



The Advocate for Animals
SINCE 1867

JOB DESCRIPTION

Forensic Case Coordinator of Animal Law Enforcement

SUMMARY: The Forensic Case Coordinator for Animal Law Enforcement is responsible to support the Animal Law Enforcement Activities of the PSPCA through ensuring the collection of evidence and proper process of evidence within the department as well as providing support to the HSPOs, veterinary team and attorney with regards to removing evidence, processing the evidence, verifying photographs, examinations and testing have been completed as required to support a case while assisting with cost of care petitions, court cases and coordinating communications between the department and other shelter departments, dog law, animal control, local police departments and local district attorneys' offices. The case Coordinator will also provide field support to the officers and the veterinary staff when needed.

PRINCIPAL DUTIES

- Performing data entry and query of animal cruelty/ criminal history.
- Ensuring that all animals brought in through the Animal Law Enforcement Team receive a veterinarian's forensic evaluation within 48 hours.
- Assist when needed with live animal exams, forensic photographs for LE animals at the shelter, collecting evidence as needed and required for complete court documentation
- Responding to animal/ investigation related complaints and collecting necessary information on validity of complaints, location, nature of incident and status of investigation.
- Communicating with officers via cellular phones and relaying complaint information to officers; providing the necessary information including nature and location of complaint, owner information, and any history of complaints.
- Relaying case information from investigations to animal control officers, dog wardens, police and other agencies; including notifying police agencies of accidents, contacting veterinarians to treat injured animals picked up by humane officers, or contacting other humane officers, animal control officers or police officers for back-up assistance.
- Maintaining computer records and files of all complaints and following up as needed with complainants.
- Documenting when needed complaints in computer, completing computer complaint information as completely as possible while maintaining confidentiality of records at all times.
- Transporting bodies for necropsy to Cornell University or other pathologist/ veterinarian weekly in accordance with organizational needs.
- Maintain the morgue/ body storage space in an organized manner disposing of bodies when necropsy is not needed or evidentiary value of the remains has ended.
- Using the computer to create new forms and documents for office, officer and dispatcher use.
- Working effectively as part of a team on cross-functional programs, projects, and activities.



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- Assisting the Director of Litigation with his or her work as needed as well as other tasks as assigned through department.
- Responsible for ordering supplies and equipment for department as approved by department director.
- Assisting officers and/or the Director of Litigation with court file binders and evidentiary presentations for court
- Treating all animals humanely, properly, and with compassion at all times, regardless of the situation or circumstance, and promoting a humane and caring attitude toward all animals.
- Insuring all animals brought in through the department are processed in a timely manner, coordinating through adoptions an animal's availability either for court case fostering or adoption and dependent upon condition providing approvals for surgery and/or euthanasia in compliance with all laws pertaining to criminal proceedings while protecting a suspect's civil rights regarding property until a case is fully adjudicated.
- Work with the Foster/ Rescue Coordinator to approve court case foster families
- Due to the nature of law enforcement work, this position requires night and weekend availability sometimes with limited notice available.

EDUCATIONAL REQUIREMENTS

Minimum of a bachelor's degree in either criminal justice or animal related or 4 years of experience in a law or animal related field.

EXPERIENCE, ABILITIES AND QUALITIES REQUIRED

- Strong interpersonal skills. The ideal person for this job would be personable, patient, and professional.
- Respect for animals, concern for their welfare, and ability to accommodate animals in the work place.
- Strong written and verbal skills, including the ability to communicate skillfully and effectively with a culturally diverse staff, volunteers and community in a professional, pleasant, respectful, courteous and tactful manner at all times.
- Maturity, good judgment and a professional personal appearance.
- Strong problem-solving skills – focusing on finding solutions to problems and challenges while remaining calm in stressful situations.
- Strong organizational and computer skills with specific functional expertise in Word, Excel and Powerpoint
- The ability to ask appropriate questions to gather information while showing sympathy/empathy for others.
- Flexibility, ability to manage multiple tasks.
- Ability and initiative, work with minimal supervision and direction.
- Knowledge of animal behavior and basic handling skills.
- Must understand veterinarian medical terminology and have the ability to translate medical terminology to terms that the average individual can understand.
- Knowledge of PA Anti-Cruelty laws, PA dog law and criminal procedure as it pertains to the enforcement of the Anti Cruelty Statutes
- Ability to maintain strict confidentiality of all case matters both within the PSPCA and with outside interested parties



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- Comfort and ability in working with animals of unknown disposition and those who may exhibit medical and other problems, as well as aggressive tendencies.
- Ability to accommodate varied work assignments and schedules. Ability to provide leadership and direction to employees, volunteers and community members.
- Ability to lift and move objects and animals weighing up to 50 pounds for short distances and to humanely restrain an animal when necessary.
- Must have a valid driver's license and ability to drive animal transport vehicles including but not limited to full sized vans, box trucks and Sprinter type vehicles.
- Must have a sincere interest in the work, programs and mission of the Pennsylvania SPCA

IMMEDIATE SUPERVISOR Director of Litigation

HOURS FLSA STATUS: NON EXEMPT POSITION Minimum of 8 hours per day, 40 hours per week. Daily hours and days of the week may vary according to the needs of the department schedule. Includes weekends, night, holiday and on-call work.

INTRODUCTORY ASSESSMENT PERIOD The introductory assessment period runs from the date of hire for three months thereafter. For employment in any position with the Pennsylvania SPCA, this introductory assessment period is the period during which the specifics of the job are learned. During this period, either the employee or the Pennsylvania SPCA may end the employment relationship without notice or prejudice.

EMPLOYMENT There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of Pennsylvania SPCA that even exempt positions are governed by the needs of the agency, which means that employment is for no specified term and either the Pennsylvania SPCA or the employee, may terminate that employment at any time. The Chief Executive Officer has final authority over these decisions and determinations.