

STONINGTON POLICE DEPARTMENT POSITION DESCRIPTION



Effective Date: March 2024	Position Description
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Stonington Police Department ANIMAL CONTROL OFFICER (PART-TIME)

This is a part-time position, 20 hours per week with evening and weekend hours required. Non-union, paid time off benefits only. Starting salary: \$22.16/hr.

Applicants should submit a letter of interest and resume to spdreruitment@stonington-ct.gov

General Statement of Duties:

As a part-time Stonington Animal Control Office (ACO), you will work in partnership with the full-time to ensure that the safety of the public is protected and enhance the objectives of the Department., Under the direction of superior officer, the part-time ACO ensures the safety and quality of life in town with regards to domestic animals and furthers the mission of the Stonington Police Department by protecting the rights of persons and property, guards the public health, and enforces all laws and ordinances coming under the jurisdictions of the Animal Control Officers. The part-time ACO accomplishes this task through strict enforcement of all applicable animal control laws and diligent investigation of complaints and violations of such laws. A policy of assertive patrol and taking action on observed violations will be adhered to. While the part-time ACO may have other duties, it is important to remember that the main function of animal control is law enforcement. He/she is further required to ethically and legally perform a wide variety of duties in a diligent, dependable, honest, and competent manner that communicates ***respect, loyalty and honesty*** within the Stonington Police Department and the public for which he/she serves. Stonington ACOs are subject to the rules and regulations of the Stonington Police Department.

Supervision Received:

The part-time ACO reports to the Police Sergeant Supervisor and works closely with the full-time ACO.

Essential Functions:

Performs duties including, but not limited to, the detection and prevention of animal control crimes, as well as, other duties concerning the protection of animals and property including times of an emergency nature.

Performs the duties and responsibilities of an ACO as determined by the administration of the Department.

Captures and impounds stray, lost or ownerless animals.

Exercises proper and reasonable judgment and discretion in the performance of the duties of the position.

Establishes and maintains effective and courteous working relationships with Town officials, public officials, the general public, other departments including Federal, State and local agencies, police officers, fellow ACO's, local veterinarians and staff. Relates to the public and fellow employees in a helpful, friendly and professional manner.

Takes appropriate action to enforce State and local animal control laws; prepares required court documentation; Promptly appears at required events or assignments that include, but are not limited to, training, hearings, court, and public and civic events.

Performs the duties of the ACO in a manner that projects a humane and caring disposition towards all animals.

Maintains the Animal Control facility in a safe and sanitary manner; feeds and cares for all animals.

Helps to place unclaimed animals.

Adheres to all town safety policies at all times.

Prepares timely oral and written reports as required.

Regular and consistent attendance is a requirement of this position.

This job description does not imply or guarantee that these are the only duties of the position of a Stonington Part-Time Animal Control Officer. Employees will be required to perform other job-related duties as requested by their supervisor or the Chief of Police.

QUALIFICATIONS PROFILE:

An Associate's Degree from an accredited college or university. A minimum of two (2) years' experience in the behavior and handling of both domestic and wild animals in a fulltime or part time ACO capacity. Or a combination of education, skills and experiences that include the following:

Knowledge, Skills, & Ability

The ability to enforce State and Town laws and ordinances.

Thorough knowledge of modern techniques of animal control enforcement and investigation.

Knowledge of the behavior, handling and care of domestic and wild animals; the ability to work with injured, deceased, aggressive or sick animals.

Knowledge of English to speak, read, understand written and verbal orders, and prepare clear and comprehensive reports. Ability to use computers and related technology. Ability to follow instructions in written, oral or diagrammatic form, without consistent direct supervision.

Ability to prioritize, organize, and perform work independently and to assume responsibility for the completion of assigned duties.

Ability to learn and adapt to new tasks and assignments.

Ability to deal firmly, effectively, impartially and courteously with members of the public and within the Department.

Ability to clean and maintain the animal care and control facility.

Ability to humanely putdown injured or sick animals.

Ability show proficiency with the department issues firearm(s).

Ability to work harmoniously, cooperatively, courteously and as part of a team.

Ability to exercise mature judgment, maintain confidentiality, and make responsible decisions in accordance with established policies and procedures.

Ability to work flexible hours, any portion of a twenty-four hour day, including weekends and holidays as needed.

The knowledge, skills and abilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

Physical Demands:

Physical demands listed are representative of those that must be met by a non-administrative employee to successfully perform the essential functions of the part-time ACO position. Prior to employment, the employee must pass a physical, including drug testing, psychological exam and physical assessment testing.

To perform the essential functions of this job, the employee is frequently required to do the following: speak; hear; stand; walk; run; push; pull; bend; lift commensurate with the position; twist; stoop or crouch; sit; climb stairs at various levels; use hand, fingers and wrists for repetitive motion; handle/feel objects; reach; drive; get in and out of vehicles; tolerate exposure to weather, domestic animals and environmental allergens; must maintain continuous visual acuity including close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Work involves heavy physical labor carrying supplies and equipment up to 50 pounds.

While performing the duties of a part-time Stonington ACO, the employee frequently works in outside weather conditions. The employee may be exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock, vibration, and/or precarious situations; employee will comply with all safety policies including the use of personal protective equipment in order to mitigate all hazards. The noise level in the work environment is quiet to extremely loud depending on the task or equipment being used. The animal care and control facility will have dogs that will bark and make excessive noise on occasion.

The part-time ACO must be free from mental and physical disorders which would interfere with performance of duties as described, and have the mental capacity to handle stressful situations, physical danger and risk of injury to person and others. Ability to maintain his/her composure with the public and coworkers in everyday, stressful, and emergency situations, and with persons who are under physical and/or emotional stress. A Stonington Animal Control Officer may occasionally have to function in situations where they are subjected to aggressive physical and/or verbal behavior.