

**RICHLAND COUNTY**  
**DEVELOPMENT & SERVICES**  
**COMMITTEE AGENDA**



**Tuesday, JUNE 23, 2020**

**5:00 PM**

**ZOOM MEETING**

**The Honorable Allison Terracio, Chair**

**County Council District 5**

**The Honorable Gwen Kennedy**

**County Council District 3**

**The Honorable Chip Jackson**

**County Council District 7**

**The Honorable Jim Manning**

**County Council District 8**

**The Honorable Chakisse Newton**

**County Council District 11**

# RICHLAND COUNTY COUNCIL 2020



Bill Malinowski  
District 1  
2018-2022



Joyce Dickerson  
District 2  
2016-2020



Yvonne McBride  
District 3  
2016-2020



Paul Livingston  
District 4  
2018-2022



Allison Terracio  
District 5  
2018-2022



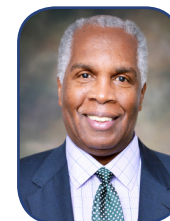
Joe Walker, III  
District 6  
2018-2022



Gwendolyn Kennedy  
District 7  
2016-2020



Jim Manning  
District 8  
2016-2020



Calvin "Chip" Jackson  
District 9  
2016-2020



Dalhi Myers  
District 10  
2016-2020



Chakisse Newton  
District 11  
2018-2022



Richland County Development & Services Committee

June 23, 2020 - 5:00 PM  
Zoom Meeting  
2020 Hampton Street, Columbia, SC 29201

1. **CALL TO ORDER** The Honorable Allison Terracio
  - a. Roll Call
2. **APPROVAL OF MINUTES** The Honorable Allison Terracio
  - a. Special Called: May 21, 2020 [PAGES 7-13]
3. **ADOPTION OF AGENDA** The Honorable Allison Terracio
4. **ITEMS FOR ACTION** The Honorable Allison Terracio
  - a. I propose the change of the Animal Care Officer’s official title to that of “Animal Welfare Officer” within our county’s ordinances. “Animal Care Officer“ tends to be a bit confusing for those in the public who do not fully understand what they do, and “Animal Control Officer” tends to have a derogatory connotation. The field of animal welfare/care has dramatically changed within recent years. A title of “Animal Welfare Officer” offers a broader understanding of what their duties entail.  
[MALINOWSKI, DICKERSON, JACKSON, MANNING and McBRIDE] [PAGES 14-20]
5. **ITEMS PENDING ANALYSIS: NO ACTION REQUIRED** The Honorable Allison Terracio
  - a. I move to direct the County Attorney to work with the County Administrator to research and draft an absentee landlord ordinance. The ordinance should provide potential remedies for individuals who violate county ordinances and provide, via supplemental documentation, a comprehensive review of the legal impacts [potentially]

associated with the adoption of such an ordinance.  
[NEWTON and DICKERSON] [PAGE 21]

- b.** I move to evaluate affordable housing options to include the option of establishing an Affordable Housing Trust Fund for Richland County as a benefit to the public. Housing is considered to be “affordable” when 30% or less of one’s income is spent on housing and utilities. In Richland County, nearly half of renters pay more than a third of their income on rent and utilities [TERRACIO] [PAGE 22]

**6. ADJOURNMENT**



Special Accommodations and Interpreter Services Citizens may be present during any of the County's meetings. If requested, the agenda and backup materials will be made available in alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), as amended and the federal rules and regulations adopted in implementation thereof. Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the Clerk of Council's office either in person at 2020 Hampton Street, Columbia, SC, by telephone at (803) 576-2061, or TDD at 803-576-2045 no later than 24 hours prior to the scheduled meeting.



## Richland County Council

### DEVELOPMENT AND SERVICES COMMITTEE

May 21, 2020 – 1:00 PM

Zoom Video Conference

2020 Hampton Street, Columbia, SC 29204

COMMITTEE MEMBERS PRESENT: Allison Terracio, Chair; Jim Manning, Calvin Jackson and Chakisse Newton

OTHERS PRESENT: Bill Malinowski, Joyce Dickerson, Michelle Onley, Larry Smith, Clayton Voignier, John Thompson, Ashiya Myers, Leonardo Brown, Angela Weathersby, Stacey Hamm, Kimberly Williams-Roberts, Michael Zaprzalka, and Ashley Powell

1. **CALL TO ORDER** – Ms. Terracio called the meeting to order at approximately 1:00 PM.

