



**ORIGINAL**

**TOWN OF ST. JOHN, LAKE COUNTY, INDIANA  
BOARD OF METROPOLITAN COMMISSIONERS  
RESOLUTION NO.: 123**

**A RESOLUTION ESTABLISHING AND APPROVING A POLICY FOR  
JOB DESCRIPTION: ANIMAL CONTROL OFFICER, AND ALL  
MATTERS RELATED THERETO**

**WHEREAS**, the Board of Metropolitan Police Commissioners of the Town of St. John, Lake County, Indiana, has reviewed the current policies and general orders of the Town Metropolitan Police Department regarding Job Description: Animal Control Officer ; and

**WHEREAS**, the Board of Metropolitan Police Commissioners of the Town has determined, after its review of the policies and general orders of the Town of St. John Metropolitan Police Department regarding Job Description: Animal Control Officer that the establishment of a current general order regarding the same will more fully promote the health, safety, comfort, and general well-being of the citizens of St. John; and

**WHEREAS**, the Board of Metropolitan Police Commissioners of the Town of St. John, Lake County, Indiana, has determined that the establishment and approval of a clear, current and concise general order for Job Description: Animal Control Officer will promote high quality services rendered to the residents of the Town of St. John by the Police Department, as well as enhance cooperative relationships between the Town of St. John Metropolitan Police Department and the Town residents.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF METROPOLITAN POLICE COMMISSIONERS OF THE TOWN OF ST. JOHN, LAKE COUNTY, INDIANA:**

**SECTION ONE:** That General Order for Job Description: Animal Control Officer known as General Order No. 4.16.13, attached hereto, incorporated herein, and referenced as Exhibit "A", is hereby established as the Standard Operating Procedure for Job Description: Animal Control Officer for the St. John Metropolitan Police Department.

**SECTION TWO:** That General Order No. 4.16.13 for Job Description: Animal Control Officer be published to the Officers of the St. John Metropolitan Police Department, with acknowledgment of the same by said Officers to be made, and with the general order to be posted as deemed appropriate by the Chief of Police.

**SECTION THREE:** That General Order No. 4.16.13 established herein replaces and supersedes all other Police Department Standard Operating Policies, procedures

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and General Orders related to Police Department Job Description: Animal Control Officer as same are repealed and rescinded hereby.

ALL OF WHICH IS PASSED AND RESOLVED THIS 24th DAY OF JULY, 2017, BY THE BOARD OF METROPOLITAN POLICE COMMISSIONERS OF THE TOWN OF ST. JOHN, LAKE COUNTY, INDIANA.

TOWN OF ST. JOHN, LAKE COUNTY,  
INDIANA, BOARD OF METROPOLITAN  
POLICE COMMISSIONERS:

  
\_\_\_\_\_  
Rose Hejl, Chairperson

  
\_\_\_\_\_  
Paul Haluska, Vice Chairperson

\_\_\_\_\_  
Robert Long, Member

  
\_\_\_\_\_  
Kevin Vana, Member

  
\_\_\_\_\_  
Charles Sawyer, Secretary

ATTEST:

\_\_\_\_\_  
Recording Secretary



# General Order 4.16.13

## Job Description:

### Animal Control Officer

Effective:

**TITLE:** Job Description **ANIMAL CONTROL OFFICER**

**APPLICATION:** Civilian

**INTRODUCTION:** The animal control officer serves as a municipal agent of the Town concerning animal protection, control, public health, and welfare as it relates to animal control.

#### MINIMUM QUALIFICATIONS:

1. Standards, Skills and Knowledge

- a. Job Standards: Any combination of education and experience providing the required skill and knowledge is qualifying. Typical qualifications would be equivalent to:
1. High school diploma or GED.
  2. Successful completion in the St. John Metropolitan Police Department Police Animal Control Officer hiring process.

b. Skills

1. Proficient in operating the necessary tools and devices to capture animals.
2. Learn, interpret and apply the policies, procedures, laws, codes, ordinances and regulations pertaining to animal control and animal protection.
3. Effectively communicate with Central Dispatch.
4. Effectively determine animal diseases to assist in determining the proper disposition for an animal.

5. Determine the proper action to take when confronting animals who are agitated, vicious, frightened or injured.
6. Act quickly and calmly in emergencies.
7. Ability to write clear, accurate, factual and concise reports.
8. Ability to properly and safely tranquilize animals as necessary.
9. Meet and deal tactfully and courteously with the public.
10. Excellent and safe driving ability and practices.
11. Ability to take initiative with little direct supervision.

c. Knowledge

1. Knowledge of basic methods of animal collection, care and disposal.
2. Knowledge of occupational hazards and standard safety practices necessary in the area of animal capture and control.
3. Proficiency with personal computers specifically mobile data units, computer software and applications.
4. Knowledge of state, federal laws and Town ordinances.
5. Knowledge of Town geography and boundaries.
6. General knowledge of office equipment, including a fax machine, copier, telephone, calculator and shredder.

**DUTIES AND RESPONSIBILITIES:**

1. The animal control officer shall serve as the Town of St. John's primary agent concerning animal protection and control in addition to the public health and safety as it relates to Animal Control.
2. The animal control officer shall conduct preventative patrols to detect roaming nuisance or injured animals.
3. Respond to citizen complaints concerning animals.
4. Is responsible for the detection and investigation of incidents involving cruelty to animals.
5. Animal control officer will keep records and write reports as required by this Department and the State of Indiana using the Spillman database.
6. Conduct an annual survey of licensed and unlicensed canines.
7. The animal control officer will enforce all laws and ordinances pertaining to all animals.
8. Conduct preventative educational programs and enforcement activities that are designed to prevent the incidence or spread of rabies.
9. The animal control officer will operate and maintain a Department vehicle.

10. Transport animals to the St. John animal shelter and examine captured animals for illness or injury.
11. Will transport sick or injured animals to the veterinarian for medical treatment as needed.
12. Responds to assist on-duty Officers with animal control issues as needed.
13. The animal control officer is responsible for removing dead animals from roadways and dispose of them.
14. The animal control officer will quarantine animals that are suspected of inflicting an animal bite on a person and provide follow-up contact to ascertain if the animal is showing any signs of sickness or rabies. The animal control officer will then file a report with the Health Department.
15. The animal control officer shall issue citations to enforce Town animal regulations including licensing requirements and the leash law.
16. The animal control officer shall testify in court as an expert witness regarding enforcement of animal control laws.

**CONTROLS OVER POSITION:** The Animal Control Officer is hired upon the recommendation of the Chief of Police. The Deputy Chief of Police, or designee is the direct supervisor of the Animal Control Officer.