

City of  
**EDMONDS**  
 Washington

**ANIMAL CONTROL/ORDINANCE ENFORCEMENT OFFICER**

<b>Department:</b>	Police	<b>Pay Grade:</b>	<b>NE-9</b>
<b>Bargaining Unit:</b>	Law Support	<b>FLSA Status:</b>	Non Exempt
<b>Revised Date:</b>	October 2012	<b>Reports To:</b>	Sergeant or Senior Animal Control/Ordinance Enforcement Officer

**POSITION PURPOSE:** Under the supervision of a Sergeant or Senior Animal Control Officer, enforces the state and local laws and ordinances related to animal control including the apprehension of various types of animals and protecting the safety and rights of the public and the welfare of animals; enforces the state and local laws and ordinances related to parking and abandoned vehicles as well as illegal dumping; determines violations; issues the appropriate citations taking appropriate action when needed; provides information and assistance to the public as warranted.

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Enforces City and state animal control laws and ordinances by patrolling assigned areas; captures and impounds dead, sick, injured, stray or trapped domestic and non-domestic animals; prepares police reports and issues citations utilizing police radios, mobile computers, emergency equipment, office and peripheral equipment, vehicles and three-wheeled parking scooters to accomplish work assignments.
- Assesses and evaluates the condition of animals and determines appropriate courses of action such as: euthanizing severely injured, diseased or vicious animals as appropriate.
- Loads, unloads and transports injured animals to appropriate locations such as shelters or veterinary clinics.
- Conducts investigations of dogs including: large, barking dogs, animal attacks, aggressive behavior, animal cruelty, missing or stolen animals and degree of animal confinement as well as illegal dumping and property damage issues.
- Photographs and submits evidence; prepares written and oral reports; contacts suspects, witnesses and dog owners and testifies in hearings representing the City.
- Responds to citizen calls for service and requests from other agencies.
- Patrols the community, school zones and parks for parking violations, dogs at large, deceased or injured animals and illegal dumping.
- Enforces parking violations; marks vehicles to determine movement, issues parking citations, issues warning notices to violators and assesses abandoned vehicles.
- Returns phone calls concerning parking violations and responds to citizen complaints.
- Maintains and prepares records and statistics for parking infractions and citations, investigations, animal impounds, animal adoptions, animals at large, illegal dumping and abandoned vehicles.
- Provides assistance to the public or other police agencies; handles aggressive animals and maintains all case files.

## **JOB DESCRIPTION**

### **Animal Control/Ordinance Enforcement Officer**

- Responds to calls from the public regarding animal complaints that include loose dogs, cats, injured animals, aggressive and passive animals, dead and alive animals and barking and unlicensed dogs.
- Interacts with a variety of people including: the general public, other City employees, fellow officers, other police/law enforcement agencies, other animal control agencies to communicate or exchange information and/or respond to inquiries and questions.
- Participates in the annual dog license renewal process; mails notices, receipts money and sends out licenses; maintains financial records and updates the database.
- Participates in the maintenance and updating of the Petfinder.com webpage for animals that are available for adoption at the current kennel facility used by the Police Department.
- Assists with maintenance all animal control and parking records for statistical reporting to include: the monthly officer logs, animal impound log, ParkCite databases, and DogFir database.
- Organizes, prioritizes and responds to complaints from the public; explains various ordinances regarding animal control to the public; interprets and applies laws in the field to effectively and appropriately resolve complaints.
- Maintains and provides information to the public via an internet website regarding animal adoptions; takes pictures and video of animals and promotes adoption with flyers.
- Contacts foster families and other organizations; returns animal impounds to their owners; receipts money and returns phone calls concerning all animals.
- Operates animal control vehicle to transport animals and utilize a variety of animal control devices and equipment including: catch poles, tranquilizer rifles and traps.
- May be required to euthanize animals due to their condition.
- Educates and assists the community with responsible pet ownership, provides information to the public on ordinances and state and local laws; mediates and resolves conflicts between parties involving animal control issues and gives oral presentations to school age children on animal control issues.
- Maintains physical ability as noted under Working Conditions (below).
- Performs other duties as assigned.

