



CARROLLTON TEXAS

CARROLLTON ANIMAL SERVICES
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Noise Complaint Log – Barking Dog

A person wishing to file a noise complaint against the owner of a dog, which is creating a disturbance by barking, howling or yelping, must follow a specific process to help reach the desired outcome. This process begins with an initial contact with the animal owner by Animal Services and may progress to maintaining a Noise Complaint Log and signing a Formal Complaint to seek relief through Carrollton Municipal Court.

On the first complaint, the animal owner is informed in person of the complaint and Animal Services staff will offer suggestions on how to reduce the noise. During this initial contact, Animal Services will also verify that the reported animal(s) are currently vaccinated for rabies and registered with the city. If a second complaint is filed, Animal Services will encourage both the complaining party and the animal owner to participate in our mediation process. This process is intended to bring both parties together to find a resolution before any further action is taken. All subsequent complaints must be accompanied by a Noise Complaint Log, filled out by the complainant, with a signed Formal Complaint. A detailed, specific and accurately kept log means a better chance of success if the case should be challenged in court. After this log is complete and signed, return to Animal Services.

The Formal Complaint and Noise Complaint Log will be forwarded to the Carrollton Legal Department for their review. If sufficient evidence exists to support the complaint, the Prosecutor may support filing charges against the animal owner. If the complaint is denied, the complainant will be notified by the Prosecutor to inform them as to why we are not moving forward with the complaint.

To increase the possibility of legal action and charges being filed, the complainant is encouraged to have additional witnesses from neighbors residing in the vicinity, who are willing to not only complete these forms, but also appear in court. Otherwise it may become a situation where it is the animal owner's word against the complainant's.

All conditions must be met before charges can be filed.

Read all instructions before beginning this log

This log must be kept in the following manner:

1. Be specific. For example: "June 2, 1 a.m., barked 15 minutes." **Not** "Dog barked all day."
2. Keep the log for 14 days, during regular hours or after hours if disturbed by the barking. It is not necessary to stay up all night to monitor noise activity.
3. Indicate each and every time the noise is annoying and for how long the dog makes noise. Remember that dogs bark and barking at reasonable times and intervals does not constitute a violation of our ordinance.
4. To increase the possibility of legal action and charges being filed, have additional witnesses from neighbors or other residences complete these forms as well. Otherwise it may become a situation of whereby it is the dog owner's word against yours.
5. When the log is completed (after 14 days) return to Animal Services

A detailed, specific and accurate log is absolutely necessary in order to resolve or prove a public nuisance violation.

Dog Owner's Name: _____

Dog Owner's Address: _____

Dog's Description: _____

Remember Detail, Accuracy and Be Specific

Date	Time	Type of Noise	Duration of Noise

Date	Time	Type of Noise	Duration of Noise

Read this before you sign: By signing this log you are stating that at the times indicated on the log that the noise of this particular dog was loud and annoyed or disturbed you personally. If legal action is taken and a trial set at the City of Carrollton Municipal Court, you will be required to testify based on your verification of the evidence contained in this log.

Complainant's Signature: _____ Date: _____

Print Name: _____ Phone: _____

Address: _____