

Contingency Plan

Preface: The Following is a contingency plan that would be put in place upon the departure of the APA from the St Louis County Animal Care and Control Baur shelter. The items mentioned in this plan would be vital to keeping the shelter running effectively and efficiently. This plan was written with a 6-month notice in mind. This would allow us time to hire and train staff efficiently while still performing our current daily duties. While many things would be needed during this transition the list below provides the essentials in resources needed.

Euthanasia: a shelter wide euthanasia should be implemented. This will allow our limited staff to start with low numbers. Making it easier for them to care for the incoming animals that will still enter the building daily from ACO field intakes. Full shelter euthanasia is not necessary but could be implemented if at the time of take over the number of animals exceeds the care abilities of the staff. Animals recommended for euthanasia at this time are the following.

- Animals that have been in the shelter between 30-60 days
- Animals that show stress due to confinement (aggression, destructive behavior, fear/anxiety etc.)
- Illness- incurable illnesses such as cancer, parvo and major bodily injuries
- Bite dogs past quarantine date and not owned or not claimed by the owner

Shelter life is stressful for animals and a prolonged stay will impact the quality of life in ways of behavior, mental stability and health that are many times irreversible. Even in the best possible conditions provided stressors will exist for animals which include but are not limited to the following.

- confinement in a new environment, social isolation, loud noises, diet changes, irregular schedules, absence of human contact or the presence of unknown humans, proximity to other animals.

While euthanasia is never a subject anyone likes to talk about, it's important to remember that Animal Control is a division of the Department of Public Health. With that Animal Control has to make decisions on animals based on the safety of the public in mind.

STAFF

Kennel & ACO's-Hiring more ACOs and not hiring kennel staff would be beneficial to this plan. Hiring 10 full time ACO's will give us the opportunity to not only better the residents of St Louis County but provide us with adequate staff to care for the animals. With adequate staffing we will be servicing all areas in a proficient manner, including the 5 municipalities that have ACO's that we currently maintain after hours and on their off days. New ACO's would be trained first in kennel/shelter functions and then enter field training. Staff would be on a rotating schedule of kennel/field duties on a schedule provided by the supervisory team. Hiring a kennel supervisor will

allow ACO leads to fill in when necessary and still perform their assigned duties. This will allow consistency within the job and communication between all staff

OSR (Office Service Representative)- Hiring two additional full time OSR's will give the proper number of staff to efficiently handle the influx of emails, calls and St Louis County residents that come to the shelter for various reasons. More OSR's will allow them to be cross trained in other areas as well, such as the Bite desk.

Vet Staff- 2 full time Veterinarians will be needed as well. Each with a 5-day work schedule. This will limit the number of animals that are taken to emergency clinics. Hiring 2 Veterinarians will cover all 7 days would eliminate the need for ACOs using emergency clinics all together, except in dire situations on evenings and over nights. Two to Three vet techs would be beneficial as well, as they will provide care for the animals that ACOs cannot, and this will lessen the stress on the veterinarian in return also allowing ACOs to focus on maintaining clean environment that is safe. If a veterinarian is not obtained by the start date procurement of an outside veterinarian would take place until one can be hired by St. Louis County.

Restrictions

With the change happening and the staff being thrust into a new situation rapidly it is important to limit the workload during the transition phase while also focusing on the care of the animals plus maintaining and building the assets needed to run both kennels and field. The proposal is as follows. No Volunteers/ Adoptions for the first 6-8 months. This will allow the staff to focus on the cleanliness of the building, develop the schedule and skills needed for kennel work, care for the animals more closely and allow them to focus on the day-to-day tasks with the limited staff at the start not pulling them in multiple directions or dealing with outside interference. With that, setting boundaries would control the population from within, allowing staff to do their job effectively and efficiently. This Plan would include a scheduled two-week waiting period for the owner to surrender. This allows the owner to pursue other avenues for surrender also leaving them time to think about getting rid of their beloved pet. The only exception would be owners who request Euthanasia. And owners who choose to surrender dogs that have bitten or have a bite history.

