

# ACT 147, SECTION 38 (H.729) REPORT



Vermont Department of Public Safety

DRAFT

January 15, 2023

## Unification of Animal Welfare and Related Public Safety Functions

A plan to unify the domestic animal welfare and related public safety functions across State government.

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## **I. Executive Summary**

[TO COME AFTER REPORT IS FINALIZED]

# DRAFT

## I. Introduction

In 2022 Act 147, section 38, the General Assembly directed the Department of Public Safety, in consultation with the Agency of Agriculture, Food and Markets and any other State agency, division, or department where domestic animal welfare functions reside, to report to the House and Senate Committees on Government Operations with a plan, and draft legislation to enact the plan, to unify the domestic animal welfare and related public safety functions across State government.

The General Assembly directed the report to include:

- (1) an inventory of all existing domestic animal welfare and related public safety functions across all agencies, including citations to existing statutes;
- (2) an inventory of all personnel, with job descriptions, responsible for carrying out the functions in the inventory required by subdivision (1) of this subsection;
- (3) a recommended location and position in State government with responsibility for all State domestic animal welfare and related public safety functions, including enforcement;
- (4) a recommendation on whether to move all domestic animal welfare and related public safety functions to a single agency or to maintain a multiagency approach to be coordinated by the position recommended in subdivision (3) of this subsection; and
- (5) a plan to ensure that domestic animals transported into the State from other jurisdictions meet health and safety standards and that the businesses that import domestic animals into the State are registered or licensed, or both, and meet health and safety standards.

A copy of Act 147, section 38 in its entirety is included in [Appendix A](#).

**II. Overview**

The Vermont statutes that implicate public safety and domestic animal welfare functions are found in Title 20, Chapters 193 and 194; and Title 13, Chapter 8.

The inventories required by this report follow the structure of Titles 20, Chapters 193 and 194, and Title 13, Chapter 8.

**A. Title 20, Chapter 193: Domestic Pet or Wolf-Hybrid Control**

Title 20, Chapter 193 contains five subchapters and addresses the control of domestic pets and wolf-hybrids, through (1) licensing; (2) regulation of kennels; (3) rabies control; (4) and a low-cost dog, cat, and wolf-hybrid spaying and neutering program.

For purposes of Title 20, Chapter 193, domestic pet is defined as follows:

“.. any domestic dogs, domestic cats, and ferrets. The term shall also include such other domestic animals as the Secretary shall establish by rule, provided that secretary finds that the animal has the potential to become an imminent danger to public health or welfare if not subjected to the provisions of this chapter.”<sup>1</sup>

Title 20, Chapter 193, defines wolf-hybrid as follows:

“... an animal that is the progeny or descendent of a domestic dog (Canis familiaris) and a wolf (Canis lupus or Canis rufus). “Wolf-hybrid” also means an animal that is advertised, registered, licensed, or otherwise described or represented as a wolf-hybrid by its owner or an animal that exhibits primary physical and behavioral wolf characteristics. ...”

**B. Title 20, Chapter 194: Welfare of Animals; Sale of Animals**

Title 20, Chapter 194 contains three subchapters and addresses the welfare and sale of animals through (1) the registration of fairs; (2) licensing of pet shops; (3) placing limits on euthanasia; and (4) regulating the importation of animals into the State of Vermont.

Chapter 194 also includes specific provisions for the protection of consumers who purchase cats, dogs, and wolf-hybrids from pet shops.

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<sup>1</sup> 20 VSA §3541, subdivision (3)



For purposes of Title 20, Chapters 193 and 194, “animal” is defined by reference to 6 VSA §1151, subdivision (2)<sup>2</sup> and means:

“... cattle, sheep, goats, equines, deer, American bison, swine, poultry, pheasant, Chukar partridge, Coturnix quail, psittacine birds, ferrets, camelids, ratites (ostriches, rheas, and emus), and water buffalo. The term shall include cultured fish propagated by commercial fish farms.”

C. Title 13, Chapter 8: Humane and Proper Treatment of Animals

Title 13, Chapter 8, which regulates the humane and proper treatment of animals, applies to “all living sentient creatures, not human beings.”<sup>3</sup>

Title 13, Chapter 8 includes five subchapters, which address the following subjects:

Subchapter	Subject Matter
Subchapter 1	Cruelty to Animals
Subchapter 2	General Provisions
Subchapter 5	Euthanasia
Subchapter 7	Transportation of Animals
Subchapter 9	Use of Drugs in Animals in Livestock Competitions

<sup>2</sup> 20 VSA §3541, subdivision (2)

<sup>3</sup> 13 VSA §351, subdivision (1)

### III. Inventory of Existing Domestic Animal Welfare and Related Public Safety Functions Across All Agencies

#### A. Overview of Existing Domestic Animal Welfare and Related Public Safety Functions Across All Agencies

Responsibility for animal welfare and public safety in the State of Vermont exists at all levels of government, from villages, towns, and cities to the federal government.

Under 20 V.S.A. section 3549, the legislative body of a city or town may, by ordinance, regulate the licensing, keeping, leashing, muzzling, restraint, impoundment, and destruction of domestic pets or wolf-hybrids. In addition, under 20 V.S.A. section 229, subdivision (1), a town, city of incorporated village has the power to “regulate the keeping of dogs, and to provide for their licensing, leashing, muzzling, restraint, impoundment, and destruction.”

Nearly all, if not all, villages, towns, and cities in Vermont have used their authority to adopt local animal control ordinances.

This subsection provides an overview of existing domestic animal welfare and related public safety functions across all state agencies.

A detailed inventory of existing domestic animal welfare and related public safety functions across all agencies, including citations to statute, is included in subsection B.

##### 1. Domestic Pet or Wolf-Hybrid Control: General

Most general, domestic or wolf-hybrid control functions fall on municipalities. However, Title 20, Chapter 193 requires the Secretary of the **Agency of Agriculture, Food and Markets**, or his/her/their designee to designate forms for use by municipalities in discharging municipal functions, and to adopt rules for implementation of the domestic pet or wolf-hybrid control laws.

##### 2. Domestic Pet or Wolf-Hybrid: Licenses

Most licensing functions for domestic pets or wolf-hybrids fall on municipalities.

Title 20, Chapter 193 requires the Secretary of the **Agency of Agriculture, Food and Markets** to approve forms for the annual dog or wolf-hybrid license and prescribe the size and format of a rabies certificate.

The **State’s Attorney** is also required to prosecute town officers who fail to comply with the warrant requirements for destroying dogs or wolf-hybrids.

### 3. Domestic Pet or Wolf-Hybrid Control: Pet Dealer Regulation

Municipalities issue pet dealer permits. However, several state agencies are authorized by statute to inspect per dealer premises and to quarantine pet dealer premises when conditions justify.

State agencies whose function it is to inspect pet dealers and quarantine them, when conditions justify, include (1) the **Agency of Agriculture, Food and Markets**; (2) **Capital Police**; (3) **Department of Fish and Wildlife**; (4) **Department of Public Safety**; (5) **Department of Motor Vehicles**; (6) **Department of Liquor and Lottery**; (7) **Office of the Attorney General**; and (7) **State's Attorney's Office**.

### 4. Domestic Pet or Wolf-Hybrid Control: Rabies Control

Rabies control functions are divided between the **Agency of Agriculture, Food and Markets**, the **Department of Health**, and the **Department of Fish and Wildlife**.

The **Agency of Agriculture, Food and Markets** is responsible for managing rabies in livestock and educating veterinarians and livestock owners concerning rabies vaccination recommendations for livestock.

The **Department of Fish and Wildlife** is responsible for managing rabies in wildlife, educating the sporting community, municipal officials, and the public about rabies in wildlife.

The **Department of Health** is responsible for preventing rabies in humans, managing rabies in animals that may have exposed humans, assisting with the diagnosis of rabies in animals that may have exposed humans, and supervising the education of health officials.

Each agency is authorized to adopt rules to control the spread of rabies.

The **Agency of Agriculture, Food and Markets** and the **Department of Health** may, with the Governor's approval, place a town, county, or the entire State under quarantine to control rabies. They also have the authority to kill domestic pets or wolf-hybrids, which meet certain conditions, to control rabies.

The **Department of Fish and Wildlife** and the **Department of Health** are also responsible for ensuring that reduced-cost, rabies clinics are offered throughout the State.

## 5. Domestic Pet or Wolf-Hybrid Control: Spaying and Neutering

By statute, the **Agency of Human Services** is charged with administering the state program that provides reduced-cost spaying and neutering.

The **Agency of Human Services** delegates, by contract, much of this responsibility. The contractor is responsible for (1) applicant eligibility determination; (2) community outreach and education; (3) voucher administration for the sterilization and immunization of companion animals; (4) veterinary recruitment and retention; (5) application assistance; and (6) programmatic and statistical reporting.

The current contractor, whose title is VSNIIP Coordinator, is **Vermont Volunteer Services for Animals**, whose executive director is Sue Skaskiw. The contract is valued at \$138,758.54. The current contract commenced on August 1, 2021 and terminates on June 30, 2023.

The scope of work for the contract is included in Appendix C: Job Descriptions under [VSNIIP Coordinator](#).

The **Agency of Human Services** is also authorized to adopt rules related to the spaying and neutering program.

Funding of the program comes from dog licensing fees deposited into the Dog, Cat, and Wolf-Hybrid Spaying and Neutering Special Fund.

The Secretary of the **Agency of Agriculture, Food and Markets** is responsible for adopting rules to implement the spaying and neutering program.

## 6. Animal Welfare: General

All functions regarding general animal welfare are, by statute, the responsibility of the **Agency of Agriculture, Food and Markets**.

Those functions include (1) registration of fairs; (2) granting and revoking licenses to operate a public auction or pet shop; (3) holding hearings after denial or revocation of a license; (4) adopting, amending, revising, and/or repealing applicable rules; (5) assessing administrative penalties; and (6) petitioning for custody of animals in possession of persons convicted of violating general animal welfare laws.

## 7. Animal Welfare: Euthanasia

All functions regarding the process for euthanizing animals are, by statute, the responsibility of the **Agency of Agriculture, Food and Markets**.

Those functions include (1) establishing rules for a euthanasia training program and certification process; (2) establishing rules for the possession and use of euthanasia solutions by registered animal shelters that utilize certified euthanasia technicians; (3) revoking and suspending euthanasia certifications; and (4) collecting fees to offset the costs of administering the euthanasia certification program.

8. **Animal Welfare: Transportation of imported dog, cat, ferret, or wolf-hybrid into the State of Vermont**

The **Agency of Agriculture, Food and Markets** is responsible for adopting rules regarding the issuance and contents of an official health certificate that must accompany a dog, cat, ferret, or wolf-hybrid imported into the State for Vermont for sale, resale, exchange, or donation.

9. **Sale of Animals: Sale of a cat, dog, or wolf-hybrid**

The **Agency of Agriculture, Food and Markets** is responsible for (1) prescribing the form for use by a veterinarian to certify a cat, dog, or wolf-hybrid unfit for purchase; (2) prescribing the information a pet dealer or pet shop must provide to a consumer at the time of sale; and (3) assessing administrative penalties for violations or laws relating to the sale of cats, dogs, and wolf-hybrids.

10. **Humane and Proper Treatment of Animals: Cruelty to Animals**

Title 13, Chapter 8 provides a framework for addressing cruelty to animals through the criminal justice system. Functions delineated by statute include (1) issuance of citations; (2) investigation and enforcement; (3) inspection; (4) animal seizure where warranted; (5) collection of funds from defendants; (6) oversight over Vermont's system for investigating and responding to animal cruelty complaints; and (7) development of a systematic and collaborative approach to providing the best services to Vermont's animals with available resources.

*a) Issuance of Citations*

Under 13 VSA section 353, citations may be issued to persons who violate certain provisions of the animal cruelty laws. Those who may issue such citations include (1) Capitol Police officers; (2) Department of Fish and Wildlife Game Wardens; (3) Department of Liquor and License Liquor Control Inspectors; (4) Department of Motor Vehicles Motor Vehicle Inspectors; and (4) Department of Public Safety Vermont State Police officers.

*b) Investigation and Enforcement*

The functions of investigating animal cruelty complaints and enforcing animal cruelty laws may be conducted by any humane officer, which by definition includes (1) Capitol Police Officers; (2) Department of Fish and Wildlife Game Wardens; (3) Department of Liquor and License Liquor

Control Inspectors; (4) Department of Motor Vehicles Motor Vehicle Inspectors; (5) Department of Public Safety Vermont State police officers; (6) State’s Attorney Investigators; and (7) Attorney General Office Investigators.

Currently, Department of Fish and Wildlife Game Wardens are handling animal cruelty investigations in lieu of Vermont State Police.

*c) Inspection*

The function of inspecting the care and condition of any animal permitted by a court to remain in the care, custody or possession of a defendant in an animal cruelty prosecution may be conducted by 1) Capitol Police Officers; (2) Department of Fish and Wildlife Game Wardens; (3) Department of Liquor and License Liquor Control Inspectors; (4) Department of Motor Vehicles Motor Vehicle Inspectors; (5) Department of Public Safety Vermont State Police Officers; (6) State’s Attorney Investigators; and (7) Attorney General Office Investigators.

*d) Animal Seizures*

The function of seizing animals without a warrant if an animal’s life is in jeopardy may be discharged by (1) Capitol Police Officers; (2) Department of Fish and Wildlife Game Wardens; (3) Department of Liquor and License Liquor Control Inspectors; (4) Department of Motor Vehicles Motor Vehicle Inspectors; and (5) Department of Public Safety Vermont State Police Officers.

*e) Collection of Funds from Defendants*

The **Vermont Center for Crime Services, Restitution Unit** is charged with the function of collecting funds owed by a defendant or owner on behalf of the custodial caregiver or government agency that contracted for or paid for animal care.

*f) Oversight and System Development*

The **Animal Cruelty Investigation Advisory Board (ACIAB)**, which was created by the Legislature in the Department of Public Safety, has the function of exercising oversight over Vermont’s system for investigating and responding to animal cruelty complaints.

The **ACIAB** is also responsible for the function of developing a systematic, collaborative approach to providing the best services to Vermont’s animals statewide, given monies available.

A complete [job description of the ACIAB](#) is include in Appendix C.

## 11. Humane and Proper Treatment of Animals: Training

The **ACIAB** is responsible for the function of (1) keeping and updating an index of individuals who have completed the required animal cruelty response training; and (2) developing trainings, protocols, procedures, and guidance documents for agencies engaging in animal welfare responsibilities.

The **Vermont Criminal Justice Training Council** is responsible for the function of administering training developed by the ACIAB.

## 12. Humane and Proper Treatment of Animals: Inspection

The function of inspecting bill or sale or memorandum exhibited by any person transporting cattle on a highway may be discharged by (1) **Capitol Police** Officers; (2) **Department of Fish and Wildlife** Game Wardens; (3) **Department of Liquor and Lottery** Liquor Control Inspectors; (4) **Department of Motor Vehicles** Motor Vehicle Inspectors; (5) **Department of Public Safety** Vermont State Police Officers; (6) **State's Attorney** Investigators; and (7) **Attorney General's Office** Investigators.

## 13. Humane and Proper Treatment of Animals: Confinement of Animals in Vehicles

The function of removing endangered animals from standing or parked motor vehicles may be discharged by (1) **Capitol Police** Officers; (2) **Department of Fish and Wildlife** Game Wardens; (3) **Department of Liquor and Lottery** Liquor Control Inspectors; (4) **Department of Motor Vehicles** Motor Vehicle Inspectors; (5) **Department of Public Safety** Vermont State Police Officers; (6) **State's Attorney** Investigators; and (7) **Attorney General's Office** Investigators.

## 14. Humane and Proper Treatment of Animals: Transportation of Horses

The **Agency of Agriculture, Food and Markets** is charged with the function of establishing rules for complying with laws for the transportation of horses in the State of Vermont.

## 15. Humane and Proper Treatment of Animals: Animals in Livestock Competitions

The **Agency of Agriculture, Food and Markets** is responsible for several functions regarding the use of animals in livestock competitions. Those functions include: (1) establishing rules for the use of animals in livestock competitions; (2) taking specimens for drug testing of saliva, blood and/or urine from any animal entered in an animal pulling context or competitive event; (3) holding hearings if the presence of a drug is found in the test of any animal entered in an animal pulling contest or competitive event; and (4) assessing penalties for violating prohibitions against drugging animals in competitions.

**Vermont State Police** are responsible for discharging the function of administering breathalyzer test for alcohol to contestants or other participants at an animal pulling contest or competitive event.

16. Care and Handling of Livestock

The **Livestock Care Standards Advisory Council**, which was created by the Legislature in the Agency of Agriculture, Food and Markets, is responsible for reviewing and evaluating the laws and rules applicable to the care and handling of livestock and submitting policy recommendations to the Secretary of Agriculture, Food and Markets.

B. Inventory of Existing Animal Welfare and Related Public Safety Functions Across All State Agencies

The following table provides a detailed inventory of existing animal welfare and related public safety functions across all state agencies, organized by statute.

The table also identifies those functions which are delegated, by statute, to municipalities, either exclusively or concurrently.

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Functions	Agency of Agriculture, Food and Markets	Agency of Human Services	Capitol Police	Department of Fish and Wildlife	Department of Health	Department of Liquor and Lottery	Department of Motor Vehicles	Department of Public Safety	Department of State Attorneys	Office of the Attorney General	Vermont Criminal Justice Council	Vermont Center for Crime Services	Municipality <sup>4</sup>	State Treasurer
	Domestic Pet or Wolf-Hybrid Control: General													
Designate animals as “domestic pets” by rule, provided the animal has the potential to become an imminent danger to public health or welfare if not subjected to regulation. <a href="#">20 VSA §3541, subd. (3).</a> Definitions	X													
Adopt rule describing primary physical and behavior wolf characteristics. <a href="#">20 VSA §3541, subd. (8).</a> Definitions				X										
Investigate vicious domestic pets or wolf-hybrids <a href="#">20 VSA §3546.</a> Investigation of vicious domestic pets or wolf-hybrids; order													X	
Assess penalties for violations of pet dealer permit laws and control of rabies laws <a href="#">20 VSA §3550.</a> Penalties; enforcement; municipal legislative body; Secretary													X	

<sup>4</sup> The category of “municipality” includes a legislative body, town or municipal clerk, local animal control officer, a constable, and/or a local law enforcement officer.

Functions	Agency of Agriculture, Food and Markets	Agency of Human Services	Capitol Police	Department of Fish and Wildlife	Department of Health	Department of Liquor and Lottery	Department of Motor Vehicles	Department of Public Safety	Department of State Attorneys	Office of the Attorney General	Vermont Criminal Justice Council	Vermont Center for Crime Services	Municipality <sup>4</sup>	State Treasurer
Assess penalties for violations of rules regarding rabies control; quarantine or rabies control orders <a href="#">20 VSA §3550</a> . Penalties; enforcement; municipal legislative body; Secretary	X													
<b>Domestic Pet or Wolf-Hybrid Control: Licensing</b>														
Approve form for annual dog or wolf-hybrid license <a href="#">20 VSA §3581</a> . General requirements	X													
Collect license fee surcharge for spay neuter program <a href="#">20 VSA §3581</a> . General requirements													X	
Prescribe size and format of rabies certification <a href="#">20 VSA §3581</a> . General requirements	X													
Collect and forward fee for rabies control program <a href="#">20 VSA §3581</a> . General requirements													X	
Disburse funds collected for rabies control program <a href="#">20 VSA §3581</a> . General requirements														X

Functions	Agency of Agriculture, Food and Markets	Agency of Human Services	Capitol Police	Department of Fish and Wildlife	Department of Health	Department of Liquor and Lottery	Department of Motor Vehicles	Department of Public Safety	Department of State Attorneys	Office of the Attorney General	Vermont Criminal Justice Council	Vermont Center for Crime Services	Municipality <sup>4</sup>	State Treasurer
Receive funds collected for rabies control <sup>5</sup> <a href="#">20 VSA §3581</a> . General requirements	X			X	X									
Approve rabies immunization for domestic dogs <a href="#">20 VSA §3581a</a> . Immunization	X													
Provide notices to veterinarians designed to help them to inform people about immunization requirements for cats, wolf-hybrids and other domestic pets <a href="#">20 VSA §3581a</a> . Immunization	X				X									
Issue special license for domestic pets or wolf-hybrids kept for breeding <a href="#">20 VSA § 3583</a> . Domestic pets and wolf-hybrids kept for breeding purposes													X	
Issue licenses, receive money, and timely pay amount received into municipal treasury <a href="#">20 VSA §3588</a> . Issuance of licenses; record of licenses													X	

<sup>5</sup> Funds are disbursed as follows: 45% to the Department of Fish and Wildlife; 45% to the Department of Health; and 10% to the Agency of Agriculture, Food and Markets

Functions	Agency of Agriculture, Food and Markets	Agency of Human Services	Capitol Police	Department of Fish and Wildlife	Department of Health	Department of Liquor and Lottery	Department of Motor Vehicles	Department of Public Safety	Department of State Attorneys	Office of the Attorney General	Vermont Criminal Justice Council	Vermont Center for Crime Services	Municipality <sup>4</sup>	State Treasurer
Maintain record of licenses issued <a href="#">20 VSA §3589</a> . Record of licenses													X	
Maintain list of unlicensed, uninoculated, and licensed dogs <a href="#">20 VSA §3590</a> . List of dogs and wolf-hybrids not licensed													X	
Notify owners or unlicensed, uninoculated domestic pets <a href="#">20 VSA §3590</a> . List of dogs and wolf-hybrids not licensed													X	
Impound dog or wolf-hybrids by warrant <a href="#">20 VSA §3621</a> . Issuance of warrant to impound; complaint													X	
Destroy dogs or wolf-hybrids by warrant <a href="#">20 VSA §3624</a> . Who may destroy; fees													6	

<sup>6</sup> Law enforcement officer or constable

Functions	Agency of Agriculture, Food and Markets	Agency of Human Services	Capitol Police	Department of Fish and Wildlife	Department of Health	Department of Liquor and Lottery	Department of Motor Vehicles	Department of Public Safety	Department of State Attorneys	Office of the Attorney General	Vermont Criminal Justice Council	Vermont Center for Crime Services	Municipality <sup>4</sup>	State Treasurer
	Transmit certificate of fact of issuance of warrant for destruction of dog or wolf-hybrid <a href="#">20 VSA §3626</a> . Certificate to State's Attorney													X
Prosecute town officers who fail to comply with warrant requirements <a href="#">20 VSA §3626</a> . Certificate to State's Attorney									X					
<b>Domestic Pet or Wolf-Hybrid Control: Pet Dealer Regulation</b>														
Issuance pet dealer permit <a href="#">20 VSA §3681</a> . Pet dealer permit													X	
Prescribe form for pet dealer permit <a href="#">20 VSA §3681</a> . Pet dealer permit	X													
Inspect pet dealer premises <a href="#">20 VSA §3682</a> . Inspection of premises	X		X	X		X	X	X	X	X			7	
Quarantine pet dealer premises when conditions justify <a href="#">20 VSA §3683</a> . Quarantine of premises	X		X	X		X	X	X	X	X				

<sup>7</sup> Municipal animal control officers have concurrent authority; however, municipalities are under no statutory obligation to exercise such authority

Functions	Agency of Agriculture, Food and Markets	Agency of Human Services	Capitol Police	Department of Fish and Wildlife	Department of Health	Department of Liquor and Lottery	Department of Motor Vehicles	Department of Public Safety	Department of State Attorneys	Office of the Attorney General	Vermont Criminal Justice Council	Vermont Center for Crime Services	Municipality <sup>4</sup>	State Treasurer
	Domestic Pet or Wolf-Hybrid Control: Rabies Control													
Assist affected towns in rabies outbreak <a href="#">20 VSA §3801</a> . Rabies control authority	X			X	X									
Manage rabies in livestock, education of veterinarians and livestock owners concerning rabies and vaccination recommendations for livestock <a href="#">20 VSA §3801</a> . Rabies control authority	X													
Manage rabies in wildlife, education of sporting community, municipal officials, and general public about rabies in wildlife <a href="#">20 VSA §3801</a> . Rabies control authority				X										
Prevent rabies in humans, management of rabies in animals that may have exposed humans, assisting with diagnosis of rabies in animals that may have exposed humans, and supervision of health officials' education <a href="#">20 VSA §3801</a> . Rabies control authority					X									

