



Title: Animal Protection Officer II

Position Summary: The Animal Protection Officer II (Humane Police Officer) is responsible for conducting animal cruelty and neglect investigations, enforcing applicable Pennsylvania animal welfare laws, protecting animals from abuse and neglect, and promoting responsible animal ownership throughout the community. This position works collaboratively with law enforcement agencies, veterinary professionals, courts, municipalities, and community members to ensure animal welfare and public safety. The Humane Officer conducts investigations, gathers and preserves evidence, prepares legal documentation, and may testify in court proceedings when necessary. The position also supports ARL's mission through education, advocacy, and humane intervention while maintaining the highest standards of professionalism, compassion, and integrity.

Supervisor: Shelter Manager

ARL Culture:

Working at the ARL requires a positive attitude and high emotional intelligence. We have an inclusive, mission-driven, people-first culture of compassion in adherence with our organizational values (www.berksarl.org/values) and the animal-sheltering industry's human-animal support services model (www.humananimalsupportservices.org). Advocacy of the ARL and animal welfare as it relates to animal sheltering is central to organizational goals and community/stakeholder conversations.

Staff members at all levels are expected to be ARL mission ambassadors. This person will be devoted to assisting the organization accomplish the necessary philanthropic duties that will assist in raising funds and spreading positive awareness of the organization to the community. These duties include, but are not limited to:

- Providing needed information for stories and promotions.
- Ensuring the needs of the animals and public are met whenever possible.
- Assisting with events or fundraising as needed.

Examples of Duties and Responsibilities:

Humane Law Enforcement & Investigations

- Receive, investigate, and document reports of alleged animal cruelty, neglect, abandonment, and animal fighting violations.
- Conduct humane investigations in accordance with Pennsylvania animal cruelty statutes and applicable local ordinances.

- Conduct investigations by interviewing involved parties, collecting and preserving evidence, maintaining confidential records, and preparing case files for legal review and prosecution.
- Issue warnings, notices of violation, citations, and criminal complaints as authorized by Pennsylvania law and ARL policies.
- Execute search warrants and assist with animal seizures when legally authorized and appropriate.
- Work collaboratively with local, county, and state law enforcement agencies during investigations involving animal cruelty, neglect, public safety concerns, or large-scale animal incidents.
- Participate in court proceedings, including testimony related to investigations and animal cruelty prosecutions.

Community Education & Compliance

- Educate community members regarding animal welfare laws, responsible pet ownership, and compliance requirements while serving as a resource for municipalities, law enforcement agencies, and the public.

Animal Welfare Assessment

- Assess animal welfare conditions, including housing, health, behavior, husbandry, and veterinary care, and coordinate veterinary evaluations when necessary.

Additional Duties

- Assist with planned response efforts involving animal cruelty investigations, hoarding situations, neglect cases, disaster response, and large-scale animal seizures as assigned.
- Participate in agency emergency preparedness activities and mutual aid responses when requested.
- Excellent time-management and prioritizing for responding to assignments for animal and humane calls within the contracted municipalities
- Assisting Local and State Police, County Sheriffs and Constables and other agencies with animal related matters
- Handling various species of animals using low stress handling techniques, including companion animals, agricultural animals, exotic pets, and occasional native wildlife.
- Ensuring that animals are provided with a comfortable, safe transport from the field back to the shelter, or to the field, for release
- Follow all policies, procedures and laws including, but not limited to humane animal care, professional customer service, disease control
- Work cooperatively with all the ARL departments on effective daily operation of the shelter
- Other responsibilities as assigned by the Animal Protection Officer Lead or Shelter Manager

Skills and Requirements:

- High school diploma or its educational equivalent

- Valid and current PA State Driver's License in good standing
- Pennsylvania Humane Society Police Officer (HSPO) certification required or ability to successfully obtain certification within a designated timeframe established by ARL.
- Demonstrated knowledge of Pennsylvania animal cruelty statutes, dog law, evidence handling, investigative techniques, and courtroom procedures preferred.
- Experience conducting investigations, preparing reports, and presenting testimony in legal proceedings preferred.
- Comfortable with public speaking
- Ability to represent the ARL in a professional manner in court related cases
- Criminal Background free of Animal Cruelty related offenses, Felonies and high misdemeanors
- Animal Welfare experience mandatory with a proven record of dedicated care in the field of humane work
- Able to operate large vehicles
- Strong written and verbal communication, customer service, organizational, and conflict-resolution skills with the ability to work effectively in high-stress environments and handle animals safely and humanely.
- Basic familiarity with computers, MS Word and MS Outlook
- Highly motivated and creative with experience and a passion for connecting with current and future clients
- Knowledge of animal behavior modification, evaluation and enrichment practices
- Compassion for animals and human beings, commitment to ARL's mission, culture and goals
- Able to work well under pressure, in emotionally charged situations and handle confrontation politely and professionally while finding a solution
- Ability to positively interact with colleagues, coworkers, and community members from widely varied backgrounds with integrity and honesty throughout all facets of the position, maintaining confidentiality at all times
- Possibility of being deployed out of state for natural/manmade disasters

Work Environment:

- Exposure to odors and airborne particles including animal fur and toxic chemicals
- High levels of noise
- Can be fast-paced and stressful, working with emotional clients
- Matters with criminal, violent and dangerous elements
- Flexible work hours will be required (including holidays, weekends, and overtime)
- Physical requirements include being able to withstand prolonged periods of sitting or standing; lifting or moving up to 50 pounds

Overtime: This position is eligible for overtime.

Full-time hourly pay, based on experience. Education opportunities, plus benefits, including medical, prescription, vision and dental insurance, paid time off, and IRA plan. Will require nighttime, weekend and holiday work.

Note: This job description is not intended to be all-inclusive. Employees may be required to perform other related duties to meet the on-going needs of the organization.

Animal Rescue League is committed to being an Equal Opportunity Employer, and does not discriminate because of race, color, creed, gender, religion, national origin, disability, age, pregnancy, genetic predisposition or carrier status, marital status, citizenship status, or sexual orientation. Accommodations will be provided to qualified individuals requiring them. EOE/M/F/D/V/SO.

I acknowledge that I have read and understood the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Signature

Date

Director of Human Resources Signature

Date