Maintenance

Fixing things inside the shelter will be vital to providing the best care for the animals and the safest/proficient workplace for staff. This list includes but is not limited to, the fixing and maintenance of the incinerator and pressure washers. Fixing any kennel issues such as broken parts that have created a danger to the animal or a mechanical failure. Servicing the equipment is a must. Upon takeover everything will need to be in proper working order to ensure a smooth and prosperous transition

Keeping a Low Population

Keeping a low Population will be key to success. As an open admission shelter that serves nearly 1.2 million people, the moniker of "No Kill" status is unattainable and should not be a focus as it is in parts of private sector. The focus should remain on the care of the animals within the community and shelter as well as the public and their safety. Continuing to maintain and promote the Spay and

Neuter program will decrease the number of animals in our area and is one way to control population along with euthanizing any animals that fall into the category previously stated. Keeping a low shelter population will allow staff to perform and pursue more opportunities to educate and inform within the community, as well create partnerships as well with citizens, organizations and local police departments

Ordinances

With St Louis County regaining the control of the shelter we will also be able to enforce our ordinances firmer. Animals leaving the shelter would be required to have a rabies shot that could be provided for a cost as well as microchip, plus all fines and fees paid before being returned to owner. This can be dismissed on a case-by-case basis if the director sees fit. In doing so this would limit the number of tickets written, not paid for, and sent for legal action. In return also preventing "repeat offenders" in some cases

Chameleon

The most vital aspect of this transition will be proficiently procuring St. Louis County's own Chameleon again including Web Chameleon, along with merging all County and APA records from their start date of December 5th, 2022, to their final day. Us having a working Chameleon as soon as possible will allow staff to be trained in certain aspects that were not duties of St Louis County Animal Care and Control while APA was under contract. This will ensure that we will be able to do our job correctly and proficiently and should be accomplished as soon as possible

In conclusion: it is imperative to remember what and who Animal Control is both in the shelter and field. We are an open admission government run facility that is required by the St Louis County Department of Public Health, to protect and serve the animals AND people of our community. By doing so the decisions made by ACC and DPH should always be made with the health and safety of our residents and the animals in mind.

Additional: I will send photos soon of current APA furniture and office spaces as well. This will show the current set up as to assure that all stays in place and nothing is taken, broken or misplaced during the transition

Animal Care and Control Officer

(<https://www.governmentjobs.com/careers/stlouis>)



APPLY

Salary See Position Description **Location** ① St. Louis MO 63132, MO
Job Type Full-Time **Job Number** 2022-00223
Department Public Health **Opening Date** 04/23/2024
Closing Date 5/8/2024 11:59 PM Central

DESCRIPTION

BENEFITS

QUESTIONS

Description

The rate of pay **starts at** \$20.12 per hour which is \$41,849.60 annually.

In this position you will be providing a valued service, by assuring public health and safety by limiting public exposure to stray, diseased or aggressive animals by patrolling the community, assisting veterinarian with treatments, and providing technical expertise in related areas.

The animal shelter operates 7 days a week, 24 hours a day including weekends and holidays. The positions could work any of the following shifts or any new shift created: 7:00 a.m. - 3:30 p.m., 3:00 p.m. - 11:30 p.m., and 11:00 p.m. - 7:30 a.m. (on call, routing shift weekly).

Shifts do include working in the kennel, cleaning and care for the animals.

As an employer, St. Louis County cares about the health and well-being of our employees. In an effort to provide for the best possible work-life balance, the County offers a generous benefit package which includes affordable health insurance, dental and vision coverage, 4 weeks of Paid Time Off the first year, 11 paid holidays, deferred benefit retirement plan, paid life insurance as well as short and long term disability. A full listing of benefits is available under the benefit tab at the top of this page.

Examples of Duties

Provide safety to the community and animals by patrolling neighborhoods for stray, diseased or aggressive animals, giving technical expertise to animal owners and providing general welfare for animals in kennels.

Assure public health by promoting vaccination of animals in accordance with County Ordinances.

Investigating animal related complaints, bite case, and animal abuse or neglect.

Kennel duties such as cleaning cages and caring for the animals needs.

Feeding and watering animals.

Educating residents on County ordinances and issuing notices for non-compliance.

Assist the veterinarian in administering medications, microchips, immunizations and preparing specimen for rabies testing.

