



Animal Impound Service Agreement

This agreement is entered between Humane Indiana and the Town of Munster Indiana.

1. The Town of Munster wishes to ensure the safety and welfare of its residents, both human and pets, by providing animal control field services that are economical, prudent, and humane.
2. The Humane Indiana Shelter agrees to provide animal impound services to the Town of Munster under the sole and exclusive direction of the Humane Indiana Intake staff and Senior Director in alignment with Humane Indiana Intake policies.
3. Humane Indiana will administer the following veterinary care to every animal upon admittance to the shelter:
 - a. Cats – Spay/neuter surgery, Rabies vaccine, Feline Distemper Vaccine, and Microchip
 - b. Dogs – Spay/neuter surgery, Rabies vaccines, Canine Distemper/Parvovirus Vaccine, Bordetella Vaccine, Heartworm blood test, and Microchip
4. The Town of Munster shall pay Humane Indiana a fee of \$125 per animal impound and said fees will be invoiced to the Town of Munster monthly (net 15 days).
 - a. Exceptions
 - i. Canines aged under 6 months of age will not be charged an impound fee.
 - ii. Litters of kittens aged under 8 weeks old will be charged \$125 per litter, not as individual animal impounds.
 - iii. Humane Indiana reserves the right to set “return to field” pathway for all healthy, stray cats. In alignment with Humane Indiana’s Community Cat Diversion policy, Humane Indiana shall spay/neuter, administer Rabies vaccine and ear tip eligible cats for the Return to Field program and release them back to Munster jurisdiction where the cat was originally found. Arrangements for return will be coordinated at time of intake.
 1. The Town of Munster will be billed \$50 for each community cat admitted through this program.
5. Should outsourced medical attention be needed, The Town of Munster will be responsible for veterinary bills (not to exceed \$150 per animal) necessary for treatment should any Town of Munster stray need care beyond the limitations of Humane Indiana. Example: Stray animal hit by a car needing treatment outside the scope of standard care.
6. The Town of Munster Police or Animal Control Officer will contact Humane Indiana Intake prior to bringing any animals to the shelter, voicemail messages are not an acceptance of intake.
7. Prior to Humane Indiana Intake acceptance, any Munster police officer, or Munster animal control officer who delivers a Town of Munster stray animal to the Humane Indiana Animal Shelter, shall obtain a release from the Town of Munster Police Department, and deliver it with the stray animal to the Humane Indiana Animal Shelter.
8. Town of Munster stray animals shall be accepted at the Humane Indiana Animal Shelter in alignment with Humane Indiana Intake Guidelines (see attached), based on health condition, temperament, age, and/or size.





Humane Indiana

9. Humane Indiana Animal Shelter has the right to refuse acceptance of animals not in alignment with Humane Indiana’s Intake Guidelines.
10. Within 3 months of the start of this contract, Town of Munster must agree to fund and oversee the completion of NACA certification or ongoing recertification for the Munster Animal Control Officer or designated staff person overseeing animal code enforcement serving as the liaison between the Town of Munster and Humane Indiana. This includes both NACA ACO 1 and NACA ACO 2 modules.
11. Town of Munster agrees to allow the Town of Munster Animal Control Officer or official liaison to attend Humane Indiana monthly staff training sessions (approx. 2 hours) for continuous training relevant to animal welfare. If attendance conflicts with scheduling, trainings can be conducted virtually.
12. The initial term of this agreement shall be for approximately 2 years commencing November 1, 2024 and ending November 1, 2026.
13. Either party may terminate this agreement without cause upon 30 days advanced written notice to the other party.
14. This agreement expresses the entire contract of the parties and may not be modified in any way unless such modification is reduced to writing and jointly approved by both parties.
15. The Town of Munster shall defend, indemnify and hold, Humane Indiana, its staff and volunteers harmless from all claims for injuries, damages and losses, including attorney fees and expenses related to litigation arising out of or in connection with the performance of this agreement in any matter.

X _____
 Print Name
 X _____
 Signature _____ Date
 Munster Authorization

X _____
 Print Name
 X _____
 Signature _____ Date
 Brian A. Fitzpatrick
 Humane Indiana’s Chief Executive Officer

X _____
 Print Name
 X _____
 Signature _____ Date
 Munster Authorization

X _____
 Print Name
 X _____
 Signature _____ Date
 Jessica Petalas
 Senior Director of Shelter & Clinic Operations

HI!