2. **APPROVAL OF MINUTES**

a. April 28, 2020 – Ms. Newton moved, seconded by Mr. Jackson, to approve the minutes as submitted.

In Favor: Jackson, Terracio and Newton

The vote in favor was unanimous.

3. **ADOPTION OF AGENDA** – Ms. Newton noted that the full motion is reflected on Item # 4(b). She requested that the full motion made by Ms. Terracio be reflected in the minutes.

Mr. Jackson moved, seconded by Mr. Manning, to adopt the agenda as amended.

In Favor: Jackson, Newton and Terracio

The vote in favor was unanimous.

4. **ITEMS FOR ACTION**

a. I move to direct the County Attorney to work with the County Administrator to research and draft an absentee landlord ordinance. The ordinance should provide potential remedies for individuals who violate County ordinances and provide, via supplemental documentation, a comprehensive review of the legal impacts [potentially] associated with the adoption of such an ordinance [NEWTON and DICKERSON] – Mr. Smith stated, based on the motion that was made, regarding this particular issue, we drafted an ordinance. The ordinance was based on the City of Columbia's ordinance, in order to initiate a conversation about whether or not this is something the County wanted to go forward with. The draft ordinance before you, is designed to require those individuals who own property, and wish to lease it to, based on certain requirements. One of the first requirements is that they must obtain a permit in order to rent their property. They could rent their through a professional management company they obtain to manage their property, but the ordinance, as proposed, would require them to obtain a permit, in order to

rent their unit. We think it would be appropriate for the permit to be obtained through the Business Service Center. In addition, the ordinance proposes the dwelling would have to be appropriate for occupancy, meaning the dwelling needed to be inspected to ensure that it met all the safety codes and requirements. That would be an operational task that would have to be done, in order for the permit to be issued. The unit would have to meet all of the aspects of the Building Code. It would have to be zoned appropriately, and met the zoning requirements. While the unit was being leased, it would have to adhere to all of the County's ordinances. The residents could not engage in any type of activity that would represent a nuisance to the community. Violation of the County's ordinances could result in the revocation of the permit, which would lead to them not being allowed to rent the unit. The other part, we were asked about, was some ramifications of the adoption of the ordinance. Those would come in the form of potentially having to ensure, to the extent that we are regulating these by way of our ordinance, that we apply our regulations consistently, and across the board. If we decided this is the way we are going to interpret a particular part of our ordinance that it is applied to everybody within that class and category, and to ensure that everybody is treated the same as it relates to how we enforce the ordinance. That is always a challenge in any ordinance that we have. The other challenge would be, if a person appeals a determination, we would have to ensure that we had the appropriate mechanism set up, in order for them to properly appeal any determination we made. If we are going to take steps to revoke their permit, to make sure they have due process as part of that.

Ms. Terracio inquired if Chief Cowan has had an opportunity to look over the information.

Chief Cowan responded that he had not, but he will get with Mr. Smith to see what they can do to assist.

Ms. Powell stated this is something that would be enforced by our Building Inspectors.

Mr. Smith stated it was unclear, when they drafted this as to who would do the enforcement. In the model they utilized from the City of Columbia, their Police Department did some level of enforcement. To extent that Ms. Powell as indicated that would be done by the Building Code Enforcement, they will make that change.

Ms. Powell stated they reached out to the City of Columbia to discuss their mechanisms for enforcement and are awaiting some feedback from them. We also welcome any aid from the Sheriff's Department, but as to the ordinance, which specifies the International Property Maintenance Code, that is overseen by our Building Inspectors.

Ms. Newton inquired about how closely is this modeled on the City of Columbia's ordinance. For example, the building inspection. In addition, have we looked at other ordinances, that other municipalities may have and/or are we aware if this is a common type ordinance for municipalities and counties?

Mr. Smith responded this pretty much replicates the ordinance from the City of Columbia. This was a situation where we thought, unless Council felt like there need to be any substantial material changes to it, we would not reinvent the wheel. We would utilize something that was being utilized locally, and give you something to think about and address. He stated he does not know how common ordinances like these are. He would say that would be dependent on how much of an issue counties and municipalities are having with holding the owners of rental property accountable for their units. This is a tool to try to address issues that counties and municipalities have had with people who purchase property, and are not local; therefore, those properties are not very well maintained. Then, the communities and neighborhoods they are in become rundown or the homes around them lose value because the landlord, or the property owner, is not keeping up with their property.

