

**SAMPLE
INVESTIGATIVE
RECORD
FORMS**

C H A R G E S

Charge 1.

Charge 2.

Charge 3.

Charge 4.

Charge 5.

Charge 6.

Charge 7.

S U P P O R T I N G D O C U M E N T S

- EXHIBIT 1 _____
- EXHIBIT 2 _____
- EXHIBIT 3 _____
- EXHIBIT 4 _____
- EXHIBIT 5 _____
- EXHIBIT 6 _____
- EXHIBIT 7 _____
- EXHIBIT 8 _____
- EXHIBIT 9 _____
- EXHIBIT 10 _____
- EXHIBIT 11 _____
- EXHIBIT 12 _____
- EXHIBIT 13 _____
- EXHIBIT 14 _____
- EXHIBIT 15 _____
- EXHIBIT 16 _____
- EXHIBIT 17 _____

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EVIDENCE PHOTO INFORMATION

Fill out only one Photo Information space if one firm or individual is involved (we alleged violator initial and date each photo taken.)

Name of person taking photo

Where photo was taken

Address

City, State, Zip

Date and time

Verification by alleged violator

Name of person taking photo

Where photo was taken

Address

City, State, Zip

Date and time

Verification by alleged violator

Name of person taking photo

Where photo was taken

Address

City, State, Zip

Date and time

Verification by alleged violator

Name of person taking photo

Where photo was taken

Address

City, State, Zip

Date and time

Verification by alleged violator

WARRANT DATA INFORMATION

(Full Name of Alleged)

(HOME ADDRESS)

(BUSINESS ADDRESS)

(CITY, STATE, ZIP)

(CITY, STATE, ZIP)

RACE

SEX

HEIGHT

WEIGHT

(DATE OF BIRTH)

(SOCIAL SECURITY NO.)

(COLOR OF HAIR)

(COLOR OF EYES)

(INFORMATION REQUIRED FOR OBTAINING WARRANT)

Investigator: _____
 Alleged Offender: _____
 Animal Species Involved: _____

Date of Investigation: _____
 () Initial Investigation () Follow-up Investigation # _____

	<u>YES</u>	<u>NO</u>	<u>Not Applicable</u>
2. Adequate water:			
*According to §3.1-796.66, "Adequate water" means:			
a. Access to:			
(1) Clean water	()	()	()
(2) Fresh water	()	()	()
(3) Potable water	()	()	()
(4) Water of a drinkable temperature	()	()	()
(5) Water provided in a suitable manner			
(a) For the age of each animal	()	()	()
(b) Species of each animal	()	()	()
(c) Condition of each animal	()	()	()
(d) Size of each animal	()	()	()
(e) Type of each animal	()	()	()
(6) Water provided in sufficient volume			
(a) For the age of each animal	()	()	()
(b) Species of each animal	()	()	()
(c) Condition of each animal	()	()	()
(d) Size of each animal	()	()	()
(e) Type of each animal	()	()	()
(7) Water provided at suitable intervals			
(a) For the age of each animal	()	()	()
(b) Species of each animal	()	()	()
(c) Condition of each animal	()	()	()
(d) Size of each animal	()	()	()
(e) Type of each animal	()	()	()
(8) Water provided at least once every 12 hours	()	()	()
(9) Normal hydration is maintained for the:			
(a) Age of each animal	()	()	()
(b) Species of each animal	()	()	()
(c) Condition of each animal	()	()	()
(d) Size of each animal	()	()	()
(e) Type of each animal	()	()	()
* __ Except as			
__ Prescribed by a veterinarian	()	()	()
__ As dictated by naturally occurring			
__ State of hibernation normal for the species	()	()	()
__ State of fasting normal for the species	()	()	()
(10) Water is provided in			
(a) Clean receptacles	()	()	()
(b) Durable receptacles	()	()	()
(c) Receptacles which are			
(i) Accessible to each animal	()	()	()
(ii) Placed so as to minimize contamination of the water by:			
- Excrement	()	()	()
- Pests	()	()	()
(11) An alternative source of hydration is provided that is consistent with generally accepted husbandry practices	()	()	()

COMMENTS:

