



DEPARTMENT OF THE ARMY
SOUTH PLAINS DISTRICT VETERINARY COMMAND
LOUISIANA BRANCH
BLDG 665 COLORADO AVE
FORT POLK, LA 71459

MEMORANDUM OF UNDERSTANDING
BETWEEN
FORT POLK VETERINARY TREATMENT FACILITY
AND
ALL VTF CLIENTS

SUBJECT: Fort Polk Stray Impound Policy

1. Reference. JRTC and Fort Polk Reg. 40-3, Sections 8-2, 8-3, 8-4, and 9-3
2. Purpose. To inform all Fort Polk VTF Clients on the Fort Polk Stray Impound Policy.
3. Animals picked up on Fort Polk by Animal Control and impounded in the Stray Animal Facility are subject to the following guidelines:
 - a. For first impound, owners will be charged \$12.00 per day. They may only claim animals during normal operating hours.
 - b. Animals can not be claimed until a release letter (DD 2622) is picked up from the Provost Marshall's Office (PMO) and all vaccinations, heartworm check and microchip are current or proof is provided from a licensed Veterinarian.
 - c. For second impound there will be a fee of \$20.00 per day and owners are subject to warning letters from housing notifying them of their possible loss of animal privileges in Government Quarters.
 - d. Animals that are impounded more than two times will be considered a nuisance and owners will be required to remove the pet from the installation within 48 hours. The owner will also loose privileges to keep a pet in Government Quarters for the remainder of occupancy and the sponsor's chain of command will be notified.
 - e. If an animal brought in is not micro-chipped, it will be eligible for adoption after the third business day. Micro-chipped animals will be kept for 15 days, during which, reasonable effort to contact the owners will be made. If the animal remains unclaimed it will be considered abandoned and put up for adoption at the discretion of the Veterinarian and at the owner's expense, which will be a \$100.00 Surrender Fee and a 15 days impound fee.

Pet Owner's Signature

Date

CPT Erika K Stapp DVM