

## Information Sheet for Animal Control Officer Applicants

**Please read carefully prior to filling out the A.C.O. application as our training and shift requirements may conflict with your other employment or school commitments**

- 1.) Position is part time (Minimum twenty or more hours per week. Full time animal control officers are not generally hired off the street but from those already working part time at M.A.D.A.C.C.
- 2.) Training is on the job. Successful applicants must be prepared to train a minimum of five 8-hour days between Monday and Friday. Typical training is eight to ten weeks depending on the individual. Training shift hours begin at 8:30 AM for approximately 3 weeks at which time training will be 2:30 PM – 11:30 PM for 2 to 3 weeks when it will shift back to days. **PLEASE NOTE THE TRAINING CYCLE IS NOT FLEXIBLE.**
- 3.) Once trained the employee is required to work a minimum of twenty hours per week. (average is 34 -36) The part time schedule is put out on a monthly basis. It is reasonably flexible and may vary from month to month. Part time shifts fall into two categories: A.) “On Call” shift - runs overnight until 8 AM. Although there is some flexibility as to the days worked there is none in the starting or ending hours. B.) “Dispatched shift”-This is a normal eight-hour shift which will begin between 7:30 AM and 8:30 AM. or a second shift starting at 2:30 PM. As above there is some flexibility in days worked but not in starting or ending times. Please note that working most Fridays, Saturdays and /or Sundays and some holiday work is required as is overtime. Applicants hired to fill a given vacancy will be required to assume any holiday obligations already assigned to that position.
- 4.) Applicants may be required to sign a release and complete a 6 to 8-hour ride along with an Animal Control Officer after the initial interview. If scheduled, the ride along will be considered part of the interview process.

PLEASE SIGN, DATE AND RETURN THIS WITH YOUR APPLICATION

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Wednesday, September 28, 2011

Revised Monday, March 2014

Revised September 9, 2016

Revised November 3, 2017