



ALBERTA ANIMAL SERVICES



Dear Sir / Madam:

This letter acknowledges receipt of your complaint about the nuisance created by the barking/howling of a dog(s) in your neighborhood.

It has been our experience many such neighborhood issues can be favorably resolved by personal contact between the two parties involved. If you have not already done so, we sincerely encourage you to personally express your concerns to the owner of the troublesome dog(s).

Should our correspondence to the animal owner and your communication with him/her fail to bring about the desired results relative to the behavior of their dog(s), **we are prepared to prosecute the owner in Provincial Judge's Court of your behalf but because the complaint is based on your observation you have to be ready and willing to testify in court if required.**

Should you decide to pursue this course of action, a prosecution in Provincial Judge's Court requires that you be very specific in the gathering of information about all details of your complaint.

To ensure a successful prosecution, the following points must be precisely followed:

- a) All incidents of nuisance barking by offending dog you observe needs to be documented. Include the date, times of day the barking started and stopped and a brief description of the type of disturbance. An example will be found on the next page of this letter.
- b) The documentation completed by yourself must be from personal observation of the offending dog.
- c) Documentation has to include at least 5 days of barking instances. The more information provided the better.
- d) **If we prosecute the owner of the offending dog on your behalf and a plea of "Not Guilty" is entered, it will be necessary for you and other witnesses to testify "under oath". You must be able to state that you personally observed the dog barking and be prepared to describe the dog and a brief description of what took place. IT IS NOT SUFFICIENT FOR A WITNESS TO SAY THEY ONLY HEARD A DOG BARK.**
- e) **This form must be completed and returned to Alberta Animal Services within 30 days of date received.**
- f) **Be aware that this document will become evidence and can be submitted to the dog owner if they seek disclosure on the case.**

THIS IS A BRIEF EXAMPLE OF THE REQUIRED DOCUMENTATION.
PLEASE COMPLETE IN AS MUCH DETAIL AS POSSIBLE.

RECORD OF DISTURBANCE	
<p>COMPLAINANT</p> <p>NAME: _____</p> <p>ADDRESS: _____</p> <p>POSTAL CODE: _____</p> <p>RES PHONE: _____</p> <p>BUS PHONE: _____</p> <p>SOURCE OF DISTURBANCE: _____</p>	<p>SAMPLE ONLY</p>
<p>DOG OWNER: _____</p>	
<p>ADDRESS: _____</p> <p>DESCRIPTION OF DOG (S) _____</p> <p>_____</p> <p>_____</p>	

DATE	FROM-TIME-TO	POSSIBLE REASON FOR BARKING	COMMENTS
Jan 2/94	7:30am-9:00am	None	Barking at everything it hears, owner not home
Jan 2/94	10:00am – 10:10am	Mailman	SAMPLE ONLY
Jan 2/94	Noon-1:00pm		
Jan 2/94	4:00pm-4:20pm		
Jan 3/94	1:00 am-2:15am		

NOTE: RECORD OF DISTURBANCE SHEETS ATTACHED ARE FOR USE BY YOURSELF.

NOTE: PLEASE ONLY ONE PERSON DOCUMENT PER FORM. IF MULTIPLE PEOPLE ARE DISTURBED IN THE RESIDENCE, EACH PERSON NEEDS TO FILL OUT A FORM.

ALBERTA ANIMAL SERVICES	RECEIVED ON _____	DATE _____

ALBERTA ANIMAL SERVICES

4640 61st Street

Phone 347-2388

Red Deer, Alta. T4N 2R2

QUESTIONS TO BE ASKED RELATIVE TO BARKING DOG COMPLAINTS

- 1) Type of Residence: Single Dwelling Duplex Condominium Apartment Basement Suite
- 2) How many dogs are being complained about? _____
- 3) What breed or approximate breed is/are the dog(s)?
a) _____ b) _____
b) _____
- 4) What color is/are the dog(s)?
a) _____ b) _____
b) _____
- 5) When does the barking nuisance specifically occur? (Be specific – Dogs DO NOT bark all day and night nonstop)
Time(s) of day _____ Day of week _____
Weekends _____
- 6) Where on the offending dog's property is/are the dog(s) located?

- | | | |
|--|-------|-------|
| 7) Can you observe the dog(s) barking? | Yes | No |
| 8) Can you identify the offending dog(s)? | Yes | No |
| 9) Can you identify the owner of the offending dog(s)? | Yes | No |
| 10) Does the dog(s) bark when the owner is home? | Yes | No |
| 11) Does the dog(s) bark when the owner is away? | Yes | No |
| 12) Is the dog(s) outside when the owner is away? | Yes | No |
| 13) When is the owner usually away? | _____ | _____ |
| 14) Have you discussed this with the dog owner?
Result of discussion (if any) | Yes | No |
| _____ | | |
| _____ | | |
| If not, why not? | _____ | _____ |
- 15) **Are you prepared to testify in Court?** Yes No
- 16) How long has the dog resided at the address? Months _____ Years _____

OFFICE USE ONLY

To be proceeded with via form letter to complainant _____ to dog owner _____

Package sent to complainant – date _____

Priors on file _____

Complaint to be investigated; license follow-up _____ (a) (v) charges _____