

## ANIMAL FRIENDS IS HIRING!



*Animal Friends has been awarded 13 consecutive four-star ratings by Charity Navigator.*

## HUMANE SOCIETY POLICE OFFICER

### Position Summary:

The Humane Society Police Officer (HSPO) plays a key role in Animal Friends commitment to reduce and eliminate animal abuse and suffering. This position investigates reports of animal abuse and neglect in the community while also supporting community outreach, education and supportive resources. The HSPO is tasked with educating pet owners and ensuring compliance with the law and ensuring standards of health and welfare of animals.

The HSPO has police powers as defined by the Pennsylvania Crimes Code, Title 18. The HSPO should direct their efforts to prevent cruelty to animals and, when warranted, rescue animals in danger, in accordance with the law. The HSPO is expected to adhere to procedures defined by the PA State law and with policies defined by Animal Friends' Management.

The HSPO Reports to the Manager of Humane Investigations. They will work closely and in tandem with other HSPOs, the HSPO/CRO, and the HI Resource Liaison. They will collaborate with fellow Animal Friends employees and volunteers, especially with our Chow Wagon, Friends for Life, and Clinic Services Programs. Maintaining working relationships with other animal welfare agencies, HSPO police agencies, and the Allegheny County District Attorney's Office is critical to the HSPO's success.

The HSPO is expected to carry out the mission of Animal Friends as part of our community resource efforts and serve as a positive ambassador for the organization in our region.

As such the HSPO must:

- Execute their duties in the utmost professional, honest, and fair manner and in accordance with the laws of the Commonwealth of Pennsylvania.
- Be open to work various hours as required by the workload, court schedule, and Animal Friends events; may be scheduled to work nights and weekends; must be able and willing to travel out of town if necessary. Out-of-town travel is required for annual training and continuing education.
- Execute their duties always keeping in mind the safety and best interest of other HSPOs, the animal, and the organization.
- In court, must be willing and able to present evidence and convey the truth in an objective manner.
- Adhere to the laws of the Commonwealth of Pennsylvania and the Pennsylvania Rules of Criminal Procedure.
- Adhere to all HI and Animal Friends' policies and SOPs.
- Strictly adhere to the organization's code of conduct.
- Keep the Manager of Humane Investigations informed of the status of any case involving criminal prosecution and/or litigation involving Animal Friends or an HSPO.
- Be attired in the appropriate uniform befitting the season and the situation, strictly adhering to the department uniform policy.
- Abide by and uphold the mission, vision and culture statement of the Animal Friends Organization.

**Essential Functions:**

- Investigates and, when necessary, prosecutes individuals who neglect or abuse animals, according to the laws of the Commonwealth of Pennsylvania.
- Adheres to procedures defined by PA State law and with policies defined by Animal Friends' management.
- Responds to calls and complaints, and working with the Manager of Humane Investigations in determining whether an offense has been committed, and what further action is taken, from increased education to prosecution, if necessary.

- Keeps thorough reports and appropriate documentation through daily reporting in shelter software of each investigation, including action taken and final disposition.
- Educates pet owners of laws concerning basic standards of responsible pet ownership.
- Works collaboratively with other HSPOs, animal control agencies, dog warden, local, state and federal law enforcement agencies.

#### **Vehicle Administration:**

- Maintains designated (or shared) HI vehicle, organization, equipment, and supplies as prescribed through the HI and Animal Friends' policies.

#### **Administration and Community Education:**

- Provides constant communication with the Manager of Humane Investigations about case work and manages efficient use of time and resources.
- Adheres to developed protocols for systems (in house and mobile) for more efficient and regular use of the Shelterluv Database, communications with Manager of Humane Investigations, and other departments affected by HI admissions and cases.
- Provides accurate reports and follow-up information on a regular weekly basis to the Manager of Humane Investigations.
- Follows developed protocols for communication with media.
- Assists with other related duties as requested.

#### **Qualifications:**

- High school diploma or equivalency. 2+ years education in social services or criminal justice preferred.
- Professional experience in social services field or equivalent
- Excellent customer service skills, interpersonal skills and ability to connect and engage with diverse populations.

- Act 235 certification required to be completed within the first six months of employment.
- Current HSPO certification.
- Pennsylvania residency for 12 months prior to appointment required.
- Must be experienced and comfortable approaching, handling and/or restraining all animals regardless of temperament, medical condition, or overall health.
- Must be experienced and comfortable with public speaking and educating individuals and the public.
- Familiar with rules of criminal procedure
- Must possess excellent communication and interpersonal skills; experience dealing with crisis situations and/or in advocacy-related work is preferred.
- Must be computer literate and comfortable with Microsoft Outlook, Word and Excel; experience with project management software helpful
- Must be comfortable working in a fast-paced, high-energy environment; must be able to prioritize effectively and manage workday hours efficiently
- Must have access to dependable transportation and openness to travel.
- Valid driver's license required.
- Must be able to work flexible hours, including weekends and holidays on a regular basis. On-call work required.
- PA Act 33 and 34 clearances as well as FBI Criminal Background Check required.
- Must have a sincere interest in the work, programs, and mission of Animal Friends

**Knowledge, Skills, and Abilities:**

- Communication Proficiency – Ability to orally express information and ideas to others when speaking.
- Customer / Client Focus – Actively seeks out ways to aide Animal Friends guests and/or volunteers to ensure the best possible customer service is provided.

- Diversity and Inclusion – Ability to welcome, support and value individuals with similarities and differences that may vary from your own.
- Stress Management – Ability to maintain baseline behavior / composure during stressful situations.
- Teamwork Orientation – Ability to work with others to accomplish likeminded goals and tasks for the organization.

<https://recruiting.paylocity.com/recruiting/jobs/All/14ff3a1f-611c-4a66-a78c-f7c4e37f2d3e/Animal-Friends-Inc>