

**STURGIS POLICE DEPARTMENT  
ANIMAL CONTROL UNIT  
PROCEDURAL GUIDELINES**

**CLOSING OF STURGIS DOG POUND, MORATORIUM ON ORDINANCE PROVISIONS REGARDING CATS, AND ANIMAL CONTROL CHANGES APPROVED BY STURGIS CITY COMMISSION ON APRIL 14, 2004.**

**HOURS**

The scheduled hours of the Animal Control Officer may vary. As such, individuals requiring these services should contact the Sturgis Police Department at 651-3231 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday and 7a.m. to 4 p.m. Saturday and Sunday. If the Animal Control officer is not on duty you may leave a message for him in his voice mail service.

**HOW TO OBTAIN A LIVE TRAP**

Contact the Animal Control Officer to make arrangements for this equipment. The Animal Control officer will deliver and pick up live traps Monday through Friday during his scheduled work hours. **NO LIVE TRAPS WILL BE LEFT AT ANY LOCATION OVER THE WEEKEND. THE CITY WILL NOT REMOVE ANY ANIMALS FROM LIVE TRAPS EXCEPT DOGS.**

The removal and disposal of all animals caught in live traps (except dogs) shall be the responsibility of the user of the trap. There is a limit of one (1) live trap per residence.

**WHO MAY OBTAIN A LIVE TRAP**

Live traps may be requested by the property owner for use on his/her property. The use of live traps at other locations (i.e, apartments, businesses, etc.) will require the property owner, property manager, or authorized agent to make the request and sign the Release Form.

**RELEASE FORM**

While there is no charge for the use of a live trap, at the time the trap is delivered the requestor will be required to sign a release form provided by the City of Sturgis.

**HOLDING PERIOD/HOLDING LOCATION**

Any dogs impounded by or surrendered to the Animal Control Officer will be taken directly to the St. Joseph County Animal Shelter at the end of each day. Dogs shall be held at that location pending disposition pursuant to State Law and policies of the St. Joseph Co. Animal Shelter.

Please **DO NOT** bring any animals to the Police Dept. as they **WILL NOT** be accepted. The City of Sturgis has no holding facilities for animals.

**LOST/MISSING DOGS**

Residents attempting to locate their lost/missing dog should contact the Sturgis Police Department Mon.-Fri. from 8 a.m. to 5 p.m. Sat. & Sun. from 7a.m. to 4 p.m. The St. Joseph County Animal Shelter is located at 652 E. Main, Centreville, is open from 8 A.M. to 5 P.M. Mon.-Fri. and can be reached by phone at 467-6475.

**LICENSES/VACCINATIONS/IMPOUNDMENT FEES**

Dogs must be licensed pursuant to local ordinance and State Law. To obtain a release for an impounded dog the owner must first pay a \$27.50 impoundment fee to the Sturgis Police Department and obtain a receipt to claim their dog at the St. Joseph Co. Animal Shelter in Centreville. At the Animal Shelter the owner must provide proof of current licensing and vaccination. All fees/costs incurred by the St. Joseph County Animal Shelter for the care and storage of any dog shall be paid to the County prior to the release of the animal.

Any questions or information regarding Animal Control Services in the City of Sturgis may be obtained by calling the Sturgis Police Dept. at 651-3231 and speaking with the Animal Control Officer.