

STRAY ANIMAL AND ANIMAL SURRENDER S.O.P. FOR RESIDENTS

DOMESTICATED CANINES/FELINES ONLY

- Residents should call the Knox Hills maintenance office at 502-799-6565 to report a stray cat or dog 24 hours a day. If calling out of normal business hours, please choose “Option 4” which is the option for stray cat or dog and pest control.
- Knox Hills will respond to the following:
 - Stray cat or dog in the area of post that Knox Hills manages (the Knox Hills footprint).
 - A resident has a stray cat or dog secured in their yard (NOTE: Animal must be a stray and not the resident’s animal that they want to surrender to the shelter. See below for animal surrender policy.)
- Regardless of whether the animal is picked up by Fort Knox or Knox Hills, the animal will be taken to Knox Hills. Knox Hills will try to find the owner by either detecting a microchip or looking at the animal’s ID tag.
 - If the owner can be located, Knox Hills will make every attempt to find the owner and return the animal.
 - During business hours Knox Hills will hold the animal for up to three hours prior to having the animal transported to Hardin County Animal Control.
 - If the animal is found outside of business hours and the owner cannot be immediately located the animal will be transported to Hardin County Animal Control.
 - If the animal is delivered back to the owner, there will be an \$80 fee charged to the resident by their community office.
 - If the animal is transported to the Hardin County Animal Control shelter by Knox Hills’ staff, the cost for the resident to retrieve the animal will be a \$142 shelter fee and \$80 handling fee. These fees will be billed to the resident by Knox Hills.
- Knox Hills will not be responsible for the collection or acceptance of animals voluntarily surrendered by a resident. If a resident decides to surrender a dog or cat, it is the resident’s responsibility to transport the animal to the Hardin County Animal Shelter, which is located at 220 Peterson Dr. Elizabethtown KY. The resident must present a valid ID and will be charged a shelter “surrender fee” of \$142 which will be billed to the resident by Knox Hills.
- **ANY INJURED OR ILL ANIMALS CAPTURED WILL BE IMMEDIATELY TAKEN TO THE FT. KNOX VETERINARY CLINIC FOR TREATMENT.**
- **RESIDENTS MUST SIGN AN ACKNOWLEDGMENT FORM OF RECEIPT BEFORE ANIMALS CAN BE RETURNED TO THEM.**

REV: 08/05/16