

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Corporal/Animal Control Officer**

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Exempt (Y/N): No

DATE REVISED: October 2012

DEPARTMENT: Sheriff's Office

SUPERVISOR: Sergeant

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**SUMMARY:**

The Corporal is a first-line law enforcement supervisor who reports directly to the Sergeant and is under the general supervision of the Lieutenant and Captain. The Corporal is distinguished from the deputy first class classification in that the Corporal, while performing the full range of duties of the deputy first class, may also be considered an "Officer in charge" in the absence of the incumbent supervisor (Sergeant). In the capacity will be responsible for supervision of personnel and the administrative duties for an assigned shift or detail. The incumbent is responsible for supervising others and should possess a working knowledge of law enforcement administration in protecting and serving the county by enforcing criminal and traffic laws. The incumbent relies on past law experience and training in the handling of criminal and civil matters, detainees in the county detention facility, prepare special reports and giving community presentations. This position must meet all commission on law enforcement standards and training requirements including but not limited to jail standards and must be a certified law enforcement officer meeting all training and experience requirements for the position of Corporal. The Corporal/Animal Control Officer is responsible for supervision of personnel and the administrative duties for an assigned shift or detail relating to Animal Control. In addition, the incumbent is responsible for enforcing all Washington County Ordinances that deal with animals and enforcing State Laws in regards to animals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Patrol all areas of the County, investigate/report motor vehicle accidents, and assist other agencies investigating accidents and other violations of the traffic laws. Act as "officer in charge" in the absence of the Sergeant.
2. Answer all complaints handled through the Sheriff's Department to include civil matters, such as family disturbances, civil stand-by's, property disputes, locate missing persons, assist motorists, and answer any other matter requiring law enforcement assistance. Understand the whole process for serving civil papers. Be knowledgeable in Orders of Protection and execution of those orders, ensuring that the victim's rights are not violated. Ensure that extra patrols are being conducted for community protection.
3. Answer complaints that are criminal in nature such as traffic violations, speeding, reckless driving, DWI, homicides, burglary, robbery, rape, theft, suicide, forgery, and any other criminal act as the situation requires, and perform arrests and other associated procedures.
4. Fill out and file reports, interview suspects and witness when necessary and appear in court. Be able to take case from start to finish. Serve civil papers and warrants and complete special assignments, as directed by the Sergeant.
5. Conduct or arrange for routine maintenance required of the patrol unit and related equipment used in the vehicle.

6. Speak to local groups on law enforcement, provide child information cards at community events, and other public relations duties as directed
7. Ensure all contacts with the Sheriff's Office are treated courteously and fairly in accordance with federal and state laws. Provide accurate information in accordance with the Freedom of Information Act. Answer media inquiries and make public statements to the media.
8. Ensure the rights and safety of detainees are violated and they receive the basic requirements as required by law.
9. Receive advanced training in the use of self-defense and physical restraint procedures. Trained in Taser, baton, pepper spray, and any other less than lethal control tactics.
10. Receive advanced training in the use of self-defense and physical restraint procedures.
11. Keep current on County policies and procedures along with federal and state laws to ensure the County is in compliance at all times.
12. Knowledge in all civil papers and affidavits include reading, explanation, service and follow up.
13. Ability to evaluate and write an effective probable cause before detainment of individual and for search warrants. Have a working knowledge of the Rules of Criminal Procedure and the requirements for search warrants and seizures.
14. Assist division commander with writing policies and procedures relating to animal control.
15. Directly supervise all Deputy First Class as well as any other deputies under their command as well as any assigned civilian personnel.
16. Review all reports forwarded to the Animal Control Department by patrol and ensure each case is followed through as needed.
17. Ensure all animal bite reports are reviewed, forwarded to the Washington County Health Department, and follow-ups are completed. It is the duty of the Corporal/Animal Control Officer to make certain animals are quarantined properly or euthanasia is carried out in the prescribed manner on animals being shipped to the State Health Department for rabies analysis and to ensure victims and owners are contacted in a timely manner.
18. Ensure all mandatory training for Animal Control is scheduled through the Training Officer, and that all personnel are familiar with the equipment and properly trained in the use.
19. Responsible for ensuring all Animal Control chemicals and chemical capture equipment is secure, and that the logbook is accurate and kept current for each dosage. The Corporal/Animal Control Officer has sole responsibility for the ordering of all chemicals and overseeing the security of all chemicals.

20. Responsible for acting as the liaison between the Animal Control Department and the County Attorney regarding questions pertaining to the Animal Ordinances, interpreting state laws, assisting with the writing of new ordinances.
21. Responsible for attending all meetings, public hearing, and public relations programs for Animal Control Awareness.
22. Ensure all wild exotic animals of a vicious and ferocious nature are registered with the Sheriff's Office and inspect all residences to ensure the proper care is given. Ensure owners have proper enclosures for the animals being harbored according to state and local laws regarding these breeds of animals.
23. Ensures all animal control vehicles and related equipment are properly maintained, cleaned, sanitized and in working order.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises DFC's in their respective divisions. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include planning, assigning and directing work; addressing complaints and resolving problems

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Graduation from High School or GED with four years or more of college courses or equivalent experience; completion of jail standards certification training course and state certification through the Arkansas Law Enforcement Academy; and annual firearms qualification including pistol and shotgun qualification. In-depth knowledge of law enforcement, jail operations, civil process, prisoner transporting, court systems, basic first aid, CPR, and protection from blood-related and/or other viruses, County policies and procedures, federal and state laws. Self-defense and physical restraint procedures are also required. Ability to successfully complete the Instructor's Certification Course as well as Field Training Officer Certification Course. The incumbent must successfully complete the National Animal Control Academy (NACA). The incumbent must be certified in proper euthanasia techniques, proper bite stick usage, proper use of the Chemical Immobilization Equipment, and proper animal first-aid. The incumbent shall have the knowledge and expertise to investigate and assist in the prosecution of crimes involving animals.

**OTHER SKILLS and ABILITIES:**

The individual in this position must be familiar with and have ability to operate the AFIS (Automated Fingerprint Identification System), and ability and qualification to be certified to operate the ACIC (Arkansas Crime Information Center) and the NCIC (National Crime Information Center) computer.

Must not have a felony conviction or domestic abuse conviction of any kind and before selection into this position, must be able to withstand a complete background investigation, polygraph examination and credit history and in the addition, must complete a physical and mental evaluation as part of the employment

requirements within the first thirty days after hiring date.

The incumbent must be able to perform all of the following as well as supervise others in the following: physical and mental stamina to fire weapons, must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment; good powers of observation and memory and the ability to train others in the apprehension and detention of felons. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state, and federal laws making decisions and taking action quickly. Must be able to respond quickly and efficiently in all emergencies, natural or man-caused disasters. The incumbent also should be able to effectively operate a breath analyzer, calculator, PC computer, vehicle, radio and typewriter. Must possess a valid Arkansas Driver's License.

### **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 this job, the employee is regularly required to stand, walk, sit, drive vehicles, use hands and fingers to handle or feel objects or controls, reach with hands and arms; talk or hear; and smell. The employee is readily required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 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.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing 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 this job, the employee regularly works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, risk of radiation, vibration and death.

The noise level in the typical work environment is moderate to loud.

Work involves an element of personal danger and high levels of physical, emotional and mental stress to deal with people in various situations.