Perform such additional duties, with the required abilities and under the indicated working conditions and environment, as may properly be required of a position in this job class.

Minimum Qualifications

One year of experience working with a variety of predominantly domestic animals; or any equivalent training and experience.

Possession of a valid driver's license

WORKING CONDITIONS: Balance, bend/twist at waist, climb or work on ladders and stairs; kneel, lift, push/pull, reach above shoulders, squat, stand/walk for long periods; work out of doors in extreme temperatures. Ability to lift 100 lbs.

Additional Information

SELECTION AND APPOINTMENT: A selection committee will evaluate the qualifications of each applicant which will include recentness and appropriateness of the applicant's education and experience, answers to the supplemental questions, results of employment references investigated and any other appropriate information available. The selection committee will admit to the interview only those persons who possess the most job-related qualifications and may establish admittance criteria beyond the minimum qualifications stated above. The interview will comprise 100% of the applicant's earned grade. A candidate must earn a qualifying grade of 70 or more on the interview to be eligible for appointment. After initial interviews with the selected candidates are conducted, an email will be sent to the address on file with instructions on how to complete and submit a Conviction Questionnaire. Candidates have 3 days to complete the required questionnaire. The five top ranking candidates, based on the final grade, will be certified to the Department Director/Appointing Authority who will make the final decision.

All applicants conditionally offered a merit position will be required to submit to urinalysis to

screen for illegal drug use prior to appointment. Screening will be performed by a reputable clinical laboratory. The cost of screening will be covered by the County.

COVID-19 VACCINATION POLICY: In support of commitment to the health, safety, and wellness of all staff and to be compliant with the Centers for Medicare and Medicaid Services (CMS) Omnibus COVID-19 Health Care Staff Vaccination Rule (<https://www.cms.gov/files/document/qso-22-07-all-revised.pdf>) (Download PDF reader) (<https://get.adobe.com/reader/>) It is the policy of the Department of Public Health that all newly hired employees are required to provide proof of COVID-19 vaccination. Acceptable forms of proof include CDC COVID-19 vaccination cards (or legible photo), documentation from a health care provider, electronic health record, or state Immunization Information system record. New employees must be fully vaccinated prior to starting service for the Department, and adherence to this policy is a condition of employment. Full vaccination means having received a Food and Drug Administration (FDA) Emergency Use Authorization (EUA) approved vaccine or vaccine series, consisting of two doses of either of the two-dose vaccines or one dose of the single-dose vaccine. For moderately or severely immunocompromised individuals, a primary series consists of a 3-dose series of an mRNA COVID-19 vaccine or a single dose of Janssen COVID-19 Vaccine. Individuals are considered fully vaccinated two weeks after the second dose in a two-dose series, or two weeks after a single-dose vaccine. At this time, full vaccination does not require a booster shot. The meaning of "fully vaccinated" is subject to change in accordance with the most recent Centers for Disease Control and Prevention (CDC) guidelines. For applicants with a CMS clinical contraindication (<https://www.cms.gov/files/document/attachment-m.pdf>) (Download PDF reader) (<https://get.adobe.com/reader/>) to the vaccine or sincerely held religious beliefs, which prohibit them from receiving a vaccine, you may contact the Department of Public Health Office of Human Resources (DPH HR) during the hiring phase to request an exemption or reasonable accommodation. Employees granted exemption for medical or religious reasons will be required to wear facial coverings to reduce the risk of transmission to at-risk individuals in DPH facilities and submit to weekly COVID-19 testing. All prospective employees must read and acknowledge the Policy during the application process.

HOW TO APPLY: Applicants interested in applying for this position should visit our website at www.governmentjobs.com/careers/stlouis (<http://www.governmentjobs.com/careers/stlouis>). We only accept On-line applications.

EQUAL EMPLOYMENT OPPORTUNITY POLICY: The policy of the Civil Service Commission of St. Louis County is to support fair and equitable employment opportunities for all persons regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, marital status, veterans' status or political affiliation. Call the Division of Personnel at (314) 615-5429 for more information on this policy.

St. Louis County

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Relay MO 711 or 800-735-2966

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