



Houston Police Department Kingwood Division Information Packet

CRIME BULLETIN



"Community Involvement in Crime Prevention"

Kingwood Division
3915 Rustic Woods, Kingwood, Tx 77339

PIP Coordinator: Officer D. P. Von Quintus (832) 395-1819

Daniel.Vonquintus@houstonpolice.org

Officer: A. Nichols (832) 395-1817

Ayaht.nichols@houstonpolice.org

Houston Fire Department

HFD 101 281-359-5342

HFD 102 713-387-9267

HFD 103 832-394-6700

HFD 104 832-394-6700

HFD 105 (Summerwood) 832-3954-6700

HFD 65 (Huffman) 832-394-6700

Police

Emergency 911

Non -Emergency 713-884-3131

Kingwood Division 832-395-1800

Pct. 4 Harris County 713-755-6444

Pct. 4 Montgomery County 281-577-8985

Montgomery County SO 936-760-5871

HPD Lake Patrol 832-394-9854

Humble ISD PD 281-641-7900

City of Houston Help/Info Line 311

Animal Enforcement

BARC 713-229-7300

Kingwood Service Association

KSA 281-358-5192

Council Member

Dave Martin's Office 832-393-3008

9-1-1 or Non-Emergency

- 1) If you are reporting a crime, that is in-progress or you believe the crime you are calling about needs an emergency response call 9-1-1. (Example: Burglary, Robbery, Theft in-progress calls, where the suspect is still on scene or has just left the scene)
- 2) If you are reporting a crime that has already taken place and you just need a report, or you believe, it does not need an emergency response but needs or may need police attention, call the **Non-Emergency number at 713-884-3131**.
- 3) The Houston Police Department Kingwood Division does not dispatch from the station and anyone needing police assistance should call one of the above numbers for a quicker police response.

What if I discover new information or see the suspect come back to the scene after making the initial call to the police?

If after calling the police, you observe the suspect back at the scene or discover new information, you should then call the dispatcher back and update them with the appropriate new information. The updated information will be transferred to the officer arriving on the scene to help begin their investigation and search for the suspect. Officers will start searching for the suspect while en-route to the location. Keep in mind, there could be a delay with the officer arriving at the scene if the suspect has left the location.

What information is most effective in helping the police locate a suspect?

- 1) Male or Female
- 2) Height and weight (estimate)
- 3) Hair or other identifying marks (scars or tattoos)
- 4) Clothing (Color, pants, shorts, jacket, etc...)
- 5) Vehicle description (Make, model, color, year) If this cannot be obtained just the color and vehicle type (truck, car, or van)
- 6) Last known location of the suspect
- 7) Direction of travel when the suspect left the scene

What type of crime am I calling in?

Burglary – A person commits an offense if, without the effective consent of the owner, the person: enters a habitation, or a building (or any portion of a building) not then open to the public, with intent to commit a felony, theft, or an assault

Burglary of Vehicle (BMV) - A person commits an offense if, without the effective consent of the owner, he breaks into or enters a vehicle or any part of a vehicle with intent to commit any felony or theft.

Robbery - A person commits an offense if, in the course of committing theft and with intent to obtain or maintain control of the property, he:

- (1) Intentionally, knowingly, or recklessly causes bodily injury to another; or
 - (2) Intentionally or knowingly threatens or places another in fear of imminent bodily injury or death.
- (b) An offense under this section is a felony of the second degree.

Theft - A person commits an offense if he unlawfully appropriates property with intent to deprive the owner of property.

What happens after you call the
Houston Police Department to file a Police Report

- 1) If the information you gave involved the suspect and vehicle description and/or direction of travel, the officer may search the area for the suspects last known location or last known direction of travel to see if he can locate him before arriving at the scene to meet with you. This may cause a delay in arriving to you.
- 2) A patrol officer from the Kingwood Division will then come to your scene and gather all the information you can provide along with evidence in order for them to file the original police report.
- 3) After speaking with you (the complainant), that officer will complete the original report and tag evidence if any is available. The officer will leave you the incident/case number to your report, and you should request the phone number to the concerned division who will be handling your case.
- 4) After the Kingwood Patrol Officer completes the original report, the case then goes to the Concerned Division (Robbery, Burglary and Theft, Homicide) to be assigned to an investigator.
- 5) All reports are then prioritized at the concerned division
- 6) After the case is assigned to an investigator, the investigation will begin. If that investigator has more questions in regards to your case, he will contact you for further information.

