

LETTER FROM DOG WARDEN

Our reference:

Dear [name],

Thank-you for your email regarding the dog fouling issue on [insert road name]. The information you provided has been passed to me as Kingston Council's Dog Warden. I will take action by ensuring that signs, indicating that fines will be issued to anyone caught failing to clean up after their dog, are up in the area.

I would like to find the person/people responsible in order to help rectify the issue. I can issue fines as a deterrent every time the owner, or person responsible, fails to clear up after the dog. Further action may also be possible for persistent offenders. Any information you can provide to assist me in finding those responsible would be gratefully received.

Information that would be useful includes:

- The name and address of the owner (if known)
- A photo of the dog(s) and the person with it (any photos you provide are for the Dog Warden only to identify those responsible. The photos will never be shown to the person photographed. **Make sure the flash is OFF before taking any photographs**)
- A description of dog(s) and owner if a photo is not possible
- How often they are seen in the area
- Approximate times that the dog fouling occurs (the more precise the better)

At no time should you put yourself at risk in order to obtain the information above.

Any information you provide will be treated with the strictest of confidence. I will never pass on your details to anyone who is complained about.

Thank-you for your assistance in this matter.