



# ANIMAL CONTROL

## KITSAP HUMANE SOCIETY

### 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 Control Officer constitutes a legal statement which supports or refutes a complaint made against another person(s).
- b. **Statement.** Any statement made becomes part of a 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.** Any investigation is open-ended, meaning that there may be other documents/statements or information used while 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 may be Initiated. Animal Control Officers will not call you with updates.
- b. **Charges.** Any applicable charges assessed from infractions, Misdemeanors or court ordered removals/fees of an animal that becomes a judgment of the court system 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 Control must be made to the court of jurisdiction prescribed in the charging document or citation.
- d. **Records.** All statements made verbally or in writing to Kitsap Animal Control are subject to subpoena by the applicable court's jurisdiction or its officers. Other law enforcement agencies may be given Kitsap Animal Control's case file or documents. If you are requesting a copy of the case, please submit a formal public records request.

- Specialized code enforcement
- 24/7 emergency call response
- Animal cruelty investigations
- Assistance to fire, medical and police
- Small-large disaster planning/response
- Removal of pets/livestock from roads
- K-12 and public education

**Emergency: 911**

**P: 360.692.6977 ext: 1208**

**FAX: 360.698.9668**

**9167 Dickey Rd NW, Silverdale, WA 98383**

**Rescue. Rehabilitate. Rehome.**



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- e. **Time Limits.** Once a case is open by Animal Control for investigation, there is no time limitation of Animal Control to close any case.

3. Forms.

- a. **Investigative Statements.** All forms must adhere to the following requirements:

- (1) This statement must be as complete as possible.
- (2) The statement must be as factual as possible, see 1 C above. The statement must be based on first-hand observation; not the word/opinion of others.
- (3) Use a pen (black or blue ink only, no pencil).
- (4) Put any additional information on a separate sheet of paper if necessary. Make sure to sign and date any additional paper being used.
- (5) Print or write as legibly as possible as the courts may use this statement.
- (6) Put maps/diagrams on separate sheets of paper.
- (7) Photos, usb drives, cd's or other documents cannot be returned, so copies are acceptable.
- (8) Make only copies of completed forms which you want to keep. It is unlawful to copy/use a law enforcement document for purposes or by persons other than instructed or intended.
- (9) The statement and any other included document must be signed and dated.
- (10) The statement must be returned within fourteen calendar days of receipt to be considered timely in a current investigation. Cases may be closed if statements are received after 14 calendar days from receipt.
- (11) Animal Control reserves the right to close any case where no written statement is returned upon request, even if legal action was requested.
- (12) If no legal action was requested to be taken that does not guarantee that legal action won't be taken at the discretion of the investigating officer.
- (13) Once a case has been closed and if concerns persist a new report shall be submitted to Kitsap Animal Control through 911.

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### INVESTIGATIVE DECLARATION STATEMENT

(READ INSTRUCTIONS/WARNINGS BEFORE COMPLETING)

Case #: \_\_\_\_\_ Officer: \_\_\_\_\_

Statement of (check one): Subject:      Witness:      Complainant:

Or "Other" (police, fire, medical, etc.)

Please be advised that your testimony/statement may be needed if court action is pursued, there also may be a chance that you could be subpoenaed to court to testify. Please note complete confidentiality cannot be guaranteed in court or in an appeal hearing to the Hearing Examiner. Animal Control cases are subject to public disclosure, so any supplied documents are subject to public records laws and or release.

