

RESOLUTION NO. 2021-5

A RESOLUTION BY THE CITY TO APPROVE CHANGES TO THE POLICE DEPARTMENT POLICY MANUAL

WHEREAS, the Police Chief is charged with developing a policy and procedure manual to be used by officers employed with the police department; and

WHEREAS, the Police Chief has developed such a policy and procedures manual; and

WHEREAS, the Police Chief has developed a new job description for an animal control officer; and

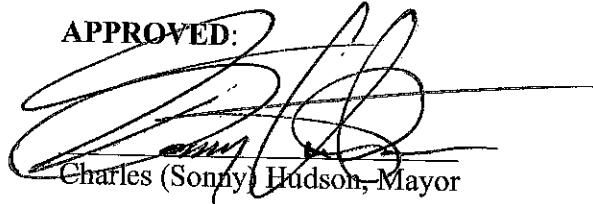
WHEREAS, it is the responsibility of the City Council to be the body to approve all policy decisions on the behalf of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PRAIRIE GROVE, ARKANSAS:

That the City Council hereby approves the police department policy and procedures manual as it exists this 15th day of March 2021.

PASSED AND APPROVED on this 22nd day of February 2021.

APPROVED:



Charles (Sonny) Hudson, Mayor

ATTEST:



Christine Kelly, Clerk

Prairie Grove Police Department Job Description – Animal Control

This position provides animal control resources and support for the Prairie Grove Police Department and the community of Prairie Grove.

1. Respond to animal calls and complaints from the City of Prairie Grove and the public.
2. Capture and secure stray dogs and cats.
3. Utilize live traps for certain nuisance animals.
4. Clean and maintain the city's animal kennel.
5. Provide food, water, and general care for captured animals.
6. Oversee adoption/re-homing programs and the reunification of lost pets to their owners.
7. Assist in scheduling for additional part-time kennel caretakers and volunteers.
8. Assist police in the investigation of animal cruelty and general animal law violations.
9. Conduct community programs on dogs and cats.
10. Work with local veterinarian offices for programs and services.
11. Complete all paperwork according to prescribed procedures.
12. Be on-call for emergency call outs.
13. Attend training classes to obtain animal control certifications.
14. Euthanize sick or undesirable dogs/cats and ensure of proper disposal if needed.
15. Perform other work as required to carry out the overall animal control duties of the city.
16. Assist the Chief of Police, Captain, and Sergeant in ensuring that the animal control vehicle and equipment are properly serviced and maintained.
17. Pick-up and properly discard of deceased animals on City streets and highways as needed.

Minimum Requirements:

1. High School graduate or equivalent.
2. Ability to comprehend written material and write complete reports.
3. Ability and willingness to be on call twenty-four (24) hours a day.
4. Ability to operate standard office equipment and prepare records.
5. Must pass interview and background check.