

Memorandum

To: TNR Applicant

From: Chris B. Viverette
Interim Coordinator,
Code Enforcement Division

Date: November 12, 2015

Subject: What you need to know about the new TNR Rules

In an effort to insure accurate, complete information is provided to all citizens, the following is a step by step outline of the procedures followed when assisting persons wishing to participate in TNR:

- Each person or group wishing to participate in TNR must register by completing a short application. The application can be obtained online or in person and completed and submitted to APS.
 - Notification must be provided to all owners of property abutting the location where TNR will occur. Signatures of owners will be obtained by APS officers upon submission of your application. If no owner can be contacted, a door hanger will be placed at the adjacent property by APS officers with instructions to contact APS for further information.
- Upon return of the application, you must receive TNR training from Animal Protective Services. The training consist of:
 - A review of the TNR Ordinance (City Code 12-2-37)
 - A review of TNR handouts and the viewing of a video demonstrating acceptable TNR practices
 - Receive and review a copy of a TNR tracking form (tool) on which you will record the demographic information of the cats served through your TNR efforts. Copies of this form may be made if needed. All sheets should be submitted to APS upon completion or at a maximum of every three (3) months for statistical purposes.
- If you use a trap provided by APS, it may be used for a maximum of two weeks. At that time, a request must be made to Animal Protective Services for an extension. If an extension is allowed, notification must be provided to abutting property owners in the manner described above.
 - If you choose to use your own humane animal trap, it may be used indefinitely upon inspection and approval by Animal Protective Services. Notification is required in the manner described above.
- You should insure all cats captured are photographed and those photos sent electronically to APS for filing.