Functions	Agency of Agriculture, Food and Markets	Agency of Human Services	Capitol Police	Department of Fish and Wildlife	Department of Health	Department of Liquor and Lottery	Department of Motor Vehicles	Department of Public Safety	Department of State Attorneys	Office of the Attorney General	Vermont Criminal Justice Council	Vermont Center for Crime Services	Municipality <sup>4</sup>	State Treasurer
Adopt rules to control the spread of rabies <a href="#">20 VSA §3801</a> . Rabies control authority	X			X	X									
Cooperate with federal, state and local officials to control the spread of rabies within the state and region <a href="#">20 VSA §3801</a> . Rabies control authority	X			X	X									
Place town, county or State under quarantine to control rabies with approval of the Governor <a href="#">20 VSA §3801</a> . Rabies control authority	X				X									
Confine or impound a domestic pet or wolf-hybrid for suspicion of rabies <a href="#">20 VSA §3806</a> . Confining or impounding a domestic pet or wolf-hybrid <sup>8</sup>	X		X	X		X	X	X	X	X			X	

<sup>8</sup> Municipal animal control officers and constables have concurrent authority

Functions	Agency of Agriculture, Food and Markets	Agency of Human Services	Capitol Police	Department of Fish and Wildlife	Department of Health	Department of Liquor and Lottery	Department of Motor Vehicles	Department of Public Safety	Department of State Attorneys	Office of the Attorney General	Vermont Criminal Justice Council	Vermont Center for Crime Services	Municipality <sup>4</sup>	State Treasurer
Kill domestic pet or wolf-hybrid impounded pursuant to 20 VSA §3806 that has been exposed to rabies, has been attacked by a rabid animal, or has been unlawfully running at large <a href="#">20 VSA §3807</a> . Killing a domestic pet or wolf-hybrid <sup>9</sup>	X			X										
Ensure that reduced cost rabies clinics take place in all geographic areas of the State and cooperate with the veterinary profession to ensure domestic pet and wolf-hybrid owners have access to reasonably priced rabies vaccine <a href="#">20 VSA §3813</a> . Vaccination administration <sup>10</sup>				X	X									

<sup>9</sup> A legislative body and a municipal designated by a legislative body have concurrent authority

<sup>10</sup> [20 VSA §3813](#) is unclear about to whom the reference “Commissioner” refers. The term is not defined and previous subsections reference both the Commissioner of Health and the Commissioner of the Department of Fish and Wildlife



Functions	Agency of Agriculture, Food and Markets	Agency of Human Services	Capitol Police	Department of Fish and Wildlife	Department of Health	Department of Liquor and Lottery	Department of Motor Vehicles	Department of Public Safety	Department of State Attorneys	Office of the Attorney General	Vermont Criminal Justice Council	Vermont Center for Crime Services	Municipality <sup>4</sup>	State Treasurer
<b>Domestic Pet or Wolf-Hybrid Control: Spaying and Neutering</b>														
Administer a dog, cat, and wolf-hybrid spaying and neutering program providing reduced-cost spaying and neutering services and presurgical immunization for dogs, cats, and wolf-hybrids owned or cared for by individuals with low income <a href="#">20 VSA §3815</a> . Dog, cat, and wolf-hybrid spaying and neutering program		X												
Adopt rules related to dog, cat, and wolf-hybrid spaying and neutering program <a href="#">20 VSA §3815</a> . Dog, cat, and wolf-hybrid spaying and neutering program		X												
Use revenue from the Dog, Cat, and Wolf-Hybrid Spaying and Neutering Special Fund for administering spay and neuter program <a href="#">20 VSA §3816</a> . Animal Spaying and Neutering Fund; creation		X												

Functions	Agency of Agriculture, Food and Markets	Agency of Human Services	Capitol Police	Department of Fish and Wildlife	Department of Health	Department of Liquor and Lottery	Department of Motor Vehicles	Department of Public Safety	Department of State Attorneys	Office of the Attorney General	Vermont Criminal Justice Council	Vermont Center for Crime Services	Municipality <sup>4</sup>	State Treasurer
Adopt rules to implement the spaying and neutering program <a href="#">20 VSA §3817</a> . Rules; adoption authority	X													
<b>Animal Welfare and Sale of Animals</b>														
Grant certificate of registration for a fair <sup>11</sup> <a href="#">20 VSA §3902</a> . Registration of fairs	X													
Grant license to operate a public auction <sup>12</sup> <a href="#">20 VSA §3905</a> . Public auctions	X													
Grant license to transact business as a pet shop <sup>13</sup> <a href="#">20 VSA §3906</a> . Licensing of pet shops	X													
Revoke or deny license and/or registration <a href="#">20 VSA §3907</a> . Denial or revocation of registration or license	X													

<sup>11</sup> “Fair” means any public or privately operated facility where animals are confined for the purpose of display or sale, or both, or for viewing. 20 VSA §3901, subd. (14).

<sup>12</sup> “Public auction” means any place or establishment where dogs or cats are sold at auction to the highest bidder, whether individually, as a group, or by weight. 20 VSA §3901, subd. (13).

<sup>13</sup> “Pet shop” means a place of retail or wholesale business, including a flea market, that is not part of a private dwelling, where cats, dogs, wolf-hybrids, rabbits, rodents, birds, fish, reptiles, or other vertebrates are maintained or displayed for the purpose of sale or exchange to the general public. 20 VSA §3901, subd. (11).

Functions	Agency of Agriculture, Food and Markets	Agency of Human Services	Capitol Police	Department of Fish and Wildlife	Department of Health	Department of Liquor and Lottery	Department of Motor Vehicles	Department of Public Safety	Department of State Attorneys	Office of the Attorney General	Vermont Criminal Justice Council	Vermont Center for Crime Services	Municipality <sup>4</sup>	State Treasurer
Hold hearing after denial or revocation of registration or license <a href="#">20 VSA §3907</a> . Denial or revocation of registration or license	X													
Adopt, amend, revise and/or repeal rules pertaining to sale of animals under <a href="#">Title 20, Chapter 194: Welfare of Animals; Sale of Animals</a> <a href="#">20 VSA §3908</a> . Adoption of rules	X													
Assess administrative penalties for violations of <a href="#">Title 20, Chapter 194: Welfare of Animals; Sale of Animals</a> <a href="#">20 VSA §3911</a> . Penalties	X													
Petition for custody of animals in possession of person convicted of violating <a href="#">20 VSA §3911</a> <a href="#">20 VSA §3912</a> . Commitment of animals to Agency of Agriculture, Food and Markets	X													

Functions	Agency of Agriculture, Food and Markets	Agency of Human Services	Capitol Police	Department of Fish and Wildlife	Department of Health	Department of Liquor and Lottery	Department of Motor Vehicles	Department of Public Safety	Department of State Attorneys	Office of the Attorney General	Vermont Criminal Justice Council	Vermont Center for Crime Services	Municipality <sup>4</sup>	State Treasurer
<b>Animal Welfare: Euthanasia Certification</b>														
Establish rules for a euthanasia training program and certification process for persons completing the program <a href="#">20 VSA §3913</a> . Euthanasia certification	X													
Establish rules for the possession and use of euthanasia solutions by registered animal shelters that utilize certified euthanasia technicians <a href="#">20 VSA §3913</a> . Euthanasia certification	X													
Revoke or suspend euthanasia certification upon violation of the euthanasia certification rules <a href="#">20 VSA §3913</a> . Euthanasia certification	X													
Use fees collected up Title 20, Chapter 194, Subchapter 2: Animal Welfare to offset cost of providing the services <a href="#">20 VSA §3914</a> . Special funds	X													

Functions	Agency of Agriculture, Food and Markets	Agency of Human Services	Capitol Police	Department of Fish and Wildlife	Department of Health	Department of Liquor and Lottery	Department of Motor Vehicles	Department of Public Safety	Department of State Attorneys	Office of the Attorney General	Vermont Criminal Justice Council	Vermont Center for Crime Services	Municipality <sup>4</sup>	State Treasurer
<b>Animal Welfare: Transportation of imported dog, cat, ferret or wolf-hybrid</b>														
Adopt rules regarding issuance and contents of an official health certificate that must accompany a dog, cat, ferret or wolf-hybrid imported into the State of sale, resale, exchange or donation <a href="#">20 VSA §3915</a> . Health certificate for transport into State	X													
<b>Sale of Animals: Sale of a cat, dog, or wolf-hybrid</b>														
Prescribe a form for use by veterinarian to certify a cat, dog, or wolf-hybrid unfit for purchase <a href="#">20 VSA §3921</a> . Sale of a cat, dog, or wolf-hybrid; restitution	X													
Prescribe the information that a pet dealer or pet shop must provide to a consumer at the time of sale <a href="#">20 VSA §3921</a> . Sale of a cat, dog, or wolf-hybrid; restitution	X													

Functions	Agency of Agriculture, Food and Markets	Agency of Human Services	Capitol Police	Department of Fish and Wildlife	Department of Health	Department of Liquor and Lottery	Department of Motor Vehicles	Department of Public Safety	Department of State Attorneys	Office of the Attorney General	Vermont Criminal Justice Council	Vermont Center for Crime Services	Municipality <sup>4</sup>	State Treasurer
Assess administrative penalties for violations of laws relating to sale of cats, dogs, and wolf-hybrids <a href="#">20 VSA §3923</a> . Administrative penalties	X													
<b>Humane and Proper Treatment of Animals: Cruelty to Animals</b>														
Issue a civil citation to a person who violates 13 VSA §§352(3), (4) or (9) <a href="#">13 VSA §353</a> . Degree of offense; sentencing upon conviction			X	X		X	X	X						
Consult before any enforcement action brought pursuant to Title 13, Chapter 8 <a href="#">13 VSA §354</a> . Enforcement; possession of abused animals; searches and seizures; forfeiture	X													
Enforce cruelty to animal laws <sup>14</sup> <a href="#">13 VSA §354</a> . Enforcement; possession of abused animals; searches and seizures; forfeiture			X	X		X	X	X	X	X				

<sup>14</sup> Trained animal control officers and law enforcement officers have concurrent authority. See [13 VSA §351, subd. \(4\)](#) and [23 VSA §4\(11\)\(A\)](#)

Functions	Agency of Agriculture, Food and Markets	Agency of Human Services	Capitol Police	Department of Fish and Wildlife	Department of Health	Department of Liquor and Lottery	Department of Motor Vehicles	Department of Public Safety	Department of State Attorneys	Office of the Attorney General	Vermont Criminal Justice Council	Vermont Center for Crime Services	Municipality <sup>4</sup>	State Treasurer
Inspect the care and condition of any animal permitted by a court to remain in the care, custody or possession of a defendant in an animal cruelty prosecution <a href="#">13 VSA §353</a> . Degree of offense; sentencing upon conviction			X	X		X	X	X	X					
Seize animal without a warrant if animal's life in jeopardy <sup>15</sup> <a href="#">13 VSA §354</a> . Enforcement; possession of abused animals; searches and seizures; forfeiture			X	X		X	X	X	X					
Collect funds owed by a defendant or owner on behalf of the custodial caregiver or government agency that contracted for or paid for care <a href="#">13 VSA §354</a> . Enforcement; possession of abused animals; searches and seizures; forfeiture												X		

<sup>15</sup> Trained animal control officers and law enforcement officers have concurrent authority. See [13 VSA §351, subd. \(4\)](#) and [23 VSA §4\(11\)\(A\)](#)

Functions	Agency of Agriculture, Food and Markets	Agency of Human Services	Capitol Police	Department of Fish and Wildlife	Department of Health	Department of Liquor and Lottery	Department of Motor Vehicles	Department of Public Safety	Department of State Attorneys	Office of the Attorney General	Vermont Criminal Justice Council	Vermont Center for Crime Services	Municipality <sup>4</sup>	State Treasurer
<p>Exercise oversight over Vermont's system for investigating and responding to animal cruelty complaints  <a href="#">24 VA §1943</a>. Animal Cruelty Investigation Advisory Board</p>								X <sup>16</sup>						
<p>Develop a systematic, collaborative approach to providing the best services to Vermont's animals statewide, given monies available.  <a href="#">24 VA §1943</a>. Animal Cruelty Investigation Advisory Board</p>								X <sup>17</sup>						

<sup>16</sup> Responsibility of the Animal Cruelty Investigation Advisory Board, which is created in the Department of Public Safety

<sup>17</sup> Responsibility of the Animal Cruelty Investigation Advisory Board, which is created in the Department of Public Safety



Functions	Agency of Agriculture, Food and Markets	Agency of Human Services	Capitol Police	Department of Fish and Wildlife	Department of Health	Department of Liquor and Lottery	Department of Motor Vehicles	Department of Public Safety	Department of State Attorneys	Office of the Attorney General	Vermont Criminal Justice Council	Vermont Center for Crime Services	Municipality <sup>4</sup>	State Treasurer
<b>Humane and Proper Treatment of Animals: Training</b>														
Keep and at least annually update an index of individuals who have completed the required animal cruelty response training <a href="#">8 VSA §356</a> . Humane officer required training; authorization to perform duties [8 VSA §356(c)]								X <sup>18</sup>						
Administer animal cruelty response training developed by the Animal Cruelty Investigation Advisory Board <a href="#">20 VSA §2365b</a> . Animal cruelty response training											X			
Develop trainings, protocols, procedures, and guidance documents for agencies engaging in animal welfare responsibilities <a href="#">24 VA §1943</a> . Animal Cruelty Investigation Advisory Board								X <sup>19</sup>						

<sup>18</sup> Responsibility of the Animal Cruelty Investigation Advisory Board, which is created in the Department of Public Safety

<sup>19</sup> Responsibility of the Animal Cruelty Investigation Advisory Board, which is created in the Department of Public Safety ([24 VSA §1943](#) (c)(8))

Functions	Agency of Agriculture, Food and Markets	Agency of Human Services	Capitol Police	Department of Fish and Wildlife	Department of Health	Department of Liquor and Lottery	Department of Motor Vehicles	Department of Public Safety	Department of State Attorneys	Office of the Attorney General	Vermont Criminal Justice Council	Vermont Center for Crime Services	Municipality <sup>4</sup>	State Treasurer
<b>Humane and Proper Treatment of Animals: Inspection</b>														
Inspect bill of sale or memorandum exhibited by any person transporting cattle on the highway <a href="#">13 VSA §385</a> . Transportation on the highway without title documents <sup>20</sup>			X	X		X	X	X	X	X				
<b>Humane and Proper Treatment of Animals: Confinement of animals in vehicles</b>														
Remove endangered animal from standing or parked motor vehicle <a href="#">8 VSA §386</a> . Confinement of animals in vehicles <sup>21</sup>			X	X		X	X	X	X	X				
<b>Humane and Proper Treatment of Animals: Transportation of horses</b>														
Establish rules for compliance with transporting horses <a href="#">8 VSA §387</a> . Transportation of horses; vehicles	X													
<b>Humane and Proper Treatment of Animals: Animals in Livestock Competitions</b>														
Establish rules to implement statute regarding use of drugs in animals in livestock competitions <a href="#">8 VSA §392</a> . Administration of drugs; rules	X													

<sup>20</sup> Sheriff, deputy sheriff, constable, and police officer have concurrent authority

<sup>21</sup> Members of fire and rescue service have concurrent authority

Functions	Agency of Agriculture, Food and Markets	Agency of Human Services	Capitol Police	Department of Fish and Wildlife	Department of Health	Department of Liquor and Lottery	Department of Motor Vehicles	Department of Public Safety	Department of State Attorneys	Office of the Attorney General	Vermont Criminal Justice Council	Vermont Center for Crime Services	Municipality <sup>4</sup>	State Treasurer
<b>Humane and Proper Treatment of Animals: Testing</b>														
Take specimens for drug testing of saliva, blood and/or urine from any animal entered in an animal pulling contest or competitive event <a href="#">13 VSA § 394</a> . Testing	X													
Hold hearing if the presence of a drug is found in the test of any animal entered in an animal pulling contest or competitive event <a href="#">13 VSA §395</a> . Use of Drugs in Animals in Livestock Competitions	X													
Assess penalty for violating prohibition against drugging animals in competitions <a href="#">13 VSA §397</a> . Administrative penalty	X													

Functions	Agency of Agriculture, Food and Markets	Agency of Human Services	Capitol Police	Department of Fish and Wildlife	Department of Health	Department of Liquor and Lottery	Department of Motor Vehicles	Department of Public Safety	Department of State Attorneys	Office of the Attorney General	Vermont Criminal Justice Council	Vermont Center for Crime Services	Municipality <sup>4</sup>	State Treasurer
Administer breathalyzer test for alcohol to contestants or other participants at an animal pulling context or competitive event <a href="#">13 VSA §400</a> . Alcohol breath test; disqualification <sup>22</sup>								X						
<b>Care and Handling of Livestock</b>														
Review and evaluate the laws and rules applicable to the care and handling of livestock; submit policy recommendations to Secretary of Agriculture, Food and Markets <a href="#">6 VSA §793</a> . Powers and duties of Livestock Care Standards Advisory Council	X													

<sup>22</sup> Sheriff and local police have concurrent authority

## IV. Inventory of all Personnel Carrying Out Animal Welfare Functions

The table below provides an inventory of all personnel who carry out animal welfare functions. Job descriptions for personnel are included in [Appendix C](#) and are hyperlinked in the table.

The table is organized by statute, and references municipal personnel, where applicable. However, the report does not include job descriptions for municipal personnel.

Functions	State Agency Personnel and Job Descriptions
<b>Domestic Pet or Wolf-Hybrid Control: General</b>	
Designate animals as “domestic pets” by rule, provided the animal has the potential to become an imminent danger to public health or welfare if not subjected to regulation. <a href="#">20 VSA §3541, subd. (3)</a> . Definitions	<b>Agency of Agriculture, Food and Markets</b>
Adopt rule describing primary physical and behavior wolf characteristics. <a href="#">20 VSA §3541, subd. (8)</a> . Definitions	<b>Department of Fish and Wildlife, <a href="#">Wildlife Program Manager</a></b>
Investigate vicious domestic pets or wolf-hybrids <a href="#">20 VSA §3546</a> . Investigation of vicious domestic pets or wolf-hybrids; order	<b>Municipal, Legislative Body</b>
Assess penalties for violations of pet dealer permit laws and control of rabies laws <a href="#">20 VSA §3550</a> . Penalties; enforcement; municipal legislative body; Secretary	<b>Municipal, Legislative Body</b>
Assess penalties for violations of rules regarding rabies control; quarantine or rabies control orders <a href="#">20 VSA §3550</a> . Penalties; enforcement; municipal legislative body; Secretary	<b>Agency of Agriculture, Food and Markets</b>

Functions	State Agency Personnel and Job Descriptions
<b>Domestic Pet or Wolf-Hybrid Control: Licensing</b>	
Approve form for annual dog or wolf-hybrid license <a href="#">20 VSA §3581</a> . General requirements	<b>Agency of Agriculture, Food and Markets</b>
Collect license fee surcharge for spay neuter program <a href="#">20 VSA §3581</a> . General requirements	<b>Municipal, Town or City Clerk</b>
Prescribe size and format of rabies certification <a href="#">20 VSA §3581</a> . General requirements	<b>Agency of Agriculture, Food and Markets</b>
Collect and forward fee for rabies control program <a href="#">20 VSA §3581</a> . General requirements	<b>Municipal, Town or City Clerk</b>
Disburse funds collected for rabies control program <a href="#">20 VSA §3581</a> . General requirements	<a href="#">State Treasurer</a>
Receive funds collected for rabies control <sup>23</sup> <a href="#">20 VSA §3581</a> . General requirements	<b>Agency of Agriculture, Food and Markets</b>
	Department of Fish and Wildlife, <a href="#">Wildlife Program Manager</a>
	Department of Health, <a href="#">State Public Health Veterinarian</a>
Approve rabies immunization for domestic dogs <a href="#">20 VSA §3581a</a> . Immunization	<b>Agency of Agriculture, Food and Markets</b>
Provide notices to veterinarians designed to help them to inform people about immunization requirements for cats, wolf-hybrids and other domestic pets <a href="#">20 VSA §3581a</a> . Immunization	<b>Agency of Agriculture, Food and Markets</b>
	<b>Department of Health, <a href="#">State Public Health Veterinarian</a></b>
Issue special license for domestic pets or wolf-hybrids kept for breeding <a href="#">20 VSA § 3583</a> . Domestic pets and wolf-hybrids kept for breeding purposes	<b>Municipal, Town or City Clerk</b>

<sup>23</sup> Funds are disbursed as follows: 45% to the Department of Fish and Wildlife; 45% to the Department of Health; and 10% to the Agency of Agriculture, Food and Markets

Functions	State Agency Personnel and Job Descriptions
Issue licenses, receive money, and timely pay amount received into municipal treasury <a href="#">20 VSA §3588</a> . Issuance of licenses; record of licenses	<b>Municipal, Town or City Clerk</b>
Maintain record of licenses issued <a href="#">20 VSA §3589</a> . Record of licenses	<b>Municipal, Town or City Clerk</b>
Maintain list of unlicensed, uninoculated, and licensed dogs <a href="#">20 VSA §3590</a> . List of dogs and wolf-hybrids not licensed	<b>Municipal, Legislative Body</b>
Notify owners or unlicensed, uninoculated domestic pets <a href="#">20 VSA §3590</a> . List of dogs and wolf-hybrids not licensed	<b>Municipal, Town or City Clerk</b>
Impound dog or wolf-hybrids by warrant <a href="#">20 VSA §3621</a> . Issuance of warrant to impound; complaint	<b>Municipal, Legislative Body</b>
Destroy dogs or wolf-hybrids by warrant <a href="#">20 VSA §3624</a> . Who may destroy; fees	<b>Municipal, Local law enforcement officer or constable</b>
Transmit certificate of fact of issuance of warrant for destruction of dog or wolf-hybrid <a href="#">20 VSA §3626</a> . Certificate to State's Attorney	<b>Municipal, Selectboard or Mayor</b>
Prosecute town officers who fail to comply with warrant requirements <a href="#">20 VSA §3626</a> . Certificate to State's Attorney	<b>Department of State's Attorney, State's Attorney</b>
<b>Domestic Pet or Wolf-Hybrid Control: Pet Dealer Regulation</b>	
Issuance pet dealer permit <a href="#">20 VSA §3681</a> . Pet dealer permit	<b>Municipal, Town or City Clerk</b>
Prescribe form for pet dealer permit <a href="#">20 VSA §3681</a> . Pet dealer permit	<b>Agency of Agriculture, Food and Markets</b>

Functions	State Agency Personnel and Job Descriptions
Inspect pet dealer premises <a href="#">20 VSA §3682</a> . Inspection of premises	Agency of Agriculture, Food and Markets
	Capitol Police Agency, <a href="#">Capitol Police Officer</a>
	Department of Fish and Wildlife, <a href="#">Game Warden</a>
	Department of Public Safety, <a href="#">Trooper</a> or <a href="#">Sergeant</a>
	Department of Liquor and Lottery, <a href="#">Liquor Control Investigator</a>
	Department of Motor Vehicles, <a href="#">Motor Vehicle Inspector</a>
	Department of State’s Attorney, Investigator
	Office of the Attorney General, <a href="#">AGO Criminal Investigator</a>
	Municipal, Animal Control Officers
Quarantine pet dealer premises when conditions justify <a href="#">20 VSA §3683</a> . Quarantine of premises	Agency of Agriculture, Food and Markets, <a href="#">State Veterinarian</a>
	Capitol Police Agency, <a href="#">Capitol Police Officer</a>
	Department of Fish and Wildlife, <a href="#">Game Warden</a>
	Department of Public Safety, <a href="#">Trooper</a> or <a href="#">Sergeant</a>
	Department of State’s Attorney, Investigator
	Office of the Attorney General, <a href="#">AGO Criminal Investigator</a>
	Department of Liquor and Lottery, <a href="#">Liquor Control Investigator</a>
	Department of Motor Vehicles, <a href="#">Motor Vehicle Inspector</a>
<b>Domestic Pet or Wolf-Hybrid Control: Rabies Control</b>	
Assist affected towns in rabies outbreak <a href="#">20 VSA §3801</a> . Rabies control authority	Agency of Agriculture, Food and Markets
	Department of Fish and Wildlife, <a href="#">Wildlife Program Manager</a>
	Department of Health, <a href="#">State Public Health Veterinarian</a>
Manage rabies in livestock, education of veterinarians and livestock owners concerning rabies and vaccination recommendations for livestock <a href="#">20 VSA §3801</a> . Rabies control authority	Agency of Agriculture, Food and Markets
Manage rabies in wildlife, education of sporting community, municipal officials, and general public about rabies in wildlife <a href="#">20 VSA §3801</a> . Rabies control authority	Department of Fish and Wildlife, <a href="#">Wildlife Program Manager</a>