**Development and Services**

**May 21, 2020**

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Ms. Newton stated this is an issue in her area, which was a part of the impetus for the motion. We are finding that people are not necessarily following our ordinances, and you are having issues with blight, garbage, etc. She inquired if there is any additional information Administration would like to share on this, any concerns they may have, or resources they may need to support this. For example, there is a fee provided for business licensing. Is that the kind of fee that is going to cover the process that is outlined here?

Mr. Zaprzalka stated, in reference to when you talk personnel, and adding additional resources. Currently we have the Property Maintenance Team, which is a team of 4 inspectors, 1 administrative assistant, and a supervisor. Without knowing the total number of rental properties, and what areas they are in, we could start out with the staff we have to facilitate. Then, based on the number of rental properties that begin to pop up, or we get better research on what we actually have in the County, broken down by sections. From there, we can make an honest adjustment to have them as a part of the policing of this new ordinance. However, depending on what it will actually entail (i.e. annual inspection, one-time inspection). In turn there is going to be more personnel needed to enforce the ordinance correctly. We reached out to the City of Columbia to see how they enforce it. It falls under the Code Enforcement Team, which falls under their Police Department. The City currently has 12 inspectors.

Ms. Powell stated when we initially reviewed this draft ordinance they had some questions surrounding the practical application of the enforcement, particularly in Items # (i) and (k-m) under the rental permit section, and what that was going to require, in terms of work load. The last numbers she looked at from 2018 indicated approximately 51.8% if the property in the County is owner occupied. She would assume that means we are somewhere around 40% rental units, which would be a large influx of work for those 4 inspectors. Obviously, there is an opportunity to partner with Sheriff's Department to do some of this, and we will address that with Chief Cowan, we have also assessed that there would need to be additional resources needed, in terms of software and tracking, to facilitate some of the language that appears in (k-m), as noted.

Ms. Newton inquired if staff feels like they need to get the additional data before we are able to make an ordinance that is as operational as we would want to move forward with to Council.

Ms. Powell responded it would be prudent for staff to do some additional research, and to hopefully engage in further conversations with the City of Columbia about how they are administering such an ordinance, and to do some additional deep diving into more up-to-date numbers around ownership and rental units in the County to see if the current staff we have would be able to substantiate the workload this ordinance would require. She would hate for us to create a situation where we roll something out and do not have the capacity to enforce it.

Ms. Dickerson stated her area is having a very difficult time with this problem. She would suggest that you hire temporary staff to get it under control, and then go back to the regular staff. She stated it is getting out of hand, and every day that we let this go it gets worse and worse, and she is getting inundated with calls every day. It is contributing to all of the blight that we are having in these areas. We need to find a way to get the staff to take care of this. Otherwise, we are going to look like a garbage can.

Mr. Manning stated since there is going to be a fee associated with this, we need to figure out what the need is going to be in the way of staffing, and that should be calculated into the fee. He does not think the General Fund should find a way to increase personnel that is regulating something that there is a fee associated with. The fee should cover all the costs of operation.

Mr. Malinowski stated, since there is a financial implication, we need to find out what those implications will be. He understands there is the problem, as Ms. Dickerson stated. He inquired if we do not have a blight ordinance that would address this matter.

Mr. Smith responded he does not know that we have a specific blight ordinance. We have a nuisance ordinance, which may be applicable in some situations.

Mr. Malinowski stated, at this point, we have an ordinance that if something is really out of hand, it can be addressed without this particular ordinance being in effect. He stated we have something that can handle it.

Mr. Smith stated we have a general nuisance ordinance. You can have certain conditions on your property that present a nuisance, but we do not have an ordinance that is specific to rental property, which this particular ordinance is designed and intended to address.

Mr. Malinowski stated he thinks that if there is such a terrible nuisance, whether it is a rental property or not, would it not be covered initially.

Mr. Smith responded that depends on the condition of the property and what is going on with the property, at the time. You could have a condition on the property, which could be visible and could constitute a nuisance. There are some things and conditions on a property that are not visible which would require inspection.

Mr. Malinowski inquired if we are going to open this up for input from the stakeholders (i.e. business or building community).

Ms. Terracio responded this item would get a public hearing. She inquired if Mr. Malinowski was talking above and beyond that.

Mr. Malinowski responded he meant prior to that point and while we are creating the ordinance, so when we get to the public hearing we have it narrowed down to what it should be. Also, since it is called an absentee landlord ordinance, is this strictly for residential property.

