



Animal Protection Officer

Salary: EDO and Full Benefits per Collective Bargaining Agreement
Type: Permanent Full Time
Reports to: Supervisor of Field Operations
Closing Date: Resumes are accepted on an on-going basis

Essential Duties and Job Purpose

Animal Protection Officers function as the field enforcement arm of the Regina Humane Society. The successful candidate, having met the prescribed criteria and demonstrating that he or she is suitable as outlined in the Saskatchewan Animal Protection Act, will become a badged Animal Protection Officer. They will also serve as emissaries to further the goals and philosophies of the Regina Humane Society in the community.

Essential Qualifications:

To be considered for this position you must:

- Have excellent people skills
- Be able to deal diplomatically with temperamental clients
- Handle heavy workload with quick response time
- Have exceptional verbal and written communication skills
- Handle high-stress situations
- Be able to handle cats and dogs regardless of size
- Be comfortable to enter any neighbourhood in Regina at night to handle emergencies
- Typing speed of 40 words per minute
- Demonstrate a proficiency using Microsoft Office

Duties and Responsibilities:

1. City Bylaws
 - Pick up, detain and deliver to the shelter animals running at large as directed by the Director of Field Operations
 - Pick up, detain and deliver to the shelter animals being surrendered as directed by the Director of Field Operations
 - Implement the Cat Control Bylaw by loaning humane cat traps to members of the public and picking up nuisance cats for impoundment
 - Restrain and impound or quarantine dangerous dogs as directed by the Director of Field Operations
 - Patrol city streets looking for dogs at large and potential problem situations to be reported the Director of Field Operations
 - Sell Regina City dog licenses and fill out appropriate forms
 - Enforce City Bylaws as directed by the Director of Field Operations
2. Investigations
 - Investigate complaints concerning animals that may be neglected or abused
 - Ensure that the Animal Protection Act is adhered to
 - Compile information and evidence necessary to pursue criminal charges

- Write reports on all complaints and investigations
 - Prepare, obtain and administer search warrants in cases where animals are in distress
 - Appear as a court witness when required
 - Work with other law enforcement agencies including the Regina Police Service, the Royal Canadian Mounted Police and the Saskatchewan SPCA
3. Inspections
- Inspect pet stores, boarding kennels and other facilities to ensure that standard animal care is maintained
 - Inspect animal events including rodeos, circuses, chuck wagon and chariot races, etc. within the jurisdiction of the Regina Humane Society
 - Write inspection reports
4. Education
- Educate the public at every opportunity regarding the law, the well-being of animals and the ethic of animal welfare
 - Specific assignment as required by the Director of Field Operations
5. Night Duties
- Carry a pager and respond to night-time and holiday emergency calls
 - Keep accurate records of night activities; pass along ongoing investigation updates and potential problems that may come up during daylight hours
 - Emergency euthanasia
 - Maintain a good working relationship with staff members, local veterinarians and members of the public
 - Perform other duties as requested
6. Administration
- Receive and document incoming complaints for Bylaws and investigations
 - Answer all questions and educate caller on Bylaws, Animal Protection Act and make appropriate referrals to outside agencies
 - Dispatch incoming calls to the Animal Protection Officers in the field which include investigations, animal pick-ups and Bylaw enforcement
 - Clear and record all messages on overnight message system
 - Record all incoming animals and confirm number with the front office
 - Maintain the computer data base of all investigation complaints, licensed animals and Bylaw files
 - Release pound animals to their owner and record all fines and fees
 - Oversee the loan of cat traps to members of the public to trap nuisance cats and ensure that the rules regarding cat traps are adhered to
 - File completed Bylaw and investigation documentation on a daily basis
7. General
- Ensure the cleanliness and good working order of all vehicles and equipment
 - Other duties as required by the Director of Field Operations or Management

Apply in confidence to:
Steve Battistolo, CHRP
Director of Operations
Regina Humane Society
Box 3143, Regina, SK S4P 3G7

email: sbattistolo@reginahumane.ca

We thank everyone for their interest, however,
only those candidates selected for an interview will be contacted.