<p>Prevent rabies in humans, management of rabies in animals that may have exposed humans, assisting with diagnosis of rabies in animals that may have exposed humans, and supervision of health officials' education</p> <p><a href="#">20 VSA §3801</a>. Rabies control authority</p>	<p>Department of Health, <a href="#">State Public Health Veterinarian</a></p>
<p>Adopt rules to control the spread of rabies</p> <p><a href="#">20 VSA §3801</a>. Rabies control authority</p>	<p>Agency of Agriculture, Food and Markets</p> <p>Department of Fish and Wildlife, <a href="#">Wildlife Program Manager</a></p> <p>Department of Health, <a href="#">State Public Health Veterinarian</a></p>
<p>Cooperate with federal, state and local officials to control the spread of rabies within the state and region</p> <p><a href="#">20 VSA §3801</a>. Rabies control authority</p>	<p>Agency of Agriculture, Food and Markets</p> <p>Department of Fish and Wildlife, <a href="#">Wildlife Program Manager</a></p> <p>Department of Health, <a href="#">State Public Health Veterinarian</a></p>
<p>Place town, county or State under quarantine to control rabies with approval of the Governor</p> <p><a href="#">20 VSA §3801</a>. Rabies control authority</p>	<p>Agency of Agriculture, Food and Markets</p> <p>Department of Health, <a href="#">State Public Health Veterinarian</a></p>
<p>Confine or impound a domestic pet or wolf-hybrid for suspicion of rabies</p> <p><a href="#">20 VSA §3806</a>. Confining or impounding a domestic pet or wolf-hybrid<sup>24</sup></p>	<p>Agency of Agriculture, Food and Markets</p> <p>Capitol Police Agency, <a href="#">Capitol Police Officer</a></p> <p>Department of Fish and Wildlife, <a href="#">Game Warden</a></p> <p>Department of Public Safety, <a href="#">Trooper</a> or <a href="#">Sergeant</a></p> <p>Department of Liquor and Lottery, <a href="#">Liquor Control Investigator</a></p> <p>Department of Motor Vehicles, <a href="#">Motor Vehicle Inspector</a></p> <p>Department of State's Attorney</p> <p>Office of the Attorney General, <a href="#">AGO Criminal Investigator</a></p>
<p>Kill domestic pet or wolf-hybrid impounded pursuant to 20 VSA §3806 that has been exposed to rabies, has been attacked by a rabid animal, or has been unlawfully running at large</p> <p><a href="#">20 VSA §3807</a>. Killing a domestic pet or wolf-hybrid<sup>25</sup></p>	<p>Agency of Agriculture, Food and Markets</p> <p>Department of Fish and Wildlife, <a href="#">Game Warden</a></p>

<sup>24</sup> Municipal animal control officers have concurrent authority

<sup>25</sup> A legislative body and an officer designated by a legislative body have concurrent authority

<p>Ensure that reduced cost rabies clinics take place in all geographic areas of the State and cooperate with the veterinary profession to ensure domestic pet and wolf-hybrid owners have access to reasonably priced rabies vaccine</p> <p><a href="#">20 VSA §3813</a>. Vaccination administration<sup>26</sup></p>	<p>Department of Fish and Wildlife, <a href="#">Wildlife Program Manager</a></p> <p>Department of Health, <a href="#">State Public Health Veterinarian</a></p>
<p><b>Domestic Pet or Wolf-Hybrid Control: Spaying and Neutering</b></p>	
<p>Administer a dog, cat, and wolf-hybrid spaying and neutering program providing reduced-cost spaying and neutering services and presurgical immunization for dogs, cats, and wolf-hybrids owned or cared for by individuals with low income</p> <p><a href="#">20 VSA §3815</a>. Dog, cat, and wolf-hybrid spaying and neutering program</p>	<p>Agency of Human Services, <a href="#">VSNIP Coordinator</a></p> <p>Agency of Human Services, <a href="#">Benefit Programs Assistant Administrator</a></p> <p>Agency of Human Services, <a href="#">DCF Grants and Contracts Director</a></p>
<p>Adopt rules related to dog, cat, and wolf-hybrid spaying and neutering program</p> <p><a href="#">20 VSA §3815</a>. Dog, cat, and wolf-hybrid spaying and neutering program</p>	<p>Agency of Human Services, <a href="#">Economic Benefit Director</a></p> <p>Agency of Human Services, <a href="#">Benefit Programs Assistant Administrator</a></p>
<p>Use revenue from the Dog, Cat, and Wolf-Hybrid Spaying and Neutering Special Fund for administering spay and neuter program</p> <p><a href="#">20 VSA §3816</a>. Animal Spaying and Neutering Fund; creation</p>	<p>Agency of Human Services, <a href="#">VSNIP Coordinator</a></p>
<p>Adopt rules to implement the spaying and neutering program</p> <p><a href="#">20 VSA §3817</a>. Rules; adoption authority</p>	<p>Agency of Agriculture, Food and Markets</p>

<sup>26</sup> [20 VSA §3813](#) is unclear about to whom the reference “Commissioner” refers. The term is not defined and previous subsections reference both the Commissioner of Health and the Commissioner of the Department of Fish and Wildlife

<b>Animal Welfare and Sale of Animals</b>	
Grant certificate of registration for a fair <sup>27</sup> <a href="#">20 VSA §3902</a> . Registration of fairs	<b>Agency of Agriculture, Food and Markets</b>
Grant license to operate a public auction <sup>28</sup> <a href="#">20 VSA §3905</a> . Public auctions	<b>Agency of Agriculture, Food and Markets</b>
Grant license to transact business as a pet shop <sup>29</sup> <a href="#">20 VSA §3906</a> . Licensing of pet shops	<b>Agency of Agriculture, Food and Markets</b>
Revoke or deny license and/or registration <a href="#">20 VSA §3907</a> . Denial or revocation of registration or license	<b>Agency of Agriculture, Food and Markets</b>
Hold hearing after denial or revocation of registration or license <a href="#">20 VSA §3907</a> . Denial or revocation of registration or license	<b>Agency of Agriculture, Food and Markets</b>
Adopt, amend, revise and/or repeal rules pertaining to sale of animals under <a href="#">Title 20, Chapter 194: Welfare of Animals; Sale of Animals</a> <a href="#">20 VSA §3908</a> . Adoption of rules	<b>Agency of Agriculture, Food and Markets</b>
Assess administrative penalties for violations of <a href="#">Title 20, Chapter 194: Welfare of Animals; Sale of Animals</a> <a href="#">20 VSA §3911</a> . Penalties	<b>Agency of Agriculture, Food and Markets</b>
Petition for custody of animals in possession of person convicted of violating <a href="#">20 VSA §3911</a> <a href="#">20 VSA §3912</a> . Commitment of animals to Agency of Agriculture, Food and Markets	<b>Agency of Agriculture, Food and Markets</b>

<sup>27</sup> “Fair” means any public or privately operated facility where animals are confined for the purpose of display or sale, or both, or for viewing. 20 VSA §3901, subd. (14).

<sup>28</sup> “Public auction” means any place or establishment where dogs or cats are sold at auction to the highest bidder, whether individually, as a group, or by weight. 20 VSA §3901, subd. (13).

<sup>29</sup> “Pet shop” means a place of retail or wholesale business, including a flea market, that is not part of a private dwelling, where cats, dogs, wolf-hybrids, rabbits, rodents, birds, fish, reptiles, or other vertebrates are maintained or displayed for the purpose of sale or exchange to the general public. 20 VSA §3901, subd. (11).

<b>Animal Welfare: Euthanasia Certification</b>	
<p>Establish rules for a euthanasia training program and certification process for persons completing the program  <a href="#">20 VSA §3913</a>. Euthanasia certification</p>	<b>Agency of Agriculture, Food and Markets</b>
<p>Establish rules for the possession and use of euthanasia solutions by registered animal shelters that utilize certified euthanasia technicians  <a href="#">20 VSA §3913</a>. Euthanasia certification</p>	<b>Agency of Agriculture, Food and Markets</b>
<p>Revoke or suspend euthanasia certification upon violation of the euthanasia certification rules  <a href="#">20 VSA §3913</a>. Euthanasia certification</p>	<b>Agency of Agriculture, Food and Markets</b>
<p>Use fees collected up Title 20, Chapter 194, Subchapter 2: Animal Welfare to offset cost of providing the services  <a href="#">20 VSA §3914</a>. Special funds</p>	<b>Agency of Agriculture, Food and Markets</b>
<b>Animal Welfare: Transportation of imported dog, cat, ferret or wolf-hybrid</b>	
<p>Adopt rules regarding issuance and contents of an official health certificate that must accompany a dog, cat, ferret or wolf-hybrid imported into the State of sale, resale, exchange or donation  <a href="#">20 VSA §3915</a>. Health certificate for transport into State</p>	<b>Agency of Agriculture, Food and Markets</b>
<b>Sale of Animals: Sale of a cat, dog, or wolf-hybrid</b>	
<p>Prescribe a form for use by veterinarian to certify a cat, dog, or wolf-hybrid unfit for purchase  <a href="#">20 VSA §3921</a>. Sale of a cat, dog, or wolf-hybrid; restitution</p>	<b>Agency of Agriculture, Food and Markets</b>
<p>Prescribe the information that a pet dealer or pet shop must provide to a consumer at the time of sale  <a href="#">20 VSA §3921</a>. Sale of a cat, dog, or wolf-hybrid; restitution</p>	<b>Agency of Agriculture, Food and Markets</b>

<p>Assess administrative penalties for violations of laws relating to sale of cats, dogs, and wolf-hybrids  <a href="#">20 VSA §3923</a>. Administrative penalties</p>	<p><b>Agency of Agriculture, Food and Markets</b></p>
<p><b>Humane and Proper Treatment of Animals: Cruelty to Animals</b></p>	
<p>Issue a civil citation to a person who violates 13 VSA §§352(3), (4) or (9)  <a href="#">13 VSA §353</a>. Degree of offense; sentencing upon conviction</p>	<p><b>Capitol Police, <a href="#">Capitol Police Officer</a></b>  <b>Department of Fish and Wildlife, <a href="#">Game Warden</a></b>  <b>Department of Public Safety, <a href="#">Trooper</a> and/or <a href="#">Sergeant</a></b>  <b>Department of Liquor and Lottery, <a href="#">Liquor Control Investigator</a></b>  <b>Department of Motor Vehicles, <a href="#">Motor Vehicle Inspector</a></b></p>
<p>Consult before any enforcement action brought pursuant to Title 13, Chapter 8  <a href="#">13 VSA §354</a>. Enforcement; possession of abused animals; searches and seizures; forfeiture</p>	<p><b>Agency of Agriculture, Food and Markets</b></p>
<p>Enforce cruelty to animal laws<sup>30</sup>  <a href="#">13 VSA §354</a>. Enforcement; possession of abused animals; searches and seizures; forfeiture</p>	<p><b>Capitol Police, <a href="#">Capitol Police Officer</a></b>  <b>Department of Fish and Wildlife, <a href="#">Game Warden</a></b>  <b>Department of Public Safety, <a href="#">Trooper</a> and/or <a href="#">Sergeant</a></b>  <b>Department of Liquor and Lottery, <a href="#">Liquor Control Investigator</a></b>  <b>Department of Motor Vehicles, <a href="#">Motor Vehicle Inspector</a></b>  <b>Department of State’s Attorney</b>  <b>Office of the Attorney General, <a href="#">AGO Criminal Investigator</a></b></p>

<sup>30</sup> Trained animal control officers and law enforcement officers have concurrent authority. See [13 VSA §351, subd. \(4\)](#) and [23 VSA §4\(11\)\(A\)](#)

<p>Inspect the care and condition of any animal permitted by a court to remain in the care, custody or possession of a defendant in an animal cruelty prosecution <a href="#">13 VSA §353</a>. Degree of offense; sentencing upon conviction</p>	<p>Capitol Police, <a href="#">Capitol Police Officer</a></p>
	<p>Department of Fish and Wildlife, <a href="#">Game Warden</a></p>
	<p>Department of Public Safety, <a href="#">Trooper</a> and/or <a href="#">Sergeant</a></p>
	<p>Department of State’s Attorney</p>
	<p>Department of Liquor and Lottery, <a href="#">Liquor Control Investigator</a></p>
	<p>Department of Motor Vehicles, <a href="#">Motor Vehicle Inspector</a></p>
<p>Seize animal without a warrant if animal’s life in jeopardy<sup>31</sup> <a href="#">13 VSA §354</a>. Enforcement; possession of abused animals; searches and seizures; forfeiture</p>	<p>Capitol Police, <a href="#">Capitol Police Officer</a></p>
	<p>Department of Fish and Wildlife, <a href="#">Game Warden</a></p>
	<p>Department of Public Safety, <a href="#">Trooper</a> and/or <a href="#">Sergeant</a></p>
	<p>Department of State’s Attorney</p>
	<p>Department of Motor Vehicles, <a href="#">Motor Vehicle Inspector</a></p>
	<p>Department of Liquor and Lottery, <a href="#">Liquor Control Investigator</a></p>
<p>Collect funds owed by a defendant or owner on behalf of the custodial caregiver or government agency that contracted for or paid for care <a href="#">13 VSA §354</a>. Enforcement; possession of abused animals; searches and seizures; forfeiture</p>	<p>Vermont Center for Crime Services, <a href="#">Restitution Unit</a></p>
<p>Exercise oversight over Vermont’s system for investigating and responding to animal cruelty complaints <a href="#">24 VA §1943</a>. Animal Cruelty Investigation Advisory Board</p>	<p>Department of Public Safety, <a href="#">Animal Cruelty Investigation Board</a></p>
<p>Develop a systematic, collaborative approach to providing the best services to Vermont’s animals statewide, given monies available. <a href="#">24 VA §1943</a>. Animal Cruelty Investigation Advisory Board</p>	<p>Department of Public Safety, <a href="#">Animal Cruelty Investigation Board</a></p>

<sup>31</sup> Trained animal control officers and law enforcement officers have concurrent authority. See [13 VSA §351, subd. \(4\)](#) and [23 VSA §4\(11\)\(A\)](#)

<b>Humane and Proper Treatment of Animals: Training</b>	
<p>Keep and at least annually update an index of individuals who have completed the required animal cruelty response training <a href="#">8 VSA §356</a>. Humane officer required training; authorization to perform duties [8 VSA §356(c)]</p>	<p><b>Department of Public Safety, <a href="#">Animal Cruelty Investigation Board</a></b></p>
<p>Administer animal cruelty response training developed by the Animal Cruelty Investigation Advisory Board <a href="#">20 VSA §2365b</a>. Animal cruelty response training</p>	<p><b><a href="#">Vermont Criminal Justice Training Council</a></b></p>
<p>Develop trainings, protocols, procedures, and guidance documents for agencies engaging in animal welfare responsibilities <a href="#">24 VA §1943</a>. Animal Cruelty Investigation Advisory Board</p>	<p><b>Department of Public Safety, <a href="#">Animal Cruelty Investigation Board</a></b></p>

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<b>Humane and Proper Treatment of Animals: Inspection</b>	
Inspect bill of sale or memorandum exhibited by any person transporting cattle on the highway <a href="#">13 VSA §385</a> . Transportation on the highway without title documents <sup>32</sup>	Capitol Police, <a href="#">Capitol Police Officer</a>
	Department of Fish and Wildlife, <a href="#">Game Warden</a>
	Department of Public Safety, <a href="#">Trooper</a> and/or <a href="#">Sergeant</a>
	Investigator, Department of State’s Attorney
	Office of the Attorney General, <a href="#">AGO Criminal Investigator</a>
<b>Humane and Proper Treatment of Animals: Confinement of animals in vehicles</b>	
Remove endangered animal from standing or parked motor vehicle <a href="#">8 VSA §386</a> . Confinement of animals in vehicles <sup>33</sup>	Capitol Police, <a href="#">Capitol Police Officer</a>
	Department of Fish and Wildlife, <a href="#">Game Warden</a>
	Department of Public Safety, <a href="#">Trooper</a> and/or <a href="#">Sergeant</a>
	Department of State’s Attorney, Investigator
	Office of the Attorney General, <a href="#">AGO Criminal Investigator</a>
<b>Humane and Proper Treatment of Animals: Transportation of horses</b>	
Establish rules for compliance with transporting horses <a href="#">8 VSA §387</a> . Transportation of horses; vehicles	Agency of Agriculture, Food and Markets
<b>Humane and Proper Treatment of Animals: Animals in Livestock Competitions</b>	
Establish rules to implement statute regarding use of drugs in animals in livestock competitions <a href="#">8 VSA §392</a> . Administration of drugs; rules	Agency of Agriculture, Food and Markets
<b>Humane and Proper Treatment of Animals: Testing</b>	
Take specimens for drug testing of saliva, blood and/or urine from any animal entered in an animal pulling contest or competitive event <a href="#">13 VSA § 394</a> . Testing	Agency of Agriculture, Food and Markets
Hold hearing if the presence of a drug is found in the test of any animal entered in an animal pulling contest or competitive event <a href="#">13 VSA §395</a> . Use of Drugs in Animals in Livestock Competitions	Agency of Agriculture, Food and Markets

<sup>32</sup> Sheriff, deputy sheriff, constable, and police officer have concurrent authority

<sup>33</sup> Members of fire and rescue service have concurrent authority



<p>Assess penalty for violating prohibition against drugging animals in competitions <a href="#">13 VSA §397</a>. Administrative penalty</p>	<p><b>Agency of Agriculture, Food and Markets</b></p>
<p>Administer breathalyzer test for alcohol to contestants or other participants at an animal pulling contest or competitive event <a href="#">13 VSA §400</a>. Alcohol breath test; disqualification<sup>34</sup></p>	<p><b>Department of Public Safety, <a href="#">Trooper</a> and/or <a href="#">Sergeant</a></b></p>
<p><b>Care and Handling of Livestock</b></p>	
<p>Review and evaluate the laws and rules applicable to the care and handling of livestock; submit policy recommendations to Secretary of Agriculture, Food and Markets <a href="#">6 VSA §793</a>. Powers and duties of Livestock Care Standards Advisory Council</p>	<p><b>Agency of Agriculture, Food and Markets, <a href="#">Livestock Care Standards Advisory Council</a></b></p>

<sup>34</sup> Sheriff and local police have concurrent authority

## V. Recommended Location and Position in State Government for Animal Welfare Functions

It is recommended that a Division of Animal Welfare be created within the Agency of Agriculture, Food and Markets. The Division would be overseen by a Director.

The Director would be responsible for upholding the animal welfare laws of the State through communication, education, and enforcement to ensure the humane and proper treatment of animals and protect the health and safety of Vermonters.

## VI. Recommendation Regarding Coordinating Animal Welfare Functions across State Government

It is recommended that animal welfare functions across State Government be coordinated in a new, Division of Animal Welfare, within the Agency of Agriculture, Food and Markets.

The Division would assume responsibility for the following functions, authorities, and duties:

- Those duties delegated to the Secretary of Agriculture, Food and Markets pursuant to 20 VSA, Chapters 193 and 194, and 13 VSA Chapter 8
- Those duties delegated to the Secretary of the Agency of Human Services, pursuant to 20 VSA §§ [3815](#) and [3816](#)
- Those duties delegated to the Animal Cruelty Investigation Advisory Board, pursuant to [24 VSA §1943](#)

In addition, the Division would be authorized to hire, including a Level III, law enforcement officer, and/or transfer personnel necessary to carry out the functions of the office.

Funding for the Division could come from special use funds, similar to the funding mechanism used by the State of Maine to fund its animal welfare program.

Maine's animal welfare program is funded entirely through special use funds. The sources of Maine's special use funds include: (1) Registered feed; (2) Dog licensing; (3) Animal Welfare Program license plates; (4) Facility licensing; (5) Surcharge fund; (6) Municipal Reimbursement dog licensing; (7) Restitution; (8) Miscellaneous fines; (9) Donations; and (10) Miscellaneous income. In 2021, special use funds available to Maine's animal welfare program totaled approximately \$1.5 million.

Maine’s Animal Welfare Program has 12 staff members, including six district humane agents, a Director, Secretary Associate, Office Associate, Planning and Research, and an Assistant State Veterinarian.

Draft legislation to create the Division of Animal Welfare in the Agency of Agriculture, Food and Markets is included in [Appendix E](#).

## VIII. Plan Regarding Transportation of Domestic Animals into the State

### A. Existing Law

Under existing law<sup>35</sup>, a dog, cat, ferret or wolf-hybrid imported into the State of Vermont for sale, resale, exchange or donation must be accompanied by an official health certificate or similar certificate of inspection for the dog, cat, ferret or wolf-hybrid. The certificate must be issued by a veterinarian licensed in the state or county of origin.

The certificate must certify that: (1) the dog, cat, ferret or wolf-hybrid has been inspected and is free of visible signs of infections or contagious or communicable disease; and (2) that the dog, cat, ferret or wolf-hybrid has a current rabies vaccination or is a specific breed for which a rabies vaccination is not age-appropriate, if the dog, cat, ferret or wolf-hybrid is older than three months.

There is no specific provision in the law for penalizing violators. However, there is a general provision in the law that provides that any person:

“... who violates any provision of this chapter or of any rule lawfully adopted under its authority for which no other penalty is provided shall be fined not more than \$300.00 or imprisoned for not more than six months, or both.”<sup>36</sup>

However, there is no mechanism in place in the State for enforcing the health certificate and rabies vaccination requirement.

Currently, animals are imported into the State of Vermont in several ways. For example, transport agencies and individuals drive and/or fly animals from another state into Vermont. Typically, they work with both a “source” agency from which they get animals and a “destination” agency to which animals are delivered and from which they are adopted.

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<sup>35</sup> 20 VSA [§3915](#). Health certificate for transport into State

<sup>36</sup> 20 VSA [§3911, subdivision \(b\)](#)

In other cases, the adoption process is handled via the Internet before the animal is delivered to the Vermont consumer. In these cases, transport drivers deliver animals directly to adopters/consumers in Vermont by rendezvousing at public parking lots or highway rest areas. Transports that operate in this fashion typically have no physical presence in the State of Vermont.

Critics of the current regulatory system argue that lax regulation and non-existent enforcement pose risks of harm to Vermonters. They cite risks such as communicable, parasite-borne, and blood-borne zoonotic diseases such as Lyme, Leptospirosis, Giardia, and rabies. There is also argue that there are risks to public safety from transporting into the State behaviorally unsound and potentially dangerous animals and adopting them out to individuals and organizations that lack resources to modify the dangerous behavior and/or re-take possession if an adoption fails. Such animals also pose a higher risk of bodily harm to animal shelter and rescue employees.

Critics of the current regulatory framework also argue that lax regulation and lack of enforcement also put Vermont adopters at risk of significant emotional distress and financial loss should they adopt an animal whose health and/or temperament are not fairly represented by the “source.” The adopter may incur extraordinary medical bills and emotional heartbreak if the animal dies or is surrendered to an organization that has the expertise and resources to address the animal’s needs.

There is evidence from other states that the risks cited by critics of Vermont’s current importation regulations are well-founded. For example, in 2005, the Commonwealth of Massachusetts issued an emergency order to address the large numbers of animals imported into the Commonwealth on a regular basis with little or no oversight. The emergency order cited problems such imported animals harboring zoonotic diseases, which are capable of being transmitted to humans. The emergency order concluded that the risks were significant enough to require immediate action to institute a sound animal management system to protect the health and well-being of Massachusetts citizens and the animal population.<sup>37</sup>

In 2018, the New York City Department of Health and Mental Hygiene issued a Veterinary Alert, to warn veterinarians about the importation of dogs with rabies and canine distemper virus into New York City and surrounding areas.<sup>38</sup> According to the alert, several rescue dogs imported from other countries into or through New York subsequently developed severe neurologic illness and were diagnosed with rabies or canine distemper virus. Rabies poses a risk both to other animals and humans.

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<sup>37</sup> [Emergency Order, 1-AHO-05](#), May 25, 2005

<sup>38</sup> [2018 Veterinary Alert #1](#): Importation of Dogs with Rabies and Canine Distemper Virus into New York City and Surrounding Areas, February 1, 2018

## B. The Laws of New England States and Neighboring Jurisdictions

There are some who believe that Vermont's relatively lax laws regarding importation of dogs and cats when measured against neighboring states render Vermont a dumping ground of sorts for unscrupulous or careless importers.

The Animal Legal Defense Fund a national organization that reviews animal protection laws in each state, ranked the New England states of Maine (1<sup>st</sup>), Rhode Island (5<sup>th</sup>), Massachusetts (6<sup>th</sup>) and New Hampshire (13<sup>th</sup>) in the top tier of state animal protection laws. The Animal Legal Defend Fund ranked Vermont (19<sup>th</sup>), Connecticut (29<sup>th</sup>), and New York (33<sup>rd</sup>) in the middle-tier of state animal protection laws. (The complete list and rankings of the Animal Legal Defense Fund are included in [Appendix B.](#))

While some New England and neighboring states do have more stringent import laws and regulations (e.g., Rhode Island and Maine), there are also neighboring states whose laws are nearly identical to Vermont's importation law (e.g., New York).

The following is a summary of import laws and regulations in the New England states and neighboring jurisdictions.

### 1. Connecticut<sup>39</sup>

Any dog or cat imported into Connecticut must be accompanied by a certificate of health issued no more than 30 days before entry by a licensed veterinarian and approved by the proper livestock sanitary official of the state of its origin, stating that the dog or cat is free from clinical signs of any infectious, contagious, or communicable disease, and that the dog or cat is not from an area under quarantine for rabies.

