

# Vineyard 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 Vineyard Dog Park Board 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 obtained as follows:

1. Pick Up: at Vineyard Dog Park (See back of these instructions)
2. Download <https://www.parks4pups.org/vineyard-dog-park-templeton>
3. Email form request to: [VineyardDogPark@gmail.com](mailto:VineyardDogPark@gmail.com)

Completed incident report forms can be submitted as follows:

Mail to: Vineyard Dog Park P.O. Box 1081 Templeton, CA 93465  
or attach and Email: [VineyardDogPark@gmail.com](mailto:VineyardDogPark@gmail.com)

## What is reportable and what will be reviewed:

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

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

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

- Dog bitten with no medical treatment necessary
- Unsupervised children in the Dog Park
- Failure to abide by Dog Park rules
- Disruptive/abusive behavior to persons and/or dogs

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 Board of Directors of Vineyard Dog Park at the next scheduled meeting.
2. If a Board 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 Vineyard Dog Park Board may be designated to collect statements from parties named in the incident and statements from witnesses named in the incident.
5. The Vineyard Dog Park Board 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.

**All incidents will be handled in as timely a manner as possible.**

# Vineyard Dog Park Incident Report Form

Please note that any incident involving bodily injury to persons or dogs 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 \_\_\_\_\_ Work \_\_\_\_\_

Dog's Name \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ Lbs. Color \_\_\_\_\_

Description of Incident: \_\_\_\_\_  
\_\_\_\_\_

## Other Individual/Dogs Involved

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

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

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

Dog's Name \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ Lbs. Color \_\_\_\_\_

General Description \_\_\_\_\_

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 car, license plate number, etc.) or other information.

## Nature of the Incident

Date of Incident: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_\_  am  pm

Describe Incident: \_\_\_\_\_  
\_\_\_\_\_

Description of Injuries: \_\_\_\_\_  
\_\_\_\_\_

Witnesses \_\_\_\_\_ Phone \_\_\_\_\_

Witnesses \_\_\_\_\_ Phone \_\_\_\_\_

Actions Taken:  None  Ambulance  Police  Veterinary  Other (describe) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**All incidents will be handled in as timely a manner as possible.**