



## **Procedure for Citizen Complaint Affidavits Involving Animal Violations**

1. Citizen contacts Animal Services concerning the problem.
2. A warning letter is sent to the suspect.
3. If there are no future complaints within a reasonable period of time at the discretion of Animal Services, then the case is closed.
4. If the citizen complains again, then the citizen must come to the Animal Services Center at 1000 S.E. Green Oaks Boulevard to pick up the citizen complaint affidavit information packet. See [Hours of Operation](http://www.arlingtontx.gov/animals/hoursofoperation.html) at <http://www.arlingtontx.gov/animals/hoursofoperation.html>.
5. The citizen, in the presence of a staff member from Animal Services, must read the Application for Citizen Complaint Instructions form for the citizen affidavit, initial each paragraph, and sign the form. The Animal Services staff member will then initial the form, give the citizen a copy, and place the signed instruction sheet in a file specified for the particular complaint.
6. The citizen will fill out the affidavit, get it notarized, and return it with a copy of the citizen's photo identification along any required evidence and/or log.
7. Animal Services will assign an investigator to the complaint who will investigate the case and fill out the Investigative Notes for Citizen Affidavit Cases form.
8. If the affidavit is not filled out completely, the case is closed.
9. If the investigator attempts to contact the citizen, and the citizen does not respond or somehow does not cooperate with the investigation, the case is closed.
10. If the investigator finds no credible evidence to corroborate or substantiate the complaint, the case is closed. If the citizen fails to produce required evidence, the case is closed.
11. After the investigation is complete, the investigator will forward an organized packet including a copy of the signed Application for Citizen Complaint Instructions form; the signed Citizen Complaint Affidavit; a copy of the photo identification; the completed Investigative Notes for Citizen Affidavit cases; copies of evidence; copies of relevant records; and any other relevant material to the receptionist for the City Attorney's Office.



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12. A prosecutor will be assigned to review the case according to established procedures. The prosecutor may contact the investigator for further information if needed.
  
13. If the case is accepted, the case will be forwarded to a Citizen Complaint Docket and the City Attorney's Office will contact the citizen to come swear to the complaint in front of a judge, which will charge the suspect with the offense, just like a citation. If the case is declined, the case is closed and the City Attorney's Office will send a letter to the defendant with an explanation. A case that has been closed will be retained according to procedure. A case that has been closed will only be reopened with a prosecutor's approval.