



Job Description: Animal Control Officer		
Rank: Civilian	Effective Date: April 1, 2026	Number of Pages: Page 1 of 1
FSLA: Non-Exempt	MSLEAC Civilian	

1. Job Description:

An Animal Control Officer (ACO) enforces state and local laws regarding animal care, control, and safety, acting as a liaison between public safety and animal welfare. They patrol communities to handle stray, injured, or dangerous animals, investigate cruelty/neglect, issue citations, and manage kennel operations, often working on-call for emergencies.

2. Essential Functions:

- Speak, Write, and Read Reports & Comprehend Other Documents;
- Section 2 - Handle Human Relations Problems;
- Section 3 - Engage in Physical Activities;
- Section 4 - Operate City Issued Animal Control Vehicle;

An applicant for the position of Animal Control Officer for the Clinton Police Department that cannot perform these essential tasks is not acceptable. A current employee in the position of Animal Control Officer who is no longer able to comply with the requirement will be referred to administration for appropriate action.

3. General Duties:

- Provide animal control officer services to those within the jurisdictional limits of the agency;
- Protect the constitutional rights of all persons encountered or arrested;
- Formally advise all suspects of their rights as assured by U.S. Constitution, and upon request provide those rights accordingly;
- Provide equal protection for all;
- Enforce the animal control laws of the state and other applicable ordinances;
- Protect persons and property that may come under your charge or custody;
- Be on duty in the prescribed uniform, and be mentally, emotionally and physically prepared to perform all required duties;
- Maintain a clean and professional appearance while on duty;
- Complete, and turn in before the end of each tour of duty, all reports and necessary paperwork;
- Establish and maintain positive, effective working relationships with co-workers, supervisors, other agencies, and the public;
- Attend and complete all required training and demonstrations of proficiency;

