

(Please Print)

State of Arkansas County of Lonoke City of Carlisle

## CARLISLE POLICE DEPARTMENT ANIMAL CONTROL UNIT

## Affidavit of Complaint

Name of Owner or Responsible Party		Street Address		
Breed or Description of Animal		Color(s)/M	Color(s)/Markings	
The undersigned affiant deposes and says	that he/she personal	y observed the a	bove-listed animal	to be in violation
of:	1	5		
CHECK ONE VIOLATION ONLY – CI	TY ORDINANCE			
Section 2-1 – Unlicensed Dog		Failure to Confine		
Section 3-2 – Running at Large		Check only one per affidavit:		
Section 3-1 – Public Nuisance		Section 4-9 – Fierce, Dangerous or Vicious		
		Dog		
Check one nuisance condition per affidavit:		$\Box \text{ Section 3-3(A)} - \text{Female Dog in Heat}$		
Accumulation of Animal Waste/Odor		$\Box \text{ Section 3-3(B)} - \text{Keeping Wild Animal}$		
☐ Failure to remove animal excrement from		Section 3-4 – Failure to Provide Adequate Food, Water or Shelter		
public property or private property of another			-	
Excessive Barking/Noise		Section 3-5	- Cruelty to Animal	
The observed violation occurred on				
		at		· ·
	Date		Time	
	D (	at	Τ.	·
List additional dates and times only for excessive barking/noise violation complaints.	Date	at	Time	
	Date	at	Time	·
Statement of Facts and Location Incident Occurred				
I understand that I may be required to own	aan in aanut if tha a	nimal arman dia	mutaa tha ahanaaa (n	المعانية معرفة مار
I understand that I may be required to app	ear in court, if the a	nimal owner dis	putes the charges (p	bleads not guilty)
and requests a trial.				
Signature of Complainant			Printed Name of Com	olainant
Street Address			Phone Number	
Subscribed and sworn to before me this day of _			,,	·
My commission expires:				

(Seal)

Notary Public

## Instructions for Completing the Affidavit

- 1. In order for an affidavit to be processed, the alleged violation should have occurred within 30 days of the date the affidavit is notarized.
- 2. Only **ONE** violation may be checked per affidavit.
- 3. Please be as accurate as possible when listing breed/description, color and sex of the animal.
- 4. The name of the owner/responsible party and his/her street address **MUST** be entered on the affidavit.
- 5. Please fill in the exact location where the alleged violation occurred.
- 6. On excessive barking/noise complaints, please list at least three separate dates and times that the violation was observed in order to show a pattern of conduct that the animal's owner has failed to correct.
- 7. Please be specific with dates and times, and avoid using phrases such as "all the time" or "constantly".
- 8. The affidavit must be notarized **PRIOR** to being submitted to Animal Control.
- 9. A statement of facts explaining what happened **MUST** be made on the space provided. If more space is needed, an additional sheet may be attached to this form.

Once the affidavit has been received, the Animal Control Officer will issue a citation to the owner/responsible party based on your affidavit. The owner/responsible party will be given a court date and ordered to pay a fine and/or appear in court. In the event the defendant elects to contest the charges, he/she will be scheduled for trial, and you will be issued a subpoena to testify in court. Should you fail to appear in court, the charges may be dropped.

## HELPFUL HINTS ON PRESENTING AN EFFECTIVE CASE IN COURT:

- ► Try to arrive a few minutes early and bring any witnesses with you.
- ► Try to avoid repetition of witness statements or evidence.
- ► Witness statements or evidence presented must be relevant to the particular charges in the case being heard.
- ► If you wish to introduce photograph(s), audio recording(s) or video recording(s) as evidence, the person who actually took the photo(s) or made the recording(s) must be present to authenticate them.
- All parties are to be polite and respectful personal attacks on the opposing party or witnesses will not be tolerated.

EACH DAY THAT A VIOLATION CONTINUES CONSTITUTES A SEPARATE OFFENSE

Further questions? Please call 870-552-3431, and the Animal Control Officer will return your call.