

## Town of Chelsea Animal Control Officer/Dog Warden

This position has historically been used to address issues and concerns with domesticated dogs. While the title of the job has changed the primary responsibility of the animal control officer is to deal with domesticated dogs.

The Animal Control Officer is appointed by the Selectboard to administer and enforce Chelsea's Dog Ordinance. The Animal Control Officer responds to citizen complaints; handles animals in a humane and responsible manner; and deals tactfully but firmly with animal owners. Independent judgment is expected, guided by the Selectboard's instructions and applicable state statutes.

### Duties

The Animal Control Officer has the following specific duties:

- Respond to complaints about dogs in violation of the ordinance within the town of Chelsea.
- Apprehend and transport domestic dogs in a safe and humane manner to the designated pound.
- Investigate dog bites and report them to the proper authority.
- Maintain records and prepare reports of reported incidences.
- Submit payroll request to the Town Treasurer at least quarterly, including summary of calls and the disposition of the incidents.
- Develop and implement procedures where necessary with Selectboard oversight.

### Stray Dogs

Roaming unattended dogs should be reported to the Animal Control Officer. The animal control officer will attempt to identify the dogs owner. If the dog is seized and the owner cannot be located, the animal control officer will transport to the dog to a shelter chosen by the animal control officer and the Selectboard.

### Lost Animals

Lost animals should be reported to the Animal Control Officer with the following information:

- Owner's name, address and Tel No:
- Description of your animal
- Date and time lost
- Location when lost
- **Animal Control Officer is not responsible for looking for lost animals**

### Farm Animals

The Animal Control Officer is not responsible for capturing loose farm animals. Loose farm animals can be reported to the Animal Control Officer for record keeping purposes only.

### Wild Animals

Any issues with wild animals should be reported to the Vermont Department of Fish and Wildlife. The Animal Control Officer does not respond to incidences involving wild animals.

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Kenneth Colby, Chair

Sept. 21, 2010

Date

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Erik Anderson