Dogs or cats more than three months of age must have proof of current rabies vaccination given by a veterinarian before the date of importation and must not have been exposed to rabies within the past 100 days.

Connecticut prohibits the import or export for the purposes of sale or offering for sale any dog under the age of eight weeks unless the dog is transported with its dam. Connecticut also prohibits the sale of any dog or cat under the age of eight weeks.

Violators are subject to a fine of not more than \$100.00 or imprisonment for not more than 30 days or both.

It is illegal to import wolves or wolf-hybrids into Connecticut.

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<sup>39</sup> [Health Requirements Regarding the Importation of Animals into the State of Connecticut](#), revised October 21, 2021.

## 2. Maine<sup>40</sup>

In Maine, the importation of dogs and cats are regulated through rules promulgated by the Commissioner of Agriculture, Conservation and Forestry.<sup>41</sup>

In Maine, importers of dogs and cats must obtain a Permit for State Entry from the Commissioner of the Department of Agriculture, Conservation and Forestry before dogs or cats enter the State of Maine for resale or adoption. The permit must accompany shipment.

A new permit is required each fiscal year. The permit holder is required to submit to the Commissioner of Agriculture, Conservation and Forestry quarterly statements or a copy of all invoices, stating the number, type, and destination of dogs and cats purchased or accepted for resale or adoption in Maine.

Dogs and cats transported into the State of Maine for resale or adoption must be immunized against a specified list of diseases at least 14 days before entry and must be current on their vaccinations as evidenced a statement on the animal's Health Record. Dogs must be tested for heartworm, Lyme disease and canine ehrlichiosis with the results noted on the Certificate of Veterinary Inspection.

Dogs and cats entering the State for resale or adoption must be accompanied by an official Certificate of Veterinary Inspection issued by an accredited veterinarian with a copy sent to the Commissioner. This certificate is valid for 30 days from the date it was issued.

Dogs and cats imported for resale or adoption must be retained by the importer for a period of five days if they are six months of age or younger and for a period of 48 hours if they are older than six months of age before being offered for resale or adoption.

Each violation of the rule is punishable by a fine of \$500 per day for each violation, up to a maximum of \$50,000.

## 3. Massachusetts

Dogs and cats entering the state must have a health certificate. Dogs and cats must be vaccinated against rabies not more than 12 months before importation if over 6 months of age. Dogs or cats imported into Massachusetts that are not vaccinated for rabies will must be vaccinated within 30 days of entry or at six months of age, whichever last occurs. The health certificate must indicate non-exposure to rabies.<sup>42</sup>

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<sup>40</sup> [Maine Animal Welfare Statutes and Rules](#)

<sup>41</sup> Chapter 216, [Rules Governing the Sale of Dogs and Cats and Importation of Dogs and Cats for Resale or Adoption](#), Department of Agriculture, Conservation and Forestry, Division of Animal Health and Industry

<sup>42</sup> MGL c. 129 §39F

The penalty for violating the Commonwealth of Massachusetts importation rules is a fine for a first offense of not more than \$100, and for any subsequent offense, a fine of not more than \$250 or imprisonment for not more than two and one-half years, or both.<sup>43</sup>

There are special rules that apply to the importation of animals by shelter/rescue organizations. The Commonwealth of Massachusetts defines a rescue organization as an entity whose primary activity is the placement of abandoned, displaced, unwanted, neglected or abused animals. Such an entity does not obtain dogs or cats from a breeder or broker for payment or compensation, and is exempt from taxation under §501(c)(3) of the federal Internal Revenue Code or equivalent nonprofit designation under such Code.

In Massachusetts, rescue organizations must be licensed to place and/or import animals into the Commonwealth of Massachusetts.<sup>44</sup>

Animals imported from out of state shelter/rescue organizations must also comply with an emergency order issued by the Department of Agricultural Resources, through its Division of Animal Health, Biosecurity and Dairy Services. The emergency order requires the registration of all persons involved in the transfer of animals into the Commonwealth of Massachusetts.<sup>45</sup>

#### 4. **New Hampshire**<sup>46</sup>

In New Hampshire, all dogs, cats, and ferrets brought or shipped into the State of New Hampshire for purposes of transferring ownership must be inoculated against common canine or feline viral diseases within one year, but not less than seven days before entry and be accompanied by a Certificate of Veterinarian Inspection issued by an accredited veterinarian.

The Certificate of Veterinarian Inspection shall certify that the dogs and cats are free from visual evidence of contagious and infectious diseases or ferrets are immunized for canine distemper.

New Hampshire prohibits the importation into the State of New Hampshire or offer for transfer of ownership in the State of New Hampshire of any cat or dog less than eight weeks of age.

Dogs and cats may not enter the State of New Hampshire from an area under quarantine for rabies.

Every dog and cat three months of age and older at the time it enters the state must be vaccinated against rabies. Every dog and cat under three months of age at the time it enters the state must be vaccinated within 30 days after they have reached three months of age. Dogs and

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<sup>43</sup> MGL c. 129 §43.

<sup>44</sup> [330 CMR 30.00](#): Animal Rescue and Shelter Organization Regulations

<sup>45</sup> [Emergency Order 1-AHO-05](#)

<sup>46</sup> [Handbook](#) of New Hampshire Laws Relating to Animals

cats must be vaccinated with rabies vaccine licensed by the United States Department of Agriculture.

In New Hampshire it is a misdemeanor to violate any provision or rule relating to importation or quarantine. Violators are also subject to a fine not to exceed \$1,000 for each violation.

## 5. New York<sup>47</sup>

All dogs and cats imported into New York State from another state within the United States must be accompanied by a Certificate of Veterinary Inspection or Health Certificate issued 30 days or less before entry.

The Certificate of Veterinary Inspection must list the New York destination address and the state that the examination revealed no clinical evidence of infectious or communicable disease, including external parasites and fungi, and that to the best of the veterinarian's knowledge, the dog or cat has not recently been exposed to such infectious or communicable disease.

Dogs or cats imported into New York State that are three months of age and older must also have a current rabies vaccination. New York State accepts the one-year or three-year vaccine. The rabies vaccine product name and date of vaccination must be recorded on the Certificate of Veterinary Inspection or Health Certificate.

In addition to New York State import requirements, animals whose destination is within New York City may be subject to New York City Department of Health and Mental Hygiene regulations. Dogs and cats entering New York City for any reason must also meet those regulations.

## 6. Rhode Island

Rhode Island has specific rules for importation of dogs and cats for the purpose of rescue, shelter, foster, adoption, brokering or remote sale.<sup>48</sup>

Entities that import dogs or cats for rescue, adoption, foster care, brokering, and remote sales must possess a valid registration certificate issued by the State of Rhode Island and Providence Plantations Department of Environmental Management, Division of Agriculture (hereafter "Department").

Entities that transport dogs and cats for rescue, adoption, foster care, brokering, and remote sales must register with the Department as a carrier and must possess a valid registration certificate issued by the Department.

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<sup>47</sup> [1 CRR-NY 65.2NY-CRR](#)

<sup>48</sup> [Rules and Regulations Governing the Importation of Animals](#), State of Rhode Island and Providence Plantations Department of Environmental Management, Division of Agriculture (November 29, 2012), Rule 8.00.



Importers and transporters must adhere to a general set of requirements that include the following:

- Must keep complete records
- Must make records available for inspection
- Must identify a point of contact who resides in the State of Rhode Island who will be responsible for producing all records the Department may lawfully possess
- Must notify the Department of all expected shipments of dogs or cats being imported into the State of Rhode Island, including the time and location of the arrival of the shipments. Notification must be received by the Department at least 24 hours before the shipment arrives
- Must include a valid Certificate of Veterinary Inspection for each dog and cat, which must indicate that the dog or cats is currently vaccinated against rabies, if age eligible

Rhode Island has two categories of importers with different rules and regulations for each category.

An entity qualifies as a Category A entity if it meets the following conditions:

- possess a detailed pre-import animal processing plan that has been reviewed and approved by the Department;
- All dogs or cats being imported are accompanied by a Certificate of Veterinary Inspection that was issued within 10 days of the importation;
- The dogs or cats are brought into the state via a USDA licensed carrier

An entity that wishes to qualify as a Category A entity but does not intend to use a USDA carrier must meet the following additional conditions

- Submit a detailed transportation plan to include make and model of the vehicle being used for conveyance;
- Describe features of the vehicle that will ensure adequate climate control in the animal compartment;
- Describe sanitation protocols for the conveyance.

If the Department approves the entity as a Category A entity, the entity is not required to undergo any further isolation or health verification before being offered for adoption, placed into foster care, or otherwise transferred.

An entity qualifies as a Category B entity they meet the general requirements for importation or transportation and fail to meet the Category A condition.

All dogs and cats imported/transported by Category B entities must be held in isolation at an approved facility for five consecutive days. After five days, all dogs and cats imported by Category B entities must be examined by a licensed veterinarian for the presence of infectious disease or other conditions that may render the animal unsuitable for adoption, foster or sale. Any dog or cat that is determined suitable for adoption, foster or sale may be transferred upon completion of the veterinary examination. Any animal found unsuitable must be held in isolation until a veterinarian is able to determine that the animal is suitable.

Rhode Island also requires detailed recordkeeping by importers. All entities are also subject to inspections.

Violators are subject to fines up to \$300 or imprisonment for up to one year. Each violation constitutes a separate and distinct violation for which a penalty may be imposed.

## **7. International Importation<sup>49</sup>**

The Animal Welfare Act (AWA) regulates dogs imported into the United States for resale, whether through retail or wholesale channels or fee-based adoption. Congress added this section to the AWA in 2008 and the Animal and Plant Health Inspection Service (APHIS) published specific regulations in 2014. The AWA does not apply to privately-owned dogs not intended for resale.

To import dogs into the United States, dogs must be at least six months old at the time of entry into the United States. The dogs must be examined by a licensed veterinarian in the country of export and found to be in good health and free of infectious disease, internal parasites, and external parasites. The dog must be vaccinated for rabies by a licensed veterinarian at least 30 days before the date of entry into the United States. The dog must be at least 84 days of age at the time of vaccination. The vaccination must be current at the time of arrival. The vaccination must be current at the time of arrival. The dog must also be vaccinated for distemper, hepatitis, parvovirus, parainfluenza, and leptospirosis (DHLPP) within 12 months of entry into the United States.

The dog must be accompanied by a health and rabies vaccination certificate issued in English by a veterinarian with a valid license to practice veterinary medicine in the country of export. The certificate must include: (1) the breed; (2) sex; (3) age; (4) color; (5) other identifying information for the dog, e.g., name, microchip, or tattoo, if applicable; and (6) the name, manufacturer, lot number, expiration date, and validity period of the vaccinations.

The veterinarian must sign all certificates and state that the dog is free of any infectious disease or physical abnormality which would endanger the dog or other animals or endanger public

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<sup>49</sup> [Animal Welfare Act and Animal Welfare Regulations](#), Animal and Plant Health Inspection Service, U.S. Department of Agriculture

health, including but not limited to parasitic infection, emaciation, lesions of the skin, nervous system disturbances, jaundice or diarrhea.

The dog must also be accompanied by a valid import permit issued by APHIS, Animal Care. The dog must be imported into the United States within 30 days after the proposed date of arrival stated in the import permit.

The importer must complete a veterinary treatment agreement with Animal Care at the time of application for an import permit and must confine the dog until the conditions specified in the agreement are met. Such conditions may include determinations by a licensed veterinarian in the United States that the dog is in good health, has been adequately vaccinated against DHLPP and rabies, and is at least six months of age. The person importing the dog bears the expense of veterinary treatment and confinement.

Upon the arrival of a dog at the port of first arrival in the States, the person intending to import the dog, or his or her agent, must present the import permit and any required certifications and veterinary treatment agreement to the collector of customs.

Any dog refused entry into the States for noncompliance may be removed from the States or may be seized and the importer is responsible for providing the care (including appropriate veterinary care), forfeiture, and adoption of the dog, at his or her expense.

Enforcement has proved challenging because of lack of veterinary personnel at US ports of entry to inspect dogs and their paperwork and the absence of federally funded holding facilities for dogs that do not meet entry requirements.

## 8. Summary Table of Importation Requirements in Vermont and Neighboring Jurisdictions

LEGEND							
D =	Dogs	F =	Ferrets	C=	Cats	W-H=	Wolf-Hybrid

State	Animals Regulated	CVI	Permit or License	Specific Immunizations	Rabies Vaccine	Age Restriction	Criminal Penalties
Connecticut	D, C, W-H	Yes	No	No	Yes	Yes	Yes
Massachusetts	D, C	Yes	Yes	No	Yes	No	Yes
Maine	D, C	Yes	Yes	Yes	Yes	Yes	No
New Hampshire	D, C, F	Yes	No	Yes	Yes	Yes	Yes
New York	D, C	Yes	No	No	Yes	No	No
Rhode Island	D, C	Yes	Yes	No	Yes	No	Yes

State	Animals Regulated	CVI	Permit or License	Specific Immunizations	Rabies Vaccine	Age Restriction	Criminal Penalties
Vermont	D, C, F, W-H	Yes	No	No	Yes	No	Yes
International	D	Yes	Yes	Yes	Yes	Yes	No

### C. Previous Attempt to Regulate Importation of Domestic Pet into the State of Vermont

The Vermont Humane Federation and the Animal Welfare Regulations Coalition submitted an “Application for Preliminary Sunrise Review Assessment” to the Office of Professional Responsibility in [INSERT DATE].

The Application sought the regulation of “shelters, rescues, humane societies and any entity/organization that rehomes/adopts and/or imports/transportes feline and canine companion animals.”

When asked in the application to state what the applicant was seeking to gain through regulation and what benefit regulation brings to the groups sought to be regulated, the applicant wrote:

“... A licensure requirement would help to ensure that individuals and organizations in Vermont engaged in the intake, care and adoption of canines and feline companion animals through a shelter, rescue organization or humane society et al. abide by a minimum of generally accepted standards of care and best practices. Regulations addressing communicable disease, facility infrastructure and sanitation, dangerous animal who often end up in the municipal system, and the potentially adverse financial impact to pet owners who are burdened with the cost of extensive training and medical treatment of animals not properly vetted, are necessary to prevent hardship on unwitting adopters, animal and customer care workers, municipal animal control officers, law enforcement officers, social workers and others who come in contact with companion animals through these transactions.

Through a licensure process, professionals working in the animal welfare occupational group would be assured that the expectations are the same for everyone and that one groups [sic] is not shouldering the burden of care for those who are not abiding by standards and best practices, including law

enforcement. An enforcement mechanism is integral to an effective licensure process.”<sup>50</sup>

Proponents of licensure through the Office of Professional Regulation also cited several benefits to the public from regulating shelters, rescues, humane societies, et al.

“If companion animal sheltering and/or transportation (of canines and felines) is regulated, the public can reasonably expect that their adopted companion animals will be free from communicable disease, and be of sound temperament and not dangerous (and/or they will be provided with resources and support to address the problem at and beyond the point of adoption; [sic] They can expect that the animal(s) they are adopting have been provided with medical care or pointed to resources to provide care, to address pre-existing conditions such as heartworm disease; They can expect the organization from which they adopted will exist as a resource for them and support hem through the adoption and post-adoption period, including accepting return of the animal if the adopter feels it is their best interest given the circumstances. This metric will be measured by assessing the intake data from the state’s existing humane societies to assess the reduction in animals that area surrendered to them after being adopted from another entity/organization. The public can expect that the facilities housing animals adopted by the public will meet minimum standards of safety and sanitation according to best practices and be subject to periodic inspections by the regulatory body.”<sup>51</sup>

#### **D. Overview of Draft Legislation Regarding Transportation of Domestic Animals into the State**

Included in [Appendix D](#) is draft legislation regarding transportation of domestic animals into the State of Vermont.

The draft legislation is premised on the coordination of Vermont animal welfare laws into a new division (Division of Animal Welfare) within the Agency of Agriculture, Food and Markets (or other appropriate location) that would also include enforcement mechanisms.

The draft legislation borrows heavily from importation rules and regulations adopted by the State of Maine and the Commonwealth of Massachusetts.

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<sup>50</sup> Application for Preliminary Assessment Sunrise Review Assessment, Shelters, rescues, humane societies and any entity that rehomes/adopts and/or imports/transportes feline and canine companion animals, Response to Question 24.

<sup>51</sup> Application for Preliminary Assessment Sunrise Review Assessment, Shelters, rescues, humane societies and any entity that rehomes/adopts and/or imports/transportes feline and canine companion animals, Response to Question 9.

The draft legislation includes a requirement that any organization involved in the placement of abandoned, displaced, unwanted, neglected or abused animals that is tax-exempt under Internal Revenue Code section 501(c)(3) be licensed to operate in the State of Vermont to place dogs, cats, ferrets and/or wolf-hybrids in the State of Vermont.

The draft legislation would require any organization involved in the importation into the State of Vermont of dogs, cats, ferrets and/or wolf-hybrids to apply for an Import License. Under the draft legislation, “importation” means to transport a dog, cat, ferret and/or wolf-hybrid into the State of Vermont for placement. “Placement” means to sell, barter, exchange, give away, or otherwise find a permanent physical placement for a dog, cat, ferret, and/or wolf-hybrid that is abandoned, displaced, unwanted, neglected or abused.

Import Licensees would be required to adhere to certain standards regarding (1) the buildings and premises that are used for receiving, maintaining, caring for, and transporting dogs, cats, ferrets and/or wolf-hybrids; (2) caring for animals; (3) handling imported animals; (4) placing imported animals; (5) isolating and/or quarantining imported animals; and (6) recordkeeping.

The draft legislation also includes a section on enforcement and rulemaking.

Some sections of the draft legislation may be more appropriate as a rule or regulation. It is included here as draft legislation to provide an example of a comprehensive regulatory scheme.

The draft legislation would apply to any organization that (1) is not currently required to be licensed under Vermont law; (2) whose primary activity is the placement of abandoned, displaced, unwanted, neglected or abused animals; (3) is tax-exempt under Internal Revenue Code section 501(1)(c)(3); (4) places dogs, cats, ferrets and/or wolf-hybrids; and/or (5) transports dogs, cats, ferrets and/or wolf-hybrids into the State of Vermont.

According to the “Application for Preliminary Sunrise Review Assessment,” more than 125 organizations would fall within the licensure requirement of the draft legislation.<sup>52</sup>

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<sup>52</sup> Application for Preliminary Assessment Sunrise Review Assessment, Shelters, rescues, humane societies and any entity that rehomes/adopts and/or imports/transportes feline and canine companion animals, Response to Question 13.

## Appendix A: Act 147, Section 38, Report on Unification of Animal Welfare and Related Public Safety Functions

\* \* \* Report on Unification of Animal Welfare and Related Public Safety Functions \* \* \*

### Sec. 38. UNIFICATION OF ANIMAL WELFARE AND RELATED PUBLIC SAFETY FUNCTIONS; REPORT

(a) On or before January 15, 2023, the Department of Public Safety, in consultation with the Agency of Agriculture, Food and Markets and any other State agency, division, or department where domestic animal welfare functions reside, shall report to the House and Senate Committees on Government Operations with a plan to unify the domestic animal welfare and related public safety functions across State government. The report, which shall include draft legislation to enact the plan, shall focus on the intersection of existing domestic animal welfare functions and the role of the Department of Public Safety and shall include:

- (1) an inventory of all existing domestic animal welfare and related public safety functions across all agencies, including citations to existing statutes;
- (2) an inventory of all personnel, with job descriptions, responsible for carrying out the functions in the inventory required by subdivision (1) of this subsection;
- (3) a recommended location and position in State government with responsibility for all State domestic animal welfare and related public safety functions, including enforcement;
- (4) a recommendation on whether to move all domestic animal welfare and related public safety functions to a single agency or to maintain a multiagency approach to be coordinated by the position recommended in subdivision (3) of this subsection; and
- (5) a plan to ensure that domestic animals transported into the State from other jurisdictions meet health and safety standards and that the businesses that import domestic animals into the State are registered or licensed, or both, and meet health and safety standards.

(b) The Department shall engage with the Animal Cruelty Investigation Advisory Board, the Vermont Humane Federation, the Vermont Livestock Care Standards Advisory Council, the Vermont Veterinary Medical Association, and other interested stakeholders as needed to comply with this section.

(c) As used in this section, “domestic animal” includes domestic animals and pets.

## Appendix B: 2021 U.S. State Animal Protection Laws Rankings: The Best and Worst States for Animal Protection Laws

2021 U.S. State Animal Protection Laws Rankings: The Best and Worst States for Animal Protection Laws

Top Tier	Middle Tier	Bottom Tier
1. Maine	16. New Jersey	36. Arkansas
2. Illinois	17. Virginia	37. Alaska
3. Oregon	18. Nebraska	38. Montana
4. Colorado	19. Vermont	39. Wyoming
5. Rhode Island	20. West Virginia	40. Georgia
6. Massachusetts	21. Nevada	41. Iowa
7. Florida	22. Kansas	42. North Carolina
8. Louisiana	23. Delaware	43. North Dakota
9. California	24. Ohio	44. South Carolina
10. Washington	25. Tennessee	45. Kentucky
11. Texas	26. Wisconsin	46. Utah
12. Indiana	27. Hawaii	47. Alabama
13. New Hampshire	28. Minnesota	48. Mississippi
14. Michigan	29. Connecticut	49. Idaho
15. Pennsylvania	30. Arizona	50. New Mexico
	31. Oklahoma	
	32. Maryland	
	33. New York	
	34. Missouri	
	35. South Dakota	

The Animal Defense League publishes annually its U.S. State Animal Protection Laws Rankings Report. Each state is ranked based on 20 different categories of animal protection.



## Appendix C: State Agency Job Descriptions

<b>Job</b>	<b>Agency/Department</b>
<a href="#">AGO Criminal Investigator</a>	Office of the Attorney General
<a href="#">Animal Cruelty Investigation Advisory Board</a>	Department of Public Safety
<a href="#">Animal Health Specialist I</a>	Agency of Agriculture, Food and Markets
<a href="#">Animal Health Specialist II</a>	Agency of Agriculture, Food and Markets
<a href="#">Animal Health Specialist III</a>	Agency of Agriculture, Food and Markets
<a href="#">Animal Health Specialist IV</a>	Agency of Agriculture, Food and Markets
<a href="#">Assistant Attorney General</a>	Office of the Attorney General
<a href="#">Assistant State Veterinarian</a>	Agency of Agriculture, Food and Markets
<a href="#">Attorney General</a>	Office of the Attorney General
<a href="#">Benefit Programs Assistant Administration</a>	Agency of Human Services, Department for Children and Families, Economic Services Division
<a href="#">Capitol Police Office</a>	Vermont State Legislature
<a href="#">DCF Grants and Contracts Director</a>	Agency of Human Services, Department for Children and Families, Economic Services Division
<a href="#">Deputy Attorney General</a>	Office of the Attorney General
<a href="#">Economic Benefit Director</a>	Agency of Human Services, Department for Children and Families, Economic Services Division
<a href="#">Game Warden</a>	Department of Fish and Wildlife
Investigator	State's Attorneys and Sheriffs
<a href="#">Liquor Control Investigator</a>	Department of Liquor and Lottery
<a href="#">Livestock Care Standards Advisory Council</a>	Agency of Agriculture, Food and Markets

Appendix C: Job Descriptions

<b>Job</b>	<b>Agency/Department</b>
<a href="#">Motor Vehicle Inspector</a>	Department of Motor Vehicles
<a href="#">Restitution Unit</a>	Vermont Center for Crime Victim Services
State's Attorney	State's Attorney Department
<a href="#">State Public Health Veterinarian</a>	Department of Health
<a href="#">State Treasurer</a>	Constitutional Office of the Executive Branch
<a href="#">State Veterinarian</a>	Agency of Agriculture, Food and Markets
<a href="#">Vermont Criminal Justice Training Council</a>	
Vermont State Police Officer <ul style="list-style-type: none"> <li>• <a href="#">Trooper</a></li> <li>• <a href="#">Sergeant</a></li> </ul>	Department of Public Safety
<a href="#">VSNIP Coordinator</a>	Agency of Human Services, Department for Children and Families, Economic Services Division
<a href="#">Wildlife Program Manager</a>	Department of Fish and Wildlife

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**Animal Health Specialist I**

Job Code	301300
Pay Plan	Classified
Pay Grade	22
Occupational Category	Protective Services
Effective Date	09/07/2014

**Class Definition** Inspection, compliance, regulatory and administrative work for the Vermont Agency of Agriculture, Foods, & Markets involving enforcement of state and federal animal and food safety-related laws and regulations. Employee will work to advance a safe and secure food supply within a marketplace that provides fair and equal access to consumers and processors while enhancing Vermont's working landscape, rural character and local economies. This goal is best achieved by working collaboratively to prevent livestock disease outbreaks, protect food safety, ensure regulatory compliance and to ensure that animals are treated humanely. Duties are performed under the general supervision of the Assistant State Veterinarian.