Investigator: _____

Date of Investigation: _____

Alleged Offender: _____

() Initial Investigation () Follow-up Investigation # _____

Animal Species Involved: _____

	<u>YES</u>	<u>NO</u>	<u>Not Applicable</u>
3. Adequate shelter that is properly cleaned.			
*According to §3.1-796.66, "Adequate shelter" means:			
a. Provision of shelter that is suitable for the:			
(1) Species of each animal	()	()	()
(2) Age of each animal	()	()	()
(3) Condition of each animal	()	()	()
(4) Size of each animal	()	()	()
(5) Type of each animal	()	()	()
b. Access to shelter that is suitable for the:			
(1) Species of each animal	()	()	()
(2) Age of each animal	()	()	()
(3) Condition of each animal	()	()	()
(4) Size of each animal	()	()	()
(5) Type of each animal	()	()	()
c. Provides adequate space for each animal			
d. Is safe for each animal			
e. Protects each animal from			
(1) Injury	()	()	()
(2) Rain	()	()	()
(3) Sleet	()	()	()
(4) Snow	()	()	()
(5) Hail	()	()	()
(6) Direct sunlight	()	()	()
(7) The adverse effects of:			
(a) Heat	()	()	()
(b) Cold	()	()	()
(c) Physical suffering	()	()	()
(d) Impairment of health	()	()	()
f. Is properly lighted			
*According to §3.1-796.66, "Properly lighted" means:			
(1) Sufficient illumination to permit			
(a) Routine inspections of the shelter	()	()	()
(b) Maintenance of the shelter	()	()	()
(c) Cleaning of the shelter	()	()	()
(d) Housekeeping of the shelter	()	()	()
(e) Observation of the animal	()	()	()
(2) Provision of either natural or artificial light	()	()	()
(a) In regular diurnal lighting cycles	()	()	()
(b) Uniformly diffused throughout the animal facilities	()	()	()
(3) Sufficient illumination to promote the well-being of the animals	()	()	()

COMMENTS:

(CONTINUED)

Investigator: _____

Date of Investigation: _____

Alleged Offender: _____

() Initial Investigation () Follow-up Investigation # _____

Animal Species Involved: _____

	<u>YES</u>	<u>NO</u>	<u>Not Applicable</u>
3. Adequate shelter that is properly cleaned. (continued)			
*According to §3.1-796.66, "Adequate shelter" means: (cont.)			
g. Is properly cleaned	()	()	()
*According to §3.1-796.66, "Properly cleaned" means:			
(1) That the following are removed from the primary enclosure with sufficient frequency to minimize the animals' contact with the below-mentioned contaminants:			
(a) Carcasses	()	()	()
(b) Debris	()	()	()
(c) Food waste	()	()	()
(d) Excrement	()	()	()
(2) Primary enclosures are each sanitized with sufficient frequency to minimize:			
(a) Odors	()	()	()
(b) Hazards of disease	()	()	()
(3) Primary enclosures are cleaned so as to prevent animals confined therein from being:			
(a) Directly or indirectly sprayed with the stream of water	()	()	()
(b) Directly or indirectly exposed to hazardous chemicals or disinfectants	()	()	()
h. Enables each animal to be:			
(1) Clean	()	()	()
(2) Dry	()	()	()
*__ Except when detrimental to the species	()	()	()
i. For dogs and cats:			
(1) Provides a solid surface resting platform, pad, floormat, or similar device that:			
(a) Is large enough for the animal to lie on in a normal manner	()	()	()
(b) Can be maintained in a sanitary manner	()	()	()
(2) Any wire, grid, or slat floors:			
(a) Do not permit the animals' feet to pass through the openings	()	()	()
(b) Do not sag under the animals' weight	()	()	()
(c) Protect the animals' feet or toes from injury	()	()	()

COMMENTS:

Investigator: _____

Date of Investigation: _____

Alleged Offender: _____

() Initial Investigation () Follow-up Investigation # _____

Animal Species Involved: _____

	<u>YES</u>	<u>NO</u>	<u>Not Applicable</u>
3. Adequate space in the primary enclosure for the:			
a. Particular type of animal	()	()	()
b. Age of the animal	()	()	()
c. Size of the animal	()	()	()
d. Species of the animal	()	()	()
e. Weight of the animal	()	()	()

*According to §3.1-796.66, "Adequate space" means:

