



COMMONWEALTH OF VIRGINIA

Department of Agriculture and Consumer Services



Division of Animal and Food Industry Services
 Office of Veterinary Services
 102 Governor Street, Richmond, Virginia 23219
 Phone: 804-692-4001 Fax: 804-371-2380
animalcare@vdacs.virginia.gov

2023 Animal Control Officer Status Report Form

§ 3.2-6555 of the Code of Virginia states that every locality employing an animal control officer shall submit to the State Veterinarian information concerning the employment and training status of the animal control officers employed by the locality.

The official representative of the local governing body should complete this form for all Animal Control Officers and Deputy Animal Control Officers employed **during the period of July 1, 2022 through June 30, 2023** and submit it no later than **July 31, 2023**.

LOCALITY	Name of Locality	<input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Town		
	Statutory ACO Legal Name:	First:	Last:	
ANIMAL CONTROL OFFICER (ACO) <i>(Per § 3.2-6555 of the Code of Virginia, the governing body of each county or city shall, or each town may, employ an officer to be known as the animal control officer. The governing body may also employ one or more deputy animal control officers to assist the animal control officer in the performance of his duties.)</i>	Is this Statutory ACO a sworn law enforcement officer?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Special Conservator of the Peace <input type="checkbox"/> Yes, Police (LEO Rank: _____) <input type="checkbox"/> Yes, Sheriff (LEO Rank: _____)		
	Dates of Employment as an ACO for this Locality	Start Date: M: D: Y:	End Date: M: D: Y:	<input type="checkbox"/> Check if still presently employed
	Physical Office Address:	Postal Mailing Address:		
	Direct Phone:	Fax:		
	Statutory ACO Direct Email Address:			
	STATUTORY ANIMAL CONTROL OFFICER TRAINING RECORD			
	ACO BASIC TRAINING Course Completion:	Name of Training Academy:		Date of Completion: M: D: Y:
	APPROVED Additional Training in Animal Control and Protection completed during the time period of: July 1, 2022 - June 30, 2023			
	Name of Course	Date of Completion	Training Provider	Number of Hours
	Immediate Supervisor Under Which the Statutory Animal Control Officer is Employed:			
	Name:	First _____ Last _____		
Title:				
Mailing Address:	Phone:			
	Fax:			
	Email Address:			

Duplicate this page as needed to list any Statutory Animal Control Officer that ended employment during this reporting period.

2023 Animal Control Officer Status Report Form, Continued

<p align="center">DEPUTY ANIMAL CONTROL OFFICER (Deputy ACO)</p> <p><i>(Per § 3.2-6555 of the Code of Virginia, the governing body of each county or city shall, or each town may, employ an officer to be known as the animal control officer. The governing body may also employ one or more deputy animal control officers to assist the animal control officer in the performance of his duties.)</i></p>	Deputy ACO Legal Name:		First:		Last:	
	Is this Deputy ACO a sworn law enforcement officer?	<input type="checkbox"/> No		<input type="checkbox"/> Yes, Special Conservator of the Peace		
		<input type="checkbox"/> Yes, Police (LEO Rank: _____)				
		<input type="checkbox"/> Yes, Sheriff (LEO Rank: _____)				
	Dates of Employment as an ACO for this Locality	Start Date: M: D: Y:		End Date: M: D: Y:		<input type="checkbox"/> Check if still presently employed
	Direct Phone:				Fax:	
	Deputy ACO Direct Email Address:					
	DEPUTY ANIMAL CONTROL OFFICER TRAINING RECORD					
	ACO BASIC TRAINING Course Completion:		Name of Training Academy:		Date of Completion: M: D: Y:	
	APPROVED Additional Training in Animal Control and Protection completed during the time period of: July 1, 2022 - June 30, 2023					
Name of Course		Date of Completion	Training Provider		Number of Hours	

<p align="center">DEPUTY ANIMAL CONTROL OFFICER (Deputy ACO)</p> <p><i>(Per § 3.2-6555 of the Code of Virginia, the governing body of each county or city shall, or each town may, employ an officer to be known as the animal control officer. The governing body may also employ one or more deputy animal control officers to assist the animal control officer in the performance of his duties.)</i></p>	Deputy ACO Legal Name:		First:		Last:	
	Is this Deputy ACO a sworn law enforcement officer?	<input type="checkbox"/> No		<input type="checkbox"/> Yes, Special Conservator of the Peace		
		<input type="checkbox"/> Yes, Police (LEO Rank: _____)				
		<input type="checkbox"/> Yes, Sheriff (LEO Rank: _____)				
	Dates of Employment as an ACO for this Locality	Start Date: M: D: Y:		End Date: M: D: Y:		<input type="checkbox"/> Check if still presently employed
	Direct Phone:				Fax:	
	Deputy ACO Direct Email Address:					
	DEPUTY ANIMAL CONTROL OFFICER TRAINING RECORD					
	ACO BASIC TRAINING Course Completion:		Name of Training Academy:		Date of Completion: M: D: Y:	
	APPROVED Additional Training in Animal Control and Protection completed during the time period of: July 1, 2022 - June 30, 2023					
Name of Course		Date of Completion	Training Provider		Number of Hours	

Duplicate this page as needed to list all Deputy Animal Control Officers employed during this reporting period.

2023 Animal Control Officer Status Report Form, Continued

LOCAL GOVERNMENT DEPARTMENT/OFFICE ADMINISTERING THE ANIMAL CONTROL OFFICER POSITION		
<input type="checkbox"/> County Administration	<input type="checkbox"/> City Management	<input type="checkbox"/> Town Management
<input type="checkbox"/> Police Department	<input type="checkbox"/> Sheriff's Office	

Per § 3.2-6555 of the Code of Virginia, the governing body of each county or city shall, or each town may , employ an officer to be known as the animal control officer.
If this locality is a COUNTY , please list the name of any <u>TOWN</u> within this county that independently employs a TOWN animal control officer:

LOCAL GOVERNING BODY CERTIFICATION	
<p>Section § 3.2-6555 of the Code of Virginia states that the governing body of each county or city shall, or each town may, employ an officer to be known as the animal control officer. The governing body may also employ one or more deputy animal control officers to assist the animal control officer in the performance of his duties.</p> <p>Section §3.2-6556 of the Code of Virginia states that any animal control officer hired between July 1, 1998 and July 1, 2017 must have completed a basic training course within two years of their date of employment, and any animal control officer hired after July 1, 2017 must have completed a basic training course within one year of their date of employment or within two years if the officer is attending a law enforcement academy; After the basic training course has been completed, officers must complete a minimum of 15 hours of approved additional training in animal control and protection every three years; Training must be approved by the State Veterinarian's Office; Basic training exemptions may be granted by the State Veterinarian based on previous training; Failure to complete all required training shall result in removal from office.</p> <p><i>As the official representative of this local governing body, I hereby certify that the information provided in this report accurately depicts the employment and training status of the animal control officer and any deputy animal control officers employed by this locality. I understand that the State Veterinarian reserves the right to audit documentation verifying employment and completion of required training for the animal control officers employed by this locality.</i></p>	
Official Representative of the Local Governing Body	
Printed Name:	
Title:	<input type="checkbox"/> County Administrator <input type="checkbox"/> City Manager <input type="checkbox"/> Town Manager <input type="checkbox"/> Other:
SIGNATURE	DATE
Sign Here ▶	

Completed forms may be submitted by mail, fax, or email.
KEEP A COPY OF THIS COMPLETED DOCUMENT FOR YOUR RECORDS