

Community Cat Program (CCP)

**Regulations and Guidelines**

**City of Dickinson**

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**Acceptable Standards of Care and Responsibilities**

## Introduction

Pursuant to the Provisions of Chapter 4, Article VIII of the Dickinson Municipal Code, the City Council has adopted the following regulations and guidelines applicable to the conduct of Community Cat Programs.

# **Permit Required**

Individuals and organizations shall obtain permits pursuant to Chapter 4 of the Dickinson Municipal Code prior to feeding community cats or practicing TNR.

# **Application Requirements**

Applicants for a CCP permit shall complete the standard application form set forth in Attachment A to these Regulations and Guidelines. The City does not charge a fee for processing these applications or for the permit.

## Standard Conditions of Approval

Applicants for a CCP Permit shall agree to comply with and implement the following standard conditions of approval.

* + 1. Permit Conditions and Requirements
			1. Permittee shall
				1. Comply with CCP Regulations and Guidelines
				2. Utilize CCP procedures for feeding and humane TNR trapping techniques.
			2. The CCP permitted Caretaker, Organization or Individual practicing TNR shall maintain records of colony information and shall make such records available to BAS upon request. Colony information shall include feeder and trap locations and cat colony details to the extent known, including an approximate number of cats in colony and number of successful spayed-neutered, rabies vaccinated, and ear tipped cats.
			3. A current and valid permit must be maintained and renewed prior to expiration; renewal requests shall be submitted at least thirty (30) days prior to expiration of the permit.
			4. Any changes to permit feeding, trapping, or CCP Permittee information must be immediately updated on existing valid permits with BAS and may require permit modifications.
			5. The CCP Permittee shall have a licensed veterinarian evaluate the health of all trapped community cats. Community cats that have been spayed­/neutered shall be ear-tipped for identification, vaccinated against rabies, de-flead and returned to the colony after surgery, if they cannot be adopted. A community cat that appears ill shall not be returned into the colony unless approved by a veterinarian.
			6. Unless all known cats in a colony are spayed/neutered, the CCP permitted Caretaker, Individual or Organization assisting with trapping shall set humane traps regularly for the purpose of capturing community cats to be spayed-neutered and returned if they cannot be adopted.
			7. The CCP permitted Caretaker, Individual or Organization assisting with trapping shall trap kittens and make every effort to have the kittens adopted and not returned to the colony.
			8. The CCP permitted Caretaker shall provide food and water to the colony cats on a regular basis, year-round, using best practices to eliminate nuisance and unsanitary conditions.
			9. The CCP permitted Caretaker shall make reasonable, good faith efforts to provide needed veterinary care to colony cats that are visibly ill or injured.
			10. All feeders and traps on public property shall have affixed to it an identification sticker in the form approved by BAS.
			11. Sanitation of feeding and trapping areas, removal of food from containers, clean up, and maintenance of the feeding area is the responsibility of the CCP permitted Caretaker.
			12. A reasonable amount of food that is appropriate for the size of the colony utilizing the feeder may be placed in the feeder daily between the hours of 6:00 a.m. and 8:00 p.m., or sunset, whichever is earlier. Before 8:00 p.m. or sunset, whichever is earlier, of each day, the CCP permitted caretaker shall empty the food from the feeder so that no food remains in the feeder overnight.

All feeding and trapping locations shall be kept free of excess food, debris and other materials used to maintain the colony. Cleanup and maintenance are the responsibility of:

(1) the CCP permitted Caretaker feeding the cats.

(2) the CCP permitted Individual or Organization trapping community cats during the time of their trapping assignment.

* + - 1. The CCP permitted Caretaker shall be responsible for removing fecal matter within fifty (50) feet of any feeder. Such removal shall be performed daily when the CCP permitted Caretaker places food in the feeder as well as when the CCP permitted Caretaker removes food from the feeder. All fecal matter shall be properly disposed of.
			2. When conducting trapping activities, the CCP permitted Individual or Organization performing TNR shall not leave traps unattended. They should remain within visual contact of the trap to engage in humane trapping of the community cats.
			3. The CCP Permittee must comply with all applicable BAS, State, County, and Federal laws.
			4. Before engaging in any feeding and trapping activities on private property, CCP Permittees shall obtain the written and signed authorizations of the resident(s) and property owner(s), delineating the specific location(s) of feeding and trapping. Feedings on private property may only be done within an area that is enclosed by a minimum six-foot (6') barrier to prevent the food from luring unintended animals into the area, unless a feeding device, approved by BAS, is used that prevents other animals from accessing the food intended for the community cats.
			5. Feeding and trapping in alleys or on public property is prohibited, unless allowed by a special TNR permit issued by BAS on an annual basis.
			6. Types and Locations of Containers. The location and types of feeding containers must be pre-approved by BAS when feeding on public property. Submittal of proposed feeding container information shall include but not be limited to photos, specifications, dimensions, and other pertinent information, and shall be provided to BAS for approval prior to use.
			7. CCP Permittees shall assist BAS in resolving community cat issues and respond to complaints involving permitted community cat colonies served.
			8. CCP Permittees are encouraged to participate in public outreach and education programs in coordination with BAS staff at events and other means of outreach.
			9. CCP Permittees shall comply with any requirement that BAS believes is necessary or desirable to address specific issues unique to a Community Cat Colony served.
			10. Feedings on public property may only be done within a feeding device, approved by BAS, which is designed to prevent other animals from accessing the food intended for the feral cats.
			11. Permittee shall inform BAS of any changes in their contact information within 10 days of such changes.
			12. CCP Permittees shall display BAS issued permit card on their person in a visible manner while conducting TNR or feeding activities on public property.
			13. CCP Permittees shall show their identification card or driver’s license to any person who requests to see such identification card or driver’s license while the CCP Permittee is conducting TNR activities.
			14. CCP Permittees shall wear reflective vests when conducting night-time activities on public property.
			15. CCP Permittees providing TNR services on public property shall provide and maintain insurance as required in Article VIII of Chapter 4-144 B.1.d. of the Municipal Code, throughout the term of the permit. In addition, CCP Permittees providing TNR services shall execute an indemnification, release, and hold harmless agreement in the form approved by the City's Risk Manager.

# **Regulations and Guidelines**.

The Regulating Authority, or his or her designee, shall have the authority to revise these CCP Regulations and Guidelines from time to time, to further the purpose of BAS of Dickinson Community Cat Program. Notice shall be provided to CCP Permittees of any revisions to these Regulations and Guidelines. Within 10 days of receipt of such notice, or within such other time approved by the Regulatory Authority, CCP Permittees shall bring their practices into compliance with the revised Regulations and Guidelines.

Attachments: CCP Permit Application Form