**Examples of Work** Investigates apparent or alleged animal import violations discovered by document review and through informants. Reviews incoming health charts, sales records, and exhibition permits to ensure compliance with laws and regulations. Attempts in all cases to achieve voluntary compliance with livestock, food safety and animal welfare regulations. Works with officials from other states and the federal government to track illegally imported animals to the place of origin. Works with colleagues and supervisor to gather evidence and statements for possible enforcement action pertaining to issues of non-compliance. At the request of law enforcement officials or humane agents, works with colleagues to provide assistance in the investigation of animal cruelty allegations to determine if accepted agricultural practices are being utilized. Inspects and investigates licensees and registrants (including livestock dealers, livestock transporters, agricultural events, and pet shops) to ascertain compliance with state and federal regulations and laws. Provides outreach and technical assistance to business owners and the general public regarding acceptable business and animal care practices. May assist with the movement and destruction of livestock and domestic animals found to be positive reactors to certain diseases. May assist with the cleanup and chemical disinfection of quarantined facilities. Performs administrative and related duties as required to assist the animal health section and performs related duties as required.

Environmental Factors	Duties are performed in the field with exposure to potentially dangerous animals, zoonotic pathogens, and noxious chemicals. Differences of opinion and emotional reactions may be encountered and must be dealt with in a firm, objective, and helpful manner. Work may be necessary outside of normally designated work hours.
Knowledge, Skills and Abilities	Working knowledge of common breeds, diseases, husbandry, and basic sanitation principles and practices applicable to the care of livestock, poultry, and pets.
	Ability to handle and control livestock and poultry.
	Ability to learn inspection and investigatory principles and techniques and prepare required records and reports.
	Ability to learn disease testing techniques and sample collection for livestock and poultry.
Minimum Qualifications	Ability to establish and maintain effective working relationships with co-workers, regulated constituencies and members of the public.
	Ability to work with multiple IT software programs and databases.
	Bachelor's degree in animal science, biological science, or a veterinary assistance program AND two years in a supervisory, owner, or operator capacity in a livestock related enterprises.
Preferred Qualifications	
Special Requirements	N/A

**Animal Health Specialist II**

Job Code	539800
Pay Plan	Classified
Pay Grade	23
Occupational Category	Protective Services
Effective Date	09/07/2014

**Class Definition** Inspection, compliance, regulatory and administrative work for the Vermont Agency of Agriculture, Foods, & Markets involving enforcement of state and federal animal and food safety-related laws and regulations. Employee will work to advance a safe and secure food supply within a marketplace that provides fair and equal access to consumers and processors while enhancing Vermont's working landscape, rural character and local economies. This goal is best achieved by working collaboratively to prevent livestock disease outbreaks, protect food safety, ensure regulatory compliance and to ensure that animals are treated humanely. Duties are performed under the general supervision of the Assistant State Veterinarian.

**Examples of Work** Investigates apparent or alleged animal import violations discovered by document review and through informants. Reviews incoming health charts, sales records, and exhibition permits to ensure compliance with laws and regulations. Attempts in all cases to achieve voluntary compliance with livestock, food safety and animal welfare regulations. Works with officials from other states and the federal government to track illegally imported animals to the place of origin. Independently works with colleagues and supervisor to gather evidence and statements for possible enforcement action pertaining to issues of non-compliance. At the request of law enforcement officials or humane agents, provides assistance in the investigation of animal cruelty allegations to determine if accepted agricultural practices are being utilized. Inspects and investigates licensees and registrants (including livestock dealers, livestock transporters, agricultural events, and pet shops) to ascertain compliance with state and federal regulations and laws. Provides outreach and technical assistance to business owners and the general public regarding acceptable business and animal care practices. Performs tissue residue investigations on behalf of the Food and Drug Administration on dairy farms, livestock dealers, and sales barns. Participates in emergency preparedness, response and recovery activities during drills, exercises, and natural and man-made disasters involving animals and/or agricultural industries. May assist with the investigation of possible causes of outbreaks of illness among various animal

species and refers results to the Assistant State Veterinarian. Independently coordinates the testing or sample collection of animal populations as required by statute or rule. May identify or brand various livestock species and domestic animals. May assist with the movement and destruction of livestock and domestic animals found to be positive reactors to certain diseases. May assist with the cleanup and chemical disinfection of quarantined facilities. Performs administrative and related duties as required to assist the animal health section and performs related duties as required.

**Environmental Factors**  
 Duties are performed in the field with exposure to potentially dangerous animals, zoonotic pathogens, and noxious chemicals. Differences of opinion and emotional reactions may be encountered and must be dealt with in a firm, objective, and helpful manner. Work may be necessary outside of normally designated work hours.

**Knowledge, Skills and Abilities**  
 Thorough knowledge of common breeds, diseases, husbandry, and basic sanitation principles and practices applicable to the care of livestock, poultry, and pets.  
 Strong skills and abilities regarding the handling and control of livestock and poultry.  
 Ability to interpret and explain Vermont statutes and regulations applicable to livestock, poultry, and other domestic animals.  
 Thorough knowledge of inspection and investigatory principles and techniques.  
 Proficiency regarding the preparation of records and reports. Proficiency regarding disease testing techniques and sample collection for livestock and poultry.  
 Proficient in the establishment and maintenance of effective working relationships with co-workers, regulated constituencies and members of the public.  
 Effective oral and written communication skills. Proficiency in multiple IT software programs and databases.  
 Completion of required Incident Command Structure courses.  
 Ability to conduct tissue residue investigations.  
 Completion of Animal Cruelty Investigation courses.

**Minimum Qualifications**  
 Bachelor's degree in animal science, biological science, or a veterinary assistance program AND two years or more at the Animal Health Specialist I level or the equivalent position in a similar government organization.

**Special Requirements**  
 N/A

**Animal Health Specialist III**

Job Code	539900
Pay Plan	Classified
Pay Grade	24
Occupational Category	Protective Services
Effective Date	09/07/2014

**Class Definition** Inspection, compliance, regulatory and administrative work for the Vermont Agency of Agriculture, Foods, & Markets involving enforcement of state and federal animal and food safety-related laws and regulations. Employee will work to advance a safe and secure food supply within a marketplace that provides fair and equal access to consumers and processors while enhancing Vermont's working landscape, rural character and local economies. This goal is best achieved by working collaboratively to prevent livestock disease outbreaks, protect food safety, ensure regulatory compliance and to ensure that animals are treated humanely. Work is performed under the general supervision of the Assistant State Veterinarian.

**Examples of Work** Investigates apparent or alleged animal import violations discovered by document review and through informants. Reviews incoming health charts, sales records, and exhibition permits to ensure compliance with laws and regulations. Attempts in all cases to achieve voluntary compliance with livestock, food safety and animal welfare regulations. Works with officials from other states and the federal government to track illegally imported animals to the place of origin. Independently works with colleagues and supervisor to gather evidence and statements for possible enforcement action pertaining to issues of non-compliance. At the request of law enforcement officials or humane agents, provides assistance in the investigation of animal cruelty allegations to determine if accepted agricultural practices are being utilized. Inspects and investigates licensees and registrants (including livestock dealers, livestock transporters, agricultural events, and pet shops) to ascertain compliance with state and federal regulations and laws. Provides outreach and technical assistance to business owners and the general public regarding acceptable business and animal care practices. Performs tissue residue investigations on behalf of the Food and Drug Administration on dairy farms, livestock dealers, and sales barns. Participates in emergency preparedness, response and recovery activities during drills, exercises, and natural and man-made disasters involving animals and/or agricultural industries. May serve as the lead investigator from the agency in assisting the Attorney General's Office, or

other state agencies. Prepares investigation reports, notices of violation, official notices and affidavits. May present informational programs to industry personnel, retailers and consumers on regulations. Assists in training new specialists. Assists with the Section's licensing and registration programs and assists the AHS IV with the oversight of federal cooperative agreements and grants. May assist with the investigation of possible causes of outbreaks of illness among various animal species and refers results to the Assistant State Veterinarian. Independently coordinates the testing or sample collection of animal populations as required by statute or rule. May identify or brand various livestock species and domestic animals. May assist with the movement and destruction of livestock and domestic animals found to be positive reactors to certain diseases. May assist with the cleanup and chemical disinfection of quarantined facilities. Performs administrative and related duties as required to assist the animal health section and performs related duties as required.

#### Environmental Factors

Duties are performed in the field with exposure to potentially dangerous animals, zoonotic pathogens, and noxious chemicals. Differences of opinion and emotional reactions may be encountered and must be dealt with in a firm, objective, and helpful manner. Work may be necessary outside of normally designated work hours.

#### Knowledge, Skills and Abilities

Thorough knowledge of common breeds, diseases, husbandry, and basic sanitation principles and practices applicable to the care of livestock, poultry, and pets.

Strong skills and abilities regarding the handling and control of livestock and poultry.

Proficiency in ability to interpret and explain Vermont statutes and regulations applicable to livestock, poultry, and other domestic animals. Extensive knowledge of inspection and investigatory principles and techniques.

Proficiency regarding the preparation of records and reports.

Proficiency regarding disease testing techniques and sample collection for livestock and poultry.

Proficient in the establishment and maintenance of effective working relationships with co-workers, regulated constituencies and members of the public.

Effective oral and written communication skills. Proficiency in multiple IT software programs and databases.

Completion of required Incident Command Structure courses.

Ability to conduct tissue residue investigations.

Completion of Animal Cruelty Investigation courses.



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Thorough knowledge of the Agency's licensing and registration procedures as applicable to the Section.

Understanding of applicable federal regulatory programs.

Understanding of applicable federal cooperative agreements with associated budget analysis and work plans.

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Minimum  
Qualifications

Bachelor's degree in animal science, biological science, or a veterinary assistance program AND two years or more at the Animal Health Specialist II level or the equivalent position in a similar government organization.

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Special  
Requirements

N/A

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**Animal Health Specialist IV**

Job Code	449700
Pay Plan	Classified
Pay Grade	25
Occupational Category	Protective Services
Effective Date	09/07/2014

**Class Definition** Inspection, compliance, regulatory and administrative work for the Vermont Agency of Agriculture, Foods, & Markets involving enforcement of state and federal animal and food safety-related laws and regulations. Employee will work to advance a safe and secure food supply within a marketplace that provides fair and equal access to consumers and processors while enhancing Vermont's working landscape, rural character and local economies. This goal is best achieved by working collaboratively to prevent livestock disease outbreaks, protect food safety, ensure regulatory compliance and to ensure that animals are treated humanely. Work is performed with considerable independence under the supervision of the Assistant State Veterinarian.

**Examples of Work** Investigates apparent or alleged animal import violations discovered by document review and through informants. Reviews incoming health charts, sales records, and exhibition permits to ensure compliance with laws and regulations. Attempts in all cases to achieve voluntary compliance with livestock, food safety and animal welfare regulations. Works with officials from other states and the federal government to track illegally imported animals to the place of origin. Independently works with colleagues and supervisor to gather evidence and statements for possible enforcement action pertaining to issues of non-compliance. At the request of law enforcement officials or humane agents, provides assistance in the investigation of animal cruelty allegations to determine if accepted agricultural practices are being utilized. Inspects and investigates licensees and registrants (including livestock dealers, livestock transporters, agricultural events, and pet shops) to ascertain compliance with state and federal regulations and laws. Provides outreach and technical assistance to business owners and the general public regarding acceptable business and animal care practices. Performs tissue residue investigations on behalf of the Food and Drug Administration on dairy farms, livestock dealers, and sales barns. Participates in emergency preparedness, response and recovery activities during drills, exercises, and natural and man-made disasters involving animals and/or agricultural industries. May serve as the lead investigator from the agency in assisting the Attorney General's Office, or

other state agencies. Prepares investigation reports, notices of violation, official notices and affidavits. May present informational programs to industry personnel, retailers and consumers on regulations. Assists in training new specialists. Participates in the oversight of federal cooperative agreements and contracts. May assist with the investigation of possible causes of outbreaks of illness among various animal species and refers results to the Assistant State Veterinarian. Independently coordinates the testing or sample collection of animal populations as required by statute or rule. May identify or brand various livestock species and domestic animals. May assist with the movement and destruction of livestock and domestic animals found to be positive reactors to certain diseases. May assist with the cleanup and chemical disinfection of quarantined facilities. Performs administrative and related duties as required to assist the animal health section and performs related duties as required.

#### Environmental Factors

Duties are performed in the field with exposure to potentially dangerous animals, zoonotic pathogens, and noxious chemicals. Differences of opinion and emotional reactions may be encountered and must be dealt with in a firm, objective, and helpful manner. Work may be necessary outside of normally designated work hours.

#### Knowledge, Skills and Abilities

Thorough knowledge of common breeds, diseases, husbandry, and basic sanitation principles and practices applicable to the care of livestock, poultry, and pets.

Strong skills and abilities regarding the handling and control of livestock and poultry.

Proficiency in ability to interpret and explain Vermont statutes and regulations applicable to livestock, poultry, and other domestic animals. Extensive knowledge of inspection and investigatory principles and techniques.

Proficiency regarding the preparation of records and reports.

Proficiency regarding disease testing techniques and sample collection for livestock and poultry.

Proficient in the establishment and maintenance of effective working relationships with co-workers, regulated constituencies and members of the public.

Effective oral and written communication skills. Proficiency in multiple IT software programs and databases.

Completion of required Incident Command Structure courses.

Ability to conduct tissue residue investigations.

Completion of Animal Cruelty Investigation courses.

Thorough knowledge of the Agency's licensing and registration procedures as applicable to the Section.

Thorough knowledge of applicable federal regulatory programs.

Thorough knowledge of applicable federal cooperative agreements and contracts.

Ability to prepare budgets analyses and work plans for federal contracts and cooperative agreements.

Minimum  
Qualifications

Bachelor's degree in animal science, biological science, or a veterinary assistance program AND two years or more at the Animal Health Specialist III level or the equivalent position in a similar government organization.

Special  
Requirements

N/A

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**Assistant State Veterinarian**

Job Code	300500
Pay Plan	Classified
Pay Grade	29
Occupational Category	Healthcare & Medical Practitioners
Effective Date	08/02/2020

**Class Definition** Managerial, supervisory, and consultative work at a professional level in programs designed to control and eradicate infectious diseases and ensure traceability among domestic livestock and poultry for the Animal Health section within the Agency of Agriculture, Food and Markets. The varied workload includes personnel management and supervision, assumption of a lead or support role in all-hazards emergency preparedness efforts related to domestic livestock and companion animals, oversight and management of grant funding, regulatory disease surveillance, foreign animal disease investigations, technical assistance and compliance/enforcement activities, and other duties in support of the essential functions of the Agency of Agriculture's Food Safety and Consumer Protection Division. Significant interaction occurs with partner state and federal agencies and organizations, private and regulatory veterinarians, and owners and managers of Vermont's livestock and poultry facilities. Work is performed under the general supervision of the State Veterinarian/Food Safety and Consumer Protection Director. Work is primarily office-based, but field contacts with regulated individuals and Vermont's animal agricultural industry members occur with relative frequency.

**Examples of Work** Specific duties may include, but are not limited to, the following: Training and monitoring the work of field inspectors and administrative support personnel and evaluating their performance; managing the daily operations of the Animal Health section; taking appropriate preventative and/or enforcement action to control the spread of disease; advancing Vermont's Animal Disease Traceability program through technical assistance, compliance and enforcement; completing and interpreting regulatory disease testing of livestock and poultry; managing federal cooperative agreements; public speaking; providing technical input in the formulation and revision of regulations or procedures; representing the Agency in relations with local, state and federal governmental agencies and non-governmental organizations, industry members and consumer groups; managing and completing the Animal Health section's federal reporting; representing the Agency in emergency preparedness initiatives and drafting/updating

	<p>emergency plans as needed; providing expert testimony to legislative committees as needed; participating in or chairing boards and committees on behalf of the Agency; providing support for the State Veterinarian and possibly acting as State Veterinarian in his or her absence. Performing other related duties as required, including assignments related to epidemiology, import &amp; export, foreign animal diseases, or other regulatory veterinary medicine assignments.</p>
Environmental Factors	<p>Work is primarily performed in an office setting, but field-based work is required with instate travel necessary. Out of state travel may be required as a representative of the Agency for attendance at meetings or training opportunities. Field settings may include agricultural fairs and competitive or educational events, industry meetings, livestock and poultry farms, and facilities or businesses regulated by the Agency. There is some risk of exposure to zoonotic diseases. Physical stress may be involved in handling livestock and equipment, and emotional stress may be precipitated by taking regulatory actions such as issuing regulatory notices or imposing quarantines. Private means of transportation is required. Evening and weekend work may be necessary.</p>
Knowledge, Skills and Abilities	<p>Considerable knowledge of the principles and practices of veterinary medicine.  Considerable knowledge of zoonotic, emerging and foreign animal disease etiologic agents.  Ability to understand and apply complex laws and regulations governing the livestock and poultry industries.  Knowledge of, or ability to learn and apply, supervisory principles and techniques.  Ability to interpret clinical signs and diagnose animal diseases, analyze problem areas, identify issues, and implement effective remedial action.  Ability to make enforcement and regulatory decisions in a fair and impartial manner.  Ability to maintain composure and professionalism during stressful situations.  Ability to establish and maintain effective working relationships with Agency personnel, colleagues in partner organizations and agencies, and with the regulated community.  Ability to keep thorough and accurate written and electronic records.  Ability to efficiently multi-task and organize a complex and varied workload.  Ability to communicate effectively orally and in writing and through the use of technology.</p>
Minimum Qualifications	<p>Graduation from an accredited school of veterinary medicine with the degree of Doctor of Veterinary Medicine (DVM) or Veterinary Medical Doctor (VMD).  Possession of, or eligibility for, licensure to practice veterinary medicine in Vermont is required.</p>

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Preferred Qualifications	Preference will be given to applicants with prior experience in the practice of food animal veterinary medicine, the interpretation or enforcement of state and federal regulations, or to those candidates with personnel supervisory experience.
Special Requirements	n/a

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DRAFT

**Director Food Safety and State Veterinarian**

Job Code	300000
Pay Plan	Classified
Pay Grade	31
Occupational Category	Management
Effective Date	09/30/2007

**Class Definition**

Managerial, administrative, veterinary, consultative and regulatory work at a professional level for the Department of Agriculture involving the management of the meat, animal health, and consumer assurance inspection programs. The role involves insuring the safest possible environment for processing, the truthful labeling of Agricultural products, and supervision and evaluation of functions designed to control and eradicate infectious and contagious diseases among domestic livestock within the State. Supervised functions include inspection, testing, diagnosis, and treatment of all forms of Vermont livestock. Technical assistance is provided to producers, processors and retailers regarding the inspection process. Supervision is exercised over a staff of veterinarians, office staff and field inspectors who cover all appropriate facilities statewide. Work is performed under the direction of the Deputy Secretary with direct liaison to the Secretary on policy, veterinary, and enforcement issues. Significant interaction occurs with State and Federal Department of Agriculture staffs and private veterinarians. Acts as final veterinarian making dispositions regarding unusual, suspicious or diseased animals as appropriate. Supervision is exercised over a staff of division chiefs, technical and clerical assistants.

**Examples of Work**

Develops, administers, and evaluates long-range programs and plans for the Consumer Assurance (Retail Inspection and Weights and Measures), Animal Health, and Meat inspection sections of the Food Safety & Consumer Assurance Division. Administers retail store and federal inspection activities such as federal and state meat inspection, animal health and consumer assurance activities. Responds as needed to internal, federal and independent auditors. Provides technical assistance to Agency staff and monitored groups.

The incumbent coordinates with the Attorney General's Office for prosecution of violators. Represents the department or the Secretary in various relationships with the federal government. Recommends laws, and drafts and implements regulations to enhance the care, safe transport and



sale of healthy livestock within the state. Attends legislative committee hearings concerning matters as requested by the Secretary. Assists the Secretary in compiling reports for Legislature and news media. Develops and maintains records and reports as necessary. Represents the Agency at a variety of public and private hearings to explain and defend program policies and action, including possible changes in regulations, procedures, and standards. Participates in regional and national associations of public administrators involved with program issues. Recommends proper standards and inspection procedures for the entry of livestock into the state. Acts as the direct agent of the Secretary of Agriculture in support of private veterinarians engaged in treatment and restriction of diseased animals. Directs inspection and enforcement actions of subordinate inspectors. Engages in testing and surveillance of domestic livestock facilities and businesses. Plans, implements, and evaluates support services to the State's private veterinarians. Recommends policies and procedures for Department and veterinarian use in carrying out diagnostic, treatment, and enforcement activities. Coordinates State veterinary activities with those provided by the Federal government. May recommend to the Commissioner that licenses or permits be suspended, livestock shipments halted, and/or animals quarantined or slaughtered. Selects, trains, directs, and evaluates subordinate staff. Maintains an awareness of current and emerging veterinary practices and research. Interprets laboratory findings and analyses for immediate case actions and longer-term program planning. Plans, manages and evaluates divisional programs to insure that all weights and measures, food safety, consumer assurance, and animal health regulations are properly administered and enforced. Performs related duties as required.

#### Environmental Factors

Work is performed primarily in a normal office setting. Travel is involved in attending hearings, meetings and seminars related to the Department programs. Field settings may include meat processing facilities, livestock dealers, poultry farms, and dairy farms. There is some risk of exposure to diseases to which humans are susceptible. Stress may be involved in taking regulatory actions such as condemning carcasses or animals, or imposing quarantines. Private means of transportation is required. Evening and weekend work may be necessary.

Thorough knowledge of the principles and practices of veterinary medicine.

Knowledge, Skills and Abilities Considerable knowledge of animal pathology.

Considerable knowledge of laws and regulations governing the livestock and poultry industry.

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Considerable knowledge of the principles and practices of public administration, particularly as they relate to delivery of food safety inspections and services.

Considerable knowledge of the operation of slaughterhouses, meat processing plants, maple and egg production including methods and equipment and basic inspection processes and procedures.

Considerable knowledge of organizational principles and practices, including line and staff roles.

Considerable knowledge of managerial and supervisory practices and procedures.

Considerable knowledge of the philosophy and principles of public health programs.

Ability to conceptualize, design and implement a program for effective delivery of food safety inspections and services.

Ability to interpret and apply complex rules and regulations to broad program areas and specific case situations.

Ability to analyze program operations, identify problem situations, and to propose and implement effective solutions.

Ability to prepare a variety of regular and special reports for use by agency secretary.

Ability to supervise.

Ability to establish and maintain effective working relationships with a variety of publics.

Ability to diagnose diseases, analyze problem areas, identify issues and implement effective treatment or remedial action.

Ability to communicate effectively, orally and in writing.

Ability to establish and maintain effective working relationships.

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**Minimum  
Qualifications**

Education: Graduation from an accredited school of veterinary medicine with degree of Doctor of Veterinary Medicine.

Experience: Three years of veterinary practice or other professional veterinary experience, preferably working with food producing animals.

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**Special  
Requirements**

Possession of, or eligibility for, licensure to practice veterinary medicine in Vermont.

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# DRAFT

## Game Warden

Job Code 326100

Pay Plan Classified

Pay Grade 23

Occupational Category Protective Services

Effective Date 7/18/2019

**Class Definition** Law enforcement and conservation work involving the enforcement of fish and game laws and regulations within an assigned geographic district for the Department of Fish and Wildlife. Duties include detection and correction of violations; conducting preventative patrols on foot, boat and vehicle; search and rescue operations; responding to complaints and incidents; the stocking of animals/birds/fish; and the eradication of undesirable and other animals. Individual judgment and initiative is required. Work is performed under the general supervision of a Game Warden Lieutenant. Supervision may be exercised over a Game Warden Trainee or Deputy Game Warden as assigned.

**Examples of Work** Conducts all required foot, vehicle, snowmobile, boat and other scheduled and non-scheduled patrols within assigned district to detect, correct and/or deter violations of fish and game laws and regulations; or to conduct investigations of complaints, violations and inquiries. Obtains evidence, testimony, statements, and affidavits as appropriate preserves evidence for possible subsequent court use. Responds to inquiries, requests for aid, and tips as to violations or other activity in progress (such as poaching, deer jacking, fish runs, dogs running deer, etc.). Conducts eradication of sick, injured, crippled and other animals as necessary. Destroys dogs caught running and killing deer.

Checks for illegal possession of fish and game; issues warnings, citations or makes appropriate arrests; confiscates equipment and other items and issues appropriate receipt(s). Checks sportsmen and other persons for required license(s); sportsmen, interested persons and others. Investigates issues of resident vs. non-resident status in application for purchase of various licenses. Assists in preparing cases for prosecution, obtains evidence and other data, consults with departmental supervisors and State's Attorneys. As required, attends court sessions, supplies testimony, and acts as expert witness. Participates in various animal/fish/bird surveys and the collection of various specimens. Tags various animals and pelts; records required data.

