

# TRAINING COURSE CATALOG



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# Animal Control & Care Academy

The importance of an Animal Control agency to a community is paramount. Whether measured by the number of Animal Control personnel involved, the portion of budget allocated to animal services, or the reality that the Animal Control Officer has over 4 times more public contacts than a police officer, Animal Control employees are the mainstay of Animal Control work. The way in which these individuals carry out their duties affects not only the quality of life for animals, but also the citizens' perceptions of Animal Control. The Animal Control & Care Academy was established to provide animal control training opportunities at the city, county, state and national level. ACCA programs are unique in that the training is specific to Animal Control employees focusing on staff safety and professional service at an affordable price.

ACCA brings the training to the agency, saving taxpayers hundreds of dollars in travel-related expenses. You can "build" a program based upon what you feel your agency or staff would most benefit from. Pick and choose the topics and the number of days for training. We are flexible in our offerings. Your agency can also purchase blocks of training for your staff - you can select the topics later. This is a simple way in which to annually budget for in-service training. Training blocks may be acquired in 8 hour increments.

Want to host some ACCA training? Each hosting agency receives 2 complimentary registrations for every 10 paid registrations. ACCA handles much of the work and we can promote the training to area agencies and provide registration forms. All we request from the hosting agency is the meeting space and audio/visual support.

Call us or e-mail – we are here to help with your training needs!

Thanks,

John Mays



# Frequently Asked Questions

## How much does it cost to host a course?

Hosting a course costs nothing – zero. Unless you incur some expense for the training room or marketing the program at the local level, hosting a course will cost you and your agency nothing at all. The fee for the course, that you host, is generated from other registered students (as well as any staff members that you might register).

## How many free registrations do I receive for hosting?

The hosting agency receives 2 complimentary registrations for every 10 paid.

## What is the minimum number of students for a course?

Generally, we would like a minimum of 10 paid students in order for the hosting agency to earn their comps. However, the minimum number of students depends upon the course, its location, and how far we have to travel to reach your area.

## What do you expect from us?

We ask that you assist us in promoting the course, which is basically making a few phone calls, sending e-mails, or sending faxes to neighboring agencies. ACCA will also promote the training to area agencies, via mailers and electronics means, and provide registration forms. We also ask that you assist us with the logistics. If a training room is required for the course, we ask that you help us secure the use of a room and the necessary a/v equipment. A recommendation of area hotels, to accommodate students who might require overnight accommodations, is also appreciated.

## What does Animal Control & Care Academy provide?

ACCA will handle all of the class inquiries, registrations, invoicing and payments.

## How much advance time is necessary to host a course?

We would like to offer as much advance notice to agencies as possible, but we need at a minimum of 8 weeks in order to plan and promote courses.

## How do we get started?

Contact us at 913-515-0080 or [jmays@accacademy.net](mailto:jmays@accacademy.net). If you have a course in mind or if you haven't decided yet, we can discuss your training needs, and the logistical requirements of the various courses. We can also review your staff's scheduling in order to allow as many employees as possible to attend the training.

## In-House Training

In-house training allows your agency to have a “private” course for your staff only. The number of participants will be determined by you, so the minimum of students typically required for a course would not apply. Your agency would be responsible for the course fee, limited to a mutually-agreed upon number of participants. Both ACCA and your agency would agree on a set price for the training and ACCA would deliver the course for that cost. Our expenses would still be our responsibility. By offering in-house training, we can more easily customize a course to the specific needs of your agency.

## Host Requirements

### Meeting Space

The hosting agency would provide a meeting room which will accommodate a maximum number of students committed to the program. The meeting room should be set classroom style for at least 30 people. If available, a stand-up podium is also requested along with a table off to the side for equipment.

### Audio/Visual Requirements

The following equipment would be needed in the meeting room by 7:30 am each day:

- A Projection Screen.
- A table for a laptop, along with electrical power, placed in the front of the meeting room.
- An LCD projector.
- Speakers for sounds, and wireless Internet access (if available).

## How to Build Your Program

Your agency can “build” a program based upon what you feel your staff would most benefit from. Pick and choose the topics and the number of days for training. We are flexible in our offerings. You can also take advantage of our already “built” courses, which are described within this catalog. For the most part, the cost is \$150 per day, per student. Begin building your program by determining the duration of the training – decide on how long you want the program to be – 1, 2, 3, 4 or 5 days. Then fill those days with 4 and/or 8-hour blocks from the catalog. You may also combine smaller blocks (i.e.: 1 - 3 hours) in order to fill an 8-hour day.

# ACCA Pre-Built Courses

## Basic Animal Control Officer Certification

### DESCRIPTION

The ACCA Basic Animal Control Officer Certification program is designed for Animal Control Officers at the federal, state, and local levels, Police Officers, and Sheriff's Deputies responsible for animal control and all of its many facets. In addition, those people interested in a career in the animal control/care field are welcome to attend. No previous animal control experience is required. Successful completion of the Basic Animal Control Officer Certification shall include a minimum passing score of 80% on written examinations and mandatory attendance during all training. The course is comprised of eight separate blocks of instruction to include: Laws and Enforcement Procedures; Interpersonal Communication; Officer Safety and Protection; Basic Animal Control Officer Investigations; Evidence Law and Collection; Courtroom Presentation and Testimony; Report Writing; Canine Behavior and Aggressive Dogs; and Safe Animal Handling/Capture and Restraint Equipment. The ACCA Basic Animal Control Officer Certification program has been carefully researched and offers the most current animal control-related information available.

