



Animal Control Officer

DEFINITION

This is general inspection and enforcement work in application of Animal Control legislation.

Work of this class includes the investigation and inspection of complaints concerning the enforcement of municipal, provincial, and federal legislation focusing on animal related concerns. Work involves considerable public contact and often necessitates explaining, defending or interpreting legal provisions, regulations, departmental policies, and bylaws. Officers are expected to conduct detailed investigations and collect information, evidence and or witness statements. This role also performs public consultations and education on legislation and regulations.

Employees in this class will liaise with external community groups and stakeholders including Edmonton Humane Society, Wildlife Rehabilitation, Veterinarian Hospitals, Edmonton Police Service, Fish and Wildlife, and other organizations to ensure appropriate legislation for the care of animals is followed and that the public is properly informed and educated related to bylaws and legislation. Incumbents work with considerable independence upon familiarization with the bylaws and city districts. Written reports are prepared for each complaint assignment; these reports are reviewed by a supervisor and may be utilized in subsequent legal action by the City.

Employees of this class proactively and reactively investigate incidents within the areas of authority and enforce municipal, provincial and federal laws. Inspections and investigations are routinely performed in designated areas which have been identified through public complaints of alleged violations. This can include dealing with potentially hostile or volatile situations and people. Animal Control Officers seek legislative compliance, dispense punitive measures, effect remedies, serve legal documents and represent the City of Edmonton in Courts of Law.

TYPICAL DUTIES *

Conduct proactive and reactive patrols and respond to general complaints such as Bylaws, Provincial Acts, Federal Legislation focused on Domestic animals and wildlife. Some of the legislation includes, but not limited to; Animal Protection Act, Dangerous Dogs Act, Animal Licensing & Control Bylaw, Stray Animals Act, and the Alberta Pests Act.

Investigate and assess complaints and apply appropriate enforcement actions which may include Warnings, Violation Notices, Provincial Violation Tickets, Municipal tickets, MGA Orders and Directions, Long Form Information, and Seizure Warrants

Investigate animal related complaints and when required, capture domestic animals, livestock, reptiles, and problem wildlife.

Identify and coordinate problem solving initiatives with a view of “solve” rather than displace problems.



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Ensure the collection of information and evidence is thorough and follows the Canada Evidence Act supporting court proceedings and to assist Corporate Security, Law and Risk Management in the decision making process.

Complete detailed reports, providing testimony, and evidence in court or any other hearings as required.

Exercise enforcement authority as approved by the Justice and Solicitor General and the City of Edmonton.

Liaise and collaborate with external community groups and stakeholders including Edmonton Humane Society, Mediation and Restorative Justice, Wildlife Rehabilitation, Veterinarian Hospitals, Street Outreach, and Various Animal Rescue Organizations, etc.

Advise and assist community relations activities in support of public education, outreach and facilitate presentations to various community groups and stakeholders.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of Animal Control legislation, operating policies and procedures and customer service standards.

Knowledge of investigation techniques and practices.

Ability to prepare reports and to accurately complete required documentation.

Ability to collect evidence and to present evidence in court.

Ability to enforce bylaws, impartially and tactfully; must be prepared to deal with potentially abusive hostile citizens.

Ability to control a wide variety of potentially dangerous animals, utilizing such equipment as tranquilizer guns, shotguns, choker poles, leashes and traps.

Ability to effectively make decisions under pressure while maintaining calm.

Ability to defuse potentially volatile situations and to recognize and react appropriately to dangerous situations.

Knowledge of and ability to apply use of force principles under authorities granted by Alberta Justice and Solicitor General Peace Officer Act and Peace Officer Program: Policy and Procedure Manual.



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Ability to express ideas effectively, orally and in writing.

Sufficient strength and agility to perform the required duties.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of a recognized two (2) year diploma in police studies, security, criminology or related field and a minimum of three (3) years of strong customer service experience with at least one (1) year of diverse law enforcement experience.

Must have or be able to attain and retain Community Peace Officer Level I status with the Alberta Justice and Solicitor General and Peace Officer Program.

Must pass the P.A.R.E. physical fitness test (Physical Abilities Readiness Evaluation within 4 minutes and 45 seconds).

Applicants must possess a valid Class 5 Alberta Driver's License.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	10M	10A	10B	10C
Job Code	0003			
Grade	073			

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