

**POSITION DESCRIPTION
CITY OF MICHIGAN CITY, INDIANA**

POSITION: Animal Control Officer
DEPARTMENT: Police
WORK SCHEDULE: As Assigned
JOB CATEGORY: POLE (Protective Occupation, Law Enforcement)

DATE WRITTEN: May 2019 **STATUS:** Full-time
DATES REVISED: May 2021 **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Michigan City County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Animal Control Officer for the City of Michigan City Police Department, responsible for investigating animal cruelty and neglect charges and promoting compliance with laws regulating animal treatment.

DUTIES:

Enforces local, state, and federal laws by implementing effective policy for the prevention and investigation of crimes to protect the lives and property of the people.

Keeps City kennel clean.

Patrols City streets and alleys for strays or packs of dogs.

Responds, investigates, and issues warning or citations for animal abuse complaints.

Observes areas of alleged violations and interviews available witnesses, determining if laws are being violated while enforcing City ordinances.

Documents case reports for violations and lost animals. Researches and investigates to find information on lost pets and other animals. Traps domestic animals. Transports animals to shelters.

Reports dog and other animal bites and follows up, ensuring all persons bit are protected and animals are being vaccinated.

Answers telephone, provide assistance and information, respond to inquiries, and direct callers to appropriate individual or department.

Educes the public on responsible pet ownership and ordinances. Maintains work vehicle and equipment.

Performs other related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Possession of or ability to obtain and maintain required certification/training, including Canine Certification.

Ability to meet all departmental hiring requirements, including passage of a drug test.

Knowledge of and ability to make practical application of Department safety policies and procedures, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation and ability to properly operate standard office and department equipment, including computer, camera, vehicle, radio, baton, stun gun, mace, and catch pole.

Working knowledge of radio frequencies, codes, procedures, and limitations.

Ability to properly operate and maintain all assigned vehicles, equipment, and uniforms.

Ability to obtain and apply knowledge of applicable local, state, and federal laws, codes, ordinances, and accepted police procedures.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals and animals.

Ability to protect oneself from contracting infectious diseases.

Ability to perform essential functions of the position without posing a direct threat to the health and safety of self and other individuals in the workplace.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to, or maintain confidentiality of, department records and information according to state requirements.

Ability to effectively communicate orally and in writing with co-workers, other City Departments, Humane Society, Fried's Cat Shelter, La Porte County Animal Shelter, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work with others in a team environment, work on several tasks at the same time, and work rapidly for long periods, occasionally under time pressure.

Ability to coordinate, place, make determinations, and act based on data analysis.

Ability to plan and layout assigned work projects, apply knowledge of people and/or locations, and perform arithmetic calculations.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to analyze, evaluate, observe, diagnose, and investigate.

Ability to prepare detailed reports and plan and present public speaking presentations.

Ability to testify in legal/court proceedings, as needed, work with City Attorney if needed.

Ability to regularly work extended hours, weekends, and evenings, respond to emergencies on a 24-hour basis, serve on 24-hour call, and occasionally travel out of town for trainings/meetings, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to a flexible, customary routine, prioritizing work according to service needs of the public. Assignments are guided by definite objectives using a variety of methods or procedures. Incumbent establishes procedures and performance standards and interprets policies, and only refers to supervisor when interpretations of departmental policies, programs, or expenditures are thought necessary. Incumbent has a moderate degree of flexibility in the job. Errors in work are primarily detected or prevented through supervisory review. Work errors could result in an inconvenience to other agencies or public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City departments, Humane Society, Fried's Cat Shelter, La Porte County Animal Shelter, and the public, for purposes of giving and receiving information.

Incumbent reports directly to Assistant Chief.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties outdoors and in vehicle, including sitting/standing at will, sitting/standing/walking for long periods, walking on uneven terrain, working in extreme hot/cold temperatures, working in wet/icy surroundings, walking/running up and down flights of stairs, running fast for short/long periods, jumping, encountering resistance, crawling/climbing, working with or near chemicals, working near fumes, dust, odors, and dirt, working in a noisy environment, responding to situations involving potential physical harm, lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, reaching/bending, crouching/kneeling, close/far vision, color/depth perception, hearing sounds/communication, and speaking clearly.

Incumbent may be exposed to potential irate/hostile animals. Safety clothing must be worn.

Incumbent regularly works extended hours, weekends, and evenings, responds to emergencies on a 24-hour basis, serve on 24-hour call, and occasionally travels out of town for trainings/meetings, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Animal Control Officer for the Michigan City Police Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes No

Applicant/Employee Signature

Date

Print or Type Name