

Office of the Sheriff Steuben County



Request of Canine Demonstration or Services Form

Any member of the public, organization, office or agency who is requesting a demonstration or the services of any Canine Deputy Sheriff and his or her partner through the Steuben County Sheriff's Office must complete this form and submit same to the Steuben County Sheriff's Office no later than (30) days before the date of the requested Demonstration or Service to be performed. The requesting contact person will then be notified within (10) days of the receipt of said request whether or not their request can be honored due to availability and scheduling of a Canine Deputy(s) employed by this office. The mandatory (30) request date deadline can only be waived at the discretion of the Sheriff or his designee, or under extraordinary circumstances.

- Law Enforcement Agencies are exempt from this Request Process -

Name of Requesting Organization: _____

Contact Person: _____ Title: _____

Address of Demonstration / Service: _____

Town: _____ Parking Area: _____

Requested Date: _____ Start Time: _____ End Time: _____

Contact Number: _____ Fax: _____ Email: _____

Description of Request: (Please include all details such as audience age, inside or outside, etc.)

Signature: _____ Date Submitted: _____

Please fax completed form to 607-776-7671 or email to sshutt@steubencountyny.gov

Steuben County Sheriff's Office Use Only

Date Received: _____ Member Receiving: _____

Requesting Organization Contacted: _____ Time: _____

Approved / Disapproved: _____ Event Placed on Calendar in Dispatch: _____

K-9 Deputy Advised: Date: _____ Time: _____ Method: _____

Special Considerations / Issues Arising at Event: _____

Assignment Completed – Date: _____ Time: _____ CR#: _____

Supervisor: _____ Canine Deputy: _____