

# Town of Salisbury, Vermont - 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 and wolf hybrids.

The Animal Control Officer (ACO) is appointed by the Selectboard annually to administer and enforce Salisbury's Animal Control/Dog Ordinance. Compensation for the ACO shall be set by the Select Board. 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 Select Board'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 Salisbury.
- Apprehend and transport domestic dogs in a safe and humane manner to the designated pound.
- Investigate dog bites in concert with the Town Health Officer (THO) and complete the report form as promulgated by the Vermont Department of Health.
- Maintain records and prepare reports of reported incidences. Ensure copies of all reports and notes are given to the Town Clerk for archival purposes.
- Issue Judicial Bureau summonses (tickets) for violations where appropriate and be available for any judicial proceedings where attendance is required.
- Submit payroll request to Town Treasurer at least monthly, including summary of calls and the disposition of the incidents (A running log could be utilized).
- Develop and implement procedures where necessary with Select Board oversight.

**STRAY DOGS:** Roaming unattended dogs should be reported to the Animal Control Officer. The ACO will attempt to identify the dog's owner. If the dog is seized and the owner cannot be located, the ACO will transport the animal to Homeward Bound, Boardman Street, Middlebury (388-1100). Dogs found to be regularly straying will automatically be taken to Homeward Bound and the owner, if known, will be informed. Before the dog can be retrieved the owner shall pay all required fees and any fines, if appropriate.

**LOST ANIMALS:** ACO shall maintain records of lost animals. **ACO is not responsible for looking for lost animals.** Lost animals should be reported to the ACO with the following information:


- Owner's name, address, and telephone number.
- Description of animal.
- Date and time lost.
- Location when lost.

**FARM ANIMALS:** The ACO is not responsible for capturing loose farm animals. Loose farm animals can be reported to the ACO for record purposes only. If the animal is observed on a public road the ACO shall notify the State Police Dispatcher at (802) 388-4919 and the Addison County Sheriff's Office at (802) 388-2981.

**WILD ANIMALS:** The ACO does not respond to incidences involving wild animals. Any issues with wild animals should be reported to the Vermont Department of Fish and Wildlife. A Game Warden can be contacted through the State Police Dispatch center at (802) 388-4919. Contact information for the currently assigned Game Warden to Addison County can be found at <https://vtfishandwildlife.com/contact/contact-a-warden>.

**RABID ANIMALS:** Any reports of a potentially rabid animal shall be brought to the immediate attention of local law enforcement (as noted above) and the local game warden as appropriate. The Town Health Officer (THO) should also be notified so as to ensure that Vermont Department of Health protocols are followed.

The forgoing duties and responsibilities of the Salisbury Animal Control Officer were adopted at the regular Select Board Meeting on 19 Feb 2019, 2019 and can be amended at any regular meeting as deemed appropriate by said board.

 \_\_\_\_\_, Chair

DATE: 19 Feb 2019