For specific course descriptions, please refer to those sections located within the catalog.

#### Day 1

Laws and Enforcement Procedures – 8 hours

#### Day 2

Interpersonal Communication – 4 hours

Officer Safety and Protection – 4 hours

#### Day 3

Basic Animal Control Officer Investigations – 4 hours

Evidence Law and Collection – 2 hours

Courtroom Testimony and Report Writing – 2 hours

#### Day 4

Canine Behavior and Aggressive Dogs – 4 hours

Safe Animal Handling/Capture and Restraint Equipment – 4 hours

### COURSE FEE

The ACCA Basic Animal Control Officer Certification course costs just \$575 per student for the complete 4-day course. Hosting agencies receive 2 complimentary registrations for every 10 paid registrations.

# ACCA Pre-Built Courses

## Advanced ACO/HLEO Certification Course

### DESCRIPTION

The course is comprised of the following blocks of instruction:

**Animal Attack Investigation and Reporting** - In this class, we will address the differences between an animal attack and an animal bite, the necessity of conducting thorough animal attack and animal bite investigations, the basic steps in conducting an animal attack and animal bite investigation, the basic forensics involved in determining whether injuries are bites or scratches, and common rabies quarantining. We will also discuss common procedures of reporting rabies exposures to the state department of health and some general options in declaring that attacking animal a potentially dangerous or dangerous animal.

**Animal Control in the Criminal Justice System** - In this block of instruction we will discuss the history and evolution of the American Criminal Justice System, law enforcement, animal welfare and animal control programs, and the responsibilities of the government to protect its citizens. We will discuss the Animal Care and Control Continuum, the various type of law and animal related crimes found in the United States and legal tenants such as the presumption of innocence, the elements of a crime and the burdens and levels of proof necessary in a court of law. Lastly, we will cover the historical basis of US laws and due process, the sources of law in America, Constitutional law, and the responsibilities of law enforcement officials and human investigators.

**Animal Crime Scene Photography, Videography and Sketching** - Because animal laws are becoming more complex and courts and lawyers are demanding more evidence, animal crime scene investigation is becoming more important. This is a basic course designed to provide an understanding of the equipment, basic techniques and basic principles involved in conducting crime scene photography, videography, and sketching of animal crime scenes.

**Animal Hoarding Investigations** - During this course, we will address the typical types of animal hoarders, mental health concerns associated with animal hoarders, physical health concerns for humans and animals in a hoarder environment, and service agencies that might be available to assist hoarders. We will also discuss the primary methods of intercedence, challenges associated with hoarder cases such as the volume of animals and the costs associated with mass animal impoundment of hoarder animals. We will discuss the psychology of animal hoarding, investigating hoarding allegations, MASS Animal impounds, and methods of reducing recidivism.

**Illegal Animal Fighting** - During this section, we will focus on various types of Blood Sports and investigations. We will discuss the Federal Animal Welfare Act, the federal Animal Fighting Prohibition Enforcement Act, and various state statutes, which prohibit dog fighting, cock fighting, bull or bear baiting, and more. We will discuss the types of animal fighters, equipment and medical supplies frequently used during Blood-Sport activities, and various collateral crimes and activities often associated with dogfighting, cockfighting, Siamese fighting fish (also known as Betta) and Finch fighting.

# ACCA Pre-Built Courses

## Advanced ACO/HLEO Certification Course

### DESCRIPTION (continued)

**Livestock and Exotics Cases** - During this block of instruction we will focus on strategies for the capture, restraint, and handling of large animals such as cattle and horses as well as exotic animals, such as snakes and other reptiles. We will discuss the Use of Force Continuum as it applies to capture, restraint, and handling of animals, large animal equipment and preparation planning and animal and officer safety. Lastly, we will discuss investigative techniques commonly used in livestock or exotic animal neglect or abuse investigations and livestock or exotic animal exhibit inspections.

**Obtaining and Executing Search Warrants** - In this block of instruction we will discuss the history and legal basis for search warrants, search warrant applications, the warrant itself, and the warrant return. We will discuss the common property legal descriptions, curtilage and areas to be searched. In addition, we will discuss the basic steps in executing a search warrant and provide examples of search warrants used in several states.

**Officer Safety in the Field** - All animal care and control professionals should strive to survive the day and go home happy, healthy, and whole. Employers also want their employees to be safe and injury free. During this course, we will discuss general safety issues such as how to avoid slip, trip, and fall injuries, proper lifting techniques and body mechanics, stress management, and compassion fatigue. We will discuss basics of vehicle and emergency driving safety, confrontation communication, and some basic self-defense tactics.