Picks up highway killed animal carcasses, records necessary data, and disposes of carcass(es). Assists in various conservation projects and stream/pond/lake/fish stocking. Assists in crop and other animal incurred damage claims investigations; recommends payment awards. Conducts and/or participates in training sessions and conferences.

May attend a variety of public hearings and forums. Explains department programs and philosophies to a variety of publics. Participates in county fairs, exhibits, and hunter safety programs. May enforce snowmobile and boat regulations. Assists in search and rescue and forest firefighting operations as required. Cooperates with law enforcement and other agencies/departments/governments on matter of mutual concern. May be required to administer emergency first aid to injured persons. Prepares a wide variety of records and reports. Supervises and assists in the training of deputy wardens and other assigned personnel as required. Performs related duties as assigned.

#### Environmental Factors

Duties are performed largely in a field setting and require traversing rough terrain and bodies of water. Exposure to all Vermont climatic conditions is involved. Duties require lifting and dragging of animal carcasses and other heavy objects. Incumbents must have good health and a high stamina level. Duties may require evening, night, weekend and other irregular duty hours and significant overtime duty. Wardens typically must maintain a business office on their home premises. Exposure to danger may occur in a variety of ways due to weather, terrain, hostile hunters/fishermen, pursuit of law violators, etc. Attendance at meetings, hearings, and seminars may be required at which strong adversary opinions may be encountered. A valid Vermont motor vehicle operator's license is required.

#### Knowledge, Skills and Abilities

Working knowledge of state, federal and other fish and game laws, regulations and statutes applicable to Vermont.

Working knowledge of pertinent law enforcement procedures, practices, and techniques.

Working knowledge of conservation principles and practices.

Working knowledge of Vermont fish and game species, habitats and habits.

Working knowledge of rules of evidence and court procedures.

Working knowledge of fishing, hunting and trapping equipment.

Ability to interpret and apply laws and regulations to specific situations in a correct and timely manner.

Ability to operate standard law enforcement firearms.

Ability effectively to communicate and maintain good working relationships with a variety of publics.

Ability to maintain equipment and supplies in a clean and workable condition.

Ability to prepare a variety of written and oral reports.

Minimum  
Qualifications

Education: High school graduation or equivalent.

Experience: Satisfactory completion of the Game Warden Trainee Field Training (FTO) program.

Special  
Requirements

Incumbents must be a certified Vermont law enforcement officer and possess a valid certificate for completion of the Red Cross or equivalent standard first aid course. A valid Vermont motor vehicle operator's license is required.

# DRAFT

## Liquor Control Investigator

Job Code 081000

Pay Plan Classified

Pay Grade 24

Occupational Category Protective Services

Effective Date 09/03/2017

**Class Definition** Investigation, law enforcement, and education work involving the regulation of liquor licensees and enforcement of liquor and tobacco laws for the Division of Liquor Control. Duties include investigation of license applications, inspection of licensees for compliance, investigation of violations, and educational presentations concerning the use and effects of alcohol and tobacco. Work is performed under the general supervision of a Liquor Control Investigator Supervisor. However, incumbents may receive supervision and /or assignments from any Liquor Control Investigator Supervisor and/or the Director of Education, Licensing and Enforcement.

**Examples of Work** Makes periodic inspections of licensed premises to determine compliance with the rules, regulations and laws pertaining to the sale of alcoholic beverages and tobacco products in the State. Secures information, gathers evidence, makes arrests and assists in the prosecution of violators. Investigates alleged or suspected cases of unlawful manufacturing or transporting of alcoholic beverages and makes arrests for criminal law violations as appropriate. Investigates applicants for licenses and writes reports of findings and recommendations. Conducts seminars directed to licensees and their staff to inform them of the liquor control laws and regulations and their civil and criminal liabilities. Visits schools to speak to students and advise them on the nature of alcohol and their responsibilities and liabilities under the laws. Performs breakage audits at the wholesale licensee level to verify accuracy of wholesalers' report for tax rebates. May perform undercover work on special assignment. Investigates character and background of licensee applicants and applicants for Vermont Adult Identification Cards. Performs related work as required.

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**Environmental Factors**

Work involves field inspection and investigation of licensees and license applications for the sale of alcoholic beverages. Travel within an assigned district in which the Investigator resides is a continuous part of the job, for which private means of transportation may be required. Travel outside of the Investigator's assigned area may also be encountered. Frequent visits to licensed and non-licensed establishments are made, which may involve contact with intoxicated or unruly persons. Stress may be encountered in confronting licensees or patrons when violations of laws or regulations are observed. The risk of physical harm is present, although physical violence is not frequently encountered. Patience and tact are required to achieve compliance with regulations while causing a minimum amount of disruption.

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Knowledge of investigatory principles and techniques.

Working knowledge of techniques and procedures for the gathering and preservation of evidence.

Awareness of State Liquor Control laws and regulations.

Awareness of training principles and practices.

**Knowledge, Skills and Abilities**

Ability to restrain assaultive persons in order to prevent injury to self or others.

Ability to interpret and apply laws and regulations of moderate complexity.

Ability to communicate effectively, both orally and in writing.

Ability to maintain effective working relationships.

Ability to take direction and complete assignments from superiors, including Liquor Control Investigator Supervisors and/or the Director of Education, Licensing and Enforcement.

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**Minimum Qualifications**

High School diploma or equivalent AND three (3) years or more of experience as an investigator in an enforcement or compliance role, or as a law enforcement officer.

OR

Two (2) years or more of full-time college coursework or an associate's degree in criminal justice, law enforcement, investigations or a closely related field AND one (1) year or more of experience as an investigator in an enforcement or compliance role, or as a law enforcement officer.

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Special  
Requirements

Must be a level III certified officer or able to obtain a level III certification from the Vermont Criminal Justice Training Council within six (6) months.

Ability to pass periodic background checks.

Residency in the coverage area is required.

Mental and physical condition appropriate to successfully perform, with or without reasonable accommodation.

This job class is subject to mandatory age 55 retirement per Vermont statute.

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DRAFT

## Motor Vehicle Inspector

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Job Code 634000

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Pay Plan Classified

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Pay Grade 26

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Occupational Category Protective Services

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Effective Date 09/12/2021

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**Class Definition** This law enforcement position performs field inspections and technical investigations relevant to criminal and regulatory activity for the Department of Motor Vehicles. This includes enforcement of federal and state vehicle laws and regulations. This position specifically focuses on both a variety of criminal and regulatory laws pertaining to licensed motor vehicle inspection stations, mechanics, dealers, and on the commercial motor vehicles and their drivers traveling our highways. Duties involve the gathering and analysis of evidence, interviewing witnesses and suspects for possible prosecution or through uniform commercial motor vehicle enforcement. Duties are performed in an assigned region and/or statewide. Work is performed under the supervision of the Motor Vehicle Inspector Supervisor.

This position has two very distinct roles within this class, the uniform Motor Vehicle Inspector, and the Detective Motor Vehicle Inspector. An employee in this class may serve in either role.

**Examples of Work** The Detective Motor Vehicle Inspector regulates, monitors, audits and investigates specialized criminal and/or regulatory activities relating to licensing, registration and title fraud, dealer and inspection regulations, and provides general law enforcement support services to include the State's Total Abstinence Program. Coordinates enforcement actions with other Divisions, Departments, and Agencies at the local, state, or federal level. As appropriate, utilizes a variety of investigative techniques including interviewing witnesses, accessing various industry and investigative databases, examining, and analyzing various documents, gathering, and preserving evidence. At the conclusion of the investigation, must submit an investigative report supporting criminal action and/or a recommendation for possible administrative penalties, license or application revocation/denial, Vermont Civil Violation Complaints, warnings or other. Independently

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develops strategic methods of resolution by analyzing the evidence obtained and determining a finding for recommendation. Assists prosecutors in preparing witnesses for trial, hearings, or depositions in addition to providing testimony at hearings, depositions, and trials. Provides educational outreach to the inspection and dealer industry specific to the criminal and regulatory laws that affect them, as well as on DMV procedures, licensing requirements, technical support on inspection hardware/software, and other programmatic requirements. Performs related work as required.

The uniform Motor Vehicle Inspector performs field inspections at a fixed site or at roadside on commercial motor vehicles, drivers, and carriers for compliance with federal and state commercial motor vehicle laws and regulations. These inspections and investigations include hazardous or radioactive materials; inspection of safety components; enforcing size and weight requirements; testing exhaust emissions; extracting fuel samples for compliance testing; collecting registration fees and more. Enforces motor vehicle law through traffic enforcement on state roads and highways. Issues warnings and citations for motor vehicle violations, both general and commercial. Conducts compliance reviews on the operations of Vermont-based motor carriers. Assists prosecutors in preparing witnesses for trial, hearings, or depositions in addition to providing testimony at hearings, depositions, and trials. Conducts informational and instructional meetings regarding commercial vehicle rules, regulations, and statutes with industry representatives, carriers, and other law enforcement personnel. Assists state and local police. Performs related work as required.

#### Environmental Factors

Duties are performed in the field, both in and out of a motor vehicle during an assigned shift under all types of climatic conditions. Incumbents must be able to carry and place portable scales weighing 35 lbs. or more under trucks as well as load and unload, with a winch, semi-portable scales weighing up to 1,300 pounds from trailers. Duties may require early morning, evening, night, weekend, or other irregular or overtime duty hours. Exposure to danger may occur during pursuit and apprehension of violators, handling hazardous materials, and working around large trucks and pieces of equipment. Attendance at meetings, court hearings, and seminars may be required. The Incumbent is a Vermont certified full-time law enforcement officer and is armed and drives a fully equipped police type vehicle. Threats of varying types and severity are possible.

#### Knowledge, Skills and Abilities

Considerable knowledge of motor vehicle and commercial vehicle laws, including dealer, inspection and emission requirements, the Automated Vehicle Inspection Program (AVIP), vehicle registration and titling, purchase and use tax, size/weight, and licensing of operators.

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Considerable knowledge to interpret and explain all aspects of motor vehicle law, the Vermont Periodic Inspection Manual (VPIM), Dealers Guide, as well as AVIP rules and procedures; automotive sales and the I/M industry.

Considerable knowledge of DMV related rules, regulations, policies, and procedures.

Considerable knowledge of documents and other sources of evidence to identify motor vehicles, owners, and operators; motor vehicle manufacturers' model designations, vehicle identification numbers (VIN) and motor vehicle mechanical/technical ability.

Considerable knowledge of modern law enforcement practices, procedures, and investigative techniques; to include collection and preservation of evidence and interviewing.

Working knowledge of computers and related software to include having the ability to gather, analyze and interpret data.

Ability to interpret and explain motor vehicle laws, regulations, and procedures to industry, the public and other external parties.

Ability to operate cameras, recorders, computers, tablets, and other digital equipment.

Ability to preserve the confidentiality of information.

Ability to prepare clear, concise reports, affidavits, and statements in a timely fashion.

Ability to meet, communicate and interact with the public in stressful situations.

Ability to establish and maintain effective working relationships.

Ability to operate skillfully a motor vehicle and various special tools and equipment in performance of duties.

Ability to work effectively under rigid time constraints.

Ability to plan, organize, and set priorities to carry out work of a technical nature.

Ability to work independently.

Ability to maintain a Vermont full-time law enforcement officer certification.

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High school diploma AND three (3) years in law enforcement experience.

**Minimum Qualifications** Note: Candidate must be a full-time certified Vermont law enforcement officer at time of hire.

Note: A current valid driver's license is required.

**Preferred Qualifications** Background in automotive diagnostics and repair.

Mental and physical condition appropriate to successfully perform, with or without reasonable accommodation, the essential job functions.

**Special Requirements** In accordance with Title 23, Section 102(d), an applicant must agree to and pass a background investigation to be eligible for this position. The background investigation may include criminal and traffic records checks. Hiring managers will notify applicants who are in the final stage of the interview process of the background check requirement, to which an applicant must agree to be deemed eligible for this position. Applicant will have the right to withdraw their applications before a background investigation is conducted.

Applicants are required to take or submit to a polygraph examination per Title 21, Section 494(b)(1).



**Trooper****Job Code:** 673303**Pay Plan:** Public Safety**Pay Grade:****Occupational Category:** Protective Services**Effective Date:** 01/22/2017**Class Definition:**

Specialized law enforcement work involving a variety of State Police roles, determined in accordance with areas to be covered, specific skill requirements, depth of functional involvement, special unit needs, department staffing levels, and law enforcement priorities.

Incumbents are expected to exercise a high level of initiative, judgment and discretion within the broad limits of regulations, policies, and procedures. Temporary assumption of patrol commander, special investigator, training instructor, or special unit roles may be required.

Periodic supervision over lower level Troopers may occur. Duties are performed under direction of a higher level officer. Movement into the class requires a current performance evaluation of satisfactory or better, except in demotion situations.

**Examples of Work:**

Conducts a variety of investigations involving criminal activity, typically as the first and sometimes only officer on the scene. Secures the area; gathers and preserves evidence; provides for safety of involved individuals; and interviews complainants, victims, witnesses and others as necessary. May secure photographs, prints, search warrants affidavits, etc., and make referrals for polygraph examination. May pursue the case to resolution including arrest; assisting in preparing a court case, and presenting testimony in court. Performs the total range of highway patrol, enforcement and accident investigation duties. Controls traffic, administers

aid to victims, and calls for medical, road service and other forms of assistance as necessary. Interviews drivers, victims, witnesses and others to assist in determining accident cause and operator roles. Determines vehicle direction, speed, driver condition and actions, and other pertinent factors. Performs other highway enforcement roles including checking overweight or sized vehicles, transport of hazardous materials, radar patrol, manning of roadblocks, assistance to disabled drivers/vehicles, plus patrolling for vehicle and/or operator violations. May be assigned to the Governor's Security Unit. May provide backup to other Troopers and areas as required. May perform special role, for temporary or particular needs including acting as Patrol Commander, and participation in such special squads as search and rescue, bomb disposal, riot control, underwater diving, track investigation, and special investigations, i.e. drugs. Prepares a variety of regular and special reports. May act as instructor for State Police and related training functions. Performs related duties as required.

**Environmental Factors:** Duties are largely performed in the field, usually in a motor vehicle during an assigned shift of duty under all types of climatic conditions. Duties may require evening, night, weekend and other irregular duty hours and significant overtime work. Exposure to danger may occur in a variety of ways during pursuit of assignments. Attendance at meetings, court hearings, and seminars may be required. Incumbents are required to wear a uniform (certain plain clothes assignments expected) and carry firearms during duty shifts. Care and maintenance of an assigned vehicle may be required. Emergency needs and Department priorities may result in interruption and/or cancellation of scheduled days off.

### **Minimum Qualifications**

#### **Knowledge, Skills and Abilities:**

Knowledge of Vermont motor vehicle and criminal laws.

Knowledge of Vermont State Police investigatory techniques, including use of involved equipment.

Knowledge of forms and reports used in performance of a State Police Officer's duties.

Knowledge of Departmental rules and regulations, policies, and procedures applicable to a State Police Officer.

Knowledge of interviewing and interrogation procedures.

Knowledge of Vermont criminal court procedures.

Knowledge of defendant rights in arrest situations.

Awareness of supervisory principles and practices.

Ability to discern the pertinent factors at an investigation and/or accident scene, and to assess their potential significance to the case.

Ability to assume control and take decisive action at an investigation/accident scene.

Ability to operate a State Police cruiser safely under widely varying climatic and job need situations.

Ability to complete required forms in a correct and timely manner.

Ability to create and maintain effective working relationships.

Ability to use assigned weapons.

**Education and Experience:**

High School diploma or equivalent AND satisfactory completion of the one year probationary period as a Trooper Probationary.

OR

High School diploma or equivalent AND BOTH successful completion of a full time law enforcement training academy approved by a Peace Officer Standards and Training/Criminal Justice Training council or similar entity and attainment of full-time certification as a law



enforcement officer AND three (3) or more years of uninterrupted law enforcement experience and current, full-time employment with a law enforcement agency.

NOTE: Active military service would not constitute an interruption in determining whether a candidate meets the criteria of uninterrupted law enforcement experience.

NOTE: Must successfully complete three (3) week Vermont State Police Pre-Basic Academy, required courses in the Vermont State Police Post-Basic Academy, Field Training Program and satisfactory completion of the one year probationary period.

Physical and Mental Requirements: Mental and physical condition appropriate to successfully perform, with or without reasonable accommodation, the essential job functions.

NOTE: A valid Vermont motor vehicle license is required.

Basic requirements for admission to the Vermont State Police include:

Age - Minimum 20 years old to apply and begin the testing selection process. You must wait until your 20th birthday to apply. We have mandatory retirement at age 55.

Vision- Applicants must have satisfactory depth perception, no marked muscle imbalance, and have a satisfactory visual field. The applicant must have uncorrected vision not worse than 20/200 (Snellen) and corrected 20/20 in one eye and not worse than 20/40 in the other eye.

Contact lens wearers must have 20/20 corrected vision and have worn contact lenses successfully for a minimum of one year. If an applicant has had laser eye corrective surgery and meets the above criteria, a six month waiting period is required before beginning the Academy. All candidates must pass a color vision test.

Hearing - Normal

Health - Mental and physical condition appropriate to successfully perform with reasonable accommodation, the essential job functions for this position.

Selective Service System - Applicants must be in compliance with all applicable Selective Service requirements.

Military - Not required. However if military service has been performed, an honorable discharge or separation must have been obtained.

Residency - Applicants must bear the expense of travel to Vermont for multiple stages in the hiring process. Vermont residency is required upon graduation from the academy. Must provide birth certificate, Social Security card, or other documentation of authorization to work in the United States.

Driver's License- Must possess or be eligible to obtain a valid motor vehicle license at the time of application. Your right to operate must not have been suspended or revoked within twelve months of application. You must obtain a Vermont operator's license upon graduation from the Academy.

Physical Requirements - Must pass physical fitness testing to proceed with the hiring process. Minimum fitness standards are published on the Vermont State Police website.

Tattoos, Body Piercing, Branding and Body Art - No member of the department shall have any tattoos, body piercings, branding or body art that is visible while on duty wearing the Class "C" short-sleeved summer uniform.

Criminal History - You must not have been convicted of any felonies. The right to carry a firearm shall not be revoked for any reason.

**Special Requirements:** n/a

**Sergeant****Job Code:** 674100**Pay Plan:** Public Safety**Pay Grade:****Occupational Category:** Protective Services**Effective Date:** 09/26/2000

**Class Definition:** Specialized technical law enforcement work for the Vermont State Police during an assigned shift of duty. Duties may involve serving as a patrol commander in the field, a criminal or fire investigator, training and safety education officer, or be assigned specific duties such as Governor's security detail, crime prevention and information officer or others. Absent specific technical duties, supervision of lower ranking troopers is present. Work is performed under the supervision of a higher ranking State Police officer.

**Examples of Work:** During an assigned shift of duty, performs some of the following as applicable. Schedules, trains, and supervises troopers involved in patrolling highways to enforce Vermont's motor vehicle laws. Assigns troopers and equipment to investigate accidents and complaints. Receives trooper's reports and reviews them for completeness and accuracy. Makes periodic reports on patrol activities to superiors when required. Inspects and evaluates subordinate troopers' performance. May act as senior officer on special assignments. Takes charge in case of a fatal accident, untimely death, or suicide. Responsible for operation of a sub-troop or troop office in absence of higher ranking officers. Investigates major crimes or fires within an assigned geographic area of the State. Interrogates suspects, takes depositions, and makes arrests. Takes fingerprints and photographs, and collects and preserves evidence. Prepares reports on investigations. May perform undercover work and/or confidential investigations. Serves as head of the Department's K-9 Unit involving selection and care of dogs and the training of dogs and the assigned officers. May participate in a statewide public safety education program. May speak to civic and school groups and the general public on topics such

as first aid, safe driving, drug abuse and others. May develop and present law enforcement related training programs to State Police and local law enforcement officials. May serve as Quarter Master, Training Officer or Marine Supervisor. May be responsible for the police staff assigned to insure the security and safety of the Governor, family, and staff. May conduct polygraph examinations. Performs related duties as required.

**Environmental Factors:** Depending upon area of assignment, duties may be performed in a field, or office setting or combination thereof. Duties may require evening, night, weekend and other irregular duty hours, and significant overtime duty. Firearms are worn while on duty. Some positions may be required to work in civilian clothes and perform undercover investigations. Exposure to danger may occur in a variety of ways during the performance of duties. Attendance at meetings, court hearings, and seminars may be required.

#### Minimum Qualifications

**Knowledge, Skills and Abilities:** Considerable knowledge of Vermont's criminal and motor vehicle laws.

Considerable knowledge of departmental rules, regulations, policies and procedures.

Considerable knowledge of law enforcement methods and procedures.

Knowledge of investigative techniques and practices.

Awareness of supervisory principles and practices.

Skill in dealing with people in rendering assistance or in interrogation.

Skill in the use of firearms.

Skill in first aid and CPR.

Ability to make decisions under pressure.

Ability to work independently.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective working relationships.

**Education and Experience:**

Education: High School or GED.

Experience: Attainment of the rank of Senior Trooper and a total five years at all Trooper levels.

Physical and Mental Requirements: Mental and physical condition appropriate to successfully perform, with or without reasonable accommodation, the essential job functions.

Note: A valid Vermont motor vehicle license is required.

**Special Requirements:** n/a

**Capitol Police Officer**

**STATE OF VERMONT  
OFFICE OF LEGISLATIVE  
HUMAN RESOURCES**

**Legislative Staff Job Description**

**JOB TITLE:** Capitol Police Officer

**DEPARTMENT NAME:** Capitol Police Department

**REPORTS TO:** Chief of Police

**JOB PURPOSE:**

The Capitol Police Officer performs police services with the duty and authority to enforce Federal and State laws and Legislative Rules within scope of practice as defined by the Vermont Criminal Justice Council.

**Duties and Responsibilities**

- Enforces Federal and State laws and regulations, and enforces Legislative rules relating to maintenance of order.
- Physically protects the Vermont State House, Vermont Capitol Complex (buildings and grounds), Members of the General Assembly, visitors, and staff from threats of crime and disruption; preserves law and order; and deters, detects and investigates crimes and other violations of laws, rules, and regulations.
- Takes charge of accidents and crime scenes, and restricts access; observes, stops, and questions suspicious persons.
- Prepares reports and testifies in court.
- Performs searches of people and property consistent with state and federal law.
- Detains and arrests in accordance with state laws and statutes. Transports prisoners from the scene of the arrest to places of holding or detention, as required.
- Performs protective services both within the Capitol complex and externally to the complex when necessary.
- Safeguards Legislatively controlled buildings, spaces and property, and protects government equipment and property.
- Reads and comprehends various legal and administrative documents.

## Requirements

- 5-8 years of relevant, law enforcement experience, or a combination of education and experience acquired from the following comparable knowledge and skills:
- Broad and comprehensive knowledge and skills relevant to municipal, county or state law enforcement, including demonstrated understanding of principles and techniques
- In-depth knowledge of relevant laws, regulations, ordinances, and operating policies and procedures, as well as knowledge of civil liability issues
- Strong background in criminal law and investigations
- Experience with varied police department operations
- Ability to effectively promote and preserve civil order in emergency, dangerous, and/or highly sensitive situations
- Ability to work cooperatively with and represent the Department to other law enforcement agencies, as well as State House officials and personnel
- Excellent communication and people skills
- Solid understanding of fair and impartial policing

## General Competencies

- Adheres to policies and procedures.
- Maintains privacy and confidentiality.
- Promotes and employs ethical actions.
- Demonstrates excellent customer service by conducting daily activities, communications, and interactions in a positive, collaborative, and professional manner.
- Communicates with diplomacy and tact.
- Identifies and communicates learning, competency, and personal development needs to the supervisor.
- Maintains responsibility for punctuality and attendance.
- Notifies the appropriate supervisor as soon as possible when an unscheduled absence from work is necessary.
- Submits requests for vacation, planned days off, etc. to the supervisor with appropriate notice.

## Education

### *Required:*

- High School Diploma

*Preferred:*

- Bachelor's Degree in a relevant field

**Additional Requirements**

- Level 2 or 3 Police Officer Certification through the VCJC
- Possess and maintain a valid Vermont Driver's License with evidence of responsible driving in the last three years.
- Must be a United States citizen
- Must meet position age requirements, as outlined in the State of VT Retirement system.
- Male applicants must be registered for Selective Service.
- Must successfully complete a full field background investigation.
- Must successfully comply with the Vermont Criminal Justice Council pre-employment requirements.
- Must successfully complete all required training.
- Must successfully complete a probationary period.