Your Name: \_\_\_\_\_  
Last First MI

Street Address/Apt # \_\_\_\_\_

City County State Zip

Your Phone(s): Cell \_\_\_\_\_ Home \_\_\_\_\_

Are you the age of 18 years or older: Yes:      or No:

\*Are you requesting Kitsap Animal Control to take legal action: Initial Yes: \_\_\_\_ or 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: \_\_\_\_ or No: \_\_\_\_

(This is required for Animal Control to take legal action)

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# ANIMAL CONTROL

## KITSAP HUMANE SOCIETY

Date(s) of incident (Month/Day/Year): \_\_\_\_\_

Time(s) of incident: \_\_\_\_\_

Place of incident (describe location): \_\_\_\_\_

Incident occurred on Private: \_\_\_\_\_ or Public Property: \_\_\_\_\_

Did you receive a bite that broke skin Yes: \_\_\_\_\_ No: \_\_\_\_\_

If you answered yes, describe the bite and where the injury was inflicted: \_\_\_\_\_

Victim Status:	<u>Invited Guest:</u> <u>Y</u> /N	<u>Pedestrian</u> <u>Y</u> /N
	<u>Utility Worker</u> <u>Y</u> /N	<u>Delivery Agent</u> <u>Y</u> /N
	<u>Solicitor</u> <u>Y</u> /N	<u>Police Officer</u> <u>Y</u> /N
	<u>Neighbor</u> <u>Y</u> /N	<u>Stranger</u> <u>Y</u> /N
	<u>Other</u> <u>Y</u> /N	

Please describe your animal(s) if they were involved:

1.

Name	Color	Age	Breed	M/F
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2.

Name	Color	Age	Breed	M/F
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## KITSAP HUMANE SOCIETY

**Subject animal(s) description if involved (complete for each animal if known) :**

1.)

Species: \_\_\_\_\_  
Breed: \_\_\_\_\_ Sex: \_\_\_\_\_  
Color(s): \_\_\_\_\_ Collar Y /N  
Tail (long/short): \_\_\_\_\_ Name (if known): \_\_\_\_\_  
Color: \_\_\_\_\_ Tag(s) (describe): \_\_\_\_\_  
Other identification (describe): \_\_\_\_\_

2.)

Species: \_\_\_\_\_  
Breed: \_\_\_\_\_ Sex: \_\_\_\_\_  
Color(s): \_\_\_\_\_ Collar Y /N  
Tail (long/short): \_\_\_\_\_ Name (if known): \_\_\_\_\_  
Color: \_\_\_\_\_ Tag(s) (describe): \_\_\_\_\_  
Other identification (describe): \_\_\_\_\_

3.)

Species: \_\_\_\_\_  
Breed: \_\_\_\_\_ Sex: \_\_\_\_\_  
Color(s): \_\_\_\_\_ Collar Y /N  
Tail (long/short): \_\_\_\_\_ Name (if known): \_\_\_\_\_  
Color: \_\_\_\_\_ Tag(s) (describe): \_\_\_\_\_  
Other identification (describe): \_\_\_\_\_

**Subject Animal Owner information:**

\_\_\_\_\_  
Last First MI

Subject Animal Owner Address: \_\_\_\_\_

Subject Animal Owner Phone Number: \_\_\_\_\_

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

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

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## **KITSAP HUMANE SOCIETY**

**Other person(s) who have important information concerning this case/incident you are reporting.**

Name: \_\_\_\_\_  
Last First MI

Streer Address/Apartment # \_\_\_\_\_

City County State Zip

Phone(s): Cell \_\_\_\_\_ Home \_\_\_\_\_

For your case you may attach maps, drawings, medical records, or other documentation as needed. Any photos, videos, or audio tapes will not be returned if supplied to animal control. If you are drawing maps, please draw or provide these items on a separate sheet of paper in which you have signed and dated.

For the narrative, please describe ONLY in detail what you witnessed or can declare to be true about this case/incident. If more space is needed, attach additional pages including the case number if known.

**Narrative:**

- **Specialized code enforcement**
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Continued:

I hereby certify or declare under penalty of perjury under the laws of the state of Washington that the foregoing and/or attached are true and correct, to the best of my knowledge and belief.

\_\_\_\_\_  
Date: \_\_\_\_\_

(Signature of complainant/witness or subject)

\_\_\_\_\_  
Date: \_\_\_\_\_

(Signature of Parent or Guardian if under 18 years of age)

\_\_\_\_\_  
Place signed: City/County/State

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