Some tips for the complainants filing the report

- 1) Always keep your Incident number handy after the report is made. You will need it when checking the status or adding new information to your report.
- 2) If the crime is **NOT** In-Progress try and gather all the evidence (video surveillance, pictures, etc...) you have and save to a USB or DVD before calling the police.
- 3) Regardless if you are able or unable to make copies of your evidence listed above, call the police. After the Officer completes the report, you will still be able to submit the evidence by calling an Officer out via the Non-Emergency Number to pick up the evidence to be tagged under your case number. Alternatively, you could bring that evidence to the Kingwood Division and have the front desk personnel complete a supplement to have the evidence tagged to your case.
- 4) If the crime you are reporting involves loss of items or damages it helps to have a list prepared before the officer arrives, this step can improve accuracy of investigative details.
- 5) When the officer arrives let him/her know you have evidence and provide it to him/her to be tagged or given to an investigator.
- 6) When the officer has completed his/her investigation at the scene and gives you an incident number to your report, ask the officer if you can have the phone number to the concerned division so that you can follow up on your investigation with the correct personnel.

- 7) If you do not hear anything involving your case 2 weeks from the time of the incident, do not hesitate to call the concerned division to check the status of your case. In some instances, they will have you leave a message for the investigator or the person answering the phone may be able to assist you.

- 8) If you are the victim of a Theft or Criminal Mischief that is under \$5,000 in loss or damage you can file your report online at www.Houstonpolice.org

What to do when you get into a minor traffic accident?

You do not have to call a Police Officer to the scene if all of the following circumstances exist:

- 1) No one is injured
- 2) All vehicles involved are drivable with minor damage
- 3) All drivers have a driver's license and proof of insurance
- 4) Drivers are cordial and there is no disturbance
- 5) Drivers are Not intoxicated (Drugs or Alcohol)
- 6) No government people or property is involved

If all of the above exist, simply exchange driver's license and insurance information with the other driver(s). The next step is to complete a Driver's Crash Report, known as a blue form (does not have to be on blue paper) available at <https://www.txdot.gov/inside-txdot/division/traffic/law-enforcement/crash-reports.html> This form must be completed within 10 days.

If you are involved in a car accident not investigated by a police officer that results in an injury or at least \$1,000 in property damages, you (driver) must file the Blue Form.

When you should contact 9-1-1 for a police officer to come to your accident scene:

- 1) If the other driver leaves the scene prior to the exchanging of information
- 2) Major accidents with heavy damage to a vehicle(s) and/or injuries
- 3) If a vehicle cannot be safely driven, call for an officer to sign a Police Officer's Tow Slip

It is important to remember to **"Steer It, Clear It."** If possible, move your vehicles from the roadway to a safe location to exchange information or to call a police officer.

Having a Barking Dog issue?

Public Nuisance dog (Chapter 6, Article VI, Section 151) means any dog that meets one of the following conditions:

- Substantially interferes with the right to enjoyment of life or property by persons other than the owner by acts including, but not limited to, frequent, long, or continued barking or howling, repeated defecation on property other than that of the owner, or damaging property other than that of the owner;
- Attacks domestic animals;
- Is documented by Animal Enforcement, a police officer, a neighborhood protection official or a member of the public to be running at large three or more times in a 12-month period; or
- Is one of a number of dogs or other animals maintained on the property owned or controlled by its owner so as to be dangerous to the public health, safety or welfare.

For purposes of this section, if a dog is documented to be at large three or more times in a 12-month period by a member of the public, such documentation must consist of photographic evidence with a date and time stamp and in which the dog can be clearly identified.

