



Dog Barking Package

Animal Control Services

File Number: _____

DOG BARKING

Official Complaint Form

Full Name

You have filed an official complaint against a resident and have chosen the option of filling out this barking package with the anticipation of Summer Village of Kapasiwin issuing a summons to the dog owner or caregiver on your behalf. There are a few important things to note when you fill this package out. Please take a few moments to review this package prior to starting.

Please follow all steps when filling out this package. Provide exact information consecutively for 5-7 days, each time the dog(s) is barking. For example, each entry must have the date, start and stop time, location of animal, and conditions surrounding the animal. Please note that generic answers on this package such as "Barking all day" or "Dog lives down the road" are not acceptable, and will be considered incomplete.

You may use additional paper if necessary and attach to the package. Completed packages may be returned to Animal Control Services for review as soon as they are completed. Incomplete packages will not be considered for review.

Please note that there is no guarantee that a summons will be issued once this package is returned to the Summer Village of Kapasiwin. The decision to issue a summons for barking is ultimately made by the Summer Village of Kapasiwin.

If you have any questions regarding this package please contact me at any time during regular working hours.

Animal Control Officer, Summer Village of Kapasiwin



STEP ONE

COMPLAINANT INFORMATION

First name:

Last name:

Address:

Phone number:

Cellular number:

DOG OWNER INFORMATION (IF KNOWN)

First name:

Last name:

Address:

Phone number:

Cellular number:

OTHER INFORMATION

Initial _____



STEP TWO

QUESTIONNAIRE

1. Exact description of dog(s) creating the disturbance and any other dog(s) on the property.

Name, colour, breed, age, and sex if known. Please include pictures if possible.

2. Where is (are) the dog(s) located on the property?

3. How does the barking affect you?

4. How did you determine which dog(s) is barking?



5. What steps have you taken to remedy this situation with the dog owner(s)?

6. Are you prepared to testify on behalf of this statement in a Court of Law?

No action will be taken if the complainant is not willing to testify on behalf of this barking package in a Court of Law.

7. Additional comments

Initial _____

