

**ANIMAL COMPLAINT/INVESTIGATION POLICY:****SECTION I : AUTHORITY:**

This policy statement is established by the Board of Selectmen under authority granted them under the statutes of the State of New Hampshire to:

- A) Clarify and delineate the procedures under which citizens may seek relief of nuisances caused by dogs.
- B) To establish guidelines for the Windham Dog Control Officer in handling nuisance complaints relative to dogs.

**SECTION II : COMPLAINTS:**

It shall be the policy of the Dog Control Officer of the Town of Windham to investigate all complaints of dog nuisance. Complaints shall be investigated within three days.

**SECTION III : INVESTIGATION:**

- A) If, upon investigation of a dog nuisance complaint, the Dog Control Officer finds sufficient evidence to justify said complaint, the Officer may take whatever further action is warranted under the NH Statutes on dog nuisances.
- B) Investigation shall include contact with the dog's owner and, if necessary, a request for voluntary restraint of the animal.
- C) If investigation does not, in the opinion of the Officer, warrant the issuance of a formal Restraining Order, based on the evidence at hand, no such order shall be issued. The only additional action would be a District Court Complaint signed by original complainant, not the Dog Officer.
- D) Should the investigation by the Dog Control Officer result in obtaining sufficient evidence to warrant a formal Restraining Order and the animal's owner refuses to voluntarily restrain the animal, the Officer may issue a written Restraining Order.

**SECTION IV : PUBLIC RECORDS:**

The Dog Control Officer shall keep a record of all complaints, written or oral. All records of the Dog Control Officer shall be open to the public.

**SECTION V : AMENDMENTS:**

This policy may, from time to time, be amended by a majority vote of the Board of Selectmen at a regularly scheduled Selectmen's meeting.

**Adopted by the Board of Selectmen - March 22, 1976**

**M. Virginia Brady  
William D. Hubbard  
Peter H. Bronstein**  
Board of Selectmen

**Re-codified and affirmed by the Board of Selectmen - May 11, 1998**

**Charles E. McMahon  
Douglass L. Barker  
Carolyn B. Webber  
Margaret M. Crisler  
Galen A. Stearns**  
Board of Selectmen

**Amended by the Board of Selectmen - November 9, 1998**