**Proactive Animal Control** - In this class, we will discuss public perception versus reality of animal control, methods of improving public relations, and the public's view on animal control. This course will offer a basic understanding of common animal control programs designed to provide improved customer service in the field to the human and animal residents of a community, to include complaint responses, alternative options, and solutions. It will also cover handling pets from emergency medical situations, domestic violence situations, or the death of the owner.

**Using Forensics in Animal Cruelty Investigations** - During this class we will discuss the history of forensic sciences for use in solving human-on-human crimes as well as the modern application of the various forensic sciences in animal neglect, abuse, and cruelty investigations. We will discuss the use of forensic botany, chemistry, dactyloscopy, entomology, and geology in animal cases and how geomorphology, odontology and podiatry, serology, and toxicology can be applied to animal related investigations.

### COURSE FEE

The ACCA Advanced ACO/HLEO Certification Course costs just \$575 per student for the complete 5-day course. Hosting agencies receive 2 complimentary registrations for every 10 paid registrations.

# ACCA Pre-Built Courses

## Shelter Technician Certification

### DESCRIPTION

The ACCA Shelter Technician Certification program is designed to prepare individuals with the fundamental skills needed to work in an animal shelter. The course is comprised of the following blocks of instruction:

**Animal Care in a Sheltering Environment** – This course will offer a basic understanding of effective practices in daily animal care in a sheltering environment, to include feeding and watering practices, proactive health care, socialization and daily exercise designed to improve the animal's quality of life in the sheltering environment and improve the animal's overall welfare.

**Animal Disposition Options** – This course will offer a basic understanding of the various forms of animal disposition options available to most animal sheltering facilities and offer program overviews which can provide for increases in the likelihood of a positive disposition, to include: adoption options and programs; animal rescue-transfers and rescue programs; animal redemptions; and humane euthanasia. This course also provides and overview of effective animal rescue coordination programs and animal rescue network development.

**Animal Identification – Breed and Description** – This course will offer a basic understanding of how to effectively identify an animal's breed and provide effective descriptions which are essential for proper intake record-keeping and for increasing the likelihood of a positive disposition for animals in the care of an animal sheltering facility, to include breed characteristics, coat colors and patterns, commonly found markings, as well as ear and tail types.

**Animal Shelter Maintenance** – This course will offer a basic understanding of animal shelter facility maintenance, sanitization, and management that offers enhanced animal health and welfare. While many states have regulations, which specify the minimum standards of animal shelter facilities upkeep and maintenance, this course will discuss many of the most common areas of animal facilities maintenance which might be viewed as best practices for ensuring animal health and welfare, to include such topics as noise and light levels; corrosion control; animal housing arrangements; and more.

**Animal Shelter Record-Keeping** – This course will offer a basic understanding of the paperwork and record-keeping necessary for effective animal shelter operations, animal care, animal dispositions, and customer service in an animal sheltering environment, to include: animal intake forms, medical intake evaluations, Lost and Found Reports, animal temperament and behavior evaluation forms, animal adoption contracts, animal rescue transfer contracts, owner relinquishment forms, and several more examples.

**Canine and Feline Behaviors and Assessments** – This course will offer a basic understanding of common dog and cat behaviors in an animal sheltering environment and provide an overview of the variety of assessment programs. Dogs and cats will often act differently in a sheltering environment than they will at home or in their normal environments. This course will discuss methods of reducing these animal's stress levels so that more effective assessments of their behaviors can be made.

**Disease Exposures in a Sheltering Environment** – This course will offer a basic understanding of disease exposures which might be encountered in an animal sheltering environment, to include zoonotic diseases and commonly communicable animal diseases. Animal shelter workers are often at risk of exposure to various diseases and are generally charged with reducing or preventing the spread of animal illnesses and diseases from one animal to another (cross-contamination) in the shelter. This course will discuss basic information on the various diseases; common signs and symptoms; how the illness is spread; and methods of prevention.

**Emergency Animal Sheltering** – This course will offer a basic understanding of animal sheltering operations during emergency conditions such as Mass Animal Impounds or Disaster Animal Sheltering.

**Proactive Animal Sheltering** – This course will offer a basic understanding of common animal sheltering programs designed to provide improved customer service to both the human and animals residents of a community, to include quality customer service, handling pets from emergency situations like domestic violence or the death of the owner, common courtesy sheltering services, and more.

### COURSE FEE

The ACCA Shelter Technician Certification course costs just \$400 per student for the complete 3-day course. Hosting agencies receive 2 complimentary registrations for every 10 paid registrations.



# ACCA Pre-Built Courses

## Comprehensive Animal Management Certification

### DESCRIPTION

The course is comprised of the following blocks of instruction:

**Advanced Case Supervision** - Handling complex cases as a supervisor is a different world. This segment focuses on the myriad of cases that require oversight and direction. How to handle a case as a manager, not a line officer.

**Basic Budget Planning** - Money management, basic purchasing tips and how to submit requests are covered.

**Disciplinary Investigations** - Basic steps for violations of workplace rules and regulations are covered including how to conduct interviews, document findings and write-up counseling statements, reprimands, personal improvement plans and disciplinary findings from a generic standpoint.

