



## INSTRUCTIONS FOR ANIMAL SERVICES MUNICIPAL CODE DEPOSITIONS PLEASE READ CAREFULLY

**A deposition is your sworn statement describing events you personally witnessed. An animal control officer or a police officer shall investigate such complaints and, if supported by substantial evidence, may issue a ticket based on your deposition. This statement must be legally accurate in order to be used in court.**

1. Report only those incidents that you have personally observed. Hearsay, (i.e., what someone else told you) and opinions are NOT acceptable.
2. Be sure to provide the address where the dog resides and the owner / harborer's name, if known, so that the Animal Control Officer can locate the owner for follow-up.
3. Give the date and time of the alleged violation. If a violation such as barking occurs constantly, you must indicate a **specific date(s) and time(s)** during which you personally witnessed the alleged event(s). Under "Remarks" section, you may add that the incident also occurred on other occasions.
4. Describe the specific violation fully. Listing "nuisance" or "dangerous" is not enough information for the court. In bite cases, state who was bitten and what injury occurred. In property damage cases, list what was damaged and how it was damaged (i.e., chewed, clawed, etc.). Be sure to include the time and date at which the incident occurred.
5. **You are strongly encouraged to include supporting evidence and accompanying depositions from independent witnesses** who can corroborate your complaint. Such evidence will facilitate our investigation and strengthen your complaint so that we may better address the alleged violation. The absence of supporting evidence will limit our investigation and may preclude issuance of citations.
6. Sign your own first name. For instance, "Mary Smith." Do not sign deposition with "Mrs. John Smith." In some cases where husbands and wives are jointly complaining, again use first names for both individuals. The signature should read: Mary Smith and John Smith.
7. Please print your full addresses and record phone numbers for yourself as it may be necessary to contact you during the investigation or in the event of a violation hearing.
8. Once completed and properly attested to by a **notary public or commissioner of deeds**, forward the deposition to our office at:

**Rochester Animal Services  
184 Verona Street  
Rochester, NY 14608**

For additional questions, please call 585-428-7274. Our office hours are:

Monday - Saturday	11:00 a.m. to 4:30 p.m. (Open late on Wednesdays until 7:30 p.m.)
Sundays	Closed