



## Cleburne Animal Services Trapping Agreement

Please read this entire agreement. Fill in the blanks, initial, sign, and date where indicated.

Cleburne Animal Services will loan traps when equipment is available. Citizens who are having an issue where wildlife is causing a nuisance may also purchase a trap. Cleburne Animal Services will remove trapped animals from privately owned traps within the city limits of Cleburne.

I agree to the following:

I understand I am responsible for the trap located at: \_\_\_\_\_

- I agree to follow all of Animal Services' requirements regarding this trap. **Initial:** \_\_\_\_\_
- I understand that I may only use this trap for the humane capture of wildlife, including feral cats, which are causing a nuisance. I will not trap cats or wildlife that are behaving normally. **Initial:** \_\_\_\_\_
- I agree to check the trap at least once every morning and once every evening but as often as possible. I understand that failure to check the trap and/or failure to contact Animal Services once an animal is trapped, will result in citations for cruelty confinement. **Initial:** \_\_\_\_\_
- I understand, that if an animal dies in the trap due to improper setting of the trap, failure to check the trap, setting the trap in inclement weather, or any other reason other than natural causes, I will receive citations for animal cruelty. **Initial:** \_\_\_\_\_
- I agree to notify Animal Services at (817) 556-8895 immediately upon capture of an animal in the trap. Trapped animal calls received before 4:30 p.m. will result in same day pick-up. **Initial:** \_\_\_\_\_
- I agree that if the animal is captured after Animal Services' normal business hours (8:00am – 4:30pm), I will call non-emergency police dispatch at (817) 645-0972 and inform them of the location of the trapped animal. **Initial:** \_\_\_\_\_
- I agree to cease trapping at 3:30pm on Saturday and not resume trapping until 6pm on Monday night. I must also cease trapping the day before, and day of, all major holidays. **Initial:** \_\_\_\_\_
- I agree that I will not set the trap during inclement weather, which *includes, but is not limited to:* Temps below 35 degrees, Temps above 95 degrees, wind-chill readings below freezing, during rain, sleet, snow, storm warnings, heat advisories, etc. **Initial:** \_\_\_\_\_



- I agree to set the trap in a shaded area, preferably under the cover of brush, and never in direct sunlight. I will set the trap in a location that is easily accessible to Animal Services and I will allow Animal Control Officers to access my property to service the trap. **Initial:** \_\_\_\_\_
- I understand that Cleburne Animal Services will provide instructions on how to set and bait the trap but it is my responsibility to make sure this is done correctly. **Initial:** \_\_\_\_\_
- I understand and agree that I will NOT relocate or give away any trapped animal. **Initial:** \_\_\_\_\_
- I agree to hold Cleburne Animal Services harmless for any damages or claims incurred by service of this trap on my property. **Initial:** \_\_\_\_\_
- I understand and agree that any violation of this agreement by me may result in fines, citations, and/or charges of Animal Cruelty where applicable. **Initial:** \_\_\_\_\_

**Trap Owner/Borrower Information (Please Print):**

**Name:** \_\_\_\_\_ **DL#** \_\_\_\_\_

**Print Street Address:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Staff Signature/Badge#** \_\_\_\_\_ **Date Received:** \_\_\_\_\_



# Trap Instruction Sheet

**Please Read Carefully!**

## Requirements for Humane Trap Setting:

**Trapping is NOT permitted for wildlife that is behaving normally. Simply seeing wildlife is not considered a nuisance. Wildlife that has burrowed into homes, foundations, crawl spaces, attics, under sheds, etc. are nuisances. Seeing wildlife or smelling skunks is not a reason to trap.**

## TRAP INSTRUCTIONS

- Monitor the trap on a daily basis — Leaving an animal in a trap for an extended period without notifying Animal Services constitutes Animal Cruelty under the laws of the State of Texas, and is punishable by fines and/or imprisonment.
- Do not set the trap during extreme weather conditions. This includes temperatures below 35 F or above 95 F, during any type of weather advisory, or during inclement weather (rain, snow, ice, etc.).
- Traps can be set Monday evening (after 6pm) through Saturday morning. Traps must be disabled Saturday (by 3:30pm) through Monday (before 6pm) and should not be set on any holiday as there are no Animal Control Officers on duty to service the traps. Responsibility for the trap is solely yours. Please make sure to monitor the trap daily.
- Call us promptly at 817-556-8895 as soon as the animal is observed in the trap. Leave a detailed voicemail or tell the operator your name, address, phone number, what type of animal is caught in the trap, location of the trap, and how long the animal has been in the trap. If the animal is trapped after hours, call non-emergency dispatch at 817-645-0972 and give them the same information.

## BAITING THE TRAP

Some suggested baits for wild animals include:

- Feral Cats: Canned cat food (the cheap, stinky kind), canned tuna, sardines
- Raccoon: Marshmallows, canned cat food, canned tuna
- Squirrels: Peanut butter on bread, nuts, field corn, popcorn or crackers
- Skunks: Peanut butter on bread, canned cat food, peanuts, an egg, or piece of raw chicken
- Foxes and coyotes: Raw, spoiled meat or chicken, smelly canned dog food
- Armadillos: Raw potato or carrot, other root vegetable, rotten fruit. It is also possible to “guide” an armadillo into the trap by creating a funnel with boards. The armadillo will wander into the area and will be guided into the trap. Some people have even captured armadillos with this method without using any bait.



## WHERE TO SET THE TRAP

- Set the trap on a level spot. Try to keep it out of sight so the trap is not stolen or tampered with.
- In the summer heat, set the trap in a shady spot, out of direct sunlight, so captured animals do not get overheated and die in the trap.
- Make sure the trap is not set where the animal is exposed to fire ants or other stinging insects.
- Do not put the trap under a building.
  - If traps are set under buildings, in crawl spaces, in attics, etc., the Animal Control Officer will require you to bring the animal to ground level before servicing the trap.
- Try to leave it in the same place for each pickup, so the Animal Control Officer can find it quickly.

**If you catch a domestic cat or dog:** Call non-emergency dispatch at (817) 645-0972 as soon as possible. Give the dispatcher your name, address, phone number, what type of animal is in the trap, location of the trap, and how long the animal has been in the trap.

## SETTING THE TRAP

- Place the bait on a paper plate or piece of cardboard. Put the bait on the ground.
- Place the trap on top of the plate or cardboard so that the food oozes through the wire behind the trip plate, as far back as you can put it. If using a harder bait, be sure bait is placed at the very back of the trap. You may have to wire some types of bait to the back of the trap. The idea is to make it difficult for the animal to reach.
- To set the trap:
  - Lift the two locking arms to lift the door.
  - Holding the door, slide the steel rod hook back to catch the ROD on the door.
    - DO NOT place the hook on the cage wire.
- Set the rod at the edge of the hook so it will not take much pressure on the foot pedal to trigger the door.
- Test the door by triggering the foot pedal with a pencil or screwdriver.
- It should drop with very little pressure and should fall completely, latching the locking arms.
- Reset the trap.
- If you have trouble setting the trap, please feel free to call us for help.

**If you are not successful catching the nuisance animal, please contact us for assistance. An Animal Control Officer will be happy to assist you during business hours. You can reach us by phone at 817-556-8895 (please leave a voice mail if no answer) or email: [acunit@cleburne.net](mailto:acunit@cleburne.net)**