

AFFIDAVIT OF COMPLAINT

VILLAGE/TOWN OF _____

COUNTY OF _____

Generally, violations of NYS Agriculture and Markets or local Animal Control Laws do not occur when an officer is present. For an Animal Control or a Dog Control Officer or the Law Enforcement Officers to take an action regarding a violation, either the officer, or someone else must witness the incident (s).

This *Affidavit of Complaint* or statement, when completed by a witness, provides the documentation necessary for an action to be taken. It establishes probable cause for an officer to believe that a violation took place, who was involved, and the nature of the violation. This statement form is essential for the investigating officer to pursue further action in reference to the violations you have described. For the investigating officer to efficiently respond to your needs, we ask that you review and carefully complete this statement to the best of your knowledge, and return it to the investigating officer within ten (10) days.

Case or Complaint No.: _____

TELL US ABOUT YOU

This portion of this Affidavit is to be completed by you, and about you. We need to know your full name, address, and various other information. Please print neatly and review the completed form to ensure that all information is included and correct.

NAME:

Last: _____ First _____ Middle Initial _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone

Number: () _____ Work Phone: () _____

TELL US ABOUT THE ANIMAL OWNER

We need you to record as much information about the animal owner as you know. Don't guess, be certain. If there is some information that you do not know, simply write "unknown". The information most needed is the animal owner's address. If you are uncertain about the owner's information, or if the animal even has an owner, speak with your neighbors to be sure.

NAME:

Last: _____ First _____ Middle Initial _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone

Number: () _____ Work Phone: () _____

When is the owner normally home? _____

What does the animal (s) look like?

To take action, the investigating officer needs to be as certain as possible that we are dealing with the correct animal(s). Please record as much and as accurate a description of each animal as possible. Only list animals that were involved in the specific incident you are completing this statement for. Here's some basic rules:

- Breed is for species as well as the animal's specific breed
- Color: Indicate the dominant color first, then all the other colors

BREED	COLOR	MALE	FEMALE	NAME

If you are uncertain about the animal or its description, be sure that you talk to your neighbors. Incorrect information damages everyone's credibility if the case were to be challenged in court.

When and where did it happen?

This is where you tell your story. Please fill in all blanks with EXACT time, date, and location, based on what you observed. Without this information, the investigating officer cannot pursue further action. Here's some examples:

Location: In street in front of 1212 Smith St. or
In my front yard at 2121 Jones St.

Time: 1:30 P.M.

Location of Incident:

Date of Incident: Exact date

Time of Incident: Exact time (AM or PM)
