

**PLAISTOW POLICE DEPARTMENT  
PLAISTOW, NEW HAMPSHIRE**

<b>JOB DESCRIPTION</b>	<b>POSITION: ANIMAL CONTROL OFFICER</b>	
	EFFECTIVE DATE: October 26, 2006	LAST REVISION:

<b>NH State Standard:</b>	
<b>CALEA Standard:</b>	

**Objective:**

Performs highly responsible work related to the enforcement of applicable statutes and ordinances dealing with animal control; responsible for the operation and maintenance of the Town's animal kennel.

**Job Description:**

1. Responds to dispatched calls for service involving complaints of animals;
2. Contacts residents or other members of the public to investigate animal complaints;
3. Investigates complaints of vicious, diseased, or stray animals and documents all actions taken;
4. Conducts inspections of public and private locations and issues orders to warn of and abate animal nuisances;
5. Picks up and holds animals running at large in violation of Town ordinance and State law;
6. Transports injured domestic animals where appropriate to medical facilities;
7. Properly disposes of dead animals located on public ways following reports or personal observations;
8. Maintains the Town kennel to include proper cleaning of cages, stocking of supplies, and completes repairs when necessary;

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9. Holds and cares for animals being detained at the Town facility pending release to owner to include feeding, exercising, and providing proper medical treatment as needed;
10. Make reasonable efforts to locate owners and place stray animals in a humane environment.
11. Enforces applicable State laws and Town ordinances pertaining to animals and takes appropriate enforcement action and documents all action taken;
12. Prepares and submits reports regarding health and animal hazards, complaints and nuisances, as required by law and the Board of Health;
13. Prepares and presents findings before administrative and judicial tribunals;
14. Maintains an appropriate level of confidentiality regarding incidents, complaints and records;
15. Maintains appropriate records to include, but not limited to, a daily log of all activity;
16. Identifies and makes recommendations for purchase of equipment, tools and supplies used in the control of animals;
17. Delivers Court and Town generated paperwork relative to dog licensing and the enforcement of laws relating to animal control;
18. Interacts with Town's Health Officer on applicable cases;
19. Establishes and/or coordinates educational and vaccination programs necessary for the prevention remediation, and care of animals affected by contagious diseases of animals;
20. Coordinates activities with other Communities, Towns and State organizations; and
21. Performs other duties as assigned.

### **Accountability:**

On a daily basis is answerable to the Shift Supervisor; reports directly to the Chief of Police or his/her designee.

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### **Equipment Used:**

Town vehicle, animal restraint devices, kennel cages, traps, and other technical equipment. This list is not exclusive.

**Environment:**            Inside: 10%            Outside: 90%

### **Essential Job Functions:**

The following outlines the essential job functions of an Animal Control Officer:

1. Possesses a thorough knowledge of any and all statutes dealing with animals;
2. Possesses knowledge of related health issues in relationship to Animal Control Officer's duties;
3. Ability to work with animals safely;
4. Possesses knowledge of the geographical layout of the Town of Plaistow;
5. Possesses ability to communicate effectively and clearly in both a written and oral form;
6. Possesses ability to act quickly and effectively in emergency situations;
7. Possesses ability to exercise sound judgment in routine and emergency situations;
8. Possesses ability to prepare clear, comprehensive, accurate reports/records of law enforcement activities;
9. Possesses ability to establish and maintain an effective working relationship with fellow employees, elected and appointed officials, other law enforcement agencies, public agencies and their staff, media, private organizations, as well as the general public;
10. Projects confidence and self-assurance;
11. Projects positive first impression;
12. Projects fit appearance;
13. Possesses ability to cope with stressful situations;

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14. Correctly applies appropriate discretion/common sense when evaluating a situation;
15. Endures verbal and mental abuse when confronted with hostile views and opinions of other people encountered in an antagonistic environment;
16. Communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications, possesses adequate hearing to understand normal conversation, comprehend shouted commands in an emergency situation, operate a telephone, and ability to follow testimony and questioning in court;

**Physical Activity Requirements**

**Primary Physical Requirements**

LIFT up to 10 lbs: Regularly Required.  
LIFT 11 to 25 lbs: Regularly Required.  
LIFT 26 to 50 lbs: Occasionally Required.  
LIFT over 50 lbs: Rarely Required.

CARRY up to 10 lbs: Regularly Required.  
CARRY 11 to 25 lbs: Regularly Required.  
CARRY 26 to 50 lbs: Occasionally Required.  
CARRY over 50 lbs: Rarely Required.

REACH above shoulder height: Occasionally Required.  
REACH at shoulder height: Regularly Required.  
REACH below shoulder height: Regularly Required.

PUSH/PULL: Frequently required. Occasionally Required.

**HAND MANIPULATION**

Grasping: Regularly Required.  
Handling: Regularly Required.  
Torquing: Regularly Required.  
Fingering: Occasionally Required.  
Controls and Equipment: Regularly Required.

**Other Physical Considerations**

Twisting: Regularly Required.  
Bending: Regularly Required.  
Crawling: Regularly Required.  
Squatting: Regularly Required.  
Kneeling: Regularly Required.  
Crouching: Regularly Required.  
Climbing: Regularly Required.  
Balancing: Regularly Required.

**WORK SURFACE(S)**

Standard office desk and chair. Concrete, carpeted and tile floors, rough, wet slippery terrain and icy/snowy surface. Inside of Town Vehicle.

**DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:**

Sit	1 hour
Stand	2 hours
Walk	5 hours

**Cognitive and Sensory Requirements:**

**Talking:** Necessary for communicating with others.

**Hearing:** Necessary for receiving instructions and queries.

**Sight:** Necessary for doing job effectively and correctly.

**Tasting & Smelling:** Necessary for doing job effectively and correctly.

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**Summary of Occupational Exposures:** May be exposed to toxic fumes, chemicals and substances, vehicle exhaust, hazardous materials, blood borne pathogens and animal diseases.

**Specific Vocational Preparation Requirement(s):** Be a United States citizen, be a minimum of 21 years of age, possess a high school or GED diploma (advanced degree preferred), pass oral examination, pass extensive background and criminal history checks/investigations, pass medical examination and polygraph examination.

**Licensure/Certification Requirements:** Must possess/maintain a valid driver's license and participate in any and all State training as required by the Chief of Police. Must also possess valid pistol permit.

**Other Training, Skills and Experience Requirements:** Veterinary/animal care training and/or experience preferred. Experience preferred in the interpretation and enforcement of laws, rules, policies or ordinances.

**Other Considerations and Requirements:**

This position is part-time and the hours will vary according to need. Police, code enforcement training or experience will be helpful. Must be willing to submit to pre-exposure vaccination for rabies. Final selection will be recommended by the Chief of Police to the Town Manager for approval.