**Preferred**

- Current EMS License
- Experience as a field training officer.
- Experience with public engagement and training.
- Extensive, all-hazards Incident Command System experience

**Physical Requirements**

- Ability to stand for extended periods of time.
- Ability to see, whether naturally or with vision correction tools (glasses, contacts).
- Ability to hear, whether naturally or with hearing correction tools (hearing aid) in order to communicate with co-worker/members/ or public.
- Ability to be on one's feet regularly and use hands, arms, and legs repeatedly on the job.

*Note: This job description reflects essential job functions. It does not proscribe or restrict the tasks that may be assigned. This job description may be updated at the discretion of the Chief of Capitol Police in consultation with Legislative Human Resources.*



Investigator	Office of the Attorney General
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**AGO Criminal Investigator**

Job Code	515100
Pay Plan	Classified
Pay Grade	25
Occupational Category	Protective Services
Effective Date	09/03/2017

**Class Definition** Complex investigative work for the Office of the Attorney General involving actual or alleged cases of either a criminal or a civil nature. Typical investigations may include fraud, abuse, corruption, environmental crime, homicide and a variety of white collar crimes. Duties are performed with a high degree of independence, but investigations may be pursued as part of a team or in conjunction with other agencies. Work is performed under the general supervision of a Division chief in the Office of the Attorney General.

**Examples of Work** Receives and reviews allegations of criminal or civil wrongdoing through citizen complaints or referrals from other agencies. Assumes responsibility for investigations which exceed the jurisdiction or resources of other law enforcement groups. Evaluates potential for successful prosecution and develops the investigative plan. Utilizes investigative techniques, including interviewing witnesses, examining and analyzing various records and documents, gathering and preserving physical evidence - executing search warrants and conducting surveillance and other undercover operations. Presents results in written investigative reports, prepares necessary affidavits and testifies in court when required. Assists prosecuting attorney in trial preparation and strategy. Performs background investigations of prospective jurors. Keeps current on evolving technology. Other responsibilities may include serving process, conducting warranted searches, drafting other court-related documents, and testifying in court. Performs related duties as required.

**Environmental Factors** Incumbents must be in good physical condition, able to perform strenuous physical activity on occasion, and to work long and irregular hours in the field during work assignments. Duties require travel throughout the State, for which a valid Vermont driver's license and private means of transportation are required. The nature of the work creates situations of potential danger and injury. Evening and weekend work may be necessary.

**Knowledge, Skills and Abilities** Thorough knowledge and understanding of the principles and techniques of criminal and civil investigative work.  
Thorough knowledge of interview and interrogation techniques.

Considerable knowledge of the rules concerning the preservation of crime scenes and collection of evidence.

Considerable knowledge of the laws governing search and seizure.

Considerable knowledge of Constitutional limitations upon police and prosecutorial activity.

Working knowledge of state and federal criminal law.

Ability to organized and coordinate investigative activity.

Ability to conduct surveillance and to work in an undercover capacity.

Ability to gather, analyze, and interpret criminal intelligence.

Ability to analyze, evaluate, and summarize large amounts of documentary evidence.

Ability to prepare clear, concise reports.

Ability to operate equipment such as cameras, fingerprinting equipment, and recorders, computers and other digital equipment.

Ability to establish and maintain effective working relationships.

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Bachelor's degree AND four (4) years of professional investigatory or law enforcement work experience.

OR

Minimum  
Qualifications

Associate's degree AND six (6) years of professional investigatory or law enforcement work experience.

OR

High school diploma or equivalent AND eight (8) years of professional investigatory or law enforcement work experience.

Special  
Requirements

A candidate must become a Level III certified law enforcement officer within six months of hire.

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**State's Attorney Investigator**

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## Wildlife Program Manager

Job Code	327401
Pay Plan	Classified
Pay Grade	27
Occupational Category	Life, Physical & Social Science
Effective Date	11/17/2013
Class Definition	<p>Managerial, supervisory, administrative, planning, policy and fiscal management work for the Department of Fish &amp; Wildlife involving direction of specific wildlife programs, either Wildlife Management Species; Lands and Habitat; or Wildlife Diversity. Duties include oversight of the specific Program and coordination of its activities with other wildlife division programs. Supervision is exercised over a staff of professional and technical employees. Work is performed under the general direction of the Wildlife Division Director.</p>
Examples of Work	<p>Oversees and administers assigned wildlife division program (i.e. species, lands, or diversity, which includes Natural Heritage) including providing for staff supervision and training, establishing research and project priorities, coordinating research and management programs, and evaluating program accomplishments. Recommends long-range wildlife management and development programs and activities. Participates in the development of Department strategic plans and operational plans to achieve strategic planning goals and outcomes. Sets goals, and identifies priorities for a number of species and habitat management teams. In cooperation with other Department personnel; plans, prioritizes, develops, and implements fish or wildlife management research programs and projects. Performs or oversees surveys, population monitoring, data collection and analysis. Ensures appropriate opportunities for input from stakeholders including interest groups, and the general public on proposed management plans. Directs the preparation of long-range plans for the management and improvement of species, natural resources and habitats. Reviews the work of biologists assigned in their program in the preparation and implementation of species management plans, land acquisition and protection, Natural Heritage Inventory and management, all wildlife environmental review activities, and in the operation and maintenance of wildlife management areas.</p> <p>Interprets federal and state legislation and assists in establishing rules, regulations, policies, procedures and implementation strategies and schedules. Prepares, administers and monitors specific program budget. Prepares grant proposals and monitors spending of various grants. Evaluates</p>

and recommends proposed legislation. Participates in meetings with agency, state and federal officials and with private organizations on wildlife management issues. Presents expert testimony for the Department in a variety of forums. Responds to information requests from state and federal agencies, private organizations, and the general public. Performs related duties as required.

Environmental  
Factors

Duties are performed primarily in a standard office setting. Occasional field work and attendance at public meetings require that private means of transportation be available. Some work outside of normal office hours may be required. Interaction may be anticipated with individuals and groups expressing strong dissent from and hostility to Department programs and policies.

Thorough knowledge of the principles and concepts of wildlife biology and management.

Thorough knowledge of wildlife management and conservation.

Considerable knowledge of management and supervisory principles and practices.

Considerable knowledge of state and federal rules, regulations, statutes and polices related to assigned program.

Considerable knowledge of regulations and procedures pertaining to assigned program.

Knowledge, Skills  
and Abilities

Considerable knowledge of the budget process, and federal and state grant reporting requirements

Working knowledge of regulations and programs pertaining to assigned program.

Working knowledge of the principles and practices of research.

Ability to direct staff in program operations, planning, research and development functions.

Ability to motivate and guide subordinates to achieve program objectives.

Ability to effectively communicate with diverse groups, both orally and in writing.

Ability to establish and maintain effective working relationships.

Minimum  
Qualifications

Education: Bachelor's degree in wildlife biology, wildlife management, or a closely related biological field.

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Experience: Five years at a professional level in a wildlife management program, including or supplemented by two years of administrative or supervisory responsibilities.

Note: Graduate degree in wildlife biology or wildlife management may be substituted for two years of the required wildlife management experience.

Note: Graduate degree in public administration may be substituted for one year of the required administrative or supervisory experience.

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Preferred  
Qualifications

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Special  
Requirements      n/a

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## Attorney General

### Duties & Responsibilities by Statute

#### Election and Term

The Attorney General is elected every two years at the same time and manner as other Vermont statewide elected officials. [3 V.S.A. §151](#).

#### Scope of Authority

The Attorney General may represent the state in all civil and criminal matters as at common law and as allowed by statute. The Attorney General shall also have the same authority throughout the state as a state's attorney. [3 V.S.A. § 152](#).

#### General Powers

The Attorney General shall have the general supervision of criminal prosecutions, shall consult with and advise the state's attorneys in matters relating to the duties of their office, and shall assist them by attending the grand jury in the examination of any case or in the preparation of indictments and informations when, in his judgment, the interests of the state require it. [3 V.S.A. § 153](#).

#### Appearance for State

The Attorney General shall appear for the state in the preparation and trial of all prosecutions for homicide and civil or criminal causes in which the state is a party or is interested when, in his judgment, the interests of the state so require. [3 V.S.A. § 157](#).

#### Opinions; State Matters and Actions

The Attorney General shall advise the elective and appointive state officers on questions of law relating to their official duties and shall furnish a written opinion of such matters, when so requested. He shall have general supervision of matters and actions in favor of the state and of those instituted by or against state officers wherein interests of the state are involved and may settle such matters and actions as the interests of the state require. [3 V.S.A. § 159](#).

## Deputy Attorney General

### 3 VSA § 153. General powers; deputy, assistants

(a) The Attorney General shall have the general supervision of criminal prosecutions, shall consult with and advise the State's Attorneys in matters relating to the duties of their office, and shall assist them by attending the grand jury in the examination of any cause or in the preparation of indictments and informations when, in his or her judgment, the interests of the State require it.

(b) The Attorney General may appoint a Deputy Attorney General with the approval of the Governor, remove him or her at pleasure, and be responsible for his or her acts. Such deputy shall perform such duties as the Attorney General shall direct, and in the absence or disability of the Attorney General perform the duties of the Attorney General. In case a vacancy occurs in the Office of Attorney General, such deputy shall assume and discharge the duties of such office until such vacancy is filled. Such appointment shall be in writing and be recorded in the Office of the Secretary of State. Such Deputy Attorney General shall take the oath required by the constitution, shall be an informing officer and have the same authority throughout the State in civil or criminal matters as State's Attorneys have in their respective counties.

(c) The Attorney General may appoint such Assistant Attorneys General and Special Assistant Attorneys General as may be necessary for the proper and efficient performance of his or her department, and with the approval of the Governor, fix their pay, remove them at pleasure and be responsible for their acts. They shall have the same obligations, power and authority as the Deputy Attorney General except those relating to the absence or disability of the Attorney General and vacancy in the Office of Attorney General. Their appointments and the revocation thereof shall be in writing and recorded in the Office of the Secretary of State. All Assistant Attorneys General and Special Assistant Attorneys General shall be attorneys at law.



## Assistant Attorney General

### 3 VSA § 153. General powers; deputy, assistants

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(a) The Attorney General shall have the general supervision of criminal prosecutions, shall consult with and advise the State's Attorneys in matters relating to the duties of their office, and shall assist them by attending the grand jury in the examination of any cause or in the preparation of indictments and informations when, in his or her judgment, the interests of the State require it.

(b) The Attorney General may appoint a Deputy Attorney General with the approval of the Governor, remove him or her at pleasure, and be responsible for his or her acts. Such deputy shall perform such duties as the Attorney General shall direct, and in the absence or disability of the Attorney General perform the duties of the Attorney General. In case a vacancy occurs in the Office of Attorney General, such deputy shall assume and discharge the duties of such office until such vacancy is filled. Such appointment shall be in writing and be recorded in the Office of the Secretary of State. Such Deputy Attorney General shall take the oath required by the constitution, shall be an informing officer and have the same authority throughout the State in civil or criminal matters as State's Attorneys have in their respective counties.

(c) The Attorney General may appoint such Assistant Attorneys General and Special Assistant Attorneys General as may be necessary for the proper and efficient performance of his or her department, and with the approval of the Governor, fix their pay, remove them at pleasure and be responsible for their acts. They shall have the same obligations, power and authority as the Deputy Attorney General except those relating to the absence or disability of the Attorney General and vacancy in the Office of Attorney General. Their appointments and the revocation thereof shall be in writing and recorded in the Office of the Secretary of State. All Assistant Attorneys General and Special Assistant Attorneys General shall be attorneys at law. (Amended 1965, No. 44, § 1, eff. May 5, 1965; 1965, No. 125, § 15, eff. July 2, 1965; 1979, No. 59, § 13.)

## Animal Cruelty Investigation Advisory Board

(c) Duties. The Board shall exercise oversight over Vermont's system for investigating and responding to animal cruelty complaints and develop a systematic, collaborative approach to providing the best services to Vermont's animals statewide, given monies available. In carrying out its responsibilities under this subsection, the Board shall:

(1) identify and monitor the extent and scope of any deficiencies in Vermont's system of investigating and responding to animal cruelty complaints;

(2) work with the Department of Public Safety to study the feasibility of designating one law enforcement agency to receive, dispatch, and document the outcome of animal cruelty complaints and, with the assistance of the Vermont Sheriffs' Association, develop a uniform response protocol for assigning complaints to the appropriate local law enforcement agencies;

(3) ensure that investigations of serious animal cruelty complaints are systematic and documented, and develop written standard operating procedures and checklists to support the objective investigation of cruelty complaints that include objective measures of both environmental and clinical evidence of cruelty;

(4) ensure that requests for voluntary compliance are made in writing, with clear requests and timelines, and include a timeline for the investigator to perform a follow-up visit to confirm actions taken;

(5) develop a guide for animal cruelty prosecution, including a review of current sentencing recommendations for State's Attorneys;

(6) research the feasibility of developing and implementing an animal cruelty prevention and education program for offenders to be used as a part of offenders' sentencing;

(7) explore potential private and public sources of funding for animal cruelty investigations, including animal care expenses;

(8) develop trainings, protocols, procedures, and guidance documents for agencies engaging in animal welfare responsibilities;

(9) develop and identify funding sources for an animal cruelty investigation certification program for humane officers in accordance with 13 V.S.A. § 356, and develop a standard by which a person who has been actively engaged in this State as a humane officer conducting animal cruelty investigations for at least five years preceding July 1, 2017 may become certified without completion of the certification program requirements;

(10) identify funding sources for the training requirement under 20 V.S.A. § 2365b;

(11) develop recommendations for providing liability protection and reducing uncompensated costs to animal shelters and animal welfare groups that assist law enforcement authorities in animal cruelty investigations;

(12) explore changing the annual deadline for dog licensure under 20 V.S.A. § 3582 better to align with the time of year dogs require annual veterinary care; and

(13) determine what should appropriately constitute an enforcement action triggering the obligation of the Agency of Agriculture, Food and Markets to assist law enforcement pursuant to 13 V.S.A. § 354(a).

(d) Reimbursement. Members of the Board who are not employees of the State of Vermont and who are not otherwise compensated or reimbursed for their attendance shall be entitled to per diem compensation and reimbursement of expenses pursuant to 32 V.S.A. § 1010, paid from the budget of the Agency of Administration for attendance of meetings of the Board.

(e) Meetings and report. The Board shall meet no fewer than six times a year to undertake its duties as outlined in subsection (c) of this section. The Board shall report on its findings and specific recommendations in brief summary to the House and Senate Committees on Judiciary, House Committee on Agriculture and Forest Products, and Senate Committee on Agriculture annually on or before January 15.

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## Livestock Care Standards Advisory Council

(a) The Council shall:

(1) Review and evaluate the laws and rules of the State applicable to the care and handling of livestock. In conducting the evaluation required by this section, the Council shall consider the following:

(A) the overall health and welfare of livestock species;

(B) agricultural best management practices;

(C) biosecurity and disease prevention;

(D) animal morbidity and mortality data;

(E) food safety practices;

(F) the protection of local and affordable food supplies for consumers; and

(G) humane transport and slaughter practices.

(2) Submit policy recommendations to the Secretary on any of the subject matter set forth under subdivision (1) of this subsection. A copy of the policy recommendations submitted to the Secretary shall be provided to the House Committee on Agriculture and Forestry and the Senate Committee on Agriculture. Recommendations may be in the form of proposed legislation. The provisions of 2 V.S.A. § 20(d)(expiration of required reports) shall not apply to the report to be made under this subdivision.

(3) Meet at least annually and at such other times as the Chair determines to be necessary.

(4) Submit minutes of the Council annually, on or before January 15, to the House Committee on Agriculture and Forestry and the Senate Committee on Agriculture. The provisions of 2 V.S.A. § 20(d) (expiration of required reports) shall not apply to the report to be made under this subdivision.

(b) The Council may engage in education and outreach activities related to the laws and regulations for the care and handling of livestock. The Council may accept funds from public or private sources in compliance with 32 V.S.A. § 5.

**Benefit Programs Assistant Administrator**

Job Code	500100
Pay Plan	Classified
Pay Grade	26
Occupational Category	Administrative Services, HR & Fiscal Operations
Effective Date	09/13/2020
Class Definition	<p>Consultative and evaluation work and possible supervisory work at a professional level for Department for Children and Families, Economic Services Division (ESD) involving rule and procedural interpretation on all programs administered by ESD, procedure development and consultation, training, review of fair hearing requests, and a variety of special projects. Duties include being a liaison with ESD field staff and a number of other internal and external partners related to ESD programs and procedures. Supervision may be exercised over clerical and technical employees. Duties are performed under the general direction of an ESD administrator, but with significant independent judgment and discretion.</p> <p>All employees of the Agency of Human Services perform their respective functions adhering to four key practices: customer service, holistic service, strengths-based relationships and results orientation.</p>
Examples of Work	<p>Advises field staff on complex eligibility and ESD program case issues through research, analysis and interpretation of rules and precedent. Works with consultants to identify and rectify rule and procedure deficiencies. Communicates and interprets revisions to field staff. Develops strategies to reduce workload and enhance flexibility in the work of field staff. Evaluates fair hearing requests to ensure correct and consistent application of rules and procedures. Authorizes or recommends compliance with, or reversal of, case decisions. May supervise the provision of support services for approximately 20 staff including the Deputy Commissioner. Researches complex cases, consumer complaints and program inquiries. Participates in rule development across programs and conducts staffing review of proposed rules and procedures. Chairs or participates in specialized task forces and acts as liaison between central office committees and field staff. Trouble-shoots ACCESS production problems and pursues enhancements and remedies to the IT system. Works with IT staff to prioritize system requests. Analyzes quality control error reports for trends and coordinates corrective measures. Performs related duties as required.</p>
Environmental Factors	<p>Duties are performed primarily in a standard office setting. A valid drivers' license is required and private means of transportation could be needed if a fleet vehicle is unavailable. Conflicting opinions on operational problems may</p>

be anticipated. Multiple competing priorities and tight deadlines are a frequent occurrence.

Considerable knowledge of the principles and practices of public administration, particularly as they relate to public assistance programs.

Considerable knowledge of the rules and procedures governing the division's programs and services.

Working knowledge of state and federal laws, rules and regulations applicable to public assistance programs.

Knowledge of supervisory principles and practices.

Knowledge, Skills  
and Abilities

Aptitude to work with the division's ACCESS system and other complex software applications.

Ability to research, analyze, interpret, explain and train complex rules and to apply them to specific case situations.

Ability to organize and present material in a clear and concise manner.

Ability to set priorities and manage workload.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships.

Ability to perform job duties within the framework of the four key practices of the Agency of Human Services: customer service, holistic service, strengths-based relationships and results orientation.

Master's degree AND one (1) year or more at or above a technical level in public benefits eligibility determination, including one (1) year as a Benefits Programs Specialist, Reach Up Case Manager, or Supervisor of TANF, SNAP, Fuel Assistance, or General/Emergency Assistance programs.

OR

Bachelor's degree AND three (3) years or more at or above a technical level in public benefits eligibility determination, including one (1) year as a Benefits Programs Specialist, Reach Up Case Manager, or Supervisor of TANF, SNAP, Fuel Assistance, or General/Emergency Assistance programs.

Minimum  
Qualifications

OR

Associate's degree (or two years of full-time college coursework) AND five (5) years or more at or above a technical level in public benefits eligibility determination, including one (1) year as a Benefits Programs Specialist, Reach Up Case Manager, or Supervisor of TANF, SNAP, Fuel Assistance, or General/Emergency Assistance programs.

OR

High School diploma or equivalent AND seven (7) year or more at or above a technical level in public benefits eligibility determination, including one (1) year as a Benefits Programs Specialist, Reach Up Case Manager, or Supervisor of TANF, SNAP, Fuel Assistance, or General/Emergency Assistance programs.

Preferred  
Qualifications

Special  
Requirements

Candidates must pass any level of background investigation applicable to the position. In accordance with AHS Policy 4.02, Hiring Standards, Vermont and/or national criminal record checks, as well as DMV and adult and child abuse registry checks, as appropriate to the position under recruitment, will be conducted on candidates, with the exception of those who are current classified state employees seeking transfer, promotion or demotion into an AHS classified position or are persons exercising re-employment (RIF) rights.

## Economic Benefits Director

Job Code	052100
Pay Plan	Classified
Pay Grade	32
Occupational Category	Management
Effective Date	06/01/2015

Class Definition	<p>Planning, managerial, coordinating and public relations work at a professional level involving direction of the Economic Benefits Division in the Department for Children &amp; Families\Economic Services. The Division encompasses administration of most financial assistance programs including Food Stamps, Aid to Aged, Blind and Disabled (AABD), General Assistance, Emergency Assistance, Fuel Assistance, and the Essential Person Program, plus client eligibility determinations for the Medicaid/health care programs. Eligibility determination and benefit delivery are conducted through a statewide network of district offices supported by central office staff involved in policies and procedures, program evaluation, staff training, and quality control. Duties are performed under the general direction of the Deputy Commissioner for Economic Services, but with extensive interaction with other Department and Agency officials, client advocacy groups, federal officials, and other publics. Supervision is exercised over a large staff of professional, technical, administrative, and clerical subordinates. All employees of the Agency of Human Services perform their respective functions adhering to four key practices: customer service, holistic service, strengths-based relationships and results orientation.</p>
Examples of Work	<p>Establishes Division priorities and objectives within the framework of anticipated funding, client needs, federal and state regulations, and Agency/Department goals. Develops policies and procedures to facilitate attainment of objectives and to enhance operational effectiveness. Monitors operations through a formal quality control program to assess program progress, problem areas, and need for corrective action. Develops training programs to familiarize staff with program and procedure requirements and to assist them in coping with workload. Evaluates consistency of program administration throughout all districts. Reviews and assesses federal/state legislation and regulations as to impact on programs. Evaluates fair hearing and court decisions for impact, need for program change, and/or possible appeal of decisions. Assists departmental attorneys in preparation of contested and appeal decisions. Prepares/recommends changes in legislation and/or regulations. Consults with and establishes working agreements with Office of Vermont Health Access staff for field implementation of Medicaid/health care program needs, and with other Agency-wide staff</p>



	<p>relative to projects that cross departmental boundaries. Coordinates with other staff as necessary to address legal issues, computer systems, fraudulent cases, funding level/balances, etc. Directs special studies and prepares reports. Chairs task forces and work groups that frequently cross division and department lines. Performs related duties as required.</p>
Environmental Factors	<p>Duties are performed largely in a standard office setting but involve numerous group meetings at which varying and frequently conflicting viewpoints are presented. An incumbent is continuously confronted with making program judgments when programs exceed available resources. Changes in program regulations may require rapid changes in policies and procedures. Involvement in fair hearing and court cases may occur. Appearance before legislative committees is likely. Some travel may be required for which private means of transportation must be available.</p>
Knowledge, Skills and Abilities	<p>Thorough knowledge of the concepts and philosophy of welfare programs. Thorough knowledge of the welfare laws, regulations, and policies applicable to income maintenance programs.</p> <p>Considerable knowledge of administrative and supervisory principles and practices, particularly as they relate to public welfare programs.</p> <p>Considerable knowledge of the political/legislative process on both the federal and State levels.</p> <p>Considerable knowledge of field service delivery systems used in human services programs.</p> <p>Considerable knowledge of the goals, administrative procedures, and operational needs of the Medicaid program.</p> <p>Ability to conceptualize program needs and to develop a program to meet those needs.</p> <p>Ability to formulate policies, rules, regulations, and procedures necessary for program operation.</p> <p>Ability to interpret and apply regulations of significant complexity.</p> <p>Ability effectively to explain program philosophy and objectives to a wide variety of publics.</p> <p>Ability to establish and maintain effective working relationships.</p> <p>Ability to provide leadership and accountability within the framework of the four key practices of the Agency of Human Services: customer service, holistic service, strengths-based relationships and results orientation.</p>
Minimum Qualifications	<p>Master's degree AND six (6) years or more of professional level managerial or program administration experience in a public or private organization in the areas of human services, community development, economic development, employment and training or adult education; with at least three (3) years in an administrative or supervisory capacity.</p>

OR

Bachelor's Degree AND eight (8) years or more at a professional level of professional level managerial or program administration experience in a public or private organization in the areas of human services, community development, economic development, employment and training, or adult education; with at least three (3) years in an administrative or supervisory capacity

OR

Associate's degree AND ten (10) years or more of professional level managerial or program administration experience in a public or private organization in the areas of human services, community development, economic development, employment and training, or adult education; with at least three (3) years in an administrative or supervisory capacity

OR

High School diploma AND twelve (12) years or more at a professional level managerial or program administration experience in a public or private organization in the areas of human services, community development, economic development, employment and training, or adult education; with at least three (3) years in an administrative or supervisory capacity

OR

One year or more as an Economic Services Operations Director

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Preferred  
Qualifications

Special  
Requirements

Candidates must pass any level of background investigation applicable to the position. AHS Policy 4.02, Hiring Standards, pursuant to 20 V.S.A. 2056c or other applicable statutory authority, requires criminal record checks for all AHS positions, including motor vehicle driving record checks and national record checks where appropriate.

