



## JOB DESCRIPTION

**Job Title:** Animal Control Officer  
**Department:** Police  
**Classification:** Non-Exempt  
Safety Sensitive  
**Pay Grade:** Grade 5  
**Pay Range:**

<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
\$23,404	\$29,222	\$37,401

  
**Reports to:** Lieutenant  
**Date Updated:** September 2019

### SUMMARY

Preserves the public peace and order; protects persons and property; enforces Federal, State and City Laws pertaining to animal control and welfare; detects and apprehends violators of said laws; promotes public sympathy and cooperation with Law Enforcement Officers; performs emergency missions and otherwise serves and protects society in regards to animal control.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Patrols with motor vehicle all areas within the city limits only to prevent and detect violations of the City animal control ordinances
- Inspects the structure or premises in which any animals are kept upon complaint of any person or upon own initiative
- Investigates complaints by citizens of any animal control ordinance violation and all reported animal bites
- Writes citations on persons suspected of animal control violations. Required to use good judgement and knowledge of the animal control laws, particularly when giving citations. Uses sound judgement and makes every reasonable attempt to notify any violator of the animal control ordinances
- May use a Taser or other force only if necessary to preserve the safety and well-being of any animal or person within the city limits
- Issues citations to citizens who have broken Laws or ordinances. Uses clear knowledge of the Law or ordinances when doing so
- Accurately and concisely communicates information about incidents, relating to animals or animal control violations to the supervisor of Animal Control or Chief of Police, in order for proper action to be taken in regard to such matters

- Writes reports describing all significant details of activities and of such information coming to his/her attention when indicated. Such reports include animal bites and various other reports required daily. Such reports serve as an accurate basis for action by other Officers and officials and make possible factual and clear testimony in Court or other proceedings at a time long after the event is reported
- Accurately makes and maintains a written log of all animals picked up and taken into custody. This log shall contain an accurate description of each animal, the length of time maintained in custody, and a final disposition on each animal. Contained within this report will be the location of the confinement
- At all times all animals in the control of the Animal Control Officer will be kept in the most humane manner possible
- After a period of no less than five (5) days following the apprehension of any animal, the Animal Control Officer shall oversee the disposal of any animal in the most humane manner possible, either by sale, adoption, humane extinction or other reasonable disposition
- Prepares information and evidence of ordinance or Law violations for presentation to the Prosecutor and to the Courts. Arranges for appearance of witnesses and outlines significant facts, evidence and testimony for the Prosecutor
- Testifies in Court. Presents accurate information from memory, personal notes, and other records, frequently long after the event on which testimony is given
- Searches for missing animals using knowledge of geography of the City or any area of the City and if found, return the lost or missing animal to its lawful owner
- Recovers and makes proper disposition of dead animals within the city limits
- Maintains Taser, motor vehicle, and other equipment in good condition and keeps uniforms and other clothing clean and neat
- Cooperates with other Law Enforcement Officers and public officials
- Promotes public understanding of Law and ordinances pertaining to animal control and cooperation in their enforcement
- Maintain good public relations, gives information and assistance and otherwise displays a spirit of service to citizens
- Shall be available for duty at all times in case of special need or emergency
- Prompt and regular attendance is required for this position.

#### **PERIPHERAL DUTIES**

- At no time shall the Animal Control Officer go outside the Grove city limits and impound any animal; except at the direction of the Chief of Police or Deputy Chief
- Abides by all standards, conduct and policies, as stated in Personnel Policy and Procedures Manual

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **SAFETY SENSITIVE POSITION**

This position is a 'Safety Sensitive' position as defined by the United States Department of Transportation and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. As a "Safety Sensitive" classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a Medical Marijuana License will not excuse you from the testing process, or the consequences of testing positive for marijuana.

This position performs the following 'Safety Sensitive' Duties:

- Operation of motor vehicles, other vehicle, equipment, machinery or power tools;
- Handles, disposal or transport potentially volatile, flammable, combustible materials, elements, chemicals or any other highly regulated component;

### **QUALIFICATIONS**

#### **Education, Licensure, or Certification**

- Animal Control Academy
- DEA
- Euthanasia Certification
- 12 months allowed to obtain certification

#### **Experience, Specialized Knowledge, and Other Requirements**

- Animal Control Experience
- Requires employee to be on-call at all times unless prior approval has been given

#### **Knowledge, Skills and Abilities – With or without accommodations**

##### *Knowledge*

- Knowledge of Animal Control Laws and Regulations
- Knowledge in the adoption of animals
- Skilled in trapping animals
- Knowledge of dealing with potentially dangerous animals both domestic and wild
- Ability to communicate effectively orally, written, radio or telephone to transmit messages
- Knowledge of the geography of the City or an area of the City of Grove

##### *Physical*

- Ability to perform work requiring good physical condition
- Ability to work in high heat and cold environments
- Has normal eyesight and depth perception, with or without correction
- Hears normal tones, with or without correction

*Cognitive*

- Ability to establish and maintain effective working relationships with other employee's, supervisors, other agencies and the public.

The physical and cognitive demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT**

While performing the duties of this job, the employee regularly works outside in high heat and extreme cold weather conditions. The working environment for this position could place person in hazardous conditions by aggressive animals both domestic and wild as well as diseases transmitted by animals. Personal protective equipment shall be provided by the City and shall be worn when required.

**SUMMARY**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read and understand my duties described above, and I am aware my position is classified as a Safety Sensitive position and I am subject to Random Drug Screening.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date