How to Declare a Dog as a Nuisance

In order to open a Nuisance Dog case, an original, signed and notarized affidavit or unsworn statement is required from the person making the

complaint. Emailed, or other electronic statements are not accepted for this procedure. An unsworn statement does not have to be notarized, but it may be used as evidence in a legal proceeding, and the person making the statement may be asked to testify.

The affidavit/statement must contain a description of the events, with the dates and beginning to end times of the incidents that caused the person making the complaint to believe the dog in question to be a Public Nuisance dog as defined above. Since barking and other noise related issues may be subjective, the Barking Dog packet with affidavits from two or more individuals from different households must be submitted. The Barking Dog Packet may be found here. http://www.houstontx.gov/barc/declaring_dog_nuisance.html

Barking Dog Packets, statements or notarized affidavits and other documentation may be mailed to:

BARC/Animal Enforcement

Attention: Animal Control Manager

2700 Evella

Houston, Texas, 77026

The documents may also be brought to the BARC facility during business hours at 3200 Carr St. Houston, Texas, 77026

For questions please call 311 to contact the City of Houston Animal Control Managers.



City of Houston



Barking Dog Complaint Resolution Procedure

The City of Houston BARC/Animal Enforcement Division of the Administrative and Regulatory Affairs Department has established a program to assist Houston residents in obtaining relief from habitually barking dogs causing a nuisance in their neighborhood.

- *Barking dogs are a serious nuisance. Because of limited animal enforcement and police staff, however, the departments are no longer able to assist the community by responding to complaints of habitual barking in a timely manner. In fact, in most circumstances, by the time an officer arrives at the scene, the dog is no longer barking and a unit is unable to address the issue.*

This program has been established to assist Houston residents with their efforts towards resolving the problems associated with habitually barking dogs. This program is designed to encourage residents to reach a reasonable resolution with their neighbors through direct communication and mediation with the offending dog owner before pursuing legal action. If repeated attempts through private dispute resolution fail and further action is required, the enclosed material provides the required information necessary for the Animal Enforcement Division to designate a dog as a Public Nuisance.

Houston Code of Ordinances

Noise violations by animals are defined in Chapter 30, Section 3- Noisy animals and birds.

The keeping of any animal or bird that causes or makes frequent or long and continued sound that unreasonably disturbs, injures, or endangers the comfort, repose, health, peace, or safety of ordinary, reasonable persons of normal sensibilities and ordinary tastes, habits, and modes of living who reside in the vicinity

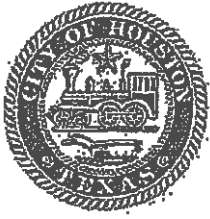
This noise is considered a violation that may result in a citation if witnessed by an officer.

Barking by a dog may also rise to the level of a Public Nuisance if the violations are frequent and continued. A Public Nuisance declaration will result in the owner being required to take steps to abate the nuisance within 30 days, or more serious misdemeanor citations may be issued that can result in fines and the offending dog being ordered from the Houston jurisdiction.

- Animal Enforcement considers barking to be a violation when it has occurred for more than fifteen (15) consecutive minutes per incident, and a nuisance if there are incidents on eight (8) or more separate days in a thirty day period.

In order to prove a charge of nuisance barking, specific factual information is required and strong evidence is necessary. A Public Nuisance designation requires complaining neighbors to maintain a log of the dates and times in which an identified dog, at a specific location, is disturbing the peace of the neighborhood. Additional supporting evidence should include a date-stamped audio/video recording of the offending dog from the location of the complainant's property as it is habitually barking.

Nuisance complaints may be subjective, and a complaint of habitual barking is stronger if it is supported by more than one neighbor. Therefore, Animal Enforcement has determined that at least one other neighbor must verify that the dog's barking was habitual and caused a nuisance on at least five of the eight incidents. Witness verification must be provided in the form of a notarized affidavit or unsworn declaration signed under penalty of perjury by each witness specifically stating the dates and times of each incident of habitual barking. A declaration and an incident log are included in this informational packet.



