



Position Description and Analysis

Position Title:	Date: 05.29.2024
Animal Law Enforcement Officer Recruit	Department: Animal Law Enforcement-all locations
Position Reports To: ALE Sergeant/ALE Lieutenant	Salary Grade: ALE 15/ALE RECRUIT
This Position Is: <input type="checkbox"/> New: <input checked="" type="checkbox"/> Revised	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
Created/Revised by: Jamie Norris	HR Approval: Rhonda Weiss
	HR Approval Date: 05/30/2024

Job Summary

The Animal Law Enforcement Officer Recruit will actively pursue the knowledge and skills that will enable the employee to perform the duties and responsibilities of an Animal Law Enforcement Officer I. Must be able to perform the key duties and responsibilities of an Animal Law Enforcement Officer I at the end of the training period and meet the requirements to be promoted to ALE Officer Level I.

Key Duties and Responsibilities

The successful applicant must be able to meet or exceed the minimum education, experience, and abilities necessary to perform ALL essential job functions, unassisted, and at a pace and level of performance consistent with job requirements.

- Complies with all Animal Law Enforcement policies and procedures and training guidelines;
- Actively participates and meets or exceeds the requirements of the Animal Law Enforcement Officer Training Program;
- Attend and actively participate in the ALE Academic courses and Field Training phase of the academy as outlined in the ALE Training Academy schedule;
- Maintains good attendance throughout the ALE Academy;
- Demonstrates the ability to receive and apply constructive feedback;
- Establishes and maintains effective working relationships with employees, customers, and citizens;
- Performs administrative duties as assigned;
- Represents Animal Law Enforcement and the contracted jurisdictions in a professional and courteous manner at all times;
- Promptly reports violations of policy and procedure and/or conduct unbecoming to Division and/or Department Leadership;

- Maintain a positive and professional attitude at all times;
- Resolves conflict while promoting a responsible community where animals are inherently valued and owners are committed to their pets;
- Ability to perform under stress and perform physical abilities consistent with Animal Law Enforcement duties;
- Speaks English clearly and converses effectively with persons of divergent ethnic, cultural and educational backgrounds. Projects voice clearly and forcefully when necessary while under personal stress;
- Ability to prepare written reports, memos, citations, activity logs, etc. This includes the documentation of own observations and actions; and statements of victims, witnesses, and suspects. Writes legibly using acceptable grammar, punctuation, and spelling;
- Establishes and maintains effective relationships with peers, supervisors, and the public. Maintains control over situations and appropriately handles conflict;
- Ability to apply reason and logic rapidly in a legally correct manner when under physical, emotional, and intellectual stress. Comprehends and processes new information quickly and accurately. Retains relevant information;
- Ability to identify a variety of domestic animals and effectively manage their behaviors including working in direct contact with aggressive and injured animals;
- Other duties and tasks as assigned by the Department and/or Divisional Leadership.

Other

- Commitment to the mission, values, goals and success of HSPPR.
- Appropriately documents observed animal behaviors utilizing objective language as required in relevant procedures and/or policies.
- Perform all other duties as assigned.

Minimum Performance Standards for continued employment

- At the end of the ALE Training Academy (approximately 12 weeks), the ALE Officer Recruit must be able to pass the ALE Training Final Exam with a minimum score of 80% and successfully complete the Field Training phase as outlined in PowerDMS. ALE Officer Recruits will need to be able to complete the following tasks, at which time they will be promoted to ALE Officer Level I.
 - Can consistently complete the following calls for service and all associated documentation without direct supervision: animal impound, dog at large, and noisy pet;
 - Can consistently complete Priority 1 calls for service with supervision and/or assistance from a supervisor or more senior officer;
 - Proven ability to successfully and consistently intake dogs and cats (vaccinate, locate open kennels, follow established animal sheltering policy and procedures, etc.) into the shelter and complete all associated documentation in Chameleon;
 - Recruit's Primary FTO will determine when the employee has successfully completed the Field Training phase of the academy through the completion of Daily Observation Reports (DOR's) and as appropriate, make recommendations for promotion to ALE Officer Level I to the Divisional Leader;
 - ALE Training Manager will determine the successful completion of the Academic Training and as appropriate recommend the Recruit for promotion to the appropriate Divisional Leader;
 - ALE Sergeant will make the final determination to promote the ALE Officer Recruit to ALE Officer Level 1 based on skills demonstrated, DOR's, and the Training Sergeant's recommendation.
 - If after no more than fifteen (15) weeks of employment, the ALE Officer Recruit is unable to successfully complete the Field Training Phase of the training academy or is unable to pass the ALE Training Final Exam with a score of 80% or more, the Recruit's employment will be terminated.
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Supervisory Duties

