



# COMMONWEALTH OF VIRGINIA

## Department of Agriculture and Consumer Services



Division of Animal and Food Industry Services  
Office of Veterinary Services – Animal Care  
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### 2021 Animal Control Officer Status Report Form

*(Per § 3.2-6555 of the Code of Virginia Per 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.)*

Please complete for all Animal Control Officers and Deputy ACOs employed **during 2020**, and submit this report no later than **April 2, 2021**. Completed forms may be submitted by mail, fax, or email using the contact information above.

<b>LOCALITY</b>	Name of Locality	<input type="checkbox"/> County of: <input type="checkbox"/> City of: <input type="checkbox"/> Town of:				
<b>ANIMAL CONTROL OFFICER (ACO)</b>	Statutory ACO 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 (LEO Title/Rank: _____)				
		<input type="checkbox"/> Yes, Sheriff (LEO Title/Rank: _____)				
	Employment Start Date:		Employment End Date:		<input type="checkbox"/> Check if still presently employed	
	Physical Office Address:			Postal Mailing Address:		
	Direct Phone:			Fax:		
	Direct Email Address:					
	<b>STATUTORY ANIMAL CONTROL OFFICER TRAINING RECORD</b>					
	<b>ACO BASIC Training Course:</b> <small>(not required if employed in this position prior to July 1, 1998)</small>	BASIC Training Provider:			Date of Completion:	
	<b>APPROVED Additional Training in Animal Control and Protection for calendar year 2020: (completed between January 1, 2020 and December 31, 2020)</b>					
		Name of Course	Date of Completion	Training Provider	Number of Hours	
<b>Immediate Supervisor Under Which the Statutory Animal Control Officer is Employed:</b>						
	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 the reported year.*

**2021 Animal Control Officer Status Report Form, Continued**

<p align="center"><b>DEPUTY ANIMAL CONTROL OFFICER (Deputy ACO)</b></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 Name: First _____ Last _____		<input type="checkbox"/> No <input type="checkbox"/> Yes, Special Conservator of the Peace	
	Is this Deputy ACO a sworn law enforcement officer?		<input type="checkbox"/> Yes, Police (LEO Title/Rank: _____ ) <input type="checkbox"/> Yes, Sheriff (LEO Title/Rank: _____ )	
	Employment Start Date: _____	Employment End Date: _____	<input type="checkbox"/> Check if still presently employed	
	Direct Phone: _____		Fax: _____	
	Direct Email Address: _____			
	<b>DEPUTY ANIMAL CONTROL OFFICER TRAINING RECORD</b>			
	<b>ACO Basic Training Course:</b> <small>(not required if employed in this position prior to July 1, 1998)</small>		Training Provider: _____ Date of Completion: _____	
	<b>APPROVED Additional Training in Animal Control and Protection for calendar year 2020: (completed between January 1, 2020 and December 31, 2020)</b>			
	Name of Course	Date of Completion	Training Provider	Number of Hours

<p align="center"><b>DEPUTY ANIMAL CONTROL OFFICER (Deputy ACO)</b></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 Name: First _____ Last _____		<input type="checkbox"/> No <input type="checkbox"/> Yes, Special Conservator of the Peace	
	Is this Deputy ACO a sworn law enforcement officer?		<input type="checkbox"/> Yes, Police (LEO Title/Rank: _____ ) <input type="checkbox"/> Yes, Sheriff (LEO Title/Rank: _____ )	
	Employment Start Date: _____	Employment End Date: _____	<input type="checkbox"/> Check if still presently employed	
	Direct Phone: _____		Fax: _____	
	Direct Email Address: _____			
	<b>DEPUTY ANIMAL CONTROL OFFICER TRAINING RECORD</b>			
	<b>ACO Basic Training Course:</b> <small>(not required if employed in this position prior to July 1, 1998)</small>		Training Provider: _____ Date of Completion: _____	
	<b>APPROVED Additional Training in Animal Control and Protection for calendar year 2020: (completed between January 1, 2020 and December 31, 2020)</b>			
	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 the reported year.**

## 2021 Animal Control Officer Status Report Form, Continued

LOCAL GOVERNMENT AGENCY EMPLOYING/ADMINISTERING THE ANIMAL CONTROL OFFICER AND DEPUTY ACO POSITIONS		
<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	

SUPPLEMENTAL QUESTIONS
<p>If this locality is a county, does any <b>TOWN</b> within this county independently employ a <b>TOWN</b> animal control officer?</p> <p style="text-align: center;"><input type="checkbox"/> YES    <input type="checkbox"/> NO    <input type="checkbox"/> N/A, this locality is not a county</p> <p>If YES, please list such <b>TOWN</b>(s):</p>
<p>Within this locality, are there any private animal shelters (as defined in §3.2-6500)?      <input type="checkbox"/> YES    <input type="checkbox"/> NO</p> <p>If YES, please list such private animal shelter(s):</p>
<p>Within this locality, are there any retail pet shops offering dogs and/or cats for sale?      <input type="checkbox"/> YES    <input type="checkbox"/> NO</p> <p>If YES, please list such pet shop(s):</p>

STATUTORY ANIMAL CONTROL OFFICER CERTIFICATION	
<p><i>As the statutory animal control officer, I hereby certify that the information provided in this report regarding employment status and training courses completed between January 1, 2020 and December 31, 2020, <b>for myself and all deputy animal control officers</b> employed to assist me within this locality, is correct. I understand that the State Veterinarian reserves the right to audit documentation verifying employment and completion of training for this locality. Furthermore, I understand that in order to comply with Section §3.2-6556 of the Code of Virginia: Any animal control officer hired between July 1, 1998 and July 1, 2017 <b>must</b> have completed a basic training course within two years of their date of employment, and any animal control officer hired after July 1, 2017 <b>must</b> 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 <b>must</b> complete a minimum of 15 hours of <b>approved</b> additional training in animal control and protection every three years; <b>Training must be pre-approved by the State Veterinarian's Office</b>; 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.</i></p>	
Printed Name of Statutory Animal Control Officer:	
SIGNATURE OF STATUTORY ANIMAL CONTROL OFFICER:	DATE:
Sign Here ▶	

**KEEP A COPY OF THIS COMPLETED DOCUMENT FOR YOUR RECORDS**