# Animal Cruelty Investigation Case Checklist

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## COMPLAINANT/WITNESSES

- Record each complainant/witness’s name, address, home and work phone #’s.
- Note address and description of the property/location where animal is located.
- Get physical description(s) of animal(s): breed, color, gender, altered or not.
- Note time dispatched, time arrived.
- Note complainant/witness’s relationship to animal and owner/keeper.
- Note complainant/witness’s description of animal cruelty in detail: days, times, injuries, action or inaction (i.e. failure to provide food/water).
- Obtain a detailed written statement from each complainant/witness.

## ANIMAL SUBJECT(S)

### Plain View – No warrant

- If animal(s) is in plain view, appears to be the subject of cruelty, and does not need emergency medical attention, take photos of location, surrounding areas, and the animal(s).
- Statements and photos and other legally available evidence are used to seek a warrant.
- Warrant is written with specific situation in mind and is detailed.* See Search Warrants in Animal Cruelty Cases.
- Warrant is executed. Evidence collected. Photos taken.
- Search warrant return is filed.
- If exigent circumstances exist (i.e. animal is in need of immediate medical care) seize animal(s) and take to vet immediately.

### Warrant being executed

- Animals are seized pursuant to a warrant and return is filed.
- If the animal(s) is in need of immediate medical care, procedures were followed to take and transport the animal to a veterinarian.
- Take photos of location and animals as appropriate at site and by veterinarian.

### Animal not in plain view – no warrant

- If the animal(s) is not in plain view, but statements and visible conditions indicate an animal is being treated cruelly, an affidavit is prepared and a warrant sought.*
- Warrant is executed. Evidence collected. Photos taken.

### No seizure

- Animals were not seized at this time because _____________________________
**Terminology may include the following and more: Search for animal evidence:** All animals living or dead, born or unborn, above or below the ground, contained or free roaming, inside or outside. All cages, crates, containers, or other items or objects that could be used for the confinement or shelter of an animal. All animal or related to animal records written or electronically kept (computers, CD’s, DVD’s, thumb drives)... including medical treatment, drugs and other prescribed items, intake or export, sales receipts, food and water bills, proof of ownership documents, care and boarding contracts and agreements, photographs. Any and all implements for the training, control or transport of animals. Paperwork that ties parties/owners to the location evidence is found. Food, supplies, medications. Places to be searched: All buildings, barns and outbuildings attached or unattached. Fenced pasture and gated fields. All vehicles or trailers used for the transport of animals.