None

Volunteer

Work cooperatively with all volunteers and recognize the talent and commitment they bring to HSPPR.

Community Relations:

- Help the community and donors recognize the daily, life-saving work HSPPR does by sending pictures and stories to the Philanthropy team
 - Aid the Philanthropy team with stories and photography opportunities whenever possible.
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Safety

- Ensure a safe work environment; following all safety guidelines and modeling safe work practices.
 - Take immediate action to address any safety concerns and that could put a staff member, volunteer, client, animal, or the organization at risk.
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Material and Equipment Directly Used

- Personal protection equipment such as expandable batons, oleoresin capsaicin (OC) spray, electronic immobilization devices (stun batons, tasers, etc.).
 - Various animal restraint equipment such as leashes, ketch poles, snappy snare, live traps, and ropes.
 - Operates vehicles with or without attached trailers during routine and emergency operations under varying road, weather and lighting conditions.
 - Uses a variety of equipment, tools and personal protective items necessary to collect samples for rabies virus testing and evidence collection. May include but not limited to respirators, facemasks, saws, knives, bold cutters, guillotines, etc.
 - Various chemical capture equipment to include tranquilizer guns, and immobilization drugs.
 - Various computers with Windows software such as Outlook, Word, Excel, PowerPoint and animal shelter software such as Chameleon.
 - Various office equipment such as faxes, telephones, printers, scanners and copy machines.
 - Medical equipment, medication and or supplies such as syringes, needles, controlled substances and vaccines.
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Physical Demands

- Regularly sits at computer station, often in a shared office environment.
- The employee must regularly lift and/or move 25 or more pounds of moving weight and occasionally lift and/or move up to 75 or more pounds of moving weight.
- Occasionally required to climb or balance, stoop, kneel, crouch, crawl, and smell.
- Regularly required to sit, reach with hands and arms, talk, hear, and is frequently required to stand, walk and run. Must be able to be on feet for extended periods of time.
- Must be able to use both hands and arms to grip, pull and push utilizing safety equipment such as, but not limited to catchpoles, snappy snares, leashes, ropes, muzzles.
- Consistently exposed to animals in the workplace and animal allergens under conditions with limited alternatives available.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision and depth perception.

- Must handle various animals of various sizes to include aggressive animals and potential exposure to zoonotic diseases.
 - Regularly exposed to noise and hazardous weather conditions.
 - Regularly drives a HSPPR Vehicle to perform duties, including extended periods of time and in varying weather conditions.
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Schedule Requirements

- Will be required to work weekends, nights and holidays.
 - Will be required to work on-call, assisting staff or customers in person and/or verbally over telephone.
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Education/Experience/Qualifications Necessary

- Must be a U.S. Citizen.
 - At least 21 years of age.
 - High school diploma or GED.
 - Valid Colorado Driver's License and insurable driving record.
 - Have no convictions for felonies or crimes of moral turpitude.
 - Pass a drug test, basic physical fitness test, hearing and eye exam (specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception).
 - Pass various qualifying exams and background investigations.
 - Successful completion of ALE Training academy (academic and field training).
 - Eligibility for commission as an Agent for the Colorado Department of Agriculture, Bureau of Animal Protection.
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NOTE: *The job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.*