



Job Title: Animal Services Officer
Department: Police Department
Reports To: Police Lieutenant
FLSA Classification: Non-Exempt

Job Summary:

This is a Full-Time position under the direction of the Chief of Police (through Chain of Command)

Typical Duties: Duties may include, but are not limited to the following:

1. Perform tasks related to the enforcement of animal control laws or ordinances regulating animals..
2. Issues verbal and written warnings to violators.
3. Initiates legal actions against violators of animal control laws.
4. Answers calls and patrols in a specified area to capture and impound stray animals; picks up dead, injured or unlicensed animals or strays.
5. Prepares and maintains necessary records and reports.
6. Answers calls and complaints involving animal control complaints and related inquiries.
7. Identify suspects; contact and interview victims and witnesses.
8. Contact and cooperate with other law enforcement personnel in matters relating to the apprehension of offenders and the investigation of offenses.
9. Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public; take an active role in areas of public education relative to animal control.
10. May be assigned to assist with a variety of animal control activities; prepare and present a variety of presentations concerning this area and serve as liaison between the Police Agency and the public concerning animal control.
11. Assist other officers in the resolution of problems and situations involving animals.
12. Prepare reports of activities performed and unusual incidents observed; perform research of information requested by city officials.
13. Testify in court as required.
14. May assist with a variety of special projects, as assigned.
15. Perform related duties as assigned.

Other Responsibilities:

Deal appropriately and effectively with the public;
Prepare and maintain routine records;
Analyze quickly and objectively, and determine and take emergency action;
Learn the operation of standard equipment and facilities required in the performance of assigned

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tasks;

Use, care for and qualify with firearms;

Prepare accurate and grammatically correct written reports;

Communicate effectively, both orally and in writing;

Meet the physical requirements established by the City;

Think and act quickly in emergencies and judge situations and people accurately;

Understand and interpret laws and regulations;

Use standard broadcasting procedures of a police radio system;

Establish and maintain effective working relationships with those contacted in the course of work;

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- communicating with others
- reading and writing
- operating assigned equipment

Minimum Qualification:

- Must be a United States Citizen;
- Must have a valid Texas driver's license and maintain a satisfactory driving record;
- Ability to communicate (read, write, and speak) effectively in the English language;
- Knowledge of the licensing laws, ordinance, rules and regulations pertaining to animal control;
- Knowledge of city roads and street addresses;
- Traffic laws and regulations;
- Basic functions of a public safety operation;
- Offensive and defensive weapons nomenclature and theory;
- Self-defense tactics and proper use of force;
- Interviewing techniques;

Work Environment:

Majority of work is performed in an automobile and outside in extreme heat and cold weather conditions. Working with different types of animals on a daily basis is a possibility.

Physical Requirements:

Position requires the ability to stand for extended periods of time, sit for extended periods of time, push, pull, climb stairs or ladders, walking for extended periods of time, run, crouch, crawl, chase fleeing animals, performing rescue procedures, operating assigned equipment, transporting



equipment and injured/deceased animals. Effectively deal with personal danger which may include exposure to: dangerous animals, communicable diseases, natural and man-made disasters.

Experience and Training Guidelines:

Qualifications include:

- High school diploma or GED
- Must be over 18 years of age

License or Certifications

Must have or be able to obtain Basic Animal Control Certification by Texas Department of Health within 1 year of hire date;

Valid Texas Driver's License and proof of acceptable driving record

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required.

By signing this form, you acknowledge that you can perform the essential duties and functions of this position with or without accommodation.

Name

Date

If accommodation is required to perform the essential duties and functions of this position listed above, please list the necessary accommodation below:

The City of Stephenville is an Equal Opportunity Employer

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