



Job Description

TITLE:	Animal Control Officer	JOB CODE:	203
DEPARTMENT:	Police Department	FLSA:	Non-Exempt
PREPARED:	November 2004	UPDATED:	

Summary: Under general supervision, patrols streets to locate stray animals; responds to animal complaints from residents; transports animals to the shelter and cares for them in the shelter; and maintains appropriate records on animal control activities.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Patrols streets to locate stray animals and promptly captures animals and transports them to an animal shelter.
- Responds to complaints concerning animal problems or violations of animal control ordinances, including but not limited to animals running at large, bites, property damage, or injuries.
- Investigates violations of animal control ordinances and issues warnings or citations as required, appears in court to testify regarding animal control cases.
- Removes dead, injured or dangerous animals from streets and residential premises.
- Cares for, feeds and houses animals at the animal shelter; provides maintenance and upkeep for the animal shelter.
- Works an assigned shift using own judgment in deciding course of action; handles difficult and emergency situations without assistance.
- Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.
- Carries out duties in conformance with Federal, State, County and City laws and Ordinances.
- Maintains contact with police supervisory personnel to coordinate investigation activities, provides mutual assistance during emergency situations and provides general information about department activities.
- Maintains departmental equipment, supplies and facilities.
- May serve as a member of various employee committees.
- Performs other related duties as assigned by the Chief of Police
- Communicates regularly with Uniformed Police Supervisor in Charge of Animal Control Division and will be given assignments and correction from this Officer.

Required Knowledge and Skills:

- Knowledge of applicable law enforcement principles, procedures, techniques and equipment.
- Knowledge of animal restraint and animal care procedures and techniques.
- Knowledge of the City's geography.
- Skill in applying applicable laws, ordinances, rules and regulations fairly and consistently.
- Skill in communicating effectively both orally and in writing.

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- Skill in establishing and maintaining effective working relationships with co-workers, supervisors and the general public.
- Skill in exercising sound judgment in evaluating situations and in making decisions.
- Skill in following verbal and written instructions.
- Skill in operating vehicle with both standard shift and automatic transmissions.

Education and Experience:

- High School diploma or GED, and one (1) year of work experience.
- State of Arizona driver's license.
- Must complete a K-9 behavior class and an animal cruelty and prosecution class within six (6) months of employment.
- Must become certified in Euthanasia within six (6) months of employment.
- Must obtain pre-exposure rabies shots and Hepatitis shots within three (3) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Frequently requires sitting, talking and hearing; requires standing using hands to finger, handle, or feel objects, tools, or controls; requires reaching with hands and arms, climbing, stooping, kneeling, crouching, and crawling; requires sense of taste and smell.
- Occasionally requires lifting and/or moving more than 100 pounds; requires close vision, distance vision, color vision, and peripheral vision and the ability to adjust focus.
- Work is frequently performed in outside weather conditions, occasionally near moving mechanical parts and in high, precarious places.
- The noise level in the work environment is usually moderate.

Equipment and Tools Utilized:

- Patrol Vehicle, animal capture equipment, police radio, pager, first aid equipment and personal computer.

Approvals:

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

Department Head: _____ **Date:** _____