



CITY OF LOS ANGELES
DEPARTMENT OF ANIMAL SERVICES

RESERVE ANIMAL CONTROL OFFICER (RACO) PROGRAM

The City of Los Angeles, Department of Animal Services is currently seeking volunteers for our Reserve Animal Control Officer (RACO) Program. This is an exciting opportunity that will provide participants with the chance to serve alongside regular Animal Control Officers in enforcing State and City ordinances related to the care, treatment and licensing of animals.

DUTIES

A volunteer RACO impounds stray, sick, vicious and unwanted animals; conducts humane investigations, conducts permit investigations, issues citations, and makes arrests; and keeps records and prepares reports which may be used as legal evidence. RACOs may be required to humanely euthanize animals in the field using a firearm or other humane methods. RACOs may also be called upon to serve at night.

PRIOR TO APPOINTMENT

Candidates must complete 54 hours of (paid or volunteer) service performing animal care, and maintenance or control of domestic or wild animals before submitting RACO applications. RACO volunteer service must be completed at the rate of not less than 18 hours per month in a Department of Animal Services shelter.

Volunteer Application: http://www.laanimalservices.com/pdf/volunteer/volunteer_application.pdf

REQUIREMENTS

1. Completion of pre-volunteer service at a Department of Animal Services shelter.
2. High school graduation or equivalent.
3. A valid California driver's license. Applicants must have a driving record free of accidents and/or moving violations within the last year. Individuals who have three or more moving violations or at-fault accidents, or any combination of moving violations or at-fault accidents totaling three or more within the last five years are not eligible for participation in this program.
4. Applicants must be at least 21 years of age at the time of appointment.
5. Current Department of Animal Services employees will only be permitted to perform RACO duties for a different shelter than their assigned work location. No exceptions.
6. Moreover, Animal Services employees volunteering as RACOs are not entitled to overtime for RACO duties. No exceptions.

HOW TO APPLY

Interested individuals should complete and submit a regular City application and the attached Reserve Animal Control Officer Supplemental Questionnaire to:

Personnel Department
Liaison Services Group 1
200 North Spring Street, Room 1805
Los Angeles, CA 90012
Attn: Eileen Reed

OR

animalservices.career@lacity.org
Subject: RACO Program

City job application: <http://per.lacity.org/application.pdf>

SELECTION PROCESS

The selection process will consist of three parts: 1) an oral interview, 2) a writing exercise, and 3) a qualifying (pass/fail) Physical Assessment Test (PAT). In the interview and written exercise, applicants may be assessed for written communication skills; reading comprehension; knowledge of animal care, feeding, and handling; the ability to deal tactfully and effectively with the public and others; arithmetic; the ability to read street maps; the ability to follow instructions; and other necessary knowledge and abilities.

The PAT consists of four parts: one to measure flexibility, one to measure upper body strength, one to measure lower body strength and one to measure gross body coordination. Only those applicants that pass the interview and writing exercise may take the PAT.

RACO VOLUNTEER APPOINTMENT IS SUBJECT TO:

1. Passing the PAT.
2. Passing a thorough and comprehensive medical and psychological examination, including a personality inventory evaluation, administered by the Personnel Department.
3. Passing a thorough and comprehensive Peace Officer status background investigation conducted by the Personnel Department (AS 2194).
4. Completion of a six-month (a minimum of 280 hours) training program encompassing all fields of animal control and activity.

Notes:

1. RACOs must be able to perform duties that frequently include lifting up to 70 pounds and occasionally up to 100.
2. Current City employees will be subject to the same background investigation as other candidates for RACO. **Any unfavorable information obtained from the current background investigation could adversely impact current City employment.**

CONDITIONS FOR CONTINUED VOLUNTEER RACO PARTICIPATION

1. After completing the six-month training program, RACOs must provide eighteen hours of volunteer service each calendar month to qualify for continued participation in this program (Administrative Code Section 22.10.1). A one-year commitment to this program is highly desired.
2. RACOs must maintain a valid California driver's license.
3. RACOs must successfully complete PC 832 modules I, II, and III as a part of their required training.
4. On a semi-annual basis, RACOs must successfully qualify with all approved department firearms at the firing range.

The City of Los Angeles is an Equal Employment Opportunity Employer



**RESERVE ANIMAL CONTROL OFFICER (RACO) VOLUNTEER
SUPPLEMENTAL QUESTIONNAIRE**

This supplemental Questionnaire is designed to help you understand the nature of work you would be performing as a volunteer Reserve Animal Control Officer (RACO). Many aspects of the work are unpleasant and present RACOs with physically and emotionally challenging activities. Writing your initials following each statement below is an acknowledgement of your understanding of the given working conditions. If you cannot work with the given conditions, you may wish to reconsider applying for this type of volunteer opportunity.

1. I understand that a RACO is required to successfully complete P.C. 832 modules I, II, and III as a part of the required training, and on a semi-annual basis a RACO is required to successfully qualify with all approved Department firearms at the firing range.
Initial _____
2. I understand that this position may require me to deal frequently with people who are upset, angry, and/or hostile.
Initial _____
3. I understand that I may be required to work outdoors in extreme weather conditions.
Initial _____
4. I understand that I may be required to pick up or capture animals that may be sick, injured, or vicious and/or may weigh up to 100 pounds.
Initial _____
5. I understand that I may be required to lift and carry badly injured, mutilated, and bleeding animals.
Initial _____
6. I understand that I may be required to humanely euthanize animals in the field using a firearm or other appropriate method.
Initial _____
7. I understand that RACOs are required to communicate over a radio, through the telephone, and in person.
Initial _____
8. I understand that I may be required to capture and transport wild animals such as snakes and skunks.
Initial _____
9. I understand that I may be required to find and humanely euthanize or capture and transport a rabid wild or domestic animal.
Initial _____
10. I understand that there may be times when I will be required to take action to humanely euthanize a family pet or remove such a pet from a home where there are children who do not understand the necessity of my actions.
Initial _____
11. I understand that, if I am a City employee, RACO will provide me with professional development. However, I also understand that there is no guarantee that this professional development will lead to a promotion.
Initial _____

Name (print)

Signature

Date