CITY OF HOUSTON

Administration & Regulatory Affairs Department
BARC/ Animal Enforcement Division

Sylvester Turner

Mayor

Tina Paez
Director

Dear City of Houston Resident:

Enclosed in this Barking Dog Complaint Packet is information that will advise you how to address a habitually barking dog that is causing a nuisance in your neighborhood. The Houston Police Department and Houston Animal Enforcement Officers are frequently unable to resolve barking dog complaints due to more immediate issues that require their attention and lack of effective on site resolution tools. However, Houston does have a Public Nuisance procedure that allows residents to address barking dog issues. The Public Nuisance designation may result in citations for the dog owner and ultimately an order to remove the dog(s) from the City for multiple convictions for failure to comply with requirements.

Please review the packet carefully as all requirements must be met for the City to declare a dog to be a Public Nuisance. Completed packets may be mailed or submitted in person to the BARC Animal Shelter Administration Building at 2700 Evelia Houston, 77026, Monday through Friday, 8:00 a.m. to 5:00 p.m. Packets will then be reviewed; any packet that is not complete or unsigned will be returned to the resident with an explanation of requirements that were not met. The Animal Enforcement Division will proceed with a Public Nuisance Designation, if warranted, and follow up with the owner of the dog in question.

Should you have any questions, please contact an Animal Enforcement Manager by calling the City of Houston 311 helpline.

It is our sincere hope that, by working together, we can make every neighborhood in the City of Houston more enjoyable for all residents.

Sincerely,



Chris Glaser, Animal Enforcement Manager

When preparing a complaint of nuisance barking, please be sure to note on the *Barking Dog Incident Log*:

1. The date and time the barking started, and when the barking stopped.
2. The specific address of the dog and your address. Please remember that the barking must be audible from within your home, and barking must be continuously audible for at least fifteen minutes.
3. Evidence, if available, based on personal observation, that the dog was not provoked into barking.
4. The eight (8) incidents of excessive barking must take place on different days within a 30 day period of time.

You must comply with the requirements that:

1. Two courtesy cards documenting eight (8) or more days of habitual barking were sent by certified mail, return receipt requested, to the offending dog owner, with a copy retained for proof.
2. Private mediation or arbitration has been attempted, refused, and failed. If you would like assistance in discussing this issue with your neighbor(s), contact the Harris County Dispute Resolution Center at 713-755-8274.
4. Prior to submitting your package for review, you and at least one neighbor have signed the declaration under penalty of perjury that your neighbor observed five (5) incidents and you have complied with all of the above requirements.

Once a completed package is submitted to the BARC/Animal Enforcement Division, the package will be reviewed for completeness. Packages that are incomplete or unsigned will result in no action being taken the City. Provided the complaint package is complete, Animal Enforcement will send an officer with a formal nuisance letter advising the dog owner that the problem has resulted in a nuisance declaration and that unless the problem is remedied within thirty (30) business days, the citations will be issued and further action taken.

Complaining neighbors may submit or mail completed original packets to:

BARC/ Animal Enforcement,
2700 Evella
Houston, Texas 77026
8:00 a.m. to 5:00 p.m.

- No emailed or faxed copies will be accepted
- Complainants should make copies of the submitted information prior to delivering the packets to Animal Enforcement.

Please Remember:

Enforcement of the laws against barking dogs is possible only with the cooperation and assistance of the residents of Houston themselves. BARC/ Animal Enforcement and the City of Houston Police Department cannot solve barking dog problems without your participation. Please take the time to fully document each offense and obtain proper evidence so that the law can be enforced.

Thank you!



Courtesy Notice: 1

CERTIFIED MAIL

Dear Neighbor:

This is to advise you that your dog has frequently been barking or howling for fifteen minutes or more in a manner that is disturbing your neighbors.

Dogs may bark for a good reason. Sometimes they get a response of some kind and continue the behavior. However, dogs that bark frequently are a problem and often owners do not realize that their dog may be causing a disturbance to their neighbors.

