

COMPLAINT AFFIDAVIT

TOWN OF WILNA
COUNTY OF JEFFERSON

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 Complaint Affidavit 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 #: _____

TELL US ABOUT YOU:

This portion of the 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: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone # _____ 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 neighbors to be sure.

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone # _____ Work Phone: _____

When is the owner normally home? _____

WHAT DOES THE ANIMAL(S) LOOK LIKE?

To take action, the investigation 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	M/F	NAME
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

WHEN & 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.

Example:

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

Time: 1:30 p.m.

Location of Incident: _____

Exact Date of Incident _____ Exact Time (a.m. or p.m.) _____