#### **Required Knowledge of:**

- Applicable animal control, parking and ordinance related codes, laws, rules and regulations.
- City geography and street locations.
- Safe and efficient techniques for capturing and controlling animals including: methods, equipment and materials used in animal care, control and shelters.
- Search, transportation and animal restraint procedures.
- Means of sheltering and caring for animals.
- Common animal diseases and their diagnosis.
- Basic report preparation and record keeping.
- Federal, state, and local laws affecting area of assignment.
- Effective communication principles and practices to include public relations and customer service.
- Interpersonal skills using tact, patience and courtesy.
- Modern office procedures, methods, and equipment including computers and computer software applications sufficient to perform assigned duties.
- English usage, spelling, grammar and punctuation.

#### **Required Skill in:**

- Enforcing animal control, parking and other related ordinances to ensure the safety and health of citizens and animals in the City.
- Working in a stressful environment with aggressive dogs and people to resolve conflicts.
- Safely apprehending and transporting animals.

## **JOB DESCRIPTION**

### **Animal Control/Ordinance Enforcement Officer**

- Using sound judgment and appropriate decision making.
- Conducting investigations.
- Conducting ordinance interpretation and enforcement.
- Keeping complete, accurate records and preparing reports.
- Working cooperatively, courteously, but firmly with all segments of the public.
- Working with equipment, tools and materials required in area of assignment.
- Establishing and maintaining cooperative and effective working relationships with others.
- Operating equipment and tools necessary to accomplish assigned work.
- Effective oral and written communication principles and practices to include public relations and customer service.
- Current office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar and punctuation.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High School Diploma/GED Certificate and prior experience in the care and handling of animals within an animal shelter, veterinarian office, or similar work environment that includes records maintenance, investigating or researching issues, and heavy public contact; OR an equivalent combination of education, training and experience.

#### **Licenses or Certifications:**

Valid Washington State Driver License.

Euthanasia Certification, Chemical Capture Certification, ACCESS Certification, and other related certifications may be required within a specified period of time after hire.

Must be able to successfully complete and pass a background check.

May be required to successfully complete and pass other examinations as required by law or by city and department policies and/or Civil Service Commission Rules and Regulations, including a medical and psychological exam.

### **WORKING CONDITIONS:**

#### **Environment:**

- Outdoor environment.
- Driving a vehicle to conduct work.
- Seasonal heat and cold, temperature changes and adverse weather conditions.

#### **Physical Abilities:**

- Ascending/descending stairs, walking, running or otherwise moving (including moving over rough or uneven surfaces to capture animals).
- Hearing, speaking or otherwise communicating to exchange information in person or by phone.
- Lifting/carrying, pushing or pulling heavy animals and other moderately heavy to heavy objects.
- Performing duties requiring physical endurance in running, climbing and lifting.
- Manual dexterity of hands/fingers to grasp, push, pull and otherwise utilize items such as injection needles/syringes.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.

## **JOB DESCRIPTION**

### **Animal Control/Ordinance Enforcement Officer**

- Bending at the waist, kneeling or crouching, reaching overhead, above the shoulders and horizontally, crawling, turning and twisting or otherwise positioning oneself to accomplish tasks.
- Climbing through open windows, over fences and other stationery obstacles.
- Driving an assigned work vehicle safety and satisfactorily in both emergency and non-emergency situations.
- Entering or exiting an assigned work vehicle rapidly in an emergency situation.
- Moving with sufficient agility to perform all animal control/code enforcement position functions.
- Physically controlling/containing various and sometimes feral animals including those resisting capture using appropriate and necessary equipment and/or tools, techniques including administering tranquilizers or euthanizing injections.
- Using and caring for department assigned equipment and tools such as traps, catch poles and tranquilizer rifles in a safe and appropriate manner as required by department regulations.
- Operating a computer keyboard and animal control equipment.

#### **Hazards:**

- Exposure to potentially vicious animals, animal body fluids, and diseases from animal bites.
- Traffic hazards and driving a vehicle during adverse weather conditions.
- Working in and around moving traffic.
- Removing stray animals from streets and highways.
- Contact with dissatisfied or abusive individuals.

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_