



HUMANE SOCIETY POLICE OFFICER  
JOB DESCRIPTION  
January 2020

Job Title: Humane Society Police Officer  
Department: Humane Investigations  
Reports To: Humane Investigations Coordinator  
Status: Full-Time, Hourly, Non-exempt

Job Overview:

The Humane Police Officer (HSPO) plays a key role in securing the rights of animals and preventing their abuse and suffering. This position investigates reports of animal abuse and neglect in the community while serving as a point person for community outreach, education, and supportive resources. The HSPO is tasked with educating pet owners and ensuring compliance with the law and ensuring standards of health and welfare of animals. The HSPO has police powers as defined by the Pennsylvania HSPO Act (22PA. C. S. A. Chapter 37) to enforce the Cruelty to Animals law found in the PA Crimes Code, Title 18 (see attached). The HSPO should direct his/her efforts to prevent cruelty to animals and, when warranted, rescue animals in danger, in accordance with the law. The HSPO is expected to adhere to procedures defined by the PA State law and with policies defined by Animal Friends' management. The HSPO is expected to carry out the mission of Animal Friends as part of our community resource efforts and serve as a positive ambassador for the organization in our region.

Responsibilities:

Uphold all HSPO duties as defined by Animal Friends and the Commonwealth of Pennsylvania and adhere to the organization's established standards of protocol.

Investigates and, when necessary, prosecutes individuals who neglect or abuse animals according to the laws of the Commonwealth of Pennsylvania.

Adheres to procedures defined by the PA State law and with policies defined by Animal Friends' Board of Directors.

Responds to calls and complaints, determining whether, in fact, an offense has been committed, and what further action is taken, from increased education to prosecution, if necessary.

Keeps thorough reports and appropriate documentation through daily reporting in our database of each investigation including action taken and final disposition of the case and any court proceedings.

Educates pet owners of laws concerning basic standards of responsible pet ownership.

As directed, works collaboratively with other HSPO's, animal control, dog warden, local, state and federal law enforcement agencies.

### **Vehicle Administration**

Maintains designated Humane Investigations vehicle, organized and clean, equipment, and supplies as prescribed through the HI Vehicle Policy Agreement.

### **Administration and Community Education**

Attends regularly scheduled Humane Investigations department meetings.

Provides constant communication with the department Coordinator about casework and strategizes efficient use of time and resources including admissions to the shelter, search warrants, cooperative efforts with other agencies and work with the District Attorney's Office and Special Prosecutor.

Engages in networking and educational opportunities with other animal agencies, police departments, and community organizations to educate these groups on responsible pet ownership.

Provides accurate reports and follow-up information on a regular weekly basis to supervisor.

Follows developed protocols for communication with media.

Assists with other related duties as requested.

Expectations: The Humane Society Police Officer must execute his/her duties in a professional, honest, and fair manner and in accordance with the laws of the Commonwealth of Pennsylvania.

The HSPO must work various hours as required by the work load, court schedule, and Animal Friends' events; must be available and will be regularly scheduled to work nights and weekends; must be able and willing to travel out of town if necessary. Out of town travel is required for approved training and continuing education.

The HSPO must execute his/her duties always keeping in mind the safety and best interest of the officer, the animal, and the organization.

In court, the HSPO must make every attempt to present evidence and convey the truth in an objective manner.

The HSPO must adhere to the laws of the Commonwealth and rules of criminal procedure.

The HSPO must adhere to the organization's use of vehicle policy, use of electronic equipment policy, and employee handbook.

The HSPO must keep the Humane Investigations Coordinator informed of the status of any case involving criminal prosecution and/or litigation involving Animal Friends or the Police Officer.

The HSPO must be attired in the appropriate uniform befitting the season and the situation.

The HSPO must abide by and uphold the mission, vision and culture statement of the Animal Friends' Organization.

Relationships:

Reports to the Humane Investigations Coordinator

Works closely and in tandem with other HSPO and Humane Investigations Resource Liaison.

Qualifications:

High school diploma and minimum of two years of law enforcement experience preferred.

Satisfactory completion of the training program established by PA Act 1994-135 governing Humane Society Police Officers, including criminal history background check required by the Act.

Must be experienced and comfortable approaching, handling and/or restraining all animals regardless of temperament, medical condition, or overall health.

Familiarity with rules of criminal procedure.

Must possess excellent communication and interpersonal skills; experience dealing with crisis situations and/or in advocacy-related work is preferred.

Must be computer literate and comfortable with Microsoft Outlook, Word and Excel; experience with project management software helpful.

Must be comfortable working in a fast-paced, high-energy environment; must be able to prioritize effectively and manage workday hours efficiently.

Must have access to dependable transportation and openness to travel. Valid driver's license required.

Must be able to work flexible hours, including weekends and holidays on a regular basis. On-call work required.

This is a physically demanding position which requires the ability to:

- *push, pull, and/or lift 50 pounds*
- *maneuver safely across varying outdoor terrain*
- *maneuver safely across a variety of indoor conditions*
- *comfortably drive in all weather conditions*

Must have a sincere interest in the work, programs, and mission of Animal Friends.

PA Act 33 and 34 clearances as well as FBI Criminal Background Check required.