

About Animal Services

The mission of Culver City Animal Services is to protect the health, safety and general welfare of the Culver City residents and animals through effective and courteous enforcement and education of the Culver City Municipal Codes, Los Angeles County Codes, and state laws. That responsibility includes responding to reports of any animal which disturbs the peace and quiet of any neighborhood in Culver City.

An Animal Services Officer investigating these reports may find circumstances that warrant an Animal Public Nuisance investigation or an Administrative Hearing.

This brochure provides the step-by-step explanation of the Animal Public Nuisance Procedure.

What is an Animal Nuisance? (Culver City Municipal Code 9.01.700)

An animal, bird or fowl which barks, howls, whines or makes other sounds common to their species in a substantially continuous manner in the daytime or nighttime to the annoyance of people in the neighborhood is declared to be a public nuisance which may be abated by the procedures hereinafter provided..

What are the steps for the Animal Public Nuisance Complaint Procedure? (Culver City Municipal Code Chapter 9.01.700 to 9.01.765)

1. Contact the Culver City Animal Services Department at 310-253-6143 or at animal.services@culvercity.org to initiate a **first complaint**.
 - a. Have the address of the nuisance animal in question.
 - b. Provide your name and address.
(NOTE: Your name and address will remain confidential at this point.)
2. The Animal Services Officer will issue an Initial Warning Notice to the animal owner.
 - a. The animal owner will be granted a ten (10) day period.
 - b. Keep a log recording the times and dates of the animal disturbances if the problem does not stop.
 - c. The original animal nuisance complaint will remain on file and active for thirty (30) days after the initial ten (10) day correction period.
 - d. If a second complaint is not received from the original complainant in thirty (30) days, the complaint shall expire and the complainant must begin the process again if another violation is observed from the same animal.
3. Contact the Culver City Animal Services Department at 310-253-6143 or at animal.services@culvercity.org to initiate a **second complaint** if the problem has not been

corrected in ten (10) days. You will be provided a Declaration of Animal Public Nuisance Procedure Form.

4. File a written Declaration and the Supportive Documentation of Animal Public Nuisance.
 - a. **MANDATORY:** Mail or deliver the completed and signed Declaration of Animal Public Nuisance (Page 9) to the nuisance animal owner.
 - b. **MANDATORY:** Mail or deliver the completed and signed Declaration of Animal Public Nuisance and the Supportive Documentation of Animal Public Nuisance (Page 5 to 9) to:

Culver City Animal Services
4040 Duquesne Avenue
Culver City, CA 90232
 - c. The responsible party/animal owner will be granted a ten (10) day period to resolve the issue.
(NOTE: At this point, it is necessary that you submit your name and address to the animal owner.)
5. Contact the Culver City Animal Services Department at 310-253-6143 or at animal.services@culvercity.org to initiate a **third complaint** if the problem has not been corrected in ten (10) days. You will be provided a Petition for an Administrative Hearing Form.
6. Complete and return the Petition for an Administrative Hearing within ten (10) days of receipt of a hearing to be scheduled.

What supportive evidence and documentation should I provide?

As the complainant, you will need to provide evidence that there has been a violation of the public nuisance ordinance.

1. Written documentation/log of the date, time and duration of the noise.
2. Video recordings of the noise.
3. Audio recordings of the noise.
4. Written statements from unrelated neighbors from different households.

Is this procedure anonymous?

Your contact information as a complainant is required on the Declaration of Animal Public Nuisance form. If it is not provided, we will be unable to assist you. Please be advised that this is not an anonymous process. Declarations of Animal Public Nuisance will not be accepted anonymously. The complainant must go on record as the person who is disturbed by the animal nuisance.

As the complainant, you will need to provide evidence that there has been a violation of the public nuisance ordinance. Anonymous complaints do not provide the ability for further contact and therefore cannot provide supportive evidence as required for investigation. Filing a complaint begins a formal proceeding against the owner of the animal(s).



**Culver City Animal Services
Culver City Police Department
4040 Duquesne Avenue
Culver City, California 90232
<http://www.culvercitypd.org/animalservices>**

Guide to Animal Public Nuisance

**Field Services: 310-253-6143
Non-Emergency Line: 310-837-1221
E-Mail: Animal.Services@culvercity.org**