**Equipment, Vehicles and Operational Needs** - Recommendations for basic equipment, vehicles and supplies are provided along with information on how to maintain that on a daily basis. "How to" fix animal control equipment and where to get supplies are also covered.

**Evaluating Staff** - How to create & maintain performance standards along with how to document monthly, yearly and probationary periods. Phraseology, techniques and tips for completing these tasks and related paperwork.

**Interviewing and Selection** - How to find the best choices for the job. Skills in reviewing applications, posting jobs and creating interview questions are covered.

**Managing Generational Employees** - This segment covers the types of generational employees in the workplace and how best to manage them to get high performance.

**Meetings: Individual, Specific Groups, Entire Staff** - How to schedule meetings and set agendas is offered in this segment. Managing attendance, determining needs and outcomes for effective meetings.

**Policy and Procedures: Review and Development** - How to create, review, implement and update policies and procedures are discussed with examples & sample materials to build on provided.

**Pushing Paperwork: Reports, Memos and Correspondence** - How to compose and handle routine as well as complex correspondence is reviewed. Letter, e-mail, telephone, or text? Picking the best means is half this battle. Public records & records retention schedules are mentioned in addition.

**Supervising Daily Operations** - Scheduling, handling leave requests, motivating & directing employees are part of everyday operations.

**Training and Staff Development** - Training needs assessments and evaluating skills are covered here. How to arrange in-house, contractor and related training is reviewed.

**Transition from Staff to Supervisor** - This segment shares information on how to move from staff to supervisor. Information on confidentiality, challenges and changes that come with moving up in the chain of command.

**Workplace Harassment and Violence** - This section covers the generic subjects and highlights practices to avoid as well as how to mitigate instances in the work environment.

### COURSE FEE

The ACCA Comprehensive Animal Management Certification course costs just \$400 per student for the complete 3-day course. Hosting agencies receive 2 complimentary registrations for every 10 paid registrations.

# Animal Hoarding Investigations

## DESCRIPTION

A compulsive hoarder may often accumulate a large number of animals, failing to provide minimal standards of nutrition, sanitation and vet care, and fails to act on the deteriorating condition of the animals, the environment, or the negative impact on their own health and wellbeing. Such behaviors may be part of an overall mental health issue. Students will develop an understanding on how to document the scene for possible cruelty or neglect; evaluate possible intervention strategies including criminal, civil and regulatory and mental health; the need to prepare for a pre-hoarding event or large scale rescue sheltering plan; and how laws restricting the number of animals can be effective tools.

## DURATION

This is a 1-hour course. 10-minute breaks each hour, 1-hour lunch break when applicable (lunch on your own).

## COURSE FEE

Combined with other ACCA training modules to build a complete 8-hour day of training.

## CLASS INFORMATION

All learning materials and any necessary equipment will be provided. Upon successful completion of this class, the student will be issued an ACCA certificate of completion. Dress is casual.

# Basic Animal Control Officer Investigations

## DESCRIPTION

This course will detail the role of the Animal Control Officer in performing investigations and to identify the common types of investigations and variations between them. Participants will become familiar with scene assessment and the common tools and resources used in investigation procedures and case development. Complaint procedures, interview techniques and the types of forms and reports used for documentation will also be explained.

## DURATION

This is a 4-hour course. 10-minute breaks each hour, 1-hour lunch break when applicable (lunch on your own).

## COURSE FEE

\$75.00 per student; discounted pricing available when combined with other ACCA training modules.

## CLASS INFORMATION

All learning materials and any necessary equipment will be provided. Upon successful completion of this class, the student will be issued an ACCA certificate of completion. Dress is casual.

# Baton/Bitestick Certification

## DESCRIPTION

The Baton/Bitestick Certification program is a hands-on program regarding the use of the tactical baton (bite stick) as a defensive tool to provide an Animal Control Officer with non-lethal force for dealing with aggressive animals and humans. Use of a bite stick for personal protection from animals and humans should be in accordance with agency training, policies, and procedures. The course will familiarize the Animal Control Officer with the practical use of the friction-lock and lever-lock baton. The training and instruction will cover the following topics: Safety; Legal Concepts; Use of Force Options; Documentation; Portation (mode of carry); and Practical Use and Retention of the ASP™ baton. The course includes both classroom and practical training.

## DURATION

This is an 8-hour course. 10-minute breaks each hour, 1-hour lunch break when applicable (lunch on your own).

## COURSE FEE

\$150.00 per student; discounted pricing available when combined with other ACCA training modules. Class is limited to 20 participants.

## CLASS INFORMATION

All certification materials and any necessary equipment will be provided. Upon successful completion of this class, the student will be issued an ASP™ certificate of completion. Dress is casual, appropriate footwear is required (no flip-flops, sandals).

