

## **Animal Control Advisory Board Hearing Tribunal**

### How It Works!

#### **Welcome to this meeting of the Animal Control Advisory Board Hearing Tribunal.**

*The Tribunal will be conducting hearings regarding appeals of civil citation penalties, and orders, issued by the Department of Animal Control. The hearing pertains only to the specific incident(s) referenced upon the citation(s).*

THE HEARING WILL FOLLOW THIS GENERAL PROCEDURE:

- 1) Appellants and witnesses check in and wait to be called for their hearing.
- 2) When your appeal is called, the Tribunal will take sworn testimony. Only appellants and witnesses identified beforehand will be called to testify.
- 3) The Animal Control department will first present the background and evidence, including witness testimony if appropriate, that led to the citation issuance.
- 4) The appellant shall then present reasons, including witness testimony as appropriate, as to why the action under appeal should be reversed, modified, or otherwise set aside.
  - a) The appellant shall have an opportunity to question information presented by staff.
  - b) All questions and comments are to be directed to members of the Hearing Tribunal who will then ask the appropriate staff or witness to respond.
  - c) Similarly the County staff may request the Tribunal to ask a question of a witness on an issue brought up during the appellant presentation.
  - d) Once presented, evidence will become part of the hearing record.
- 4) Once all evidence has been presented the Tribunal shall close testimony and end the hearing phase of the appeal.

The tribunal will then meet and develop their determinations and recommendations on all appeals heard tonight. These determinations will be submitted to the Director of Animal Control in writing. The Director will issue a final determination letter within five (5) business days of receipt of the Tribunal's determinations.

*Pursuant to Forsyth County Code the board's determinations are only binding regarding declarations of Potentially Dangerous or Dangerous dogs. On all other cited violations it will present a recommendation to the Director of the Animal Control Department, who will make the final determination and issue a written decision.*