

## Schedule of Training

### **February 4-6, 2019**

Comprehensive Animal Management Certification  
8:00 AM – 5:00 PM

*Upon successful completion of this program, participants are awarded a certificate of Comprehensive Animal Management Certification. Successful completion shall include a minimum passing score of 80% on the written examination and mandatory attendance during all training.*

### **February 7, 2019**

Illegal Animal Fighting  
8:00 AM – 5:00 PM

### **February 8, 2019**

Investigative Techniques for Cruelty and Neglect Complaints  
8:00 AM – 5:00 PM

Each Day: 12:00 – 1:00 PM  
Lunch — on your own

**ACTS**  
Animal Control Training Services

The ACTS Training Course costs just \$550 for the complete 5-day course (single day registration fees are listed on the next page). You may pay for this training program either with an Agency Check, Personal Check, Purchase Order or Credit Card. To obtain a registration form for this course, please visit [www.aco-acts.com](http://www.aco-acts.com). Questions? Contact ACTS at 913-515-0080 or via email at [info@aco-acts.com](mailto:info@aco-acts.com). Upon registration, you will receive a confirmation letter via e-mail.

Class location: Montgomery County Animal Resource Center, 6790 Webster Street, Dayton, Ohio 45414. Need directions? Please call 937-898-4457.

**ACTS**  
Animal Control Training Services

Animal Control Training Services  
16608 W. 144 Terrace  
Olathe, Kansas 66062

Phone: 913-515-0080  
Website: [www.aco-acts.com](http://www.aco-acts.com)  
E-mail: [info@aco-acts.com](mailto:info@aco-acts.com)



**MONTGOMERY**  
C O U N T Y

**ANIMAL RESOURCE CENTER**

**Training Course for  
Animal Control  
Professionals**

**February 4-8, 2019**

**Dayton, Ohio**

**ACTS**  
Animal Control Training Services

**Comprehensive Animal Management Certification**  
**February 4-6, 2019 - \$375.00 for the 3-day course**

**Advanced Case Supervision** - Handling complex cases as a supervisor is a different world. This segment focuses on the myriad of cases that require oversight and direction. How to handle a case as a manager, not a line officer.

**Basic Budget Planning** - Money management, basic purchasing tips and how to submit requests are covered.

**Disciplinary Investigations** - Basic steps for violations of workplace rules and regulations are covered including how to conduct interviews, document findings and write-up counseling statements, reprimands, personal improvement plans and disciplinary findings from a generic standpoint.

**Equipment, Vehicles and Operational Needs** - Recommendations for basic equipment, vehicles and supplies are provided along with information on how to maintain that on a daily basis. "How to" fix animal control equipment and where to get supplies are also covered.

**Evaluating Staff** - How to create & maintain performance standards along with how to document monthly, yearly and probationary periods. Phraseology, techniques and tips for completing these tasks and related paperwork.

**Interviewing and Selection** - How to find the best choices for the job. Skills in reviewing applications, posting jobs and creating interview questions are covered.

**Managing Generational Employees** - This segment covers the types of generational employees in the workplace and how best to manage them to get high performance.

**Meetings: Individual, Specific Groups, Entire Staff** - How to schedule meetings and set agendas is offered in this segment. Managing attendance, determining needs and outcomes for effective meetings.

**Policy and Procedures: Review and Development** - How to create, review, implement and update policies and procedures are discussed with examples & sample materials to build on provided.

**Pushing Paperwork: Reports, Memos & Correspondence** - How to compose and handle routine as well as complex correspondence is reviewed. Letter, e-mail, telephone, or text? Picking the best means is half the battle. Public records & records retention schedules are mentioned in addition.

**Supervising Daily Operations** - Scheduling, handling leave requests, motivating & directing employees are part of everyday operations.

**Training and Staff Development** - Training needs assessments and evaluating skills are covered here. How to arrange in-house, contractor and related training is reviewed.

**Transition from Staff to Supervisor** - This segment shares information on how to move from staff to supervisor. Information on confidentiality, challenges and changes that come with moving up in the chain of command.

**Workplace Harassment and Violence** - This section covers the generic subjects and highlights practices to avoid as well as how to mitigate instances in the work environment.

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**Illegal Animal Fighting**

**February 7, 2019 - \$125.00 for the 1-day course**

The illegal animal fighting workshop addresses both dog fighting and cockfighting activity. The course covers officer safety considerations, the history of animal fighting, applicable state and federal laws, search warrants and warrantless entries, investigation techniques, evidence collection and impoundment of animals, agency and task force coordination for successful case prosecution.

**Investigative Techniques for Cruelty/Neglect Complaints**

**February 8, 2019 - \$125.00 for the 1-day course**

Students in this course will learn techniques to improve ability to investigate and prepare cases regarding cruelty and neglect situations encountered in the field. Students will learn how to determine a valid complaint, determining how situation fits elements of the law, how to identify a potential crime scene, how to secure it to avoid contamination, Tufts Animal Care and Condition (TACC)/Purina Assessment Scaling, identifying exigent circumstances, importance of narrative reports, veterinary examinations, scene documentation, and preparing case files and suggested possible charges for the prosecutor. Students will also learn how to differentiate between a situation that is correctable with education and when situations require enforcement action. Students will learn via lecture, classroom discussion and exercises.