# Canine Behavior and Aggressive Dogs

## DESCRIPTION

Within the United States, about 4.5 million people are bitten each year by dogs. Almost 1 in 5 of those victims require medical attention from their dog bite injuries. In the 14-year period of 2005 through 2018, dogs killed 471 people. These are staggering statistics and it takes responsible dog owners and public education and awareness about dog bites in order to prevent these needless attacks. This course will offer Animal Control Officers a basic understanding of dog behaviors in a field environment, to include:

- Assisting ACO's to recognize and respond to hazardous situations associated with dangerous or potentially dangerous dogs.
- Providing instruction in the principles of dog communication and in the tools, techniques and equipment that can be used to avoid, repel or handle aggressive dogs.
- Understanding the general characteristics of common dog bite scenarios.
- Identifying the presence of dogs on a property and the techniques for making such a presence known.
- Develop an understanding of the different forms of canine aggression.
- Understanding the different methods in which dogs communicate aggression or friendly moods and intention.
- Knowing how to apply a “force continuum” in selecting an appropriate response to dogs.
- Understanding techniques for minimizing personal injury in the event of an attack.
- Becoming familiar with resources to assist in officer-related animal bites.

## DURATION

This is a 4-hour course. 10-minute breaks each hour, 1-hour lunch break when applicable (lunch on your own).

## COURSE FEE

\$75.00 per student; discounted pricing available when combined with other ACCA training modules.

## CLASS INFORMATION

All learning materials and any necessary equipment will be provided. Upon successful completion of this class, the student will be issued an ACCA certificate of completion. Dress is casual.

# Challenging Encounters in Animal Control

## DESCRIPTION

Animal Control Officers encounter a variety of animal “interested” groups and individuals. Dealing with these people can present obstacles to education, enforcement and achieving compliance. This class covers strategies for dealing with everything from activists to elected officials with stops for “hoarders”, animal welfare groups and administrators. Students will be provided with ideas on how to safely and effectively interact with a variety of persons in the animal realm.

## DURATION

This is a 1-hour course. 10-minute breaks each hour, 1-hour lunch break when applicable (lunch on your own).

## COURSE FEE

Combined with other ACCA training modules to build a complete 8-hour day of training.

## CLASS INFORMATION

All learning materials and any necessary equipment will be provided. Upon successful completion of this class, the student will be issued an ACCA certificate of completion. Dress is casual.

# Chemical Immobilization Certification

## DESCRIPTION

Chemical Immobilization offers an alternative to the use of lethal force in response to animals that represent a danger to the public. This course will certify officers to chemically immobilize commonly-encountered animals, such as dogs, wildlife, exotics and agriculture animals. Humane techniques and methods, drugs and delivery devices, and deployment protocol (what qualifies an animal for chemical immobilization) will be discussed. This course includes both classroom and practical training.

## DURATION

This is an 8-hour course. 10-minute breaks each hour, 1-hour lunch break when applicable (lunch on your own).

## COURSE FEE

\$150.00 per student; discounted pricing available when combined with other ACCA training modules.

## CLASS INFORMATION

All learning materials and any necessary equipment will be provided. Upon successful completion of this class, the student will be issued an ACCA certificate of completion. Dress is casual, appropriate footwear is required (no flip-flops, sandals).

# Community Cooperation – Education & Outreach

## DESCRIPTION

Animal Control Officers are often tapped to address civic leagues, community groups and administration. This instruction offers tips, guidelines and information on developing and speaking for a variety of functions and organizations. Effective communication is key to improving and enhancing your agency's image and often can make a difference in support and funding. Students will work on creating and presenting to the group to get firsthand experience in dealing with diverse community agencies.

## DURATION

This is a 1-hour course. 10-minute breaks each hour, 1-hour lunch break when applicable (lunch on your own).

## COURSE FEE

Combined with other ACCA training modules to build a complete 8-hour day of training.

## CLASS INFORMATION

All learning materials and any necessary equipment will be provided. Upon successful completion of this class, the student will be issued an ACCA certificate of completion. Dress is casual.



# Courtroom Testimony and Report Writing

## DESCRIPTION

When should court preparation start? What should be done on the day of court? This block of instruction will focus on courtroom preparation and testimony from the initial call until the court date, to include when/why you should seek out your prosecutor before court; important things that should be done during your testimony; recognizing defense tactics and how to avoid them; and courtroom professionalism and dress standards/appearance. This course also includes instruction on how to write fact-based, unbiased, clear, grammatical reports as a record of the event and a tool for prosecution.

## DURATION

This is a 2-hour course. 10-minute breaks each hour, 1-hour lunch break when applicable (lunch on your own).

## COURSE FEE

Combined with other ACCA training modules to build a complete 8-hour day of training.

## CLASS INFORMATION

All learning materials and any necessary equipment will be provided. Upon successful completion of this class, the student will be issued an ACCA certificate of completion. Dress is casual.

# **Diversion - Alternative Enforcement Programs**

## **DESCRIPTION**

Integrating additional enforcement strategies can strengthen and improve Animal Control operations. This course offers students a variety of innovative ideas that provide revenue enhancement, improved license compliance and alternatives to traditional citations. These are not replacements for existing programs, but rather they are additions that generate positive results.

## **DURATION**

This is a 1-hour course. 10-minute breaks each hour, 1-hour lunch break when applicable (lunch on your own).

## **COURSE FEE**

Combined with other ACCA training modules to build a complete 8-hour day of training.