Mr. Smith responded the ordinance is intended to address residential property, and is not intended to address business property.

Mr. Malinowski stated he believes that needs to be added to the ordinance title. In addition, any financial and manpower implications need to be looked at before we enact an ordinance.

Ms. Newton stated part of the intent of this ordinance was where you have cases where people are repeat violators/offenders of the nuisance codes, but they do not care because they do not own the property, so they ignore it. This is to bring the landlords into this because they will have some skin in the game. She inquired, as the ordinance is drafted now, would the renter get a citation like they do now, or would the processes work in tandem.

Mr. Smith responded ultimately the permit is going to be issued to the owner of the property, so the property owner is going to be responsible. The way the City of Columbia has their ordinance set up, there is 15-point system. Each violation has a certain point value. Once you get the 15 points, then you are subject to getting your permit to continue to lease the property revoked. At that point, if that occurs, since we would have an ordinance that requires a permit in order to lease, the owner of the property would no longer be able to lease to the tenant. In effect, they would be enjoined from continuing to lease property.

Ms. Dickerson stated her concerns relate to businesses along the corridor. Therefore, she would like that to be included in the ordinance, as well.

Mr. Malinowski stated where it talks about that a responsible local representative means someone within the 45 miles of the rental property needs to be looked at because going from the far northwest to the far southeast we might be out of the 45 mile range. In addition, the definition of person states "a natural individual". He requested an explanation of this definition.

Mr. Smith responded that means a human being.

Ms. Newton moved, seconded by Ms. Terracio, to hold this item in committee and direct staff to come back with the answers to the questions raised. She also directed the Clerk to Council to send a request to full Council asking if there have any additional questions or comments regarding the absentee landlord ordinance.

Ms. Dickerson inquired as to how long this item will be held in committee.

Ms. Newton responded she would like to have it come back at the next committee meeting.

Mr. Smith stated Ms. Dickerson mentioned her concerns about structures being used as businesses, but were still being rented out. She requested those concerns be addressed in the draft ordinance.

Ms. Dickerson stated she partnered with Ms. Newton on this motion, and there is about 50% residential and 50% business. Her concern was the absentee landlord for businesses. Most of the businesses along the corridor are creating havoc. She just had to have the Ombudsman's Office go out and clean up 3 rental businesses on this corridor, so this has to be inclusive.

Ms. Terracio stated she would be curious of any unintended consequences that may come up, so we can try to avoid those.

In Favor: Terracio, Newton and Manning

Abstain: Jackson

The vote in favor was unanimous with Mr. Jackson abstaining from the discussion and vote due his being a landlord.

Mr. Malinowski requested an explanation on how a motion can pass with only 2 members of the committee voting in favor of the item.

Mr. Smith responded it is a majority of those present and voting. You had one person that indicated that they were abstaining from the vote.

- b. Affordable Housing Trust Fund – Ms. Terracio stated the motion she made was "I move that Administration find existing budgetary funding possibilities for enactment of an Affordable Housing Trust Fund, and bring all options back to Council for review."

Mr. Malinowski requested the motion appear in the backup documentation the next time this item appears on an agenda because, on p. 14 of the DS agenda briefing, where it says motion of origin there is no associated Council motion. In addition, he does not see where there was any legal review. He would also like to see more information from Finance.

Ms. Powell responded the briefing document in the agenda packet was prepared by the Legal Department, as such there was no legal review.

Ms. Newton stated from her perspective the motion was not fully addressed in the legal briefing. The legal briefing addresses one component of it, whereas Ms. Terracio's motion directed staff to come back and address a broad array of options for this. She would like to hold this item in committee, so that staff and legal can come back with a more fulsome response.

Mr. Jackson stated he would not like to levy a tax increase to accomplish this, and particularly considering the climate we are in now. Unless there are legitimate alternatives way of funding it, he thinks it would be a bad idea to consider, at the present time, any type of tax increase on the public to address this matter.

Mr. Manning stated Act 388, which says a County government cannot increase taxes except for under five (5) extenuating circumstances. He inquired if one of those extenuating circumstances presented in agenda packet, as a means of Council raising taxes to do this.

Ms. Terracio responded she does not believe there is anything like that. She would like to see information from staff that would let us know more about how we can do this legally, and adhering to the laws of the State of South Carolina.

