



## JOB DESCRIPTION **HUMANE SOCIETY POLICE OFFICER**

*Implemented 10/09, FLSA Status: Non Exempt*

**SUMMARY:** Primarily responsible for the investigation of alleged instances of cruelty and/or neglect of animals by owners, commercial establishments or other persons relative to the care, use, and treatment of animals under Title 18 Section 5511.

### **PRINCIPAL DUTIES**

- Respond to dispatched calls in priority order and determines appropriate action by conducting an investigation including but not limited to locating and questioning witnesses, complainants and suspects obtaining detailed information concerning the nature of the offense and the identification and apprehension of the offender(s).
- Educate the public while in the field regarding responsible pet ownership and animal laws and ordinances.
- Obtain search warrants in order to search for, locate, photograph, preserve and transport evidence for examination and analysis by veterinary specialists arranging for technical assistance by specialists including but not limited to ballistics, laboratory analysis or toxicology.
- Prepare, maintain and submit all investigatory reports, case summaries, animal intake forms, inventory lists, daily logs and monthly summary reports in accordance with PSPCA and PA Rules of Criminal Procedures.
- Maintain sources of information and community partnerships to assist in investigations.
- Assists prosecuting authorities in the preparation of court cases including the issuance of witness subpoenas and testifies in all judicial hearings and trials when required.
- Informs and advises his/her immediate supervisor of any significant or unusual conditions within the department.
- Work courteously and cooperatively with staff and volunteers to ensure that all established procedures and policies of the Pennsylvania SPCA are followed; follow established procedures governing safe work practices including, but not limited to, wearing protective clothing and/or equipment when necessary; perform duties in a manner which encourages attainment of goals, contributions and business for the Pennsylvania SPCA and its programs.
- Treat people and animals with respect; contribute to effective teamwork; and foster public relations beneficial to the Pennsylvania SPCA and its programs; promote humane and caring attitude toward all animals and treat all animals humanely, properly and with compassion at all times, regardless of circumstances including those that are sick, injured, feral or aggressive.
- Perform other related duties as directed by departmental supervisor and/or COO.
- The intent of the job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job related tasks other than those specifically presented in this description.



## **EDUCATION, EXPERIENCE, ABILITIES AND QUALITIES REQUIRED**

- Must possess a Bachelor's Degree in criminal justice or related field. Experience in law enforcement or animal sheltering can be substituted on a one for one basis depending upon the position.
- Must possess a valid Pennsylvania driver's license.
- Ability to meet requirements and be sworn as a Humane Society Police Officer under Title 22 PA CSA Sections 3701-3718.
- Proof of PA residency for minimum of 1 year
- Ability to meet qualifications under ACT 235 relative to Lethal Weapons Training and approval by the Commonwealth to obtain the appropriate certification to carry a weapon while on duty.
- Ability to pass unannounced drug and alcohol screenings.
- Ability to problem solve and work cooperatively in a team environment; affection for animals and concern for their welfare.
- Comfort and ability to work humanely with animals of unknown disposition and those who may exhibit medical, behavioral and other problems, as well as aggressive tendencies.
- Must be able to lift 75 pounds and pass a physical upon request to demonstrate ability to respond to the physical and environmental demands of the position.
- Knowledge of law enforcement techniques, principals and practices, PA Rules of Criminal Procedure including but not limited to evidence collection and preservation. Knowledge of local and state animal laws and of court procedures.
- Knowledge of safe animal handling techniques, animal physiology and behavior in order to determine proper handling, appropriate levels of animal care and assess basic animal health/ body condition in a variety of species.
- Excellent computer, written, and verbal skills in order to effectively communicate with individuals from all educational backgrounds; ability to communicate skillfully and effectively with a culturally diverse staff, volunteers and community in a professional, pleasant, respectful, courteous and tactful manner at all times.
- Ability to work rotational shifts and days including weekends and holidays as required and be willing to travel throughout PA as needed.
- Maturity, good judgment and professional personal appearance including the wearing of neat and clean uniforms.

**IMMEDIATE SUPERVISOR** Director of Humane Law Enforcement and Shelter Operations

**HOURS FLSA STATUS:** NON-EXEMPT POSITION Minimum of 8 hours per day, 40 hours per week. Daily hours and days of the week may vary according to the needs of the department schedule. Includes weekends, night, holiday and on-call work.

**INTRODUCTORY ASSESSMENT PERIOD** The introductory assessment period runs from the date of hire for three months post successful completion of state mandated HSPO training. For employment in any position with the Pennsylvania SPCA, this introductory assessment period is the period during which the specifics of the job are learned. During this period, either the employee or the Pennsylvania SPCA may end the employment relationship without notice or prejudice.

**EMPLOYMENT** There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of Pennsylvania SPCA that even exempt positions are governed by the needs of the agency, which means that employment is for no specified term and either the Pennsylvania SPCA or the



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employee, may terminate that employment at any time. The Chief Executive Officer has final authority over these decisions and determinations.