## **CLASS INFORMATION**

All learning materials and any necessary equipment will be provided. Upon successful completion of this class, the student will be issued an ACCA certificate of completion. Dress is casual.

# Evidence Law and Collection

## DESCRIPTION

The key to a successful outcome in any animal-related investigation is the recognition and collection of evidence. The first responder's initial actions are critical to animal crime scene investigations. This course will discuss the importance of numerous types of evidence and to identify, process, and preserve the crime scene and items of evidence found in them. The course will demonstrate the challenges that are faced when presenting veterinary and animal crime scene evidence in a court of law. The goal is to help students be more comfortable with the process of collecting and presenting evidence in such cases, and to learn how to avoid some of the common mistakes that might make such testimony ineffective.

## DURATION

This is a 2-hour course. 10-minute breaks each hour, 1-hour lunch break when applicable (lunch on your own).

## COURSE FEE

Combined with other ACCA training modules to build a complete 8-hour day of training.

## CLASS INFORMATION

All learning materials and any necessary equipment will be provided. Upon successful completion of this class, the student will be issued an ACCA certificate of completion. Dress is casual.

# Field Training Officer Certification

## DESCRIPTION

This course will provide Animal Control Professionals who specialize in on-the-job training the opportunity to gain recognition for their education and professional dedication to the field-training concept. Field training develops new employees into professional and ethical members of the organization. Agencies lacking a properly functioning field-training program are open to discredit and liability. A properly organized, supervised, and functioning field-training program is critical to the development of an agency. The course is specific to the Animal Control profession, and requires mandatory participation from all students in role-playing and training exercises. The course includes a sample agency Field Training Manual.

## DURATION

This is a 16-hour course. 10-minute breaks each hour, 1-hour lunch break each day (lunch on your own).

## COURSE FEE

\$300.00 per student; discounted pricing available when combined with other ACCA training modules.

## CLASS INFORMATION

All learning materials and any necessary equipment will be provided. Upon successful completion of this class, the student will be issued an ACCA certificate of completion. Dress is casual.

# Handcuffs – Arrest and Control Certification

## DESCRIPTION

The ASP™ Handcuff – Arrest and Control Certification program is a hands-on program regarding the use of handcuffs. Although many Animal Control Officers do not have arrest powers, ACO's may be required to assist law enforcement officers in certain situations. This course is designed to provide the ACO with a clear understanding of the conditions in which restraints may be used, justification for use, and how to document these actions. The course goes into great depth on Portation (Carrying), Presentation (Drawing), and Handcuff application techniques. The course includes both classroom and practical training.

## DURATION

This is a 4-hour course. 10-minute breaks each hour, 1-hour lunch break when applicable (lunch on your own).

## COURSE FEE

\$100.00 per student; discounted pricing available when combined with other ACCA training modules. Class is limited to 20 participants.

## CLASS INFORMATION

All certification materials and any necessary equipment will be provided. Upon successful completion of this class, the student will be issued an ASP™ certificate of completion. Dress is casual, appropriate footwear is required (no flip-flops, sandals).

# Illegal Animal Fighting

## DESCRIPTION

The illegal animal fighting workshop addresses both dog fighting and cockfighting activity. The course covers officer safety considerations, the history of animal fighting, applicable state and federal laws, search warrants and warrantless entries, investigation techniques, evidence collection and impoundment of animals, agency and task force coordination for successful case prosecution.

## DURATION

This is a 4-hour course. 10-minute breaks each hour, 1-hour lunch break when applicable (lunch on your own).

## COURSE FEE

\$75.00 per student; discounted pricing available when combined with other ACCA training modules.

## CLASS INFORMATION

All learning materials and any necessary equipment will be provided. Upon successful completion of this class, the student will be issued an ACCA certificate of completion. Dress is casual.

# Interpersonal Communication

## DESCRIPTION

For Animal Control professionals, communication skills are the most important of all the skills necessary to succeed in our profession. Being effective at communicating equates into becoming successful. Being an ineffective communicator usually results in poor interpersonal relationships, citizens' complaints, and possibly even injury or death on the job. This training offers practical tools and strategies for improving an ACO's verbal and nonverbal communication skills.

## DURATION

The course is offered in a 4-hour format. 10-minute breaks each hour, 1-hour lunch break when applicable (lunch on your own).

## COURSE FEE

\$75.00 per student; discounted pricing available when combined with other ACCA training modules. Class is limited to 40 participants.

## CLASS INFORMATION

All learning materials and any necessary equipment will be provided. Upon successful completion of this class, the student will be issued an ACCA certificate of completion. Dress is casual.

# Investigative Techniques for Cruelty and Neglect Complaints

## DESCRIPTION

Students in this course will learn techniques to improve their ability to investigate and prepare cases regarding cruelty and neglect situations encountered in the field. Students will learn how to determine a valid complaint; determine how the situation fits the elements of the law; review the Tufts Animal Care and Condition (TACC)/Purina Assessment Scaling; identify exigent circumstances; understand the importance of narrative reports, veterinary examinations, and scene documentation; and prepare case files and suggested possible charges for the prosecutor. Students will also learn how to differentiate between a situation that is correctable with education and when situations require enforcement action.

