

## About the Program

The Basic Animal Control Officer Certification program is designed to prepare entry-level individuals with the rudimentary skills needed to become an Animal Control Officer.

The course is comprised of 8 separate blocks of instruction to include: State Laws, County Ordinances and City Codes; Tactical/Interpersonal Communication; Officer Safety and Self Defense; Basic Animal Control Officer Investigations; Evidence Law and Collection; Courtroom Testimony and Report Writing; Safe Handling of Aggressive and Dangerous Dogs; and Safe Animal Handling/Capture and Restraint Equipment.

The program has been carefully researched and offers the most current animal control-related information available. Upon successful completion of the program, participants are awarded a certificate of Basic Animal Control Officer Certification. Successful completion shall include a minimum passing score of 80% on the written examination and mandatory attendance during all training.

The ACTS Basic Animal Control Officer Certification Course costs just \$550 per student for the complete course. 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: Pine Plains Library & Community Center, 7775 S. Main Street, Pine Plains, New York 12567. Need directions? Please call 518-398-7172.



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## Basic Animal Control Officer Certification

April 9-13, 2018

Pine Plains,  
New York



### **Day 1**

**State Laws, County Ordinances and City Codes** – This training provides the foundation for successful animal control programs. The course is designed to establish a working knowledge and understanding of the specific laws relating to animal control and field services. ACO's will be better prepared to interpret, apply and enforce the provisions of their department. The topics include, animal control laws, crimes against animals, public nuisances, citation and arrest authority, crime classification and punishment, investigation procedures and techniques, and prohibited conduct. The course will help clarify and define the role and authority of an Animal Control Officer.

### **Day 2**

**Tactical/Interpersonal Communication** – The ability to communicate effectively is vital for the ACO. Professional presence and verbal skills are the first two elements presented when communicating with the public. The tactical communications course is specifically designed for the work of an ACO when dealing with stressful and emotional situations. The training provides a structured dialogue that can be used toward conflict resolution, enforcement and education, diffusing hostile situations and achieving a positive outcome. The course focuses on a win-win dynamic resulting in professional service, positive public relations, reducing liability and enhancing safety.

### **Day 3**

**Officer Safety and Self-Defense** – Whether you work in an urban or rural setting, or both, Animal Control Officers are exposed to situations that can be potentially dangerous concerning officer safety. ACO's typically work alone and are assigned to varying shifts and stand-by. Requests for back-up from fellow officers or other law enforcement agencies can often be delayed or not immediately available, placing the ACO at greater risk. The course is designed to promote officer safety through danger recognition and prevention techniques. The classroom portion covers the areas of situational awareness, contact considerations, threat assessment, use of force options and legal concepts. The hands-on practical portion covers control and defense tactics, use of personal body weapons, position of interview and self-defense, footwork and physical body dynamics. Both sections provide real-life scenarios and field service application!

### **Day 4**

**Basic Animal Control Officer Investigations** – This course will detail the role of the Animal Control Officer in performing investigations and to identify the common types of investigations and variations between them. Participants will become familiar with scene assessment and the common tools and resources used in investigation procedures and case development. Complaint procedures, interview techniques and the types of forms and reports used for documentation will also be explained.

### **Day 4 (continued)**

**Evidence Law and Collection** – Animal Control Officers must know the criteria for lawfully obtaining, preserving and admitting evidence to ensure evidence is identified, collected and presented in a legal manner that will be accepted in court. This block of instruction focuses on identifying the lawful process and rules governing the admission and exclusion of evidence as it relates to Animal Control criminal trials. The course will cover in detail the definition and rules of evidence, admissible types of evidence, purpose and relevancy of evidence, constitutional rights and search and seizure considerations. ACO's will also learn the basic methods and equipment that are used in the field to collect and preserve Animal Control-related evidence.

**Courtroom Testimony and Report Writing** – When should court preparation start? What should be done on the day of court? This block of instruction will focus on courtroom preparation and testimony from the initial call until the court date, to include: When/Why you should seek out your prosecutor before court; Important things that should be done during your testimony; Recognizing defense tactics and how to avoid them; and courtroom professionalism and dress standards/appearance. This course also includes instruction on how to write fact-based, unbiased, clear, grammatical reports as a record of the event and a tool for prosecution.

### **Day 5**

**Safe Handling of Aggressive and Dangerous Dogs** – Potentially dangerous and vicious dogs have become a serious and widespread threat to the safety and welfare of citizens and to domestic animals as well. Many of these attacks by dogs have resulted in persons being seriously injured and in some cases causing human fatalities. When responding to in-progress calls or conducting follow up investigations of dangerous and vicious dog activity, proper training and education is paramount for the Animal Control Officer. ACTS has developed a course specifically for ACO's relating to the safe response, handling and capture of dangerous and vicious dogs. Participants will gain a working knowledge of dog breed history and aggression, stimulus response/critical distance, behavior drives/instincts, dog characteristics/body language, safety equipment/handling considerations.

**Safe Animal Handling/Capture & Restraint Equipment** – Every day is a different day for an ACO. One of the most unique aspects of the ACO position is that of working with the wide variety of animal species and situations. Safe animal capture and handling is extremely important in order to protect the safety of the officer, the public and the animal. This block of instruction covers the skills and equipment that are necessary when dealing with domestic animals, wildlife, exotics and livestock. This practical course focuses on the animal species commonly handled by ACO's, injury prevention, dangers and risks, capture and restraint methods, equipment, safe loading and transportation.