



CLASS SPECIFICATION FOR:
Animal Protection Police Officer

General Statement of Duties:

Performs animal control duties in an assigned area for a specific period of time and enforces all animal related statutes and ordinances; may perform law enforcement duties for other criminal statutes and ordinances; does related work as required.

Distinguishing Features of Class:

Investigates citizen complaints related to wildlife and companion animals. Receives intensive training in the apprehension and humane care of all types of animals as well as various phases of police work; as a law enforcement officer and receives basic and in-service training mandated by State statutes. The employee is charged with the exercise of sound judgment and discretion in public contact and must have the ability to perform responsibilities properly without constant direct supervision. Work is performed under the general supervision of the Senior Animal Protection Police Officer.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Patrols a specified segment of the County in an Animal Protection Police vehicle;
- While patrolling, is observant for unlicensed and stray dogs;
- Captures and confines stray animals and nuisance wildlife;
- Disposes of sick, vicious or stray dogs when necessary;
- Issues summons or obtains and serves warrants to effect compliance with applicable statutes or ordinances;
- Performs inspections required by statutes in animal related venues and private property;
- Removes carcasses from public roadways;
- Transports animals suspected of rabies to laboratories for examination as required;
- Aids in the enforcement of fish and game laws;
- Performs animal license surveys in assigned areas of the County;
- Prepares reports of activities as required;
- Provides assistance in a general police capacity as required;
- Conducts criminal investigations related to animal related statutes and ordinances;
- Properly prepares and presents court cases including all related documentation and giving testimony;
- Delivers legal documents to other police agencies within the metropolitan area;
- Serves legal documents within the County;
- Performs related work as assigned.

Required Knowledge, Skills and Abilities:

Ability to be firm and courteous with the public; good moral character; ability to demonstrate tact, discretion and sound judgment; ability to understand and appropriately apply statutes governing animal control; the ability to understand and carry out oral and written instructions; skill in the use of firearms; posses a special interest in and knowledge of the proper treatment and handling of all kinds of animals; physical condition that allows mobility and agility sufficient to pursue and capture all types of animals and that permits activities necessary in and inherent to the law enforcement profession; ability to perform heavy lifting and work in adverse temperatures and/or weather conditions.

Minimum Education and Experience:

Education: Graduation from high school or equivalent

Experience: No previous experience required

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

Possession of a valid driver's license issued by the State of Virginia. May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position. Must be at least 18 years of age and a United States citizen.

G.D.S.0001

Career Code:

Date of last Revision: 01-Jul-2010

NOTE: This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification and is not intended to describe and does not necessarily list the essential job functions for a specific position in a job classification.



County of
Henrico
Virginia

Human Resources Department
PO Box 90775
Henrico, VA 23273-0775
804-501-4628
FAX 804-501-5287

NOTE: This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification and is not intended to describe and does not necessarily list the essential job functions for a specific position in a job classification.