These incidents are being documented, and it is hoped that this will not continue as the City of Houston does consider frequent or long and continued barking to be a nuisance.

On the following three dates and times, your dog has caused a disturbance:

1. Date: _____ Time: _____
2. Date: _____ Time: _____
3. Date: _____ Time: _____

It is understood that you may not be aware of this issue, but the good news is that dogs and neighbors can live in harmony. Pet owners can get information from the Humane Society, the American Kennel Club and other organizations about why dogs bark. They also offer advice on how to correct excessive barking. The Humane Society website is: [www.humanesociety.org/animals/dogs/tips/how to stop barking.html](http://www.humanesociety.org/animals/dogs/tips/how_to_stop_barking.html)

The AKC is: <http://www.akc.org/content/dog-training/articles/how-to-stop-a-dog-from-barking/>

Thank you for respecting your neighbors and the neighborhood.

Courtesy Notice: 2

CERTIFIED MAIL

Dear Neighbor:

Your dog has continued to bark or howl continuously for five minutes or more in a manner that is disturbing your neighbors.

You received a previous notice (mailed on) _____, but the noise has continued. On the following dates and times, your dog has disturbed at least two of your neighbors:

1. Date: _____ Time: _____

2. Date: _____ Time: _____

3. Date: _____ Time: _____

4. Date: _____ Time: _____

5. Date: _____ Time: _____

Eight incidents in total have occurred within a one-month (30 day) period. These incidents, which have disturbed at least two neighbors, have been documented, and the complaint may be forwarded to, and reviewed by, the City of Houston BARC/Animal Enforcement Division.

Barking dog complaints are a violation of City Ordinance 30-3, and may result in citations, fines and a Public Nuisance designation. A dog designated as a Public Nuisance may be ordered to be removed from the City.

You can avoid possible prosecution by resolving this nuisance immediately and/or by calling me

at (____) _____ - _____, so that we can attend mediation at the Harris County Dispute Resolution Center, a free service funded by the Harris County Court system.

You will not receive another notice prior to my documentation being sent to Animal Enforcement.

I would like to thank you for respecting the quiet enjoyment of the neighborhood by all your neighbors.

Signed:

(This letter is required by the City of Houston for documentation of a Barking Dog Complaint)



BARKING DOG COMPLAINT PROCEDURE CHECKLIST



YES	NO	1st Courtesy Notice sent to: (Name and Address of dog owner)	Sent by:	Date
YES	NO	2nd Courtesy Notice sent to: (Name and Address of dog owner)	Sent by:	Date
YES	NO	Did you personally speak to the dog owner?	Brief Explanation:	Date completed
YES	NO	Have 8 barking incidents of 15 minutes or more, occurred on different days in a 30 day period?	Brief Explanation:	Date completed
YES	NO	Have at least five incidents been witnessed by at least one other neighbor listed on Incident Log?	Brief Explanation:	Date completed
YES	NO	Was civil remedy/EIOA action attempted?	Brief Explanation:	Date completed
YES	NO	Did mediation occur?	Brief Explanation:	Date completed

Please fill in all spaces below, incomplete entries will result in the complaint being dismissed

My name is: _____ (First) _____ (Middle) _____ (Last)

My date of birth is: Month: _____ Day: _____ Year: _____

My address is: _____ (Street) _____ Texas _____ USA
(City) _____ (State) _____ (Zip Code) _____ (Country) _____ (Telephone Number)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in: _____ County, State of Texas, on the _____ day of _____, 20____

Signature of Declarant _____



City of Houston
Administration and Regulatory Affairs Department
BARC Division/ Animal Enforcement Section



WITNESS STATEMENT

Date or Dates of incident: _____

Location of Incident: _____

Description of Incident, including names and addresses of any animal owners and a description of any animals: _____

My name is:

(First)

(Middle)

(Last)

My date of birth is:

Month:

Day:

Year:

My address is:

(Street)

and

(City)

(State)

(Zip Code)

(Country)

(Telephone)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in: _____ County, State of Texas, on the _____ day of _____, 20____

Signature of Declarant