Mr. Manning moved, seconded by Mr. Jackson, to hold this committee pending further information, and to place this item on the June DS Committee agenda.

In Favor: Terracio, Jackson and Newton

The vote in favor was unanimous.

5. **ITEMS PENDING ANALYSIS: NO ACTION REQUIRED**

- a. I propose the change of the Animal Care Officer's official title to that of "Animal Welfare Officer" within our county's ordinances. "Animal Care Officer" tends to be a bit confusing for those in the public who do not fully understand what they do, and "Animal Control Officer" tends to have a derogatory connotation. The field of animal welfare/care has dramatically changed within recent years. A title of "Animal Welfare Officer" offers a broader understanding of what their duties entail. [MALINOWSKI, DICKERSON, JACKSON, MANNING and McBRIDE] – Ms. Powell stated that Ms. Haynes is collaborating with Human Resources and Legal on a briefing document in relation to this item.

Ms. Newton inquired since this is a change in job title does it have to be approved by Council.

Ms. Powell responded the intent of the motion speaks to the way the Animal Care Officers are referred to in ordinance, and as such would require approval by Council.

Mr. Malinowski stated he wanted to ensure that this is not going to cost us financially because we find out a new title creates a new pay status.

Ms. Terracio inquired if we have addressed this motion with Human Resources.

Ms. Powell responded that is a part of the collaboration. We want to know if there are any unintended consequences, from a legal perspective, with use changing the wording in the ordinance. Secondly, if this would impact anything that was done with the TRS (Total Rewards Study), or otherwise require us to regrade the position.

No action was taken.

6. **ADJOURNMENT** – The meeting adjourned at approximately 1:50 PM.

**Development and Services**

**May 21, 2020**

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**Agenda Briefing**

**Prepared by:** Sandra Hayes, Director

**Department:** Animal Services

**Date Prepared:** June 01, 2020

**Meeting Date:** June 23, 2020

<b>Legal Review</b>	Elizabeth McLean via email	<b>Date:</b>	June 17, 2020
<b>Budget Review</b>	James Hayes via email	<b>Date:</b>	June 17, 2020
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	June 15, 2020
<b>Human Resources Review</b>	Dwight Hanna via email	<b>Date:</b>	June 04, 2020
<b>Approved for consideration:</b>	Assistant County Administrator	Ashley M. Powell, Assoc. AIA, AICP	
<b>Committee</b>	Development & Services		
<b>Subject:</b>	Animal Welfare Officer		

**Recommended Action:**

This is a Council initiated request. Should Council approve the change of “Animal Care Officer” to “Animal Welfare Officer”, a change in the title would require concurrent changes in all other applicable areas. These areas include division name, supervisor job title, and all references within the ordinance.

**Motion Requested:**

1. Move to approve change the name of the job title “Animal Care Officer” to “Animal Welfare Officer”
2. Move to deny the proposed change the name of the job title “Animal Care Officer to Animal Welfare Officer”

**Request for Council Reconsideration:** Yes

**Fiscal Impact:**

Undetermined.

**Motion of Origin:**

I propose the change of the Animal Care Officer’s official title to that of “Animal Welfare Officer” within our county’s ordinances. “Animal Care Officer” tends to be a bit confusing for those in the public who do not fully understand what they do, and “Animal Control Officer” tends to have a derogatory connotation. The field of animal welfare/care has dramatically changed within recent years. A title of “Animal Welfare Officer” offers a broader understanding of what their duties entail.

<b>Council Member</b>	Bill Malinowski District 1
<b>Meeting</b>	Special Called meeting
<b>Date</b>	May 5, 2020

## Discussion:

Additional information provided by Councilmember Malinowski on May 29, 2020:

“Animal Care Officer” (ACO) tends to be a bit confusing for those in the public who do not fully understand what these personnel do. ACO to some tends to have a derogatory connotation.

The field of animal welfare has dramatically changed within recent years. A title of “Animal Welfare Officer” offers a broader understanding of what their duties entail. They are not simply Disney’s “dog catchers” that pick up strays and take them to “the pound.”

Yes, they pick up strays, but they also conduct humane investigations into animal welfare, seeking justice for abused, neglected and abandoned animals. In doing so these personnel write extensively detailed narratives, face violators in court, and deal with sick and highly aggressive or dangerous animals. They conduct animal bite investigations and quarantines, educate the public, and teach people how to fulfill their responsibility to their pets, as well as their neighbors. They remove animals from homes of suicides, homicides and natural deaths, often in which they must see or work around the bodies. They remove injured or aggressive animals from the scenes of car accidents or collisions that result in an animal being struck by a motor vehicle.

