



Kitsap Animal Rescue And Enforcement

9167 Dickey Road NW, Silverdale, WA 98383 * (360) 692-6977 * Fax (360) 698-9668



INVESTIGATIVE STATEMENT / DECLARATION

Please read this cover letter before you complete the attached forms. Keep this cover letter for your records.

Instructions/Warnings.

1. *Legal Statement:*

- a. **Complaint.** Any statement made in writing or *verbally to a sworn Washington Animal Rescue Officer constitutes a legal statement which supports or refutes a complaint made against another person(s). See #11.
- b. **Statement.** Any statement made becomes part of law enforcement investigative record and is subject to public disclosure law(s). See #2d.
- c. **Truth.** Any statement made to a law enforcement officer that is knowingly false shall be referred for prosecution under RCW 9A.76.020 (obstruction) and is a gross misdemeanor punishable by not more than \$5,000 and/or 365 days in jail.

2. *Investigation:*

- a. **Process.** This investigation is open-ended, meaning that there are other documents/statements and information used in the course of preparing a case. Complainants are advised that the accused in a complaint may be asked to respond to any allegations made against them or their animal(s). Once an investigation is complete, legal action through the courts, if appropriate, is initiated. Officers will not call you with updates.
- b. **Charges.** Any applicable charges, assessed from infractions, Misdemeanors or court ordered removal/disposition of an animal becomes a judgment of the court system and must be appealed in a timely fashion. Felony charges are instituted through the Kitsap County Prosecutors Office.
- c. **Court.** Any appeal of chargeable offenses issued by Kitsap Animal Rescue must be made to the court of jurisdiction prescribed in the charging document or citation.

You may call Kitsap Animal Rescue for updates; officers will not call you unless more information is required.

- d. **Records.** All statements made verbally or in writing to Kitsap Animal Control are subject to subpoena by the court if applicable jurisdiction or its officers. Other law enforcement organizations may be Given Kitsap Animal Rescue case file documents upon bona fide request.
- e. **Time Limits.** Investigations have no time limitation due to the variance in complexity and severity of owner/animal actions. However; inactive minor complaint case files are normally kept for two (2) years and more serious cases are kept indefinitely.

3. *Forms.*

- a. **Investigative Statements.** All forms must adhere to the following requirements:
 - (1) They must be as complete as possible. If you leave a box blank, please state your reason in doing so.
 - (2) They must be as factual as possible. See 1, © above. They must be based on first-hand observation; not the word/opinion of others.
 - (3) Use pen or marker only; no pencil.
 - (4) Put additional information on additional sheets of paper, if necessary.
 - (5) Print or write as legibly as possible.
 - (6) Put maps/diagrams on separate sheets of paper.
 - (7) Photos or other documents cannot be returned, so copies are acceptable.
 - (8) Make only copies of completed forms. It is unlawful to copy/use a law enforcement document for purposes or by persons other than instructed or intended.
 - (9) They must be signed and dated.
 - (10) They must be returned within fourteen (14) days of receipt to be considered timely in a current investigation.
 - (11) * Statements made verbally to an Officer may require you to put in writing before a citation may be issued.



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DECLARATION

(READ INSTRUCTIONS/WARNINGS BEFORE COMPLETING)

Case #: _____ Officer: _____

Statement of (check one): Subject: _____ Victim: _____ Witness: _____

Complaint: _____ "Other" (police, fire, medical, etc.) _____

Please be advised that your testimony/statement may be needed if court action is pursued.

Please be advised that while every effort to keep confidentiality by this agency, complete confidentiality cannot be guaranteed in court or in an appeal hearing to the Hearing Examiner.

Name: _____ Gender: M F
Last First MI circle one

Permanent Address: _____
Street/Apt #

City County State Zip

Phone(s): Work() _____ Home () _____

Date of birth: _____

*Are you requesting Kitsap Animal Rescue to take legal action: Initial ___ Yes ___ No?
Requesting legal action does not mean legal action will be taken.

*Are you willing to testify in a court of law to this information: Initial ___ Yes ___ No?

***This is required for us to take legal action.**

Date(s) of incident (Month/Day/Year): _____

Time(s) of incident: _____

**PLEASE READ THE INSTRUCTIONS / WARNING SHEET
ATTACHED BEFORE FILLING OUT THIS STATEMENT.**

Animal Owner Name: _____
Last First MI

Animal Owner Address: _____
Street/Apt #

City County State Zip

Animal Owner Phone(s): Home() _____ Work:() _____

Photo(s) Available: _____ Y/N _____ Included: _____ Y/N _____

Documents/Information: _____ Y/N _____ Included: _____ Y/N _____

Other person(s) who might have important information concerning this case/incident:

Name: _____ Relationship to case/incident: _____
Last First MI

Address: _____
Street/Apt #

City County State Zip

Phone(s): Work() _____ Home:() _____

You may attach maps, drawings, medical records or any other documentation as needed.
Photos, videos or audio tapes will not be returned.

Please draw no maps or write on the sides of this declaration.

