



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



2025 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, 2024 through June 30, 2025 and submit it no later than July 31, 2025.

| LOCALITY | Name of LOCALITY | <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Town | | |
|--|---|---|---|---------------------------|
| 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> | Statutory ACO Legal Name: | First: Last: | | |
| | 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 (Rank:) | <input type="checkbox"/> Yes, Sheriff (Rank:) | |
| | Dates of Employment as an ACO for this Locality (if occurred during this report period) | Start Date: M: D: Y: | End Date: M: D: Y: <input type="checkbox"/> Check if presently employed | |
| | Physical Office Address: | Postal Mailing Address: | | |
| | Direct Phone: | Direct Email: | | |
| | STATUTORY ANIMAL CONTROL OFFICER TRAINING RECORD | | | |
| | ACO BASIC TRAINING Course If completed during the report period of: July 1, 2024 - June 30, 2025: | Name of Training Academy: | Date of Completion: M: D: Y: | |
| | APPROVED Additional Training in Animal Control and Protection completed during the report period of: July 1, 2024 - June 30, 2025 | | | |
| | NAME OF COURSE | TRAINING PROVIDER | DATE OF COMPLETION M/D/Y | NUMBER OF HOURS COMPLETED |
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| Immediate Supervisor Under Which the Statutory Animal Control Officer is Employed: | | | | |
| Name: | First: Last: | | | |
| Title: | | | | |
| Phone: | | Email Address: | | |

Duplicate this page as needed to report any Statutory ACO employed (including those that started or ended employment) during this reporting period of July 1, 2024 – June 30, 2025.

2025 Animal Control Officer Status Report Form, Continued

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| <p style="text-align: center;">DEPUTY ANIMAL CONTROL OFFICER (Deputy ACO)</p> <p style="font-size: small; margin-top: 10px;">(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.)</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 (Rank: _____) | | <input type="checkbox"/> Yes, Sheriff (Rank: _____) | |
| | Dates of Employment as an ACO for this Locality (if occurred during this report period) | Start Date: M: _____ D: _____ Y: _____ | | End Date: M: _____ D: _____ Y: _____ | |
| | Office Phone: _____ | Direct Email: _____ | | <input type="checkbox"/> Check if presently employed | |
| | DEPUTY ANIMAL CONTROL OFFICER TRAINING RECORD | | | | |
| | ACO BASIC TRAINING Course If completed during the report period of: July 1, 2024 - June 30, 2025: | 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, 2024 - June 30, 2025 | | | | |
| NAME OF COURSE | TRAINING PROVIDER | DATE OF COMPLETION M/D/Y | NUMBER OF HOURS COMPLETED | | |
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|--|--|--|----------------------------------|--|--|
| <p style="text-align: center;">DEPUTY ANIMAL CONTROL OFFICER (Deputy ACO)</p> <p style="font-size: small; margin-top: 10px;">(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.)</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 (Rank: _____) | | <input type="checkbox"/> Yes, Sheriff (Rank: _____) | |
| | Dates of Employment as an ACO for this Locality (if occurred during this report period) | Start Date: M: _____ D: _____ Y: _____ | | End Date: M: _____ D: _____ Y: _____ | |
| | Office Phone: _____ | Direct Email: _____ | | <input type="checkbox"/> Check if presently employed | |
| | DEPUTY ANIMAL CONTROL OFFICER TRAINING RECORD | | | | |
| | ACO BASIC TRAINING Course If completed during the report period of: July 1, 2024 - June 30, 2025: | 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, 2024 - June 30, 2025 | | | | |
| NAME OF COURSE | TRAINING PROVIDER | DATE OF COMPLETION M/D/Y | NUMBER OF HOURS COMPLETED | | |
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Duplicate this page as needed to report all Deputy ACOs employed (including those that started or ended employment) during this reporting period of July 1, 2024 – June 30, 2025.

2025 Animal Control Officer Status Report Form, Continued

LOCAL GOVERNMENT DEPARTMENT/OFFICE ADMINISTERING THE ANIMAL CONTROL OFFICER POSITION

☐ County Administration
 ☐ City Management
 ☐ Town Management
 ☐ Police Department
 ☐ Sheriff's Office

LOCAL GOVERNING BODY VERIFICATION

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.

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.**

The information provided in this report must accurately depict the employment and training status of the animal control officer and any deputy animal control officers employed by this locality.

The State Veterinarian may audit documentation verifying employment and completion of required training for the animal control officers employed by this locality.

This Report is Submitted by the Local Governing Body Employment/Administration/Management Representative Named Below

NAME:

TITLE

Direct Contact Phone Number

Direct Contact Email Address

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