## DURATION

This is an 8-hour course. 10-minute breaks each hour, 1-hour lunch break when applicable (lunch on your own).

## COURSE FEE

\$150.00 per student; discounted pricing available when combined with other ACCA training modules.

## CLASS INFORMATION

All learning materials and any necessary equipment will be provided. Upon successful completion of this class, the student will be issued an ACCA certificate of completion. Dress is casual.



# Laws and Enforcement Procedures

## DESCRIPTION

Whether an animal regulatory agency is large or small, made up of many officers or just one part-time officer, it operates under authority granted by a specific set of laws. This authority begins with the United States Constitution and is contained within state constitutions. States may enable cities or counties to address their animal problems by enacting ordinances. This course is designed to establish a working knowledge and understanding of the common laws relating to animal control and field services. The topics include leash laws; noise complaints; sanitation issues; limit laws; cruelty and neglect; tethering; license requirements; rabies control; prohibited conduct; vicious and dangerous dogs; and citation servicing protocols.

## DURATION

This is a 4-hour course. 10-minute breaks each hour, 1-hour lunch break when applicable (lunch on your own).

## COURSE FEE

\$75.00 per student; discounted pricing available when combined with other ACCA training modules.

## CLASS INFORMATION

All learning materials and any necessary equipment will be provided. Upon successful completion of this class, the student will be issued an ACCA certificate of completion. Dress is casual.

# Officer Safety and Protection

## DESCRIPTION

This course will offer an understanding of the principles of officer safety, to include: personal protective equipment recommendations; health risks associated with animal control work; challenges associated with driving animal control service delivery vehicles; vehicular traffic risks; injury prevention related to the loading/unloading of animals on the vehicle; evaluating risks while on private property; contact considerations with citizens/violators; understanding the Safety Zone, to include proper distance, proper stance, and having an escape route; developing a survival mindset; and evaluating behavioral indicators of assaults.

## DURATION

This is a 4-hour course. 10-minute breaks each hour, 1-hour lunch break when applicable (lunch on your own).

## COURSE FEE

\$75.00 per student; discounted pricing available when combined with other ACCA training modules.

## CLASS INFORMATION

All learning materials and any necessary equipment will be provided. Upon successful completion of this class, the student will be issued an ACCA certificate of completion. Dress is casual.

# Oleoresin Capsicum Aerosol Training (OCAT) Certification

## DESCRIPTION

This program will certify students to utilize the Oleoresin Capsicum Aerosol (OC) as a defensive tool to provide an Animal Control Officer with non-lethal force for dealing with aggressive animals and humans. Use of Oleoresin Capsicum Aerosol for personal protection from animals and humans should be in accordance with agency training, policies, and procedures. The course provides instruction and training in the following areas:

- To present principles, skills and techniques of understanding and using OC.
- Control violent and aggressive behavior of humans and dogs.
- Reduce personal injury to officers, individuals and the public.
- Increase an officer's confidence in physically threatening situations.
- Reduce the exposure of civil liability of the officer and the employer for unnecessary or improper force.

## DURATION

This is a 4-hour course. 10-minute breaks each hour, 1-hour lunch break when applicable (lunch on your own).

## COURSE FEE

\$100.00 per student; discounted pricing available when combined with other ACCA training modules. Class is limited to 20 participants. Student exposure to O.C. is not required.

## CLASS INFORMATION

All certification materials and any necessary equipment will be provided. Upon successful completion of this class, the student will be issued an ACCA certificate of completion. Dress is casual, appropriate footwear is required (no flip-flops, sandals).

# Performing Animal Exhibitor Inspections

## DESCRIPTION

This training provides background, knowledge and understanding related to performing animal exhibitions such as circuses, rodeos, petting zoos and similar atypical animal operations. Topics include inspection criteria, atypical animal abuse recognition, USDA and Federal Animal Welfare Act regulations, dealing with operators and organizations. The course will help clarify and define the roles of ACO's and Law Enforcement within the scope of their employment.

## DURATION

This is a 1-hour course. 10-minute breaks each hour, 1-hour lunch break when applicable (lunch on your own).

## COURSE FEE

Combined with other ACCA training modules to build a complete 8-hour day of training.

## CLASS INFORMATION

All learning materials and any necessary equipment will be provided. Upon successful completion of this class, the student will be issued an ACCA certificate of completion. Dress is casual.

# Safe Animal Handling/ Capture and Restraint Equipment

## DESCRIPTION

Every day is a different day for an ACO. One of the most unique aspects of the ACO position is that of working with the wide variety of animal species and situations. Safe animal capture and handling is extremely important in order to protect the safety of the officer, the public and the animal. ACCA offers a 4-hour block of instruction that covers the skills and equipment that are necessary when dealing with domestic animals, wildlife, exotics and livestock. This practical course focuses on the animal species commonly handled by ACO's, injury prevention, dangers and risks, capture and restraint methods, equipment, safe loading and transportation.

## DURATION

This is a 4-hour course. 10-minute breaks each hour, 1-hour lunch break when applicable (lunch on your own).

