



Orange County Animal Services Affidavit of Complaint

Generally, violations of the Orange County Animal Services Code do not occur when an officer is present. For an Animal Services Officer or the Animal Services Department 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 Animal Services to pursue further action in reference to the violations you have described. For Animal Services 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 Animal Services Department within 10 days.

SRN: _____ CASE NO: _____

Tell us about you!

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

Name: _____

Last: _____ First Name: _____ MI: _____

Street: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Home: () - _____ Work: () - _____

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 Name: _____ MI: _____

Street: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Home: () - _____ Work: () - _____

When is the owner normally home? _____

INSIDE PAGES

FRONT COVER

What does the animal(s) look like?

To take action, Animal Services 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 it's 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, Animal Services 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 pm

Location of Incident:

Date of Incident: Exact date Time of Incident: Exact time (AM or PM)

This four-page citizen complaint affidavit was created by Orange County (Fla.) Animal Services to help officers better resolve problems regarding stray animals. If a citizen calls to report a stray animal, the shelter collects all the pertinent information to determine the correct course of action. Once complainants fill out the form, providing a complete description of the animal in question, they have, in effect, signed a witness statement giving officers the legal authority to act. Officers will then resolve the situation, whether by loaning a trap to help people capture feral cats, writing a letter to the owner of a dog known to damage property, or simply visiting the animal's owner to discuss a violation of local ordinances.

Tell us what happened

In this section you will write a brief story of what happened, based on the information you gave about **When and Where** it happened, and **what you** observed. Only write about the most recent occurrence. Previous occurrences are not relevant. **DONOT** write about **hearsay** or other conflicts there have been with the animal owner. Hearsay is what you have heard from other people, not what you have observed, and is not admissible in court. If you require more space, simply continue on another piece of paper. Please print clearly or type. **Be sure to sign the form in the lower right hand corner of the page.**

BACK COVER

Sworn To and Subscribed Before Me
 this _____ of _____ 19____

 My Commission Expires _____

I swear or affirm that the statement
 contained here-in is true and correct
 to the best of my knowledge and
 belief.
 Signed: _____
 Date: _____ 19____