

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 4151      **TITLE:** ANIMAL CONTROL OFFICER II      **GRADE:** P-20

**DEFINITION:**

Under general supervision, performs the full range of animal control duties; trains/leads entry-level animal control officers; performs specialized duties in the area of cruelty investigations, chemical immobilization training, firearm permit inspections; acts as lead animal control officer on a squad in the absence of the Animal Control Officer III; handles the sensitive and high priority cases and completes special investigations as the need arises; and performs other work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is the advanced non-supervisory level of this class series. The Animal Control Officer II differs from the Animal Control Officer III in that the Animal Control Officer III serves as first-level supervisor, whereas the Animal Control Officer II handles the specialized and more complex investigations with no formal supervisory responsibility.

The Animal Control Officer II differs from the Animal Control Officer I in that the Animal Control Officer II handles the specialized and more complex investigations, trains lower-level Animal Control Officers and serves as lead officer on a squad; whereas the Animal Control Officer I performs the more routine assignments with no responsibility for training or leading employees.

**ILLUSTRATIVE DUTIES:**

Trains new recruits in the daily performance of their duties;  
Investigates and evaluates high priority, sensitive cases and specializes in humane investigation of alleged cruelty to animals;  
Interviews witnesses and suspects in animal cruelty cases, secures and serves warrants, and coordinates with the Commonwealth Attorneys Office in presenting the case at trial;  
Receives and reviews applications for firearm permits and conducts inspections of properties to ensure compliance with code;  
Develops lesson plans and conducts training for chemical immobilization techniques  
Assists and advises the Animal Control Officer I in the absence of the Animal Control Officer III;  
Determines and enters line-up;  
Assigns cases and reviews paperwork at end of shift;  
Responds to and investigates mobile computer terminal/radio-dispatched complaints regarding domestic animals and wildlife;  
Patrols the streets for stray and/or unlicensed animals, impounds them, and takes them to the Animal Shelter;  
Investigates animal bite reports and coordinates the handling of the animals involved in cooperation with the Health Department;  
Issues uniform summons to persons found violating animal control and protection laws and ordinances;

Rescues injured animals and/or performs field euthanasia of injured and sick animals as necessary by means of chemical injectables or a firearm;  
Prepares detailed investigative summaries for presentation in court and coordinates with prosecuting attorneys and witnesses for court testimony;  
Advises Animal Control Officer I on preparation of court cases;  
Prepares written reports of cases investigated;  
Inspects kennels, boarding stables, pet shops and traveling animal exhibits for compliance with State, local and Federal laws;  
Assists other personnel of the Police Department and those of other agencies such as the Health Department, Fire and Rescue Department, Sheriff's Office and Zoning Enforcement, with animal problems upon request as necessary;  
Conducts in-service and initial training for other personnel, including employees from other agencies, and acts as Field Training Officer for newly appointed Animal Control Officers;  
Addresses groups and organizations on animal control-related public safety and health issues, and may be assigned to conduct or assist with outreach and liaison programs, such as public information and other media initiatives.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Working knowledge of, or the ability to rapidly acquire skill in the handling and gross examination of domestic and wild animals which may be diseased or aggressive, with minimum exposure to risk of injury to self or others;  
Working knowledge of basic animal care as well as animal control and protection laws and Police Department rules and regulations;  
Possession of sufficient physical strength and agility to move and/or control resistant or immobilized animals, and to move, lift, and carry up to fifty (50) pounds;  
Ability to comprehend and follow complex oral and written directions, including those transmitted or conveyed by radio or other electronic means;  
Ability to reason soundly and arrive at practical and reasonable solutions to problems under stressful conditions;  
Ability to write clear, concise, and understandable reports of investigations and other assigned activities;  
Ability to deal effectively with the public, including the ability to interact and communicate with a broad spectrum of racial, ethnic, socio-economic and other groups in the community;  
Ability to handle and employ firearms and other equipment safely and effectively, and in a manner consistent with law and Police Department policy;  
Ability to successfully complete training programs designed to prepare the trainee to instruct others;  
Ability as demonstrated by work performance to successfully conduct and manage the more complex, lengthy and difficult animal control investigations.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to the following:  
High school graduation or a G.E.D. issued by a state department of education; PLUS  
Two years of experience as a Fairfax County Animal Control Officer I.

**CERTIFICATES AND LICENSES REQUIRED:**

Possession of a valid Motor Vehicle Driver's License;  
Certification of successful completion of a basic animal control course as approved by the Code of Virginia;  
Certification in the use of controlled substances for the euthanasia of animals;  
Certification in firearms proficiency;  
Certification in chemical immobilization.

**NECESSARY SPECIAL REQUIREMENTS:**

Must be at least twenty-one years old;  
Must be a U. S. citizen;  
Must be able to maintain a Class A medical rating in the assigned medical group;  
Must successfully complete a background investigation and polygraph examination and when applicable, a physical ability test and psychological examination administered prior to appointment;  
Must successfully complete Fairfax County Law Enforcement Academy training courses determined to be appropriate by the Fairfax County Police Department for Animal Control Officer I positions within one year of appointment.

REVISED:    April 21, 2004  
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