

QUINCY POLICE DEPARTMENT  
POLICY AND PROCEDURES MANUAL

Job Analysis

Position Title: Animal Control Officer  
Division: Administration  
Immediate Supervisor: Administrative Services Sergeant  
Employees Supervised: DNA  
Span of Control: DNA  
Probationary Period: Forty Working Days  
Status: Civilian Employee

The Animal Control Officer provides basic animal control services including control of stray or lost animals, responding to animal complaints and assuring compliance with licensing requirements. The Animal Control Officer is responsible for the enforcement of federal, state, and local laws pertaining to animal control. This work is performed in accordance with Departmental rules, regulations and policies and normally consists of routine patrol, preliminary investigations and animal enforcement.

I. Duties, Responsibilities and Tasks:

- A. Shall investigate reports of stray, dangerous, unwanted or improperly controlled animals.
- B. Shall investigate cases of animal neglect and take appropriate action.
- C. Shall seize and impound all animals which are running at large, injured or deceased, dangerous or otherwise in violation of city ordinance and state law.
- D. Shall have authority to destroy animals when circumstances warrant.
- E. Shall enforce ordinances that pertain to animal control.
- F. Shall patrol playgrounds, parks, and other public places where animals may congregate and/or pose a hazard.

- G. Shall keep all streets and alleys free of injured animals and notify the appropriate agency to dispose of dead animals.
- H. Shall perform such other duties as may be required by state law, city ordinance or departmental policy and procedure or as may be assigned by a superior officer.
- I. Shall serve as a witness in court cases and is responsible for obeying all lawful subpoenas.
- J. Shall maintain and be responsible for all departmental equipment issued to him/her.
- K. Shall acquire information concerning animal control law violations within assigned patrol area and act upon or relay the information to the proper authority.
- L. Shall prepare and maintain all required records and reports of activities.
- M. Will, as directed, attend civic club, church and school meetings and any other public gatherings to explain the activities and functions of the animal control section of the Quincy Police Department in order to establish positive community relations.
- N. Shall be authorized by the Chief of Police to carry and use, in the course of their official duties, department issued firearms, Tasers and OC Spray.
- O. Shall attend mandatory training sessions including but not limited to CPR/AED, Firearms, Taser and OC Spray training and be able to successfully pass all required tests and/or qualifications.
  - 1. Shall firearms qualify with a Remington 870, a 12-gauge pump shotgun and a Smith and Wesson 38 caliber model 15 revolver.
- P. Attend all departmental meetings as may be required.
- Q. Shall safely and legally operate all city owned vehicles.
- R. Shall notify the 911 Dispatch Center of their locations and activities and when going out of service give a reason why along with their location.

- S. Shall answer and execute all orders from the 911 dispatchers as if they were a direct order from a superior officer.
- T. Shall remain obedient and responsible to all verbal and written orders issued by superiors, as well as all work assignments transmitted to him/her by authorized persons.
- U. Shall ensure, to the best of their ability, that all communications with the general public or clear, concise and understood.
- V. Shall maintain a pleasant, courteous and dignified demeanor when interacting with the public and/or other departmental personnel.
- W. Shall report any suspected violations of law to his/her supervisors, such as domestic violence, child or elder abuse or neglect, etc.
- X. Shall follow the guidelines for the humane trapping of animals as set forth by the City of Quincy, the Illinois Department of Agriculture and the Illinois Department of Natural Resources.
- Z. Shall be required to wear body armor (bullet proof vest) during the performance of their duties on the street.

II. Knowledge, Skills, Capability and Ability Requirements:

- A. Must have the ability to establish and maintain cooperative relationships with other city employees, law enforcement agencies, civic leaders and the general public.
- B. Must have the ability to thoroughly familiarize themselves with the departmental policies, procedures, rules and regulations pertaining to all matters within their area of responsibility as well as the desire to follow the same.
- C. Must have the ability to understand and execute moderately complex oral and/or written directions as well as the ability to prepare clear and comprehensive written reports and prepare legible documents.
- D. Must have the ability to maintain confidentiality of information and to the use of such information to work related duties only.

- E. Must have the ability to acquire a good working knowledge of federal, state and local laws and ordinances pertaining to animal control and their enforcement by a municipal police department.
- F. Must have the ability to address all violators in a firm, fair and courteous manner in order to develop public respect and confidence for the position of animal control officer and the department.
- G. Must have the ability to acquire a good working knowledge of effective, modern methods of animal control and violator identification.
- H. Must have the ability to learn and obtain the facts of a case and be able to effectively conduct an interview.
- I. Must be able to drive a vehicle in all kinds of weather, at anytime of the day or night and for extended periods of time.
- J. Must be able to work in all kinds of weather and temperature variances associated to our geographical area, day or night and for extended periods of time.
- K. Must be able to speak, read, write and understand the English language and be able to give clear, precise and understandable directions in a verbal and/or non-verbal manner.
- L. Must be able to see and hear (corrected to within a normal range) so as to recognize people, animals, objects, voices, and/or any other sounds.
- M. Must have the ability and skill to use a two-way radio, telephone and/or cellular phone and be able to carry on a two way conversation that is both understandable and concise.
- N. Must have the ability to attend training, schools, meetings, etc. related to the position which may require travel and lodging away from the City of Quincy.
- O. Must have the ability and skill to use a firearm safely within the guidelines set forth by department policy and procedures.
- P. Must be in good physical condition and capable of sitting, standing, stretching, reaching, bending, squatting and/or getting into a prone or on knees and hands position possibly for extended periods of time as well as being capable of lifting, carrying, pushing, pulling, restraining or otherwise moving objects such as large dogs or other animals up to 100 pounds.

- Q. Must have hand and finger dexterity and sensitivity, be able to meet the demands of elevated levels of physically demanding and strenuous activity and perform such normal tasks as climbing stairs, ladders, walking and repeatedly getting in and out of a vehicle.

III. Qualification and Selection Criteria:

- A. Must be knowledgeable of federal, state, city laws and ordinances regarding animal control.
- B. Must be able to meet and deal with the public in a courteous, professional and effective manner.
- C. Must be able to handle and work with animals.
- D. Must be knowledgeable in the methods of safe and humane capture and removal of animals.
- E. Must have a valid driver's license.
- F. Must have or be able to obtain and maintain a Firearm Owners Identification.
- G. Must be able to read and write the English language to the extent that they can read and understand City ordinances and State statutes and write clear and concise reports.
- H. Must be able to pass a criminal background investigation.
- I. Must be able to successfully complete the animal control officer training program as prescribed by the department.
- J. Must be able to qualify with the firearm carried by the animal control officer.

Nothing in this section shall be construed as limiting the authority of the Chief of Police, and/or a superior officer, from assigning such functions or responsibilities as are necessary to establish and maintain maximum departmental efficiency and effectiveness.