Signature of Owner/Non-owner \_\_\_\_\_

Clerk \_\_\_\_\_

Sent to DuPage County ☐ Date \_\_\_\_\_ Other ☐ Date \_\_\_\_\_

Transmittal to Finance Department: Date \_\_\_\_\_ Total \$ \_\_\_\_\_