

**CITY OF LOVELOCK
JOB DESCRIPTION**

Department: Police
Reports to: Chief of Police
FLSA Status: Non-Exempt

Classification:
Date Council Approved: Nov. 18, 2008
Created: November 2008
Last Revised: 3/19

ANIMAL CONTROL OFFICER

DEFINITION

Position is a sworn officer under the general supervision of Chief of Police and general direction of the senior law enforcement officer on duty working with limited supervision and according to established policies and procedures; enforces state animal control laws and local animal control ordinances; responds to calls and complaints involving or about animals; patrols jurisdiction to control stray, unlicensed, mistreated, or dangerous animals; cares for animals at the animal shelter; maintains the animal shelter; euthanizes and disposes of animals; and, performs other duties as assigned.

ESSENTIAL FUNCTIONS: (Performance of these functions is the reason the job exists. Assigned job task/duties are not limited to the essential functions).

1. Enforces state statutes and local ordinances regulating the control, conduct, and keeping of various animals; issues citations for violations of laws and ordinances.
2. Patrols jurisdiction by vehicle or on foot to control the number of stray, unlicensed, mistreated, abandoned, diseased, dangerous and/or feral animals.
3. Investigates complaints from the public, local law enforcement personnel, and other agencies regarding nuisance, stray, uncontrolled, dangerous, or diseased animals.
4. Conducts initial investigation of complaints regarding animal cruelty and investigates animal bites, arranging for appropriate identification and quarantine.
5. Seizes domestic animals that are unlicensed or found running at large or are being harbored in violation of applicable laws; transports injured animals to the animal shelter or other care facilities; removes dead animals from public and private properties.
6. Explains to members of the public local laws, ordinances, and codes relating to the control and care of animals and to the filing of complaints, and shelter policies.
7. Testifies in court regarding citations, disposition of complaints, and related matters.
8. Euthanizes impounded animals which are not claimed within the time mandated by state or local law or governmental policy and violent or potentially harmful animals.
9. Maintains records and daily and periodic reports.
10. Operates humane traps, mobile radios, and related animal control tools and equipment; ensures equipment is properly maintained.

11. Assists local law enforcement agencies regarding impounded vehicles containing animals, and also evictions or law enforcement actions where animals may be involved.
12. Assists in the control of infestation and spread of disease among animals by identifying diseased animals and submitting blood samples to labs for testing.
13. Cleans and disinfects the animal shelter kennels, cages, dog runs, and other areas used by animals; feeds and cares for animals at the shelter; maintains shelter premises in a clean and neat condition to prevent the spread of contagious diseases; collects fees; arranges for adoption of animals.
14. Performs first aid for those injured by animals and provides basic first aid to injured animals.
15. Provides minor preventive maintenance and repair of animal control vehicles; provides maintenance of animal shelter facilities; assists in the repair of facilities.
16. Promotes public awareness regarding animal ordinances and appropriate care and handling by conducting public workshops and clinics.
17. Follows all safety rules and procedures and City policies.

EMPLOYMENT STANDARDS

Knowledge of:

Concepts, principles and practices of animal control; materials, equipment, and tools used in the care and shelter of animals; relevant laws, ordinances, codes, and policies related to animal control, treatment, licensing, and disposal; basic methods of subduing animals and protecting onlookers; basic care and handling of various types of animals; safety precautions and hazards arising out of the handling of sick, injured and/or aggressive animals, animal shelter operations and maintenance; and, basic first aid.

Ability to:

Observe events accurately; assess situations and take actions expeditiously to control animals in a variety of circumstances; communicate and interact courteously and effectively and maintain working relationships with the general public, other law enforcement personnel, City staff and animal care providers; interview victims and witnesses; handle, capture, and control animals humanely and effectively; give chase on foot; assess animal behavior and make effective decisions regarding the handling or capturing of animals; identify symptoms and behaviors associated with common domestic animal diseases and routine injuries; prepare accurate and thorough reports, give relevant, concise, and accurate testimony or depositions, operate vehicles, radios and other animal control tools and equipment; read maps and follow directions; and, handle and account for money.

Education and Experience:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Completion of high school or equivalent; one year of experience in the care and handling of animals; nine months of formal training as a veterinary technician/assistant; or at least six months of experience working with extensive public contact.

Special Requirements:

A valid Nevada driver's license for equipment to be operated. A Nevada euthanasia technician license or the ability to obtain one within three months of hire.

Physical and Mental Requirements

Level B2: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength and stamina to drive and walk for long distances and run for short distances; stamina and flexibility to bend, squat, twist, reach, walk, and run on irregular surfaces; strength and stamina to regularly chase, control, lift, and carry live and dead animals; strength, stamina, and dexterity to climb to heights; ability to carry or move cages, food, and equipment; ability to work in confined spaces; hearing to perceive spoken communications in noisy environments; coordination and dexterity to perform several tasks simultaneously when handling animals; manual dexterity, motor skills, and cognitive ability to write reports and complete forms either by hand or via computer; periodic moving or lifting of objects weighing up to 50 pounds and occasional moving of objects weighing up to 100 pounds. Vision to read printed materials. Hearing and speech to communicate in person or over a radio or telephone. Ability to appropriately handle stress and interact with others including, supervisors, coworkers, members of the public, and others. The ability to interact professionally, communicate effectively, and exchange information accurately.

Working Conditions

Work is performed under the following conditions.

Incumbents are frequently exposed to disagreeable weather and other conditions such as extremes of cold, heat, dampness, wind, dust, fumes and odors, animal urine, excrement and waste products, vicious and/or biting animals. Noise levels in the shelter areas may be high due to confined animals. Position is exposed to dead, injured, and diseased animals and animal waste products. Euthanasia or destruction of animals may be considered extremely disagreeable.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Employee's Acknowledgement: I acknowledge that I have read the above job description and have received a copy for my records.

Employee's Signature

Date Signed