These careers in animal welfare go beyond what comes to mind when you hear “animal control.” I feel the title of Animal Welfare Officer would help ease the tension between this department and the public, and will help offer a better understanding of what this agency does in representing Richland County.

Bill Malinowski

Dwight Hanna, Director of Human Resources, has advised that if there is only a name change there would only be a need to make changes that reference "Animal Care" in these areas : Job Title, Job Description, Job Classification, Department Title. Otherwise, any changes to the actual job description would need to be reflected. Furthermore, if changes to the job description will alter more than 30% of the current job description there would possibly be a need to change the job's classification as well. Human Resources has also advised that the most common job sector title for services provided by Animal Care is "Animal Services". Other commonly used names include: Animal Care, Animal Control, Animal Welfare and Public Animal Welfare Services (PAWS)

According to the National Animal Control Association the most common job titles for field operations are: Animal Control Officer, Humane Officer, Cruelty Investigator.

Some of the pros and cons of the position provided by NACA:

#### Pros

- The ability to protect pets and people
- There are opportunities to rescue animals from cruelty situations and prosecute the individuals who often torture and abuse animals
- It is gratifying to assure that impounded animals are being provided the proper and humane care at the shelter, until the pet owner reclaims them or until they are hopefully adopted
- Animal Control work is NEVER dull, and the challenges are never-ending.
- Unusual animal calls offer a variety of work and provides excitement to meet unexpected challenges.

#### Cons

- It is frustrating to know you often satisfy the person making a complaint but make the pet owner angry when you do your job.
- The general public often does not understand the need for animal control enforcement until it is their child that is bitten by a dog or their pet is attacked.
- Pets evoke tremendous emotions in people so Animal Control workers often observe otherwise “decent” people at their very worst attitudes and conduct when the officer impounds their pet or issues them a citation.
- Many People still do not believe, or won’t accept the realities of pet overpopulation and blame Animal Control for killing animals instead of those who create the problem.
- Animal Control workers suffer tremendous stress from verbal and physical abuse from citizens, depression from animal euthanasia, and are susceptible to communicable diseases and serious injuries from both animals and humans.
- Animal Control positions require a willingness to work long hours and be on-call, nights, weekends and holidays to answer emergency calls for service.

A change in job title from “Animal Care Officer” to “Animal Welfare Officer” will not change essential tasks or experience requirement of the position. There will be no impact to the operations or the structure of the department. Uniform apparel bearing title and/or division name will require the purchase of new items. The total cost is undetermined.

#### Attachments:

1. Animal Care Officer Job Description



**RICHLAND COUNTY, SOUTH CAROLINA  
CLASS DESCRIPTION  
2017**

**CLASS TITLE: ANIMAL CARE OFFICER  
ANIMAL CARE DIVISION**

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to enforce ordinances governing the care and keeping of domestic animals and livestock in an effort to maintain public safety and welfare, and to perform related work as required. This class works according to some procedures but is expected to exercise considerable initiative to work independently in the field and is expected to organize work assignments to respond to a maximum number of calls. Work is reviewed regularly by supervisor.

**ESSENTIAL TASKS**

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Uses considerable tact and de-escalation techniques when dealing with irate citizens.

Patrols areas of the County on foot or in assigned vehicles to detect violations of laws and ordinances pertaining to animal control.

Investigates reports of animal complaints; document responses; collects evidence; files charges as appropriate; prepares cases for prosecution and provides courtroom testimony.

Responds to calls regarding stray, vicious and/or diseased animals; responds to calls regarding animal bites; performs preliminary investigations.

Mediates animal complaints between citizens when appropriate.

Captures and transports stray, sick, injured or potentially rabid animals to the shelter for appropriate processing, care and treatment, and quarantine as necessary.

Determines breeds of animals for proper classification.

Assists in performing euthanasia.

Picks up and properly disposes of animal carcasses.

Assists law enforcement personnel in situations involving animals as requested.

Issues warnings and citations for violations of ordinances governing the care and keeping of animals and conducts follow-ups when necessary.

Provides public education regarding animal control; explains ordinances related to the care and keeping of animals; and assists in the performance of community sweeps.

Creates affidavits for petition hearings and search warrants in compliance with County ordinance.