- (1) Sufficient space to allow each animal to:
 - (a) Easily stand in a comfortable, normal position for the animal () () ()
 - (b) Easily sit in a comfortable, normal position for the animal () () ()
 - (c) Easily lie in a comfortable, normal position for the animal () () ()
 - (d) Easily turn about in a comfortable, normal position for the animal () () ()
 - (e) Easily make all other normal body movements in a comfortable, normal position for the animal () () ()
- (2) Interact safely with other animals in the enclosure () () ()
- (3) If an animal is tethered,
 - (a) The tether permits the animal to:
 - (i) Easily stand in a comfortable, normal position for the animal () () ()
 - (ii) Easily sit in a comfortable, normal position for the animal () () ()
 - (iii) Easily lie in a comfortable, normal position for the animal () () ()
 - (iv) Easily turn about in a comfortable, normal position for the animal () () ()
 - (v) Easily make all other normal body movements in a comfortable, normal position for the animal () () ()
 - (vi) Interact safely with other animals in the enclosure () () ()
 - (b) The tether is appropriate for the:
 - (i) Age of the animal () () ()
 - (ii) Size of the animal () () ()
 - (c) The tether is attached to the animal by a properly applied collar, halter, or harness () () ()
 - (d) The collar, halter, or harness is configured so as to:
 - (i) Protect the animal from injury () () ()
 - (ii) Prevent the animal or tether from:
 - [a] Becoming entangled with:
 - [i] Other objects () () ()
 - [ii] Other animals () () ()
 - [b] Extending over an object or edge that could result in the:
 - [i] Strangulation of the animal () () ()
 - [ii] Injury of the animal () () ()
 - (e) The tether is at least three times the length of the animal, as measured from the tip of its nose to the base of its tail () () ()
 - * ___ Except when:
 - ___ The animal is being walked on a leash () () ()
 - ___ The animal is attached by a tether to a lead line () () ()
 - ___ Freedom of movement would endanger the animal and the animals' movement is temporarily and appropriately restricted according to professionally accepted standards for the species () () ()

COMMENTS:

Investigator: _____

Date of Investigation: _____

Alleged Offender: _____

() Initial Investigation () Follow-up Investigation # _____

Animal Species Involved: _____

	<u>YES</u>	<u>NO</u>	<u>Not Applicable</u>
5. Adequate exercise			
*According to §3.1-796.66, "Adequate exercise" means:			
a. The animal is provided the opportunity to move sufficiently to maintain normal muscle tone and mass for the:			
(1) Age of the animal	()	()	()
(2) Species of the animal	()	()	()
(3) Size of the animal	()	()	()
(4) Condition of the animal	()	()	()
* Each animal has normal muscle tone and mass for the:			
(1) Age of the animal	()	()	()
(2) Species of the animal	()	()	()
(3) Size of the animal	()	()	()
(4) Condition of the animal	()	()	()
6. Adequate:			
a. Care *According to §3.1-796.66, "Adequate care" means:			
(1) The owner responsibly practices good animal:			
(a) Husbandry	()	()	()
(b) Handling	()	()	()
(c) Production	()	()	()
(d) Management	()	()	()
(e) Confinement	()	()	()
(f) Feeding	()	()	()
(g) Watering	()	()	()
(h) Protection	()	()	()
(i) Shelter	()	()	()
(j) Transportation	()	()	()
(k) Treatment	()	()	()
(l) Euthanasia, when necessary	()	()	()
Appropriate for the:			
(a) Age	()	()	()
(b) Species	()	()	()
(c) Condition	()	()	()
(d) Size	()	()	()
(e) Type of the animal	()	()	()
(2) Animals are provided veterinary care when needed to prevent:			
(a) Suffering	()	()	()
(b) Impairment of health	()	()	()
b. Treatment *According to §3.1-796.66, "Adequate treatment" means:			
(1) Animals are responsibly handled in a manner appropriate for the:			
(a) Age of the animal	()	()	()
(b) Species of the animal	()	()	()
(c) Condition of the animal	()	()	()
(d) Size of the animal	()	()	()
(e) Type of the animal	()	()	()
c. Transportation			
(1) Animals are responsibly transported in a manner appropriate for the:			
(a) Age of the animal	()	()	()
(b) Species of the animal	()	()	()
(c) Condition of the animal	()	()	()
(d) Size of the animal	()	()	()
(e) Type of the animal	()	()	()

COMMENTS:

Investigator: _____
Alleged Offender: _____
Animal Species Involved: _____

Date of Investigation: _____
() Initial Investigation () Follow-up Investigation # _____

7. Veterinary care:

YES NO Not Applicable

a. When needed to prevent:

- (1) Suffering () () ()
- (2) Disease transmission () () ()

COMMENTS:

() Initial Investigation () Follow-up Investigation: # _____

ACTION TAKEN:

- () None; evidence of a violation was not determined.
- () Enforcement Action Taken: () Animals impounded pursuant to §3.1-796.115
 - () Alleged offender charged
 - () Alleged offender arrested
- () Alleged offender informed of indicated violations and notified of what actions are necessary to comply with §3.1-796.68 of the Code of Virginia pursuant to §3.1-796.107.

