

**Animal Control Officer (4311)
Task List 2018**

1. Receives calls over the radio concerning situations such as injured, sick, dangerous, unwanted and personal property animals and drives Animal Rescue Vehicle (ARV), automobile, or pick-up truck with trailer to the proper location in order to complete a call for service.
2. Confers with the property owners in order to obtain permission to enter private property and conduct Departmental business such as inspections or investigations.
3. Climbs over or crawls under houses, walls, and fences, hikes across rugged terrain, walks up or down stairs, and performs any other necessary activity in order to reach and/or remove animals.
4. Lifts injured animal (if possible), carries it to ARV, transports it to animal shelter or private veterinarian, carries it inside for treatment, and provides any necessary assistance in order to handle injured animal call.
5. Calls for assistance from the appropriate source (e.g., veterinarian, animal owner, LAPD, LAFD, Coast Guard) and/or determines whether animal can be safely moved or captured, and renders any necessary assistance in order to handle injured animal calls.
6. Follows animal in vehicle or on foot and, when captured, uses appropriate equipment including Animal Control Device (ACD), rope, live animal trap, chemical immobilization equipment, or firearm while ensuring safety of self and others in order to control dangerous animals, injured, rabies suspect animals and other animals.
7. Euthanizes animal in the field when an injured wild animal cannot be safely transported or when injuries are too severe for treatment using firearm in order to end the animal's suffering.
8. Contacts Department of Sanitation office in order to arrange for disposal of a euthanized carcass.
9. Controls and impounds animals suspected of biting humans or having rabies, transports them to animal shelter, and fills out the necessary records to submit to LA County Health Department in order to quarantine animals that are suspected of having rabies.
10. Restrains and impounds (either at shelter or on owner's property) personally owned animals or animals found roaming at large in order to control stray and unattended animals.

11. Demands that dog or horse owners produce current license and rabies vaccination certificate (dogs only) and, if person is unable to do so, may issue an application and/or citation in order to ensure dog and horse owners have properly registered their animals.
12. Provides information to owners or custodians of animals which may have contracted or been exposed to zoonotic diseases (e.g., rabies, plague, typhus) in order to inform owners of the necessary steps to prevent their spread.
13. Collects license and permit fees (e.g. debit/credit, money order), issues receipts for money collected, and submits money and checks to the appropriate clerical personnel at the end of the shift in order to ensure proper accountability for funds collected.
14. Explains State laws, City ordinances, Department regulations, and various subjects such as animal identification, behavior, care, and control to the public, the press, and various organizations in order to disseminate information and maintain public relations.
15. Visually inspects premises where animals (exotics, wild, and/or domestic) are kept for commercial and non-commercial purposes (e.g., show, sale, care, hire, or medical research); determines numbers and types of domestic or wild animals that may be maintained (according to State laws and City ordinances); checks that adequate precautions have been taken to protect the public from the animals (and vice versa); and ensures that the animals' food, water, shelter, sanitation, and condition are satisfactory in order to make recommendations to management on the granting, suspension, revocation, or denial of permits.
16. Questions persons suspected of violating State laws and/or City ordinances pertaining to animal regulation, visually inspects premises for evidence of violation(s), issues appropriate notices, and takes any other appropriate action such as arresting suspect or impounding animal(s) in order to investigate complaints regarding inhumane treatment, improper distances between animal quarters and buildings (except dogs, cats, and equine), too many animals on premises, or violation of leash or other practical laws.
17. Issues verbal and written warnings and citations and makes arrests for violations of State laws and City ordinances regarding animal regulation in order to meet compliance.
18. Visually inspects area where there is wildlife concerns while considering safety of people, property, and domestic animals; advises citizen about nature of problem, use of traps, and laws concerning trapping; removes animal from trap; and releases animal indigenous to California (when possible) in order to respond to wildlife complaints.

19. Mediates meeting between dog owner and complaining parties regarding barking dog complaints and makes suggestions and recommendations to attempt to reach a solution to the problem; or presents evidence against animal owner in dangerous animal hearings in order to represent the department.
20. Files requests for criminal complaints such as inhumane treatment for misdemeanors/felonies with the City Attorney and testifies in court as an expert witness in animal related cases in order to gain compliance.
21. Accesses shelter management database (Chameleon) and enters or retrieves data pertaining to things such as animal licenses, ownership, quarantine, and bite record in order to obtain information for investigations or to update records.
22. Writes reports and logs concerning things such as investigations, accidents, and daily activities and submits these reports to a supervisor in order to provide information to management and to have documentation for legal proceedings.
23. Fills out various forms (e.g., AR60 daily activity log) concerning impounded animals, investigations, and licensing in order to provide information to management and to have documentation for legal proceedings.
24. Instructs new Animal Control Officers (ACOs) in field work through on-the-job training in order to ensure that new ACOs are properly trained before working alone in the field.
25. Provides lead supervision in the absence of Senior Animal Control Officer in order to ensure proper operational needs.
26. Receives incoming calls, determines priority of work, assigns work, maintains facility security, and takes appropriate action on any problems in order to supervise field personnel in the absence of field supervisor.
27. Provides assistance to other agencies including (but not limited to) impounding and rescuing animals and responding to police and fire incidents involving animals in order to maintain public safety and conduct evacuations during a declared emergency.
28. Exchanges information and/or works with representatives of other City, State, and private agencies such as Department of the Interior, State Fish and Wildlife Department, County Health Department, law enforcement agencies, and Building and Safety Department on issues such as animal rescues, community events, public relations, changes in animal regulation laws and ordinances, work procedures, animals suspected of rabies, illegal trapping of animals, and zoning violations related to animals in order to share information.

29. Answers calls, as necessary, in order to respond to animal related problems caused by natural disasters such as fires, earthquakes, and other emergencies.
30. Uses digital camera, such as smart phone, or other equipment to photograph impounded animals in order to document them.
31. Assists medical staff typically by restraining animals in order to treat or euthanize them.
32. Scans the bodies of all impounded animals for forms of identification including electronic identification, tattoos, tags, and other forms of identification in order to obtain possible owner's information.
33. Cleans and disinfects Animal Rescue Vehicles and performs all cursory check in order to ensure vehicle is clean and safe to operate.
34. Conducts investigations by inspecting premises, interviewing suspects, interviewing witnesses, gathering evidence and documenting it by written description, photographs, and audio recordings in order to complete investigation.
35. Dispatch calls to field officers using two-way radios, smart phone texting, and/or Chameleon according to priority in order to elicit coverage for all incidents.