Performs dispatching duties when necessary.

## **CLASS TITLE: ANIMAL CARE OFFICER**

Maintains assigned vehicles and equipment.

Maintains records of daily work activities.

Performs routine clerical duties as required, including but not limited to greeting and assisting customers, preparing forms, answering the telephone, copying and filing documents, etc.

Operates a vehicle, traps, restraining / capture devices, two-way radio, hand tools, telephone, etc.; exercises care and safety in the use and maintenance of assigned vehicle and equipment.

Attends training, meetings, workshops, etc., as necessary to maintain job knowledge, skills and required certifications.

Works on call 24 hours per day as scheduled.

Maintains a working relationship with external customers, to include but not limited to staff members of the City shelter, veterinarians, DHEC, and law enforcement personnel.

Must be proficient in Microsoft Office.

### **INVOLVEMENT WITH DATA, PEOPLE, AND THINGS**

#### **DATA INVOLVEMENT:**

Requires gathering, organizing, analyzing, examining or evaluating data or information and may prescribe action based on such data or information.

#### **PEOPLE INVOLVEMENT:**

Requires persuading or influencing others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations or ordinances.

#### **INVOLVEMENT WITH THINGS:**

Requires handling or using machines requiring moderate instruction and experience such as computers, cameras, animal control equipment, chemical immobilization rifle, etc.

### **COGNITIVE REQUIREMENTS**

#### **REASONING REQUIREMENTS:**

Requires performing skilled work involving rules/systems with almost constant problem-solving.

#### **MATHEMATICAL REQUIREMENTS:**

Requires using addition and subtraction, multiplication and division, and/or calculating ratios, rates and percentages.

#### **LANGUAGE REQUIREMENTS:**

## **CLASS TITLE: ANIMAL CARE OFFICER**

Requires reading technical instructions, procedures, manuals and charts to solve practical problems; composing routine reports and specialized reports, forms and business letters with proper format; speaking compound sentences using normal grammar and word form.

### **MENTAL REQUIREMENTS:**

Requires doing clerical, manual or technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

## **VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION**

### **VOCATIONAL/EDUCATIONAL PREPARATION:**

Requires high school diploma, GED or specialized vocational training.

### **SPECIAL CERTIFICATIONS AND LICENSES:**

Must possess a valid state driver's license.

Must possess or be able to obtain Animal Control certification; may be required to possess or obtain other certifications as deemed necessary by department head.

### **EXPERIENCE REQUIREMENTS:**

Requires over six months and up to and including one year.

## **AMERICANS WITH DISABILITIES ACT REQUIREMENTS**

### **PHYSICAL AND DEXTERITY REQUIREMENTS:**

Requires medium-to-heavy work that involves walking, standing, stooping, lifting, climbing, pushing or raising objects and also involves exerting between 20 and 50 pounds of force on a recurring basis and 50 to 100 pounds of force on an occasional basis. Requires routine keyboard operations.

### **ENVIRONMENTAL HAZARDS:**

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, animals/wildlife, fumes and/or noxious odors, traffic, heights, disease/pathogens, toxic/caustic chemicals, violence.

### **SENSORY REQUIREMENTS:**

The job requires normal visual acuity and field of vision, hearing and speaking abilities, depth and color perception.

## **JUDGMENTS AND DECISIONS**

### **JUDGMENTS AND DECISIONS:**

**CLASS TITLE: ANIMAL CARE OFFICER**

Responsible for guiding others, requiring frequent decisions affecting co-workers, customers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures but with many variations from the routine.

**ADA COMPLIANCE**

Richland County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

## Richland County Council Request for Action

**Subject:**

I move to direct the County Attorney to work with the County Administrator to research and draft an absentee landlord ordinance. The ordinance should provide potential remedies for individuals who violate county ordinances and provide, via supplemental documentation, a comprehensive review of the legal impacts [potentially] associated with the adoption of such an ordinance. [NEWTON and DICKERSON]

**Notes:**

May 21, 2020 – Held in committee

## Richland County Council Request for Action

**Subject:**

I move to evaluate affordable housing options to include the option of establishing an Affordable Housing Trust Fund for Richland County as a benefit to the public. Housing is considered to be “affordable” when 30% or less of one’s income is spent on housing and utilities. In Richland County, nearly half of renters pay more than a third of their income on rent and utilities [TERRACIO]

**Notes:**

May 21, 2020 – Held in committee.