



*Society for the Prevention
of Cruelty to Animals
Los Angeles, since 1877*

HUMANE OFFICER – Level 2

Job Announcement

Primary Function: To serve the Law Enforcement Division of the spcaLA Animal Protection Services (APS) as a Humane Officer under the course and scope of Corporations Code 14502.

Duties & Responsibilities:

- Investigate animal cruelty and neglect cases.
- Investigate and enforce violations of applicable local and state animal laws professionally and expediently in a manner that is consistent with spcaLA policies.
- Process criminal investigation cases as required for prosecution.
- Process daily caseload, including all related paperwork, in an orderly and timely manner.
- Maintain a professional and positive attitude at all times by always displaying a high level of cohesion and esprit de corps while on-duty and representing the spcaLA.
- Actively support and promote the missions and goals of the spcaLA.
- Maintain a professional appearance at all times and abide by spcaLA uniform and grooming standards.
- Maintain the highest level of ethical standards in all affairs and be of good moral character.
- Provide truthful testimony and always be a fair and impartial witness.
- Proactively develop and maintain good working relationships with other animal welfare organizations, law enforcement agencies and the public.
- Document investigations in a concise and detailed manner as necessary for prosecution.
- Maintain records as required to ensure that accurate and timely information is available.
- Maintain a high level of communication and work collaboratively with all personnel.
- Assist the APS Department Director in the administrative and operational functions of the department.
- Perform other essential duties as required to maintain and improve the functioning of the entire organization.
- Provide mutual-aid assistant to other organizations during disasters and animal rescues.

Job Related & Essential Qualifications:

- Eligible to be sworn as a Level 2 Humane Officer per Corporations Code 14502.
- Satisfactorily complete a comprehensive background check (US Citizen, resident of California, no felony or job related misdemeanor convictions) within P.O.S.T. guidelines and selection requirements for peace officers including statutory and regulatory requirements mandated by P.O.S.T.
- Successful completion of a PC 832 course.
- Must possess and maintain a Valid Class "C" California Driver's License.
- Insurable to drive company vehicle and operate motor vehicles in a safe and lawful manner.
- Must pass a written exam & physical abilities test
- Must pass a medical and psychological examination as well as a drug-screening test.
- High School diploma or G.E.D. equivalent.
- Ability to successfully complete all training courses mandated by state law and the spcaLA.
- Must be able to read and write at the levels necessary to perform the job of a peace officer (P.O.S.T. guidelines)
- Understand the elements of a crime and apply it appropriately to a criminal investigation.
- Communicate effectively and professionally, both orally and written, with the public, staff and agency volunteers.
- Ability to brief others in an articulate and professional manner.
- Show maturity and good judgment; perform the job in a professional manner and work efficiently under pressure.



**Society for the Prevention
of Cruelty to Animals**
Los Angeles, since 1877

- Understand and carryout oral and written instructions.
- Detect symptoms of illness and injury in animals.
- Operate a two-way radio in a professional effective manner.
- Must be willing to work irregular hours, nights and over time as requested.
- Originate and execute projects with little supervision.
- Manage multiple priorities.
- Perform other duties as needed

Knowledge of:

- State and federal laws, ordinances and regulations relating to animal welfare
- Laws of arrest, search and seizure, probable cause and evidence gathering
- Police report writing
- Courts and legal system
- Basic domestic animal care and behavior
- Safe and humane animal handling
- Various breeds of dogs, cats and other animals
- Minimum of two years experience as an Animal Control Officer/Humane Officer or related animal shelter/field experience preferred

Physical demands:

- While performing this job the employee is regularly required to use hands & fingers; handle or feel objects, tools or controls; reach with hands and arms; and talk and hear.
- Requires the ability to stand, walk, run, sit and kneel, crouch or crawl and climb different height levels.
- Perform works which involves frequent lifting, carrying and/or pushing of 75 lb. and occasionally lift, push and/or move up to 100 lb. or more. The employee will also be required to lift and carry equipment and disabled animals long distances (up to 1/4 mile) over varied and rugged terrain.
- Work with and restrain animals of all sizes.
- Handle animals in emergency situations in order to provide rescue of livestock and pet animals caught in disaster situations such as fires, floods and earthquakes.
- Use of force according to department policy and state law.

Working Conditions:

Dealing with possible unruly, vicious and dangerous animals and impounding them safely and humanely; possible hostile and assaultive public, operations of a vehicle under all types of weather road conditions; heavy and fast-paced workload, possible exposure to parasites and infectious diseases; strenuous physical activity; must be willing to work irregular hours, shifts, weekends, holidays and standby. Exposure to all types of inclement weather conditions. The noise level in performing this job varies depending on the task being performed.

Salary Range: \$16-18.00/hr. This is a full time non-exempt position with benefits.
Employment Location: 5026 W. Jefferson Blvd., Los Angeles

Please send resume and cover letter to Human Resources by email to Jobs@spcaLA.com or fax 323-730-5335. Resumes without cover letter will not be considered.