

**CITY OF FRISCO  
BARKING DOG INCIDENT REPORT**

This form to be completed by the complainant.  
Write UNKNOWN if you do not know the answer.  
(See back on options for submitting this form.)

For use by city only	
Date	Time
Report Number	
Officer	ID#

**Complainant Information**

Name (Last, First, MI)				
Address		City	State	Zip Apt #
Date of Birth	Telephone			
	Res:	Bus:		

**Dog Owner Information**  
Please provide as much of the following requested information as possible to ensure the correct identification of the dog owner and to expedite the issuance of a complaint.

Name (Last, First, MI)				
Address		City	State	Zip Apt #

Description						
Sex	Race	Height	Weight	Hair color	Eye color	Approx age

**Vehicle description (We use this to help identify the dog owner)**

1) License #	Make/Model	Color	2) License #	Make/Model	Color
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**Information on barking**  
You need to complete this section with one specific incident. Five occurrences are required. Use the incident log to track all occurrences.

Number of dogs at location?	Description of Dog/s? (Breed, Color, Size, Sex, Name)
Has barking occurred multiple times? <input type="checkbox"/> Yes <input type="checkbox"/> No (complete incident log)	

Date barking occurred Month   Day   Year	Time barking began: _____ Time barking ended: _____ If barking was not continuous, estimate total minutes during an hour in which barking occurred: _____
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Where was the dog when the barking occurred? (i.e.: inside or outside, front or rear yard, etc.)

Where were you when the barking occurred? (i.e.: inside house, in yard, etc.)

What do you think caused the dog to bark? (i.e.: the mailman, cat, etc.)

**Efforts taken to resolve the problem**

Did you speak with the offending dog's owner? <input type="checkbox"/> Yes <input type="checkbox"/> No Reaction:	Did you leave a note for the offending dog's owner? <input type="checkbox"/> Yes <input type="checkbox"/> No Response:
Did you report this to your HOA? <input type="checkbox"/> Yes <input type="checkbox"/> No Response:	Have you tried using a mediation service? <input type="checkbox"/> Yes <input type="checkbox"/> No Response:

Are there other witnesses? (If yes, Name, address and phone)  
 Yes  No

Attached documents and evidence:  Incident Log  Audio Tape  Video Tape  Other \_\_\_\_\_

Printed Name	Signature	Date
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**Please read this before you sign:** By signing this *Barking Dog Incident Report*, you are stating that during the date(s) and time(s) indicated above, the noise of this particular dog was loud, annoying and disturbed **you personally**. If legal action is taken and a trial is set at the City of Frisco Municipal Court, you will be subpoenaed and **required to testify in court** based on your verification of the evidence contained within this *Complaint* and the *Barking Dog Incident Log* history document.  
**It is a misdemeanor to make a false report to a peace officer, P.C. 37.08**

**Barking Dog Incident Log  
City of Frisco Texas**



## **Instructions**

A resident may elect to file a noise complaint against the owner of a dog that interferes with the public peace and comfort.

You may wonder why we ask for so much information. The reason is that we are required to have the information to be able to file the case with the Municipal Court. The Prosecutor needs to know what prior actions you have taken to resolve the issue. Have you spoken with the neighbor, have you left them a note, have you reported it to the HOA. A jury might not look favorably on someone making a barking dog complaint that hasn't done anything but call the Police or Animal Control. It also helps build a strong case if you have made multiple attempts at resolving the issue with the owner. The animal owner needs to be informed that their dog is causing a problem.

Most residents have done all that they can before calling for help from the City. That effort goes a long way with the Judge and Jury deciding the case.

Some of the information is used to try and identify the owner of the animal. The people living at the house may not be the actual owner. They could be relatives or renters. Information on vehicles helps us try to identify the animal owners. Description information can help us if there are two people with similar names but look totally different.

### **How to make your case stronger.**

This case will be decided solely on the information that you provide. The Police or Animal Control will not be able to testify as they have not heard the dog barking. You need to take the time to document every detail. Here are some ideas that will help;

- The more people that you are able to list as witnesses the better (this includes a spouse). Each complainant may submit a separate form and log.
- Having an audio or video tape.
- Providing copies of notes or letters that were given to the neighbor.
- Providing copies of any correspondence with the HOA.

Make sure you keep copies of anything that you submit.

### **How to submit your paperwork**

**Drop Off** – You may drop it off at the Animal Control Office which is located in City Hall at 6101 Frisco Square Blvd, 3<sup>rd</sup> Floor. The Customer Service Desk will accept the paperwork.

**Email** – If you have the ability to scan the completed forms and email them, you may submit the scanned forms to [animalcontrol@friscotexas.gov](mailto:animalcontrol@friscotexas.gov).

**Mail** – You may mail the forms to:  
City of Frisco  
Animal Control  
6101 Frisco Square Blvd, 3<sup>rd</sup> Floor  
Frisco, Texas 75034