



Police Department

Animal Control/Community Service Officer

Pamela E. Bobst, Mayor

Reports To: Executive Staff Assistant Salary: \$21.28 - \$26.72 per hour
Shift: Day Shift ranging from 7:00 A.M. -5:00P.M FLSA Status: Exempt

Position Overview:

Under the general supervision of the Executive Staff Assistant, the Animal Control/Community Service Officer (ACCSO) is responsible for the administration and enforcement of Rocky River Codified Ordinances dealing with control of both domestic and non-domestic animals. The priority of duties lies within the realm of animal control for the city. The ACCSO also supports Police Department staff with duties that can be performed by a non-commissioned officer including lockouts, impound lot duties, prisoner assistance, and back-up for road assistance. Also performs miscellaneous duties as needed or assigned.

Duties:

1. Animal Control

- Impounds unwanted and stray domestic animals*
 - Retrieves animals and transports to shelter or impound
- Aids animals in distress by freeing trapped animals, removing animals from homes or field locations and disposing of non-domestic animals*
- If the situation dictates, assist in the removal of animals in distress within the city limits *
- Responds to complaints regarding animal nuisances*
- Conducts educational sessions for the public in regards to domestic and non-domestic animals. This includes the prevention of deer destruction to property, how to repel vermin from the home, etc.
- Investigates alleged instances of animal abuse*
 - Observes area of alleged violations and interviews parties to obtain information about allegations
 - Advises citizens of relevant city ordinances, violations and encourages compliance
- Documents activities including investigation and complaint resolution*
 - Issues citations as needed to enforce Rocky River Codified Ordinances regarding animal control
 - Processes routine form letters to notify parties of complaints and code violations
- Cares for and feeds impounded animals*
- Operates various equipment including:*
 - traps
 - snares
 - leashes
 - box-traps
 - tranquilizer guns
 - tasers
 - syringes and needles
 - vehicles with animal box units
 - two-way radio equipment

2. Prisoner Support

- Performs various duties involved in prisoner control and maintenance*
 - Processes and releases prisoners according to department regulations
 - Monitors prisoners housed in the RRPD as needed
 - Assists prisoners with various needs including showering, meal distribution, etc.
 - Assists in arraignments of prisoners via video from RRPD to RRMC

General Road Patrol

- Patrols City streets, as well as maintains traffic control, to allow business owners, general public, and residents to observe police presence in the community.
 - Assists motorists (flat tires, automobile lock outs, out of gas)
 - Special attention to homes where owners are on vacation
 - Provides escorts for Rocky River Municipal Court and local businesses as needed

Impound Lot

- Releases vehicles from impound lot after fees for tow and storage are paid.
- Supervises the release of personal property.
- Permits insurance adjusters to inspect vehicles
- Inventories vehicles/waits for tows

Lock-Out

- Assists in entering locked vehicles or locked homes

3. Administrative

- Answers telephone, responds to complaints and requests for information as needed
- Prepares various records and reports regarding animal control activities*
 - Enters data to record calls, drug purchases and usage; prints, copies and forwards reports
- Issues dog licenses, completes routine forms/ letters, accepts and records fees, documents transactions *
- Purchases necessary drugs, equipment and supplies*
 - Completes routine paperwork to process purchase requisitions and invoices; communicates with vendors as needed

4. Maintenance

- Cleans City vehicle and insure required mechanical procedures are performed*
- Cleans and maintains animal kennels and office areas*
- Cleans, maintains, and repairs traps, snares and tranquilizer gun*

**Denotes essential function of the job*

Minimum Qualifications:

- Requires successful completion of the National Animal Control Academy certification program Level I, a Mid-Level Practitioner's license from the Drug Enforcement Agency
- A certified Euthanasia Technician, or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job
- Must possess a valid Ohio driving license with an acceptable driving record.
- Preferred to have at least three (3) years of related experience involving a general understanding of law enforcement/police duties in a non-supervisory capacity.

Position will be posted until filled. Applications may be obtained at http://www.rrcity.com/s/employment_application.pdf or at Rocky River City Hall. Submit completed application, cover letter and resume, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:

**Michael T. Greco, Director
Human Resources Department
City of Rocky River
21012 Hilliard Boulevard
Rocky River, OH 44116**

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