Instructions Given :

I _____ have been informed of the indicated violations and have been notified of what actions are necessary to comply with §3.1-796.68 of the Code, and that I have until _____ to comply.

Signed: _____

Signature of Investigator: _____

Title of Investigator: _____

ADDITIONAL COMMENTS OR ACTIONS TAKEN:

SECTION 3.1-796.122 OF THE CODE OF VIRGINIA

"CRUELTY TO ANIMALS"

Evaluation for Determining an Act of Cruelty

Act of Cruelty "Any person who:	Evaluation Criteria	Evidence Noted		Comments
		Yes	No	
1. Overrides	Animal ridden to a point at which the animal nears physical exhaustion.	—	—	
2. Overdrives	Animal driven under its own muscle power without rest or water and/or to a point at which the animal nears physical exhaustion.	—	—	
3. Overloads	Animal is loaded with more weight than the animal can carry without serious risk of harm to the animal.	—	—	
4. Tortures	Willful infliction of mental/emotional distress.	—	—	
5. Ill-Treats	Animal is treated unjustifiably rough, or Unjustifiable and willful infliction of persistent or severe pain or suffering.	—	—	
6. Abandons	Animal has been deserted, forsaken or absolutely given up by the owner without the owner having secured another owner or without having provided the necessities set out in 3.1-796.68 of the Code.	—	—	
7. Willfully inflicts inhumane injury or pain	Willful and unjustifiable infliction of severe or persistent pain or physical damage or harm to the physical structure of the animal's body, without pity or compassion	—	—	

Evaluation of: _____

Evaluation Performed By: _____ Date: _____

Title: _____

SECTION 3.1-796.122 OF THE CODE OF VIRGINIA

"CRUELTY TO ANIMALS"

Evaluation for Determining an Act of Cruelty

Act of Cruelty "Any person who:	Evaluation Criteria	Evidence Noted		Comments
		Yes	No	
8. Cruelly or Unnecessarily	Unjustifiably and lacking pity or compassion:			
A. Beats	Repeatedly strikes or hits the animal	—	—	
B. Maims	Disables or disfigures the animal	—	—	
C. Mutilates	Removes or cuts off a limb or essential part of the animal's body	—	—	
D. Kills	Deprives the animal of its life or necessary life support	—	—	
9. Deprives the animal of necessary:	Willfully and knowingly withholds from the animal:			
A. Sustenance	Support for the life and health of the animal	—	—	
B. Food	Sufficient nutritional substance to maintain the life and health of the animal	—	—	
C. Drink	Sufficient water to maintain the animal's life and health	—	—	
D. Shelter	Sufficient shelter to maintain the life and health of the animal	—	—	

Evaluation of: _____

Evaluation Performed By: _____ Date: _____

Title: _____

SECTION 3.1-796.122 OF THE CODE OF VIRGINIA

"CRUELTY TO ANIMALS"

Evaluation for Determining an Act of Cruelty

Act of Cruelty "Any person who:	Evaluation Criteria	Evidence Noted		Comments
		Yes	No	
10. Willfully:	Intentionally or knowingly			
A. Sets on foot	Initiates	—	—	
B. Instigates	Urges or goads	—	—	
C. Engages in	Participates	—	—	
D. Or in any way furthers	Facilitates	—	—	
Any act of cruelty	Willful and unjustifiable infliction of severe or persistent pain or suffering	—	—	
11. Carries or causes to be carried in or upon any vehicle, vessel or otherwise any animal in a:				
A. Cruel	Willful and unjustifiable infliction of persistent or severe pain or suffering	—	—	
B. Brutal	Unnecessary, harsh and/or unrelenting infliction of pain or suffering	—	—	
C. Inhumane	Without pity or compassion	—	—	
Manner so as to produce				
A. Torture	Infliction of persistent or severe pain or suffering	—	—	
B. Unnnecessary	Unjustifiable, unrelenting pain or distress	—	—	

Evaluation of: _____

Evaluation Performed By: _____ Date: _____

Title: _____