



(612) 866 – 8663  
MFHS@mnfedhs.org

## **State Humane Agent**

Minnesota Federated Humane Investigations Agent

Reports To: Minnesota Federated Humane Societies.

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**Job Overview:** State Humane Agents are responsible for conducting animal welfare checks, investigating allegations of animal abuse and neglect, making a determination of compliance with state statutes and city ordinances, and providing education to owners with the intention of bettering their care per MFHS administrator's directives. Agents also assist law enforcement in preparing and executing warrants, issuing civil fines, arresting suspected violators, and providing charging recommendations to government officials. State Humane Agents also assist in the proper processing of animals in accordance with MN state law. Responsibilities also include abiding by MFHS policies and procedures, making sure their assigned MFHS uniforms, clothing, and gear are clean and well-maintained, have all necessary forms and equipment prepared to perform their assigned duties, and routinely sign into their provided MFHS email. *\*See final page for further detail.*

### **Job Responsibilities and Duties:**

- Investigate assigned animal cruelty/neglect/abuse cases from start to finish.
- Assist law enforcement in enforcing animal welfare laws and ordinances.
- Be prepared to and assist in the organization of the transportation of animals as needed.
- Completing all necessary forms as required.
- Write thorough, detailed, and factual reports.
- Assist law enforcement in preparing and executing warrants and issuing citations pertaining to assigned cases.

### **State Humane Agents must be prepared to investigate the following situations:**

- Companion animals and domestic livestock lacking necessary food, water, or shelter as required by law.
- Animal fighting and hoarding.
- Physical abuse/cruelty/neglect of animals.
- Neglect of necessary medical care to sick or injured animals.
- Illegal shooting, trapping, abandonment, poisoning, or torture of any animal.
- Injury resulting from tangled leashes, ropes, cables, chains, or other restraints.
- Conditions that have or could adversely affect the animal's health or welfare.
- Pet stores, petting zoos, boarding kennels, dog kennels, horse stables, rescues, and other facilities that are not meeting the minimum standards of care and conditions as required by law.
- General harm or undue harm of an animal as a result of cruelty, neglect, or abuse.



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### **Position Requirements:**

- Professional investigative and/or law enforcement experience.
- Knowledge of animal cruelty and welfare laws in the State of Minnesota.
- Minimum of two years of *documented, professional* animal welfare experience.
- A valid Minnesota driver's license.

**Education and Qualifications:** Professional experience, ongoing training, and certification are required for Minnesota Federated Humane Agents.

- A High School Diploma, GED, or equivalent is necessary.
- Training/education in Animal Behavior/Science is preferable.
- A Bachelors' Degree in Criminal Justice or a four-year degree in Criminology is a plus.
- LEO, CSO, and certified ACO backgrounds are *highly preferred*.
- State Humane Agents must receive specialized training to be appointed by Minnesota Federated Humane Societies.
- The National Animal Care & Control Association (NACA) and Code 3 Associates have partnered to create the National Animal Control and Humane Officer (NACHO) Academy, which provides training and certification in animal care and animal cruelty investigation. Applicants are encouraged to explore this additional training option.

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\*State Humane Agents with Minnesota Federated Humane Societies are responsible for preventing the cruelty, abuse, and neglect of animals, conducting welfare checks, investigating complaints, and may be required to live-trap or capture at large, feral, or animals requiring rescue. Candidates must have a valid driver's license with a clean driving record. Candidates will be subject to and must pass a background check. A minimum of two years of professional animal handling experience is required. The ideal candidate must also have law enforcement training, have a current Animal Control Officer certification, and the ability to interact courteously, respectfully, and professionally with supervisors, fellow team members, law enforcement, government personnel, other volunteers, and the general public. The ideal candidate must respect animals, believe in, and follow Minnesota Federated Humane Societies procedures, policies, mission, and philosophy. The successful candidate must complete all requirements to become an appointed Minnesota State Humane Agent. *MFHS is a non-profit 501c3 Minnesota corporation committed to the prevention of animal cruelty through education and working with other professional animal anti-cruelty agencies, and law enforcement by responding to and investigating reports of animal neglect, cruelty, and abuse throughout all 87 counties in Minnesota.*