



**Job Title:** Animal Control/Community Services Officer

**Division:** Patrol

**Department:** Police Department

**Reports To:** Police Sergeant

**Salary:** \$19.60 - \$29.40

|                                       |   |                                |
|---------------------------------------|---|--------------------------------|
| <b>Job Status:</b> Regular, Full-Time | <b>FLSA Status:</b> Non-Exempt                    | <b>Town Status:</b> Classified |
| <b>Origination Date:</b> 3/29/2017    | <b>Revision Date:</b> 4/04/2017, 2/19/21, 7/14/22 |                                |

### **JOB SUMMARY**

Provides support to the Police Department by handling animal control, rabies control, service-oriented calls, and other law enforcement activities.

### **ESSENTIAL FUNCTIONS**

- Captures, contains, and impounds animals at-large, including sick, injured, vicious, and dead animals and attempts to locate the owners of these animals.
- Enforces State and local laws, regulations and ordinances or law violations associated with animal control, using warnings and citations and investigates reports of ordinance violations and takes enforcement action. For example, animal neglect, cruelty incidents, bites, leash laws, licensing, vaccinations, animal noise and barking dog.
- Conducts animal control related investigations and writes detailed reports and citations and maintains records and testifies in court against persons cited for violations.
- Transports animals to the appropriate animal shelter and or facility and occasionally bag and dispose of dead animals.
- Provides animal related information and education to the public and responds to questions regarding animal control issues.
- Cleans and maintains the animal control vehicle, animal control kennels, and other animal control equipment and facilities
- Assists in the administration of the animal licensing process.
- May perform security checks of businesses and vacation checks on homes.
- May be assigned traffic control at accidents, special events, incident locations and other times when manual traffic control is required.
- Handles and investigates found property and properly inventories and secures such property.
- Performs non-criminal, non-booking fingerprinting on citizens for job applications and background checks and child safety fingerprints.
- Provides logistical assistance to Police Officers on extended field deployment and major incident scenes and trainings.



- As a Community Service Officer, the ACO/CSO will receive basic training in traffic and crime investigation and may be assigned to investigate or assist in investigating cold crimes where there is no suspect on scene. The CSO may interview victims, witnesses, or involved parties; however, they do not interview suspects. Some of the types of incidents a CSO may work on, include but are not limited to, traffic collisions, theft, and vandalism.
- Performs other duties as assigned.
- The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position.
- Incumbents will be expected to have the ability and capability, with or without accommodations, to perform these Essential Functions, and other functions and tasks as required and/or directed.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of the four basic arithmetic operations (addition, subtraction, multiplication, division).
- Knowledge of applicable State and local laws, regulations, and ordinances.
- Knowledge of the proper care and handling of animals, the physical characteristics of animals and symptoms of rabies and other common animal diseases.
- Skilled at exercising independent judgment and discretion in dealing with not only a wide variety of pets and wild animals, but also in dealing with pet owners and residents who may be upset, confused, insulting and/or abusive.
- Ability to write and edit with proper format, punctuation, spelling, and grammar.
- Ability to interact professionally with a wide variety of citizens in varied settings, including stressful and emergency situations.
- Ability to communicate effectively and establish and maintain effective working relationships with the public and other employees.
- Ability to understand and follow written policies, procedures, city ordinances, and oral instructions.
- Ability to operate standard office equipment including a personal computer using program applications appropriate to assigned duties.

### **MINIMUM QUALIFICATIONS**

- High school diploma or equivalency.
- 2-3 years' experience in the same or similar position or equivalent combination of training or education that would provide the required knowledge and abilities.

### **REQUIREMENTS**

- Must possess or obtain an Animal Control Officer Certification, chemical immobilization rifle certification, tazer certification, OC spray (pepper spray) certification and additional training, as determined by the Town or Police Department as needed.
- Valid Arizona driver's license required within ten days of hire. Local travel is required.
- The need for physical stamina and endurance is significant. Forces exerted are equivalent to lifting more than 50 pounds. Tasks may involve very fine dexterity and extreme muscular control, involving various body postures.



- This position works shift work, possibly weekends, holidays, etc. and may be on-call.
- May receive training in Crime scene processing and participate on the crime scene team where they may be required to obtain drone training.
- Must be able to pass an in-depth background investigation including fingerprints and a polygraph.

This job description does not constitute an employment agreement between the Town of Sahuarita and the employee and is subject to change by the Town of Sahuarita as needed.

The Town of Sahuarita is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Sahuarita will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with a member of the Human Resources Department.

Management's vision is for all employees to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following expected behaviors:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers