

**Town of Guilford**  
**MUNICIPAL ANIMAL CONTROL OFFICER**

**EXEMPT:** NO **SALARY LEVEL:** N6  
**DEPARTMENT:** POLICE  
**REPORTS TO:** SUPPORT SERVICES COMMANDER  
**LOCATION:** 400 CHURCH STREET  
**HOURS:** 40 HOURS PER WEEK-VARIED 8 HOUR SHIFTS  
**PREPARED BY:** Mitchell R. Goldblatt Initials MRG **DATE:** January 30, 2019  
**APPROVED BY:** Matthew T. Hoey, III Initials MTH **DATE:** January 30, 2019

**POSITION SUMMARY:**

Performs the duties of the Municipal Animal Control Officer as directed by the regulations of the State of Connecticut and the rules and regulations of the Town of Guilford and the Guilford Police Department. Represented by the Guilford Employee Association (GEA).

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Ensures that all dogs in town are properly and currently licensed; if license is not renewed, contacts owner to determine status of dog.
- Investigates complaints of roaming dogs, barking dogs, dog bites, dogs attacking and/or destroying other animals, rabid and sick domestic/wild animals, cruelty and other domestic/wild animal complaints.
- Enforces local ordinances and state statutes related to the control and keeping of dogs and other domestic and wild animals.
- Impounds and redeems dogs as required.
- Advertises and sells or puts dogs up for adoption at an established fee, when necessary.
- Is available for emergency call-out.
- Maintains animal shelter in a sanitary manner requiring daily cleaning and feeding of all dogs impounded.
- Ensures that the shelter is exterminated for rodents monthly (private vendor) and the septic tank for the pens pumped as needed (private vendor).
- Maintains radio contact with the police dispatcher/desk officer when absent from the shelter. A portable radio will be available for on duty use, to be used when out of vehicle.

**Town of Guilford**  
**MUNICIPAL ANIMAL CONTROL OFFICER**

2

- Ensures that required reports are completed whenever it is necessary to quarantine an animal.
- Ensures that incident reports and investigations are kept up to date and submitted on a daily basis.
- Records all fees collected for impoundment and care of animals on monthly report log.
- Submits up-to-date monthly reports to the Commander of Support Services.
- Submits an annual report to the Chief of Police.
- Assists the Commander of Support Services in the preparation of yearly budgets for the unit.
- Complies with all proper safety procedures and regulations and ensures that everyone in the department follows proper safety procedures and regulations.
- Treats other employees, and any others with whom there is contact, with courtesy, respect and professionalism.
- Performs all other duties as assigned by the Chief of Police or his designee.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of State Statutes as they pertain to Animal Control.
- Knowledge and skills in dealing with and caring for animals of all types, particularly dogs.
- Ability to comply with all applicable federal, state, and local safety and health regulations that would apply to this job.
- Ability to perform duties with awareness of all Town regulations and policies.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to keep routine records and to perform proper housekeeping and maintenance at the kennel.
- Ability to maintain a safe environment for employees, visitors, and animals at the kennel.

**Town of Guilford**  
**MUNICIPAL ANIMAL CONTROL OFFICER**

3

- Ability to speak clearly and concisely both in oral and written communication.
- Ability to establish and maintain effective working relationships with police officers, superiors, colleagues and the public.
- Ability to treat other employees, and those with whom they come into contact, including the public, with courtesy, respect and professionalism.
- Ability to be courteous, but firm with the public.
- Knowledge of basic computer systems including Word, Excel, and PowerPoint.
- Ability to work with standard office equipment including, but not limited to copy machine and fax machine.
- Ability to work independently.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to stand, walk, talk and hear. The employee is frequently required to sit; use hands to feel objects or manipulate small tools; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl. The employee is occasionally required to smell.

The employee must be able to work with and control dogs and other animals.

The employee must be able to lift and/or move up to one hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**EDUCATION AND/OR EXPERIENCE:**

- Graduation from high school plus demonstrated experience in handling animals.
- Must possess and maintain a valid Connecticut Driver License.

**Town of Guilford**  
**MUNICIPAL ANIMAL CONTROL OFFICER**

4

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to work in outside weather conditions on terrain that is sometimes unpaved, uneven, rugged, and/or slippery. Job requires frequent interaction with the general public. Job also requires feeding and cleaning up after animals and working in an environment that may be uncomfortable in terms of odors and temperature. The noise level in the work environment at times can be loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be required.