



City of Racine Police Department
Policy and Procedure

Number: 352

Subject: Duties and Responsibilities – Humane Officer		
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1. Appointment. The Common Council shall appoint Humane Officers in accordance with the Human Resources Department rules and related contractual stipulations.
 - a. He/she shall report to the Deputy Chief of Support Services Division.
 - b. He/she shall maintain their assigned schedule.
2. The Humane Officer shall successfully complete a 40-hour training course within one year of being appointed, apply for certification from the Department of Agriculture, Trade and Consumer Protection and complete 32 hours of continuing education every two years to maintain certification.
3. The Humane Officer shall wear the Department authorized Community Service Officer uniform while on duty. Humane Officers shall report for work in a clean and neat uniform.
4. Duties and Responsibilities. The Humane Officer shall:
 - a. Have knowledge of and obey all policies, procedures, rules, regulations, orders and directives pertaining in general or specifically to community service officers.
 - b. Check E-mail, Voice Mail, and all other assigned mailboxes at least once each workday.
 - c. Report for work on time, and maintain a regular and predictable attendance history.
 - d. Maintain a valid Wisconsin Driver's License.
 - e. Successfully complete and maintain Humane Officer Certification.
 - f. Get along with and work well with others.
 - g. Write clear, concise, and accurate reports.
 - h. Work with computers and programs used by the Department.
 - i. Respond to and investigate animal complaints within the City of Racine.
 - j. Capture and remove stray, uncontrolled, abused, or nuisance eligible animals from undesirable conditions, using nets, nooses or other equipment as provided.
 - k. Issue municipal ordinance citations related to animal related violations.
 - l. Work with the Patrol Division on animal complaints.
 - m. Have knowledge of applicable laws and ordinances of State of Wisconsin and City of Racine and the ability to research and apply them.
 - n. May perform the duties of a crossing guard and traffic control as assigned.
 - o. Perform other duties as assigned.
5. Powers and Duties of Humane Officers. Humane Officers:
 - a. Shall enforce ordinances relating to animals within the city of Racine.
 - b. Shall investigate alleged violations of statutes and ordinances relating to animals and, in the course of the investigations, may execute inspections warrants under s. 66.0119.
 - c. May request the district attorney to obtain subpoenas to compel testimony and obtain documents in aid of investigations.
 - d. Shall issue citations under s. 66.0113 for violations of ordinances relating to animals within the City of Racine.
 - e. May request law enforcement officers and district attorneys to enforce and prosecute violations of state law and shall cooperate in those prosecutions.
6. Prohibited Actions. Per state statute 173.07 the following actions are prohibited by Humane Officers unless the Humane Officer is also a law enforcement officer.
 - a. Shall not execute a search warrant.
 - b. Shall not carry a firearm while on duty.
 - c. Shall not stop or arrest persons.
 - d. Shall not stop, search, or detain vehicles except under an inspection warrant under s. 66.0119.

- e. Shall not enter any place or vehicle by force or without the consent of the owner, except in an emergency occasioned by fire or other circumstance in which that entry is reasonable and is necessary to save an animal from imminent death or a person from imminent death or injury.
 - f. Shall not remove any animal from the custody of another person by force.
 - g. No Humane Officer may sell or otherwise dispose of any animal that came into the Humane Officer's custody in the course of his or her duties.
7. Investigations. In the course of investigation of suspected violations of statutes or ordinances, a Humane Officer may enter any building, vehicle, or place where animals may be present for the purpose of inspection, examination of animals, or the gathering of evidence. If the building, vehicle, or place to be entered is not public, and consent of the owner or person in charge is not obtained, entry shall be under authority of a special inspection warrant issued under s. 66.0779 or a search warrant.
 8. Investigation of cruelty complaints. A Humane Officer may apply for a search warrant under s. 698.12 if there is reason to believe that a violation of ch. 951 has taken place or is taking place.
 9. Abatement Orders may be issued by a Humane Officer per SS 173.
 10. Animal Fighting; seizure. If an animal has been seized because it is alleged that the animal has been used in or constitutes evidence of any crime specified in s. 951.08, the animal may not be returned to the owner by an officer under s. 698.20 (s).
 11. Taking custody of animals. A Humane Officer on behalf of the City of Racine may take custody of an animal if the humane officer or law enforcement officer has reasonable grounds to believe that the animal is one of the following:
 - a. An abandoned or stray animal.
 - b. An unwanted animal delivered to the Humane Officer.
 - c. A dog not tagged as required by ch. 174.
 - d. An animal not licensed in compliance with any ordinance.
 - e. An animal not confined as required by a quarantine order under any statute, rule or ordinance relating to the control of any animal disease.
 - f. An animal that has caused damage to persons or property.
 - g. A participant in an animal fight intentionally instigated by any person.
 - h. An animal mistreated in violation of ch. 951.
 - i. An animal delivered by a veterinarian under sub. (s).
 12. A Humane Officer shall accept into custody any animal delivered by a law enforcement officer or delivered under a court order.
 13. Notification of owner.
 - a. When a Humane Officer takes custody of an animal with the knowledge of the owner, the Humane Officer shall explain the procedure by which the owner can recover the animal, including the procedure under s. 173.22, and the procedure to be followed if the animal is not returned to the owner.
 - b. When a Humane Officer takes custody of an animal without the knowledge of the owner, the Humane Officer shall promptly notify the owner in writing if he or she can be identified and located with reasonable effort. The notice shall explain the procedure by which the owner can recover the animal, including the procedure under s. 173.22 and the procedure to be followed if the animal is not returned to the owner. The notice shall also inform the owner that the owner must notify any person with a lien on the animal that the animal has been taken into custody.
 - c. If the owner informs the Humane Officer in writing that he or she will not claim the animal, it may be treated as an unclaimed animal under s. 173.23 (1m).

RELATED PROCEDURES

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