


<p style="text-align: center;">STRATFORD POLICE DEPARTMENT</p> 	Type of Directive: Policy and Procedure	Updated: 05-27-2022
	Title: Animal Control Officer	No. 1.2-G
	Issuing Authority: Chief Joseph McNeil	Issued: 10-09-2018
	Reference:	

PURPOSE:

The purpose of this policy is to establish a set of guidelines to define the duties and requirements for an Animal Control Officer in the Stratford Police Department.

POLICY:

The policy of the Stratford Police Department will be to require all candidates for Animal Control Officer to meet the below minimum requirements.

PROCEDURE:

The Stratford Police Department will use the job description for the position of Animal Control Officer as provided by Human Resources and agreed upon by the collective bargaining unit.

Qualifications:

Graduation from high school or an equivalency certificate, and three years of work experience including one year in caring for and controlling animals, and some clerical experience.

General Description:

This is enforcement and control work in the Police Department involving enforcement of statutes and ordinances pertaining to animals.

Work involves responsibility for the overall enforcement of animal statutes and ordinances and for the capture and impounding of stray dogs.

Duties include response to complaints of sick, injured or vicious animals.

Work requires an understanding of animal care and handling and ability to deal courteously with the public.

Supervision Received:

Work is performed under the general supervision of a supervisory police officer.

Examples of Duties:

- Responds to animal related complaints; stray lost/stolen, injured, mistreated or vicious animals; takes appropriate action: impoundment, investigation, or public relations/education.
- Drives a vehicle and patrols areas of the Town. Enforces State and local animal control laws.
- Assigns tasks to the Assistant Animal Control Officer, and supervises work.
- Maintains humane conditions in the pound.
- Maintains records of activities; prepares quarantine notices for owners of diseased or suspect dogs.
- Returns impounded dogs to owners; attempts to place unclaimed animals.
- May use snares and other equipment.
- Attends civic and community meetings; participates in public education programs.
- Performs related work as required.

Knowledge, Skills and Abilities:

- Considerable knowledge of animal care and handling.
- Good working knowledge of State and local animal control laws.
- Good knowledge of Town geography.
- Good knowledge of report writing and record keeping.
- Considerable skill in handling vicious, diseased or uncooperative animals.
- Considerable ability to establish effective working relationships with superiors, coworkers, other agency personnel, the veterinary community and the public.
- Good ability to communicate effectively, orally and in writing.

Special Requirements:

- May be required to travel short distances on business.