

## Questions and Answers Regarding “Complaint Affidavits”

### **Why has a Complaint Affidavit been given to me?**

The Animal Control Division recently received a report from either you or another citizen which indicated that you were an eye-witness to violations of either County or State laws dealing with animals. Since our staff did not witness these events, in order to investigate and possibly prosecute these violations, we must rely on citizens who did see the event to provide us with their statement(s) about what they saw.

### **Why did you leave me more than one form?**

In case more than one person has information pertaining to this violation, we would like to obtain statements from as many witnesses as possible. If you know of others who can contribute to this investigation, please give them one of the “Complaint Affidavit” forms. Additional witnesses may help us to find a successful resolution to these violations.

### **Does the affidavit need to be notarized?**

Yes, but to make it more convenient for you to do this, most of our Animal Control Officers are Notary Publics. They can notarize this document for you if signed in front of them. There is no charge to you for this service if the document is notarized by an Animal Control staff member.

### **Do I have to mail this form in to the Animal Control Office when it is completed?**

No. Simply call our office and request an Officer come by to pick up the affidavit(s). These will then be taken back to our office and reviewed for correctness. You also have the option of bringing these documents in to our office, or they may be mailed to us. The affidavit(s) will be included in our investigative file that is being prepared in order to help resolve this animal related problem.

### **Do I have to appear in court if I fill out one of these affidavits?**

Not necessarily. If the defendant is issued a citation for violation of a County Ordinance, they usually have an option to pay a fine and avoid any Court appearances. However, if the defendant chooses to contest the charge and enter a plea of innocent, a final hearing will be set before a Judge. In that case, you and any other witnesses who filled out affidavits would be subpoenaed to appear in Court to testify. Our investigating Officer would also appear to testify. Keep in mind that fewer than 25% of citations result in Court action requiring witnesses to appear to testify.

### **What should I do if the problem continues or recurs?**

Contact the Animal Control Office again. If this continuing or recurring incident is witnessed by you or others, we may again request that affidavits be completed to document the offense. This will allow for progressive enforcement and the possibility of additional charges being made against the violator. Fines for County Ordinance violations double with each subsequent infraction and each day that the violation exists can constitute a separate offence. The new affidavits would provide evidence to a Judge that the violation was continuous in nature.

**If you have any question regarding the use of these forms, please call our office.**

**Pasco County Animal Control  
19640 Lake Patience Road  
Land O’Lakes, Florida 34639  
(727) 834-3216 (813) 929-1212 (352) 521-5194**

**COMPLAINT AFFIDAVIT**

Case Number: \_\_\_\_\_

Investigating Officer: \_\_\_\_\_

*Before me, the undersigned, authority, personally appeared and, after being sworn, stated that he/she has personal knowledge of the following facts, and each is true and correct:*

Name of Witness/Affiant: \_\_\_\_\_

Name of parent if under 18 years old: \_\_\_\_\_

Street Address: \_\_\_\_\_ City and Zip Code: \_\_\_\_\_

Daytime Phone Number: ( ) \_\_\_\_\_ Date of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_ Location of Incident: \_\_\_\_\_

What happened? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How many dogs were involved? \_\_\_\_\_ Describe the appearance of each dog: \_\_\_\_\_

Owner of dogs, if known: \_\_\_\_\_

Place where dogs are kept, if known: \_\_\_\_\_

Person who cares for dogs, if known: \_\_\_\_\_

Was any person injured? \_\_\_\_\_ If yes, who was injured? \_\_\_\_\_

If yes, describe injuries: \_\_\_\_\_

Were any animals injured? \_\_\_\_\_ If yes, what other animals were injured? \_\_\_\_\_

If yes, describe injuries: \_\_\_\_\_

Were you frightened by the incident? \_\_\_\_\_ Describe specific aggressive or vicious behaviors, if any, by each dog: \_\_\_\_\_

Was there any provocation for the incident? \_\_\_\_\_ If yes, what provoked the dog(s)? \_\_\_\_\_

Was the owner, keeper, or person responsible for the dog(s) present at or near the incident? \_\_\_\_\_

If yes, where was this person? \_\_\_\_\_

Did you speak to the owner, keeper, or person responsible for the dog(s) about the incident? \_\_\_\_\_

If yes, what was his/her response? \_\_\_\_\_

Was any other person present to hear the conversation? \_\_\_\_\_ If yes, please give the name, address, and phone number of this witness: \_\_\_\_\_

Did any other person witness the incident? \_\_\_\_\_ If yes, please give the name, address, and phone number of this witness: \_\_\_\_\_

Please attach photos, medical records, or other documentation relevant to the incident.

\_\_\_\_\_  
Signature of Affiant

Sworn and subscribed before me, this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Notary Public