

**INGHAM COUNTY
JOB DESCRIPTION**

FIELD SUPERVISORY OFFICER

GENERAL SUMMARY:

Works under general direction traveling to various parts of the County in order to enforce State and County Animal Control laws; includes all of the duties of an Animal Control Officer - in addition - acts as a field supervisor. As field supervisor, directs the activities of a shift of Animal Control Officers providing them with advice and assistance as needed and is responsible to assure their proper and timely performance of assigned duties.

TYPICAL DUTIES:

Incorporates by reference the "Typical Duties" as found in the Ingham County Job Description for Animal Control Officer, and in addition:

1. Serves as field or shift supervisor of Animal Control Officers, directing the investigation of complicated incidents and assists subordinate officers when required.
2. Assigns work and patrol areas to officers; briefs them on events of previous shifts or special assignments.
3. Assists superior officers as directed, and may be called upon to provide information and effect investigations of allegations of misconduct among subordinate officers.
4. Provides for or oversees the necessary training and guidance of new road patrol personnel and periodically evaluates all subordinate road patrol officers under his/her supervision; makes necessary recommendations for correction.
5. Maintains and transports specialized equipment not necessary or practical in the day-to-day operations, but may be necessary in unusual or difficult situations.

Essential Job Functions: With or without accommodations, this employee must be capable of working responsibly on their own and perform the required tasks. Must be capable of pulling and lifting and carrying weight up to 150 lbs. (Lifts weights from ground into pickup truck box). Pushes weights up to 200 lbs. (in controlling live stock that may weigh up to 2000 lbs). Sits for the majority of the day's duty time while driving from 30 to 200 miles and stands for intermittent times outside of the patrol vehicles. Bends, squats, climbs ladders and stairs, and walks/runs on various types of terrains for regular daily duties of the job in pursuing and capturing animals. Operates specialized types of equipment such as police radios, snare, capture net, police baton, pepper spray, handcuffs, tranquilizer gun, and shot gun. Must be capable of physically making an arrest as is necessary. Must be able to write in coherent report form, accurately place required

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information in citation books, general court summons and Prosecutor's worksheet/warrant request. Must be certified or certifiable as a police officer having completed the MI C.O.L.E.S. training program. Must be capable and tolerant of working in all types of Michigan climatic weather conditions.

Degree/Experience: High school graduate or equivalent education required. Must be MI C.O.L.E.S. certified or certifiable. Must be at least 21 years of age for Deputy certification. Must have three years of experience as an Animal Control Officer or other similar position in law enforcement or in an animal law / regulatory related enforcement role. Must have a good driving record and be able to pass a security clearance. Previous experience handling animals desired and preferred.



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The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.