Municipal District of Provost No. 52

File No: _____

Dear _____

You have a complaint against a neighbor and have chosen the option of filling out this barking package with the anticipation of M.D. of Provost #52 issuing a summons to the dog owner or caregiver on your behalf. There are a few important things to note when you fill this package out. Please take a few moments to review this package prior to starting.

Please follow all steps when filling out this package. Provide <u>exact</u> information consecutively for 5-7 days, each time the dog(s) is barking. For example, <u>each</u> entry must have the date, start and stop time, location of animal, and conditions surrounding the animal. Please note that generic answers on this package such as "Barking all day" or "dog lives down the road" will not be acceptable, therefore considered incomplete.

You may use additional paper if necessary and attach to the package. Completed packages may be returned to the Community Peace Officer for review as soon as it is completed. Incomplete packages will not be considered. Please note that there is no guarantee that a summons will be issued once this package is returned to M.D. of Provost #52. The decision to issue a summons for barking is ultimately made by the Community Peace Officer.

If you have any questions regarding this package please contact the Community Peace Officer at any time during regular working hours.

Sincerely,

Animal Control Services
M.D. of Provost #52

STEP ONE

OWNER / COMPLAINANT INFORMATION

Complainant Name: _____

Complainant Address:_____

Complainant Contact Phone Number: _____

Owner Address: _____

Owner Name (if known): _____

Other Info: _____

STEP TWO

QUESTIONAIRRE

1.   EXACT DESCRIPTION OF DOG(S) CREATING THE DISTURBANCE AND ANY OTHER DOG(S) ON THE PROPERTY (Name, Color, Breed, Age, and Sex, if known)

_____

_____

_____

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_____

Initial _____

7.   ADDITIONAL COMMENTS

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Initial _____

STEP THREE

BARKING RECORD

Date	Start Time	Stop Time	Remarks

Initial _____

Date	Start Time	Stop Time	Remarks

Initial _____

Date	Start Time	Stop Time	Remarks

Initial _____