



CSO/ANIMAL CONTROL

Department:	Police	FLSA Status:	Non-Exempt
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GENERAL PURPOSE: Under the direction of the Deputy Chief or his/her designee, serves as the Police Department's Community Service Officer (CSO); enforce laws and local ordinances governing licensing, impounding and disposal of animals; collect and transport animals to the animal shelter; coordinates community events; performs routine police support work in a non-sworn capacity; conducts minor crime investigations; processes and maintains crime scene evidence; prepares and maintains law enforcement records and reports; and performs other related duties as assigned.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs the duties of Community Service Officer; develops, maintains, and facilitates positive relationships between the Police Department, community organizations, and the general public.
- Plans, coordinates, and implements a variety of special events hosted by the Police Department.
- Assists in coordinating the Neighborhood Watch Program and/or other related crime prevention events.
- Provides support and assistance to sworn officers; responds to non-hazardous calls for service.
- Performs home security checks, traffic control, and parking/code enforcement duties.
- Serves subpoenas to civilians and law enforcement personnel.
- Conducts investigations of minor crimes; prepares related reports; provides court testimony.
- Assist or serve as a back up for the CSO/Evidence Technician
- Serves as primary contact for crossing guard personnel; conducts crossing guard duties as required.
- Patrol the city and respond to calls for service involving animal complaints.
- Keeps records as it relates to animal control operations.
- Conducts a wide variety of animal control operation duties to include investigation of animal bites, the handling of dead animals and the operation of a city animal control vehicle.

JOB DESCRIPTION

CSO/Animal Control

- Organizes and performs a variety of awareness / educational programs as it relates to animal control
- Performs other related duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent; AND three years of work experience within a law enforcement environment; with animals OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.

Required Knowledge of:

- Police Department operations, policies, and procedures.
- Federal, State and local laws pertaining to animal control.
- Animal disease and illness.
- Law enforcement programs and community based events.
- Methods and techniques for investigating crimes.
- Procedures for collecting, processing, and maintaining evidence.
- Law enforcement records, reports, and documentation.

Required Skill in:

- Serving as Community Service Officer and coordinating community events.
- Providing support to officers and performing a variety of non-sworn duties.
- Preserving, collecting, and processing crime scene evidence.
- Ensuring the proper handling, storage, and destruction of evidence/property.
- Investigating minor crimes and preparing related reports.
- Establishing and maintaining cooperative working relationships with other staff, outside agencies, community organizations, local businesses, and the general public.

Physical Demands / Work Environment:

- Work is performed in and around law enforcement facilities and in the field.
- Subject to sitting for extended periods of time, standing, walking, bending, reaching, crouching, climbing ladders, and lifting / carrying objects / animals up to 75 pounds.
- Exposure to; variable weather conditions, vehicle traffic, hazardous materials/chemicals, infectious diseases, blood borne pathogens, bodily fluids, potentially combative individuals and aggressive animals.