

**POUND INSPECTOR**  
Saanich Police Department

**DEFINITION**

Reporting to the Sergeant of the Administration Division, the employee in this position is responsible for investigating, reporting, resolving violations and the collection of fees for municipal bylaws, including, but not limited to: the Animals Bylaw and the Noise Suppression Bylaw. Considerable independent field work is carried out involving investigations of complaints pertaining to Municipal Bylaw infractions, Criminal Code offences, Prevention of Cruelty to Animals Act, Wildlife Act, Fisheries Act, Farm Practices Act, Migratory Bird Act, and payment and collection of licencing fees. An employee of this class must exercise a high degree of tact and diplomacy in dealing with the public and other agencies. Work is performed in conformance with established policy or applicable bylaws and over-all results are reviewed by a supervisor.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES:**

- Investigates and researches complaints, resolves disputes and enforces bylaws.
- Prepares and submits documentation necessary to begin prosecutions for cases involving the Civil Court, Provincial Court, and Supreme Court
- Maintains established work standards of quality and quantity.
- Prepares Search Warrants for the seizing of Dangerous Dogs prior to obtaining a Court ordered Destruction of an animal.
- Handles correspondence, enquiries and complaints regarding bylaws and other regulations.
- Attempts to gain voluntary compliance in adhering to municipal bylaws and regulations.
- Provides advice and assistance to municipal departments regarding Animal bylaw enforcement and animal behaviour.
- Determines and implements appropriate enforcement procedures using established guidelines.
- Prepares reports, maintains records, letters, court documents and other memoranda using word processing software and database applications.
- Appears in Court as a Crown witness as required.
- Investigates and gathers evidence for presentation in court, including entering buildings and property.
- Responds to public safety concerns involving dangerous wildlife (bear and cougar sightings) and assists Ministry of Environment Conservation officers with relocating these animals.
- Collects, processes, and returns found/stolen property.
- Attend regularly at the Hazardous Waste designated area at Hartland Landfill to dispose of deceased animals.
- Performs inspections of private property to ensure bylaw compliance.
- Remains current on enforcement procedures used in other jurisdictions, recommending improvements in procedures and related research.
- Returns dead animals to their owners.
- Performs inspections and collection of licence fees for dog licences, Dangerous Dog licences, Aggressive Dog licences, and Kennel licences.
- Issues Municipal Bylaw Tickets.
- Maintains records and accounts for the Pound.
- Contains and transports domestic animals, livestock, and livestock to appropriate

- pound facility, Wildlife Center, or Veterinarian office or designated area.
- Provides assistance to the Department of Fisheries and Oceans with marine mammal issues, such as beached seals, molting seals, and removal of live and deceased marine mammals.
- Frequent use of a firearm to dispatch an injured animal.
- Enters Bio Hazard situations to rescue live or remove deceased animals.
- Facilitates presentations on personal safety and animal behaviour to the public, business organizations, as well as internal sections within the municipality.
- Liaise with media and give on-camera interviews, as required.
- Maintains statistical records for dog attacks, wildlife/human interactions, bear/cougar sightings and produce written reports.
- Provides assistance to Police members when executing Search Warrants, ERT call-outs, traffic control at motor vehicle accidents, etc., as required.
- May be required to work a flexible schedule to suit the requirements of the job.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES ON THE JOB:

- Maintain established work standards and quality and quantity.
- Investigate and research complaints, resolve disputes and enforce bylaws with tact, impartiality, firmness and sound judgment in a timely manner.
- Ability to deal successfully with the general public and internal clients and establish and maintain effective working relationships with all.
- Ability to explain bylaws to the public and provide guidance and assistance to people who may have difficulty understanding them.
- Maintain objectivity in researching, investigating and handling disputes concerning bylaw infractions and other related offences.
- Mediate between members of the public to resolve complaints.
- Provides emotional assistance and empathy to members of the public when giving notification of the passing of their animals, both in person and on the phone.
- Ability to deal with people in stressful and confrontational situations.
- Ability to prioritize complaints.
- Knowledge of police related computer systems, including but not limited to: PRIME, PIRS, CAD/RMS, CPIC.
- Knowledge of commonly used software, such as: Microsoft Office
- Basic knowledge of computer programs used by the municipality, such as: GIS and Tempest.
- Ability to use a Mobile Data Terminal (MDT's).
- Ability in using a two way radio including the standard 10 code used in a police environment.
- Working knowledge of municipal bylaws (Animal, Noise Suppression and Zoning), Community Charter, Provincial Acts (Wildlife Act, Prevention of Cruelty to Animals Act, Farm Practices Act) and Federal Statutes (Migratory Bird, Fisheries Act) as well as the Criminal Code of Canada.
- Working knowledge of court procedures and legal terminology.
- Working knowledge of the geography of the municipality.
- Skill and ability in the handling of wildlife, livestock and domestic animals that may be alive, injured, dead, aggressive or dangerous
- Ability to use a firearm.
- Skill in the operation and care of a pound vehicle.
- Humane treatment of all animals.
- Ability to supervise.
- Ability to prepare and submit clear and concise reports, orally or in writing.

- Demonstrates Saanich Core Competencies as they relate to this position (see all behaviour statements)
  - Adaptability - willingness to be flexible in a changing work environment.
  - Relationship Building - establishes and maintains respectful and cooperative working relationships.
  - Effective Communications - communicates effectively with others.
  - Problem Solving - recognizes and acts to resolve problems.
  - Customer Focus - provides excellent service to both internal and external customers.

REQUIREMENTS:

- Completion of Grade 12, supplemented by post-secondary courses in a related field such as the B.C. Justice Institute Bylaw Enforcement and Investigative Program Level 1, or an equivalent combination of training and experience.
- Minimum of 6 months related experience, including experience with bylaw and court procedures.
- Take and adhere to Oath of Allegiance and Oath of Office as provided in the Police Act of B.C.
- Ability to obtain completion of the Canadian Firearms Safety Course or valid firearms licence.
- Yearly qualification with a firearm and use of capstun/ASP.
- Acceptable under requirements for appointment to Special Municipal Constable.
- Possession of a current and valid B.C. Class 5 driver's licence.
- Sufficient health, physical conditioning, strength, stamina and coordination to permit performance of work in all types of weather and circumstances.
- Typing speed of 40 wpm.
- Must pass/maintain the required Enhanced Reliability Security Clearance, including successful completion of the polygraph exam.

STANDARDS:

- Support and uphold the established policies and objectives of the Municipality and the Department in all areas of activity.
- Will not release or discuss non-routine municipal or departmental business without prior authorization.
- Adhere to all established municipal and departmental rules and regulations.
- Maintain the performance levels set by the Department in the execution of all duties and responsibilities.
- Maintain a cooperative working relationship with employees, management, Council and the public.
- Maintain regular communication with the supervisors, keeping them fully informed of all non-routine, urgent and/or controversial matters.
- Shall not receive or solicit a subscription, gratuity, or fee for or in conjunction with any service or presumed service performed by him/her as an employee.