

Alpena County Sheriff's Office

Animal Control Officer Job Description

GENERAL SUMMARY:

Under general supervision, Deputy Sheriff Animal Control Officer is responsible for the enforcement of state laws and local animal control ordinances. Responds to complaints regarding animals and patrols Alpena County to pick-up stray animals, checks for proper shots and licensing and responds to other animal related concerns. Investigates and follows up on complaints of animal neglect and/or abuse. Frequently involves the performance of hazardous and strenuous tasks and the exercise of initiative and judgment in various situations endangering life or property.

ACO Deputy Definition

Under general supervision, a Deputy Sheriff Animal Control Officer is to perform all aspects of law enforcement duties including enforcement of animal control laws and ordinances within Alpena County, answering calls and complaints while enforcing all federal, state, and local laws and ordinances permissible, while protecting life and property. Work may be required on weekends and holidays according to the assigned shift and duties given and be assigned to any geographical area or functional unit of the office per the Sheriff's request.

A Deputy Sheriff Animal Control Officer classification is an entry-level commissioned officer in the Sheriff's Office who is actively engaged in animal control enforcement activities. Work is performed under the supervision of sergeants.

The examples provided below reflect the variety of tasks performed by a Deputy Sheriff as part of their job. The examples do not represent an exhaustive list of duties that an employee will be called upon to perform.

DUTIES / RESPONSIBILITIES

- Responds to request for law enforcement services and takes appropriate action.
- Arrest violators of laws and ordinances, and ensures violators are booked on charges.
- Investigate suspicious conditions, activities or persons involved.
- Participates in the operation of various units and the service of civil and criminal subpoenas and other court orders or arrest warrants.

- Controls and restrains potentially violent persons.
- Prepares a variety of reports on their activities and their actions taken.
- Conducts investigations of criminal cases and gathers, preserves, and analyzes facts for evidence.
- Follow up on preliminary investigative reports received, taken or becomes aware of.
- Interviews complainants, accused, witnesses, and the preliminary investigating officers record statements and testimony.
- Prepares and submits reports of criminal offenses, including modus operandi and the description of incriminating evidence, for determination of guilt and prosecution of suspects.
- Prepares material evidence for courtroom presentation and testifies in court on various matters, including findings of investigations.
- Provides information to the prosecuting attorney or other authorized persons.

REPORTS TO (CHAIN OF COMMAND)

Deputy Sergeant
Undersheriff
Sheriff

KNOWLEDGE & SKILLS

- Pertinent federal, state, and local laws and ordinances.
- Law enforcement support service and investigative work.
- Law enforcement practices and procedures.
- The principles and practices of leadership and professionalism.
- All office policy and procedures, rules, and regulations of the Alpena County Sheriff's Office.
- Modern law enforcement methods and procedures, including patrol, crime prevention, traffic control, bailiff, and basic crime scene investigation.
- All laws of apprehension, arrest, custody, and care of persons accused of misdemeanors or felonies.
- All rules of evidence pertaining to search and seizure, and the preservation and presentation of evidence.
- All laws applicable to the apprehension, retention, and treatment of juveniles.
- Updates on all recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- Use (proficiency) and care of office authorized firearms, including all handguns, long guns, shotguns, tasers and ammo as such.
- Trained in first aid techniques in both minor situations and situations where the defibrillator (AED) is required.

- Principals of crime identification, photography, evidence collection and latent fingerprint / shoe print identification.
- Knowledge and understanding of computer programs within the office. Use of all office equipment including computers, telephones, calculators, copiers, and fax machines.
- Observing situations clearly and objectively, making quick decisions, and mentally record information.
- Managing situations firmly, courteously, tactfully, and impartially.
- Preparing and maintaining records and reports
- Communicating effectively both in written reports and orally.
- React quickly and calmly in emergency situations.
- Performing work that requires good physical condition and physical strength.
- Performing defensive tactics, which require quick reflexes, agility, coordination, and strength.
- Understand and follow written and oral directions or instructions.
- Establish and maintain an effective working relationship with the other police agencies and others.
- Knowledge of the law, ordinances and regulations governing the control of dogs and the protection of livestock and fowl
- Knowledge of characteristics, appearances, and diseases of common breeds of dogs, cats, and other domestic animals.

ESSENTIAL FUNCTIONS

ABILITY TO:

- Responds to and investigates complaints related to stray animals, vicious dogs, animal bites, dead or injured animals, livestock killings and other animal related complaints. Takes actions as necessary to resolve matters including working with owners and neighbors. Responds in a timely fashion and performs all necessary follow-up to resolve complaints.
- Investigates suspected cases of animal abuse and/or neglect (eg. reviews condition of animal(s), interviews owners and witnesses, determines whether to issue citation).
- Works in conjunction with the Alpena County Prosecuting Attorney's Office regarding the issuance of arrest warrants or show cause hearings regarding abuse and/or related animal complaints and testifies in Court.
- Responsible for record keeping, incident reports, kennel inspections, maintaining licensing database, preparation of reports of animal control activities for local and state authorities, checks animals for proper shots and licensing, patrols Alpena County to assist in enforcing animal laws.
- Picks up stray animals (may include using catch poles, traps and other appropriate devices to capture animals) and participates in capture and transport of animals to the county facility for impounding of dogs or cats

that have bitten a person to quarantine it as required, and to care for such animal until it can be removed from the facility.

- Assist in shelter care of impounded animals when necessary.
- Must have and be willing to serve in an on-call capacity, (including holidays, weekends and after regular business hours) to respond to emergency animal control complaints received after normal work hours.
- Conducts and educates citizens on the County Animal Control Program, including but not limited to animal care and current laws. This may include presentations to schools, civic groups, media, and other organizations with the authorization of the Sheriff.
- Effectively represent the Office of the Sheriff when dealing with the public and other law enforcement agencies.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be provided for otherwise qualified applicants unable to fulfill one or more of these requirements.
- Ability to operate motor vehicles to patrol county and investigate complaints.
- Ability to subdue, capture and transport animals.
- Ability to walk over uneven terrain to conduct investigations and collect animals.
- Ability to lift animals weighing up to 100 lbs. to vehicle or other location.
- Ability to climb trees, ladders, and stairs in order to capture animals.
- Ability to bend, stoop and crawl under porches, in crawl spaces and other types of areas and locations to retrieve animals.
- Works outside in varying weather conditions.
- Exposure to the risk of being bitten by animals.
- Exposure to diseases communicated by animals.
- May be required to climb or reach; reach with hands and arms; sit; stand; stoop, kneel, crouch, or crawl; talk and hear; smell; use hands to finger, handle, or feel.
- May be exposed to fumes or airborne particles, infectious diseases, criminal suspects, or prison inmates.
- Subject to work-related calls after regular business hours, including but not limited to, evenings, holidays, and weekends. Must be able to work all shifts, weekends, and holidays for this 24-hour operation and be able to work mandatory overtime.

EMPLOYMENT QUALIFICATIONS

Associate's degree and requirements of MCL 287.289b or Certified police officer or has served at least 3 years as an animal control officer.

EXPERIENCE

Prior related work experience with animals and/or law enforcement is strongly preferred.

REQUIRED QUALIFICATIONS

Certified or certifiable peace officer within the State of Michigan through the Michigan Commission on Law Enforcement Standards (MCOLES).

Possession of a current and valid Michigan driver's license issued by the Michigan Secretary of State.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Deputy Sheriff Animal Control Officer Position, and I certify that I can perform these functions.

Name (Print)

Employee Signature

Date

Witness

***Management has the right to add or change these duties of the position at any time.**