



DEPARTMENT OF POLICE

730 Center Street
Racine, Wisconsin 53403-1186
(262) 635-7700

MEMORANDUM

TO: CHIEF ARTHEL HOWELL Date November 8, 2012

FROM: DEPUTY CHIEF MARK SCHULZ Under Report No. _____

Subject: Community Service / Animal Control Officers

We are moving forward with the structure of the Community Service/Animal Control Officer positions. We would like to hire three Community Service Officers whose job duties are covered in the attached job description. The fourth position will be a Community Service Officer Supervisor. The job description for the CSO Supervisor is also attached.

The Community Service Officer Supervisor will be a certified Humane Officer and will be under the direction of the Patrol Sergeant assigned as the liaison for animal control. The CSO Supervisor will manage the Community Services Officers. He/she will perform specialized field work including enforcement of State Statutes, County and City Ordinances and be responsible for investigating and taking appropriate action of violations of state animal cruelty and local animal regulatory laws. Additional tasks and responsibilities include patrolling public areas, impound, care, and disposal of animals, responding to vicious animal and property complaints, issuing citations, and testifying in court.

The Community Service Officers will be staffed as follows: One (1) – Monday thru Friday 6am-2pm; one (1) – Tuesday thru Saturday 6am-2pm; one part time (0.5) – Tuesday thru Saturday 12pm-4pm; one part time (0.5) – Tuesday thru Saturday 4pm-8pm. The fourth position will be titled Community Service Officer Supervisor and the hours will be Monday thru Friday 10am-6pm.

I have also attached a proposed budget for items that will need to be purchased in 2012 and the proposed 2013 budget for the Community Service Officers.

Thank you,


Mark Schulz
Deputy Chief of Police

Att.

POSITION DESCRIPTION FOR COMMUNITY SERVICE OFFICER (CSO)

POSTION PURPOSE:

Under the general supervision of the CSO Supervisor, is responsible for enforcing motor vehicle parking regulations and animal control State Statutes, County, and City Ordinances. Community Service Officers will handle animals for the purpose of investigations of mistreatment or control of abandoned, dangerous or unattended animals, in addition to issuing-parking citations for all parking violations.

ESSENTIAL DUTIES:

Enforces City parking, vehicle nuisance ordinances, issues citations and arranges towing of violating vehicles when appropriate.

Completes records regarding number and types of violations, towed vehicles and found property.

Assists officers with traffic and/or crowd control as needed.

Responds to citizen complaints and completes reports for incidents that do not require a sworn police officer, regarding animal bites, barking dogs, animal at large, animal cruelty, and animal trap requests.

Prepares for prosecutions, gives evidence and provides testimony in court as necessary.

Investigates reports of animal attacks or animal cruelty, interviews witnesses, collects evidence and writes reports.

Captures and removes stray, uncontrolled, abused, nuisance or wild animals from undesirable conditions /locations, using nets, noose or other equipment as provided.

Removes captured animals from animal-control service vehicles and place animals in shelter, cages or other enclosures.

Cleans facilities and equipment such as dog pens and animal control truck.

Educates the public about animal welfare and animal control laws and regulations.

Issues warnings or citations in connection with animal related offences.

Works on-call, on a rotating basis, for animal control during nighttime hours.

Maintains a consistent and reliable attendance record.

ASSOCIATED DUTIES:

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

High school diploma or GED, one year experience in public contact work. Possession of a valid driver's license and a good driving record.

Ability to follow oral and written instructions, communicates clearly, maintain records and write legible, concise reports.

Ability to establish and maintain effective working relationships with fellow workers and the public.

Ability to work in adverse weather conditions.

Ability to remain calm in confrontational situations.

SPECIAL REQUIREMENT

The Community Service Officer is subject to drug testing per Police Department Policy and Procedure 109.

PHYSICAL DEMANDS OF THE POSITION:

Able to lift/carry/push/pull at least 50 lbs.

Visual acuity.

Able to hear normal conversation and communicate orally in a clear manner.

Good manual dexterity of hands and fingers.

ENVIRONMENTAL CONDITIONS:

Duties may involve an element of personal danger from animal bites, diseased animals, adverse weather conditions and irregular work hours and shifts.

EQUIPMENT USED

Operates humane traps, mobile radios, cellular phones, and related animal control tools and equipment. Drives City utility vehicle.

10/12

CODE:

POSITION DESCRIPTION FOR COMMUNITY SERVICE OFFICER (CSO) SUPERVISOR

POSTION PURPOSE:

Under the direction of the Patrol Sergeant assigned as the liaison for animal control, the CSO Supervisor will manage the Community Services Officers. They will perform specialized field work including enforcement of State Statutes, County and City Ordinances and is responsible for investigating and taking appropriate action of violations of state animal cruelty and local animal regulatory laws. Additional tasks and responsibilities include patrolling public areas, impound, care, disposal of animals, responding to vicious animal and property complaints, issuing citations and testifying in court.

ESSENTIAL DUTIES:

Responsible for the supervision of Community Service Officers which shall include, but not be limited to, overseeing, directing, scheduling, recommending and/or initiating discipline. Write and present annual performance evaluations on employees.

Captures stray and unlicensed animals for impounding; removes dead animals from public and private properties; transports injured animals and provides for their care; and participates in animal euthanasia.

Investigates incidents of animal cruelty, animal theft, animal bites, nuisance animals and suspected rabies cases. This includes interviewing witnesses, notifying owners and involved parties of animal violations/corrective actions and issuing citations within scope of authority.

Maintains availability by radio or telephone for consultations on emergency or routine animal control situations.

