

**MEMORANDUM OF UNDERSTANDING**  
**USE OF HIGHLAND ANIMAL CONTROL FACILITY**

This Memorandum of Understanding (MOU) is entered into by the Highland Police Department and the Munster Police Department for the purpose of housing dogs and cats in the Highland Animal Control Facility.

**Purpose:**

The purpose of this Memorandum of Understanding is to outline the use of the Highland Animal Control Facility by the Munster Police Department.

**Operational Guidelines:**

The Highland Animal Control Facility is operated by the Highland Police Department. The housing of dogs and cats by the Munster Police Department will be accommodated when there is sufficient space in the facility. Employees of the Munster Police Department will first call the Support Services office at the Highland Police Department to confirm there is space available to lodge the animals in the facility. Upon receiving confirmation that there is available space, the employee from the Munster Police department will provide the Munster Police Department case number to the Support Services employee. The Munster Police Department employee will then lodge the animal in the facility and will provide said animal with proper water and food and secure the door to the kennel or cage. It will then be the responsibility of an employee of the Munster Police Department to make sure the lodged animal is watered and fed. The animal will not be lodged for more than 24 hours unless there are exigent circumstances. The Munster Police Department employee will be responsible to immediately notify the employee working in the Highland Police Department Support Services office when the animal is released from the facility. Upon releasing the animal from the facility, the Munster Police Department employee will make sure that the kennel or cage that was used is clean. Food for the animals will be provided by the Highland Police Department. Should the animal require any type of medical care or euthanasia, those arrangements and expenses will be the responsibility of the Munster Police Department.

**Fees:**

The Munster Police Department will be allotted the lodging of three (3) animals per month free of charge. After three (3), the assessed fee per lodged animal will be twenty five dollars (\$25) per day. The Highland Police Department will invoice the Munster Police Department bi-annually with the monies being deposited in the General Fund/Quarantine Line. In addition to the \$25 daily fee, any special services provided by our agency, such as transportation to a shelter by our Animal Control Officer, will be billed accordingly at the rate of \$25 per event.

Additionally, a stipend of \$500 per quarter (payable bi-annually) will be invoiced to the Munster Police Department. This fee encompasses compensation for time spent by the Highland Animal Warden assisting Munster PD with the placement of animals utilizing his network of rescues, time spent for cleaning and maintenance of the facility, costs for repairs, utilities, and improvements to the facility, and for time spent by our Support Services staff that make case reports, logs the animals in our record keeping system and handles phone calls regarding people inquiring about lost/found pets in Munster.

**TERMS OF MEMORANDUM OF UNDERSTANDING:**

The terms of this agreement shall be in effect from the date of signing, and may be amended at any time.

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Peter T. Hojnicki, Chief  
Highland Police Department

Date: \_\_\_\_\_

\_\_\_\_\_  
Steve Scheckel, Chief  
Munster Police Department

Date: \_\_\_\_\_