



## Carroll County Department of Recreation & Parks Dog Park Incident Report Instructions

When an incident occurs at the Dog Park, dog owners should follow the posted rules. If an owner would like to file a formal report or make the County aware of an ongoing situation, the Incident Report form must be completed to document occurrences & properly investigate and resolve the matter.

### Incident Report Forms can be:

Downloaded at [ccrecpark.org](http://ccrecpark.org)

Picked up at the Recreation & Parks main office, located within the Robert Moton Center at 300 South Center Street, Westminster, MD 21157; Monday-Friday, 8am-5pm.

### Completed incident report forms can be submitted:

By mail or dropped off to the above address, by faxing it to 410-876-8284, or by emailing the completed form to [ccrec@carrollcountymd.gov](mailto:ccrec@carrollcountymd.gov).

## What is Reportable and What Will Be Reviewed

### Violations that should be reported and will be automatically reviewed:

- Dog bitten and requiring medical treatment
- Person bit by a dog

### Violations that can be reported and will be documented:

- Dog bitten with no medical treatment necessary
- Children under the age limit in the dog park
- Disruptive/abusive behavior to persons and/or dogs
- Failure to abide by Dog Park rules

If repeated offenses of the listed violations are reported, a full review will begin (see below).

### Procedure for Review:

1. When a formal complaint is received and is eligible for review, the report will be distributed and reviewed by the affiliated volunteer Dog Park committee where the incident happened at the next scheduled meeting.
2. If a committee member is involved in the incident, she/he will be excluded from the review process except for providing a written statement of what happened.
3. If the incident resulted in serious harm to a person(s) or dog(s), the offending dog will be temporarily suspended pending outcome of formal review and final determination.
4. A member of the Dog Park committee may be designated to collect statements from parties named in the incident and statements from witnesses named in the incident.
5. The committee will discuss the incident and recommend a course of action, if any, to take. Actions may include but are not limited to: restricted use of the park, temporary or permanent bans on using the park, dog training, or testing requirements (e.g., Canine Good Citizen test).

**Carroll County Department of Recreation & Parks can be reached at 410-386-2103 or in cases of emergency, call 911.**



## Carroll County Department of Recreation & Parks Dog Park Incident Report Form

- Bennett Cerf Dog Park**  
 **South Carroll Dog Park**

**NOTE:** Any incident involving bodily injury to a person(s) or dog(s) requiring medical attention should immediately be reported by calling 911. This form should be completed to the best of your ability for all incidents of aggressive dog behavior & incidents involving rule violations regardless of the severity.

\_\_\_\_\_  
Name Email

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Home Phone Cell Phone Work Phone

Dogs Name	Breed	Weight (lbs.)	Color

### Other Individual/Dogs Involved

\_\_\_\_\_  
Name Email

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Home Phone Cell Phone Work Phone

Dogs Name	Breed	Weight (lbs.)	Color

If names are not known, please provide a full description of the individual, their dog's name and anything that may be pertinent (i.e. make, model, color of their vehicle, license plate number, etc.) or other information.

### Nature of Incident

<b>Date of Incident</b>	/ /	<b>Time</b>	<input type="checkbox"/> am <input type="checkbox"/> pm
<b>Describe Incident</b>		<b>Description of Injuries</b>	
<b>Witnesses</b>		<b>Phone</b>	
<b>Witnesses</b>		<b>Phone</b>	
<b>Actions Taken:</b> <input type="checkbox"/> None <input type="checkbox"/> Ambulance <input type="checkbox"/> Police <input type="checkbox"/> Veterinary <input type="checkbox"/> Other (describe)			

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

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