Testifies in court regarding citations and disposition of complaints. Issues citations for violations of applicable regulations; patrols assigned areas while operating city vehicles.

Maintains records and prepares daily reports related to work performed.

Coordinates / maintains vehicle maintenance, radio installation, camper / cage transfer and repair including Officer equipment according to Department standards.

Assists and coordinates to rescue various animals during disaster situations including floods, fires, snowstorms, etc.

Maintains a consistent and reliable attendance record.

ASSOCIATED DUTIES

Duties will also include enforcing city parking and nuisance vehicles ordinances, and all other job duties as outlined in the Community Service Officer job description.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

A high school degree or GED is required, with some college education preferred; special education relating to animal behavior or control is preferred. Work involving the care and handling of animals, and dealing with the public is preferred.

Certification from the State of Wisconsin as a Humane Officer required within one year of date of hire; must have a valid WI driver's license with a good driving record; must be able to pass a background check.

Ability to supervise workers, anticipate personnel needs and maintain effective working relationships with employees.

Thorough knowledge of the latest office and record-keeping procedures including the ability to analyze situations, make independent decisions, and take the initiative to implement needed changes or affect necessary remedies to problems. Ability to communicate effectively both orally and in writing.

Ability to get along well with others using tact and diplomacy and project a good public image that includes a neat, business-like appearance. Ability to deal with the public using tact, courtesy, and firmness.

General knowledge of the laws, ordinances and regulations governing the control of animals; special training or skills involving the handling of animals is preferred.

Must be able to write clear and detailed reports.

General knowledge of the geography of the City, its streets and conditions is preferred.

The ability to recognize rabies symptoms and some knowledge of the methods and procedures to be followed.

Ability to operate and drive a larger sized pickup truck with utility body.

SPECIAL REQUIREMENT

The Community Service Officer Supervisor is subject to drug testing per Police Department Policy and Procedure 109.

PHYSICAL DEMANDS OF THE POSITION:

Able to lift/carry/push/pull at least 50 lbs.

Visual acuity.

Able to hear normal conversation and communicate orally in a clear manner.

Good manual dexterity of hands and fingers.

ENVIRONMENTAL CONDITIONS

Duties may involve an element of personal danger from animal bites, diseased animals, adverse weather conditions and irregular work hours and shifts.

EQUIPMENT USED

Operates humane traps, mobile radios, cellular phones, and related animal control tools and equipment. Drives City utility pickup truck.

2012 COMMUNITY SERVICE OFFICER / ANIMAL CONTROL BUDGET

Item	Cost
Uniforms	\$3,000.00
Rabies Gloves (5)	\$425.00
Duty Gloves (5)	\$250.00
Misc. Boot Covers / Masks / Coveralls	\$200.00
Reflective Vests (5)	\$200.00
Flashlights (5)	\$750.00
Clip Boards (5)	\$175.00
Expandable Batons (5)	\$500.00
Cameras (4)	\$600.00
Vehicles (1) Ford F250 or Chev. 2500 4x4 pick up with animal transport unit. (1) Mini-Van	\$76,000.00
Vehicle Modifications (Cages, Lighting, Decals)	\$30,000.00
Vehicle Radio Installation (4)	\$7,000.00
Vehicle MDC / Printers (4)	\$2,400.00
Vehicle MDC (4)	\$18,000.00
Disposable Dishes	\$200.00
Disinfectant / Squeegees / Scoops	\$200.00
Outdoor Lights	\$200.00
Snare / Catch Poles(4)	\$1,100.00
Leashes / Leads / Muzzles / Nets	\$300.00
Pepper Spray (5)	\$100.00
Bite Sticks (4)	\$400.00
Nets / Snake / Cat / Bird (4)	\$400.00
Stretchers (1)	\$125.00
Tranquilizer Gun (1)	\$1,000.00
TOTAL	\$143,525.00

Police
Detail of Expenditures

Fund: General
Department: Police
Division: Police Administration
Activity: Community Service Officer

<u>Account</u> <u>Number</u> <u>Description</u>	<u>2011</u> <u>Actual</u>	<u>2012</u> <u>Budget</u>	<u>2012</u> <u>As of 6/30/12</u>	<u>2012</u> <u>Estimated</u>	<u>2013</u> <u>Budget</u>
<u>Salaries & Fringes</u>					
101.352.5010 Salaries	\$ -	\$ -	\$ -	\$ -	\$ 151,088
101.352.5110 Wisconsin Retirement	-	-	-	-	10,047
101.352.5120 FICA	-	-	-	-	11,558
101.352.5130 I/S Health Insurance	-	-	-	-	47,356
Total Salaries & Fringes	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 220,049</u>
<u>Operating Expenditures</u>					
101.352.5250 Work Supplies	\$ -	\$ -	\$ -	\$ -	\$ 2,000
101.352.5270 Office Supplies	-	-	-	-	500
101.352.5280 Uniforms & Clothing	-	-	-	-	2,200
101.352.5340 Clothing Allowance	-	-	-	-	-
101.352.5640 Training	-	-	-	-	500
Total Operating Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,200</u>
<u>Inter-Departmental</u>					
101.352.5470 I/S Garage Fuel	\$ -	\$ -	\$ -	\$ -	\$ 8,000
101.352.5480 I/S Garage Labor	-	-	-	-	6,000
101.352.5490 I/S Garage Materials	-	-	-	-	2,000
Total Inter-Departmental	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 16,000</u>
<u>Capital Outlay</u>					
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>Total Expenditures:</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 241,249</u>