## COURSE FEE

\$75.00 per student; discounted pricing available when combined with other ACCA training modules.

## CLASS INFORMATION

All learning materials and any necessary equipment will be provided. Upon successful completion of this class, the student will be issued an ACCA certificate of completion. Dress is casual.

# Sovereign Citizens

## DESCRIPTION

A frightening trend confronting law enforcement, including animal control, involves individuals claiming exemption from the laws of the land. Also known as “travelers” or “free citizens”, these persons pose a serious threat to officer safety and unique challenges to enforcement action. Students will be exposed to the tactics, philosophy and actions of this movement including how to identify involved individuals.

## DURATION

This is a 1-hour course. 10-minute breaks each hour, 1-hour lunch break when applicable (lunch on your own).

## COURSE FEE

Combined with other ACCA training modules to build a complete 8-hour day of training.

## CLASS INFORMATION

All learning materials and any necessary equipment will be provided. Upon successful completion of this class, the student will be issued an ACCA certificate of completion. Dress is casual.

# Stress Management/Compassion Fatigue

## DESCRIPTION

This course will discuss the impact of stress, to include offering methods on how to minimize or eliminate certain stressors commonly affecting animal control/care workers. The course offers stress “tests” to students for completion in class; defining industry-common stressors; an explanation of positive and negative stress; details on how the human body reacts to stress and the impact of long-term stressors; an explanation of the categories of stress; defining factors in how we handle stress as it relates to age, gender, and other factors; and understanding the suggestions/changes for handling stress as it relates to animal control/care workers.

## DURATION

This is a 1-hour course. 10-minute breaks each hour, 1-hour lunch break when applicable (lunch on your own).

## COURSE FEE

Combined with other ACCA training modules to build a complete 8-hour day of training.

## CLASS INFORMATION

All learning materials and any necessary equipment will be provided. Upon successful completion of this class, the student will be issued an ACCA certificate of completion. Dress is casual.

# Taser™ Certification

## DESCRIPTION

By the very nature of the job, ACO's are presented with safety considerations from the dangers associated with human and animal interaction. Each piece of protective equipment helps an officer serve the public and maintain safety. The Taser™ is a dual purpose tool used to protect and save lives. It is highly effective in deterring and stopping an attacker. The Taser™ is becoming more useful and common within the Animal Control industry, offering a less-lethal use of force option, not only to prevent an animal attack, but also for the safe capture and restraint of vicious and dangerous dogs. ACCA recognizes that there is no such thing as a "one-size-fits-all-tool". The better trained and properly equipped an ACO can be will result in enhanced officer safety, improved public service, Injury prevention and reduced liability.

## DURATION

This is a 6-hour course. 10-minute breaks each hour, 1-hour lunch break when applicable (lunch on your own).

## COURSE FEE

\$175.00 per student, which includes the cost of two cartridges that are required for certification; discounted pricing available when combined with other ACCA training modules. Class is limited to 20 participants. Student exposure to the Taser™ is not required.

## CLASS INFORMATION

All certification materials and any necessary equipment will be provided. Upon successful completion of this class, the student will be issued a Taser™ certificate of completion. Dress is casual, appropriate footwear is required (no flip-flops, sandals).



# Understanding the ADA and Service Animals

## DESCRIPTION

This training provides background, knowledge and understanding relating to the Americans with Disabilities Act, Service Animals and state laws related to control and licensing for these animals. ACO's and Law Enforcement Officers will be better prepared to apply the laws, regulations and policies that may arise when encountering service animals and their owners. Connect the signs of abuse common to each situation involving people and animals. The topics include the Americans with Disabilities Act (ADA) for government agencies, rights and regulations for service animals, federal and state laws for service animals, and requirements for handling service animals for agencies. The course will help clarify and define the roles of ACO's and Law Enforcement within the scope of their employment.

## DURATION

This is a 1-hour course. 10-minute breaks each hour, 1-hour lunch break when applicable (lunch on your own).

## COURSE FEE

Combined with other ACCA training modules to build a complete 8-hour day of training.

## CLASS INFORMATION

All learning materials and any necessary equipment will be provided. Upon successful completion of this class, the student will be issued an ACCA certificate of completion. Dress is casual.

# Understanding the “Link” in Animal Abuse

## **DESCRIPTION**

This training provides background, knowledge and understanding relating to the interdisciplinary connection among animal abuse, child, elder and spousal abuse, and domestic violence. ACO's and Law Enforcement Officers will be better prepared to connect the signs of abuse common to each situation involving people and animals. The topics include, The LINK, animal abuse recognition, juveniles and animal abuse, mandatory reporting, intervention programs, and SAFE PETS sheltering. The course will help clarify and define the roles of ACO's and Law Enforcement within the scope of their employment.

## **DURATION**

This is an 8-hour course. 10-minute breaks each hour, 1-hour lunch break when applicable (lunch on your own).

## **COURSE FEE**

\$150.00 per student; discounted pricing available when combined with other ACCA training modules.

## **CLASS INFORMATION**

All learning materials and any necessary equipment will be provided. Upon successful completion of this class, the student will be issued an ACCA certificate of completion. Dress is casual.