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**DCF Grants and Contracts Manager**

Job Code	550205
Pay Plan	Classified
Pay Grade	25
Occupational Category	Administrative Services, HR & Fiscal Operations
Effective Date	09/11/2022

**Class Definition**

Planning, development, coordination, oversight, administrative, and liaison work for the Department for Children and Families; inclusive of its Divisions (i.e. Economic Services, Family Services, etc.); involving the creation, expansion and maintenance of systems, including community-based systems, to provide goods and services needed to help support and fulfill the vision and mission of the Department and respective Divisions through the procurement of grants, contracts, and MOUs. Duties include developing and maintaining grants, contracts, and MOUs within the specifications outlined by the State while maintaining cooperative relationships among a broad range of DCF staff and service providers; oversight and management of the preparation of request for proposals and grant applications; development of reports; agreement budget development and monitoring; compliance monitoring on all contract, MOU, and grant agreements; provision of technical assistance to vendors and staff within the Divisions and Department. Responsible for the Department-wide accurate execution of all DCF contracts, grants, and MOUs accounting for approximately half of the Department budget spending . Accountable for the accuracy of all agreement data entered into the VISION Grant Module. Significant contact occurs with government agencies (both state and federal), employers, and non-profit organizations. Indirect supervision is exercised over professional and technical staff in the agency or department. Work is performed with significant independence under the general direction of the DCF Grants and Contracts Director, DCF Grants and Contracts Assistant Director, and Director of Procurement Compliance.

All employees of the Agency of Human Services perform their respective functions adhering to four key practices: customer service, holistic service, strength-based relationships and results orientation.

**Examples of Work**

Drafts, processes, gathers required approvals and signatures, and maintains contracts, grant agreements, memorandums of understanding, and statements of work to support Federal and State services statewide. Maintains tracking systems for work in process. Prepares recommendations to agency appointing authorities and legal counsel for regarding procurement processes and options. Monitors funding, processes and tracks invoices, and

prepares reports. Performs Subrecipient monitoring and works closely with other DCF Business Office staff and/or AHS staff to ensure proper and timely submission of reports to the Federal government. Monitors performance measures, provides training and conflict negotiation with service providers. Designs and maintains data collection system to monitor and evaluate programs. Evaluates programs through site visits and reports, proposes changes as needed.

Facilitates the procurement process in accordance with current Administrative Bulletins 3.5 and 5 and any other regulations that may be required, including drafting memoranda and requests for information, quotes, and proposals as well as overseeing and facilitating proposal reviews and bidder selections.

Facilitates the execution of agreements including provider negotiations. Works directly with Division and Department Management Teams, Program Directors, Regional Managers, Program Managers, other Business Office staff and units, and community partners to ensure agreements are appropriate for the services provided and executed on-time. Collaborate with other State departments and agencies (i.e. DMH, DAIL, DOH, DOC, Agency of Education, etc.) to facilitate programs which cross departmental lines, to cooperate in achieving most effective use of shared resources, and to address cooperative methods for handling clients who access services from multiple departments/agencies. Performs related duties as required.

Provides guidance and technical assistance/training to Department and Division staff on procurement procedures for standard bidding, simplified bidding, small purchases, and sole source contracting. Provides guidance and technical assistance/training to Department and Division staff on State and Federal grant procedures. Provides contract and grant administrative and technical support to Department and Division staff, vendors, and consultants. Provides problem solving, creative solutions, and innovative responses to unique situations that arise. Provides assistance to contract, grant and business managers to ensure invoices are compliant with the statement of work.

Provides recommendations, input, and feedback on policy and procedures relative to grants and contracts and implements any changes that result. Recommends revisions of the personal services contracts and grant specification to the hiring or granting authority.

Performs related duties as required.

Environmental Factors	Duties are performed primarily in a standard office environment as well as in the field, for which private means of transportation must be available. Some
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evening and weekend work may be necessary. Considerable tact and diplomacy will be required for effective performance. Extensive interaction with a broad range of community groups, service providers, advocacy groups, and other state and federal agencies will occur. Stress may be encountered from deadlines and from operating in a highly publicized and public setting.

Considerable knowledge of the management of federal and/or state grants and contracts process.

Considerable knowledge of performance based contracting practices.

Considerable knowledge of State and Agency policies and procedures pertaining to personal services contracts, procurement and grant administration.

Considerable knowledge of the principles and practices of public administration.

Considerable knowledge of the request for proposal (RFP) process.

Considerable knowledge of the nature and structure of human services program delivery systems.

Knowledge, Skills and Abilities  
Considerable knowledge of the use of computer information systems, word processing, spreadsheets, and databases.

Ability to manage the stress and/or mental effort required in the negotiations which must take place with each and every provider to maximize the increasingly scarce funds available for the services.

Ability to analyze a broad range of data and to draw relevant and valid conclusions.

Ability to establish and maintain effective interpersonal relationships with a broad range of people, including, but not limited to, contractors, grantees, Agency staff, and other state and federal government staff members.

Ability to communicate effectively, both orally and in writing.

Ability to work quickly and balance competing priorities.

Ability to interpret and apply complex laws, rules and regulations in the contract and grant administration areas.

Knowledge of the principles and practices of accounting and financial management.

Knowledge of data processing capabilities in facilitating record maintenance and project management.

Bachelor's degree or higher AND two (2) years of work experience that includes one or more of the following: (a) administration of grants/contracts as a funder and/or recipient; (b) collaboration with community partners in the delivery of social services; c) enforcement of provider agreements; OR d) management of financial affairs or a governmental accounting system.

Minimum Qualifications

OR

Four (4) years of experience that includes one or more of the following: (a) administration of grants/contracts as a funder and/or recipient; (b) collaboration with community partners in the delivery of social services; c) enforcement of provider agreements; OR d) management of financial affairs or a governmental accounting system.

Preferred Qualifications

Special Requirements

Candidates must pass any level of background investigation applicable to the position. In accordance with AHS Policy 4.02, Hiring Standards, Vermont and/or national criminal record checks, as well as DMV and adult and child abuse registry checks, as appropriate to the position under recruitment, will be conducted on candidates, with the exception of those who are current classified state employees seeking transfer, promotion or demotion into an AHS classified position or are persons exercising re-employment (RIF) rights.

**VSNIP Contractor****SCOPE OF WORK TO BE PERFORMED****PROGRAM BACKGROUND**

The Vermont Department for Children and Families' (DCF) mission is to foster the healthy development, safety, well-being, and self-sufficiency of Vermonters. DCF is structured around six Divisions that deliver programs and services to Vermonters; one of those Divisions is the Economic Services Division ("ESD"). ESD administers several benefits programs that help Vermonters meet their basic needs, including the General Assistance (GA) Program. The GA Program oversees the Vermont Spay Neuter Incentive Program (VSNIP). The purpose of VSNIP is to reduce the pet population of unwanted companion animals by assisting Vermonters who are income-eligible with certain veterinary costs associated with the permanent sexual sterilization of their dogs, cats, and wolf-hybrids through spaying and neutering. VSNIP and its' corresponding rules are authorized by Title 20 V.S.A. Chapter 193, Subchapter 6.

**SERVICE DESCRIPTION**

The Contractor shall provide assistance to the State in the administration of VSNIP in the categories of applicant eligibility determination, community outreach and education on VSNIP, VSNIP voucher administration for the sterilization and immunization of companion animals, veterinary recruitment and retention, application assistance, and programmatic and statistical reporting, as specified below in Section D. Specifications.

**SERVICE GOALS & OUTCOMES**

The services provided by the Contractor shall assist the State of Vermont in:

- Reducing the population of unwanted, companion cats, dogs, and wolf-hybrids in Vermont,
- Increasing the availability of low-cost Spaying and Neutering services to Vermonters with low-incomes, and
- Increasing public awareness of VSNIP, including the application process.

**SPECIFICATIONS****Community Outreach and Education**

The Contractor shall:

- a. Provide marketing and outreach services for VSNIP on a statewide basis;
- b. The Contractor shall conduct a minimum of eight (8) outreach events to promote VSNIP annually.
- c. Respond within 72 business hours to public inquiries about VSNIP;

- d. Distribute and supply VSNIP posters, brochures, applications, and other promotional and/or educational materials to locations statewide where Vermonters with dogs, cats, and/or wolf-hybrids are likely to encounter them (i.e. animal shelters, pet food/supply stores, veterinary hospitals, community action agencies, advocacy groups, public benefit program offices, Rabies clinics, social service organizations, and town clerk offices) and to other locations as needed and as requested by the State; and
- e. Store all written materials necessary to implement VSNIP without interruption, including, but not limited to, keeping a supply of VSNIP applications readily available and notifying the State at least 2 weeks prior to the anticipated depletion of any materials;

The State shall supply and deliver printed copies of VSNIP applications, VSNIP vouchers, As A Reminder Forms, Variance Forms, List of VSNIP Participating Veterinarians, VNSIP Posters and other promotional materials, and pre-addressed postage-paid envelopes for applicant use to the Contractor throughout the agreement term upon request. All requests for these materials shall be directed to the General Assistance Director or Designee as directed by ESD.

#### **Applicant Assistance, Eligibility Determination, Application Denial, Application Approval - Voucher Issuance, and Voucher Redemption**

##### ***VSNIP Application Assistance***

The Contractor shall provide the following:

- f. information on the location of VSNIP applications, both online and paper versions, to all interested applicants upon request;
- g. assistance to applicants, as needed, in determining the dollar amounts that translate to a household income at or below 185% of the current Federal Poverty Level (FPL) for various household sizes, which is based on the yearly publication by the US Department of Health and Human Services;
- h. one-on-one VSNIP application completion assistance to applicants, upon request; and
- i. education and encouragement for applicants that have more than one non-sterilized companion animal in the household to apply for multiple VSNIP vouchers within one VSNIP application (note: applications shall not be denied for applicants who are otherwise eligible if all companion animals are not included on an application).



**VSNIIP Application Review & Income Eligibility Determination**

The Contractor shall be responsible for reviewing VSNIIP applications submitted and determining applicant eligibility for VSNIIP services based on established eligibility criteria prior to the issuance of VSNIIP vouchers for the sterilization and immunization of companion animals. The Contractor shall only use applicant information and/or any information received within an application to perform the services outlined in this Contract.

*Application Review*

Upon receipt of each VSNIIP application, the Contractor shall review the application to ensure each is fully completed and compliant with VSNIIP Rules (located in Appendix B of this RFP for reference); fully completed means all required information and documentation has been supplied on the application. The Contractor shall process all fully completed and compliant VSNIIP applications within five (5) business days from the date of receipt.

As part of the application review process, the Contractor shall verify the applicant meets all of the following criteria before approving an application and issuing a VSNIIP voucher:

- a. is a Vermont resident;
- b. is the owner of at least one companion animal;
- c. acquired the companion animal(s) either for no compensation or for a nominal fee of no more than \$75.00 per companion animal; and
- d. is income eligible for VSNIIP as detailed below in *Income Eligibility Determination*.

The Contractor shall obtain pre-approval and review from the State before granting any VSNIIP application for an applicant who, whether by a single application or as the result of more than one (1) application, is seeking vouchers for five (5) or more companion animals within one State Fiscal Year period, defined as July 1 – June 30 annually. The State may grant or deny any such approval at the State's discretion within five business days of receiving written notice from the Contractor.

The Contractor shall send all completed and processed applications to the State at least quarterly through a secure encrypted method approved by the State. These records shall be maintained for three years or until the completion of an audit initiated within the three-year period.

***Income Eligibility Determination***

An applicant is considered eligible for VSNIIP if the applicant either:

- a. has a total gross household income at or below 185% of the FPL and provides supporting income documentation for the last 30 calendar days (i.e. paystubs),

- b. is participating in a State or Federal public benefit program with the same or more stringent income eligibility guidelines and submits supporting eligibility documentation,
- c. has become enrolled within the past 60 calendar days, and supplied supporting documentation thereof, in any of the following programs:
  - i. Seasonal Fuel Assistance,
  - ii. Women, Infants, and Children (WIC),
  - iii. 3SquaresVT (also known as Food Stamps or SNAP Benefits),
  - iv. Essential Person Program,
  - v. Supplemental Security Income (SSI), or
  - vi. Reach Up, Reach First, Reach Ahead, or PSE (also known as TANF); or
- d. has become enrolled in Section 8: Rental Assistance within the past 60 calendar days and submits supporting documentation that verifies the total gross household income is below 185% of the FPL.

The Contractor shall ensure each applicant submits complete and accurate income information and corresponding supporting documentation before determining final eligibility for the Program. The Contractor shall consult with the State as needed to determine an applicant's eligibility.

#### **Application Denial**

If an applicant is deemed to be ineligible for VSNIP after the application review process is complete, the Contractor shall deny the application and issue a denial letter to the applicant. The denial letter shall provide information on both the appeal process and the eligibility criteria variance request process.

The State may grant a variance to the pet owner eligibility criteria found in Section D. Specifications, Subsection *Application Review*. Requests for a variance by a pet owner or duly authorized proxy must be made in writing, accompanied by a completed application, denial letter, and explanation on why the pet owner's circumstances are unique, exceptional, and warrant departure from the eligibility criteria. The State shall respond to variance requests in writing. Financial hardship alone shall not establish a basis for granting a variance.

The Contractor shall forward any and all appeals and variance requests received to the State within three (3) business days of receipt. The Contractor shall additionally provide ESD with recommendations on the appeals and variance requests on a case-by-case basis as well as all original application documents, inclusive of supporting documentation submitted with the applications, within three (3) business days of receipt of the appeal and/or variance request.

The Contractor shall be permitted to assist applicants whose applications have been denied with their appeal upon applicant request and such assistance shall not be deemed a conflict of interest with VSNIP or to be in breach of this Agreement.

### **Application Approval - Voucher Issuance**

If an applicant is deemed to be eligible for VSNIP after the application review process is complete, the Contractor shall approve the application and issue an approval letter to the applicant. The approval letter shall include, at a minimum, a non-transferrable and time-limited VSNIP voucher(s) for the sterilization and immunization of companion animal(s) listed in the approved application and allowable by VSNIP Rules, a statewide list of veterinarians participating in VSNIP, and information on the applicant's requirement to make a \$27.00 (or current rate set by the State) co-payment per companion animal directly to the veterinary office providing VSNIP services to the applicant no later than the time each companion animal is presented for the sterilization procedure.

The State may increase the co-payment amount by no more than \$2.00 every year, up to a maximum of \$35.00 per companion animal. The State may adopt a schedule of graduated co-payment amounts for multi-animal households and for different animal species, sizes, and procedures, so long as the per companion animal co-payment does not go below the \$27.00 minimum. The State shall notify the Contractor 30 calendar days in advance of the implementation of any changes made to the co-payment amount and/or structure; the Contractor shall make changes as needed to all VSNIP communications related to these co-payment changes.

The State, in its discretion, may also limit the number of VSNIP vouchers issued to an eligible applicant that has multiple non-sterilized companion animals.

The Contractor shall fill out the VSNIP vouchers using the information supplied by each applicant in the approved applications. The Contractor shall include both an issue date and an expiration date on each VSNIP voucher issued. The issue date shall be considered the first date that a VSNIP voucher is eligible for use at a participating veterinarian's office; the expiration date shall be no later than 60 calendar days from the issue date.

### **Voucher Redemption**

The State shall execute VSNIP Participating Veterinarian agreements, which includes a rate schedule, as needed. The State is responsible for establishing the statewide median reimbursement rates for veterinary sterilization procedures and the average rate for pre-surgical immunizations. The State shall utilize fee information from Participating Veterinarians and the annual cost of living index to determine the veterinary reimbursement rates for VSNIP vouchers. The State may consult with the Vermont Veterinary Medical Association as needed in determining any adjustments. The State shall provide individualized invoices for each VSNIP Participating Veterinary provider with applicable rates for all procedures and fees. The State shall provide either a copy of executed VSNIP Participating Veterinarian agreements or a summary of the Participating Veterinarians with corresponding contact and rate schedule information at its discretion to the Contractor upon request; the VSNIP Participating Veterinarian agreements and summary information is considered Confidential, and the Contractor shall keep the Participating Veterinary agreement

information secure and confidential and only use the information to provide the services outlined in this agreement.

VSNIP Participating Veterinarians shall submit invoices for VSNIP Surgeries and Fees performed to the Contractor along with copies of redeemed VSNIP Vouchers. The Contractor shall review the Veterinary Office invoices and redeemed VSNIP Vouchers for accuracy, following up with Veterinary Offices as needed. The Contractor shall submit the Veterinary Office invoices and corresponding redeemed VSNIP Vouchers to the State electronically through a secure, encrypted method approved by the State.

### **Veterinary Outreach, Recruitment, and Retention**

The Contractor shall provide the following services to help ensure there are sufficient participating veterinary providers available in all geographic areas of Vermont, which is enumerated as a target of at least 70 participating veterinary providers:

- Recruitment of veterinarians across the State to become participating VSNIP Veterinary Providers,
- Work in collaboration with the State on the completion of “Veterinarian’s Agreement to Participate” Forms, which includes the rate that shall be paid by the State (minus any applicant co-payments), to each participating VSNIP Veterinary Provider for signature as needed and as requested by the State and submit signed Agreement to Participate Forms to the State, (note: the term of this participation agreement to participate can be on a two-year basis with options to continue), and
- Retention support to existing participating VSNIP Veterinary Providers as requested by the State.

The State shall prepare and provide an Outreach Packet to the Contractor upon request to utilize when contacting prospective Veterinary Offices. The contents of the Packet shall be mutually agreed upon between the State and the Contractor and updated as needed over the course of the award term.

The Contractor shall be responsible for the distribution of the list of VSNIP Participating Veterinarians as needed, ensuring, at a minimum, the list is provided to approved VSNIP applicants with their individual VSNIP voucher(s).

The Contractor shall ensure that VSNIP Veterinary Providers understand how VSNIP vouchers work, including the applicant co-payment amount that shall be retained by the veterinarian and

then deducted from the total amount due to the veterinarian for reimbursable fees authorized under this Program.

The Contractor shall additionally act as a VSNIP liaison with participating veterinarians on a case-by-case basis as requested by the State.

**Program Administration**

The Contractor shall:

- a. use and maintain a VSNIP business address or designated VSNIP post office box and toll-free telephone line established for VSNIP services;
- b. include the designated post office box and toll-free phone number on all VSNIP documents, including, but not limited to, VSNIP applications, letters, and forms;
- c. ensure the administration of VSNIP services under this agreement are in compliance with all Program rules, applicable laws, and State standards and protocols, including, but not limited to, conflict of interest;
- d. accurately and electronically track and monitor all approved VSNIP vouchers issued and also maintain hard copies of all VSNIP vouchers issued;
- e. collect and report on the following data to the State as outlined in Section F below:
  - i. veterinary offices contacted,
  - ii. veterinary offices willing to become participating VSNIP Veterinary Providers,
  - iii. # of VSNIP vouchers issued, broken down by category: dog, cats, and wolf- hybrids,
  - iv. # of dogs spayed or neutered by weight category and # of cats spayed or neutered, and
  - v. # of VSNIP applications received;
- f. coordinate implementation of VSNIP with the State's designated Contract Administrator and other State staff as requested;
- g. obtain and analyze annual reports from Town/City Clerks related to dog licensing fees on an annual basis statewide and promote the collection of dog licensing fees statewide;
- h. notify the State by email or phone no later than two (2) business days after any VSNIP-related situations or concerns arise that might require attention but that fall outside the Contractor's scope of work; and
- i. work together with the State to adjust forms, including applications and vouchers, as needed. The Contractor shall notify the State of requested changes, and, if the State agrees that the requested change is necessary, the State shall work in good faith to make changes to the forms. The State shall notify the Contractor of its' decision regarding proposed changes.

The Contractor shall provide his/her/their own personal computer to perform services under this Contract and shall ensure the security of portable devices and data, assure that any devices used during the contract will be virus and spyware protected with the most up-to-date definitions, and make every reasonable effort to ensure media or data files will be virus and

spyware free. Any portable device used to store State data shall be encrypted. Data containing Personally

Identifiable Information (PII) and/or Confidential information transmitted between the Contractor and the State shall be done through a secure, encrypted method. PII is defined as information which can be used to distinguish or trace an individual's identity (i.e. their name, address, Social Security Number, etc.) alone or when combined with other personal or identifying information which is linked or linkable to a specific individual.

All State data received, obtained, or generated by the Contractor in connection with performance under this contract shall be processed, transmitted, stored, or transferred by any means only in the continental United States. The Contractor shall additionally:

- a. Follow all security requirements set forth in Attachments D and F, and
- b. Destroy all State data as set forth in Attachment D.

# DRAFT

**State Public Health Veterinarian**

Job Code	301400
Pay Plan	Classified
Pay Grade	28
Occupational Category	Healthcare & Medical Practitioners
Effective Date	03/31/2019
Class Definition	<p>Medical, managerial, supervisory, coordinating and consultative work at a professional level involving programs to detect, identify, prevent and eradicate zoonotic and vector-borne diseases for the Department of Health. Duties include research and evaluation of problems involving health and associated risks related to exposure to infectious agents. Work is performed under the general direction of an administrative supervisor.</p> <p>All employees of the Agency of Human Services perform their respective functions adhering to four key practices: customer service, holistic service, strengths-based relationships and results orientation.</p>
Examples of Work	<p>Conducts epidemiological studies to determine the nature of specific diseases or conditions, to develop prevention and control strategies, and to evaluate the effectiveness of intervention programs. Studies populations or groups of individuals with health problems to understand the etiology and control of illnesses. Develops and maintains disease prevention manuals and outreach materials. Trains and monitors the work of permanent and temporary program staff and evaluates their performance. Performs complex assessments, inspections, and literature searches. Coordinates disease detection activities with laboratory personnel. Communicates with federal and state officials to evaluate actual or potential human health risks. Represents the Department in relations with other local, state and federal governmental agencies as well as with non-governmental organizations. Assists in coordination of Department programs to control and prevent disease. Assists in the development of appropriate regulations and drafts legislation. Prepares educational information for public and private organizations concerning disease prevention and control. Acts as a technical consultant in public health matters. Provides expert testimony to legislative committees as needed. Develops proposals to obtain funding to evaluate disease problems and prevention and control measures for Vermont. Performs related duties as required.</p>
Environmental Factors	<p>Work is performed in both office and field settings for which private means of transportation is required. There is some risk of exposure to diseases to which humans are susceptible. Stress may be involved in taking regulatory actions.</p>

	<p>Thorough knowledge of the principles and practices of veterinary medicine.</p> <p>Considerable knowledge of animal pathology.</p> <p>Considerable knowledge of infectious diseases, particularly zoonotic and vector-borne etiologic agents.</p> <p>Considerable knowledge of the principles and procedures of scientific research, disease surveillance and epidemiology.</p> <p>Awareness of supervisory principles and techniques.</p> <p>Ability to interpret clinical signs and diagnose diseases of animals communicable to humans and vector-borne diseases, including results of laboratory tests.</p>
Knowledge, Skills and Abilities	<p>Ability to interpret rules and regulations of considerable complexity.</p> <p>Ability to analyze and interpret large amounts of research data and to draw logical inferences and conclusions.</p> <p>Ability to explain programs to a wide variety of stakeholders in a clear and persuasive manner.</p> <p>Ability to perform job duties within the framework of the four key practices of the Agency of Human Services: customer service, holistic service, strengths-based relationships and results orientation.</p> <p>Ability to communicate effectively, both orally and in writing.</p> <p>Ability to establish and maintain effective working relationships with Department personnel, colleagues and the community.</p>
Minimum Qualifications	<p>Graduation from an accredited school of veterinary medicine with a degree of Doctor of Veterinary Medicine and (2) two years of experience in the practice of veterinary medicine and/or public health.</p> <p>OR</p> <p>Graduation from an accredited school of veterinary medicine with a degree of Doctor of Veterinary Medicine AND a Master's in Public Health.</p>
Preferred Qualifications	n/a
Special Requirements	Candidates must pass any level of background investigation applicable to the position. In accordance with AHS Policy 4.02, Hiring Standards, Vermont



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and/or national criminal record checks, as well as DMV and adult and child abuse registry checks, as appropriate to the position under recruitment, will be conducted on candidates, with the exception of those who are current classified state employees seeking transfer, promotion or demotion into an AHS classified position or are persons exercising re-employment (RIF) rights.

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## State Treasurer

The State Treasurer is a Constitutional Officer of the Executive Branch of the State of Vermont. Constitutional officers are elected by the voters of Vermont every two years to hold state-wide offices.

The State Treasurer's Office is responsible for:

- Investment of State funds.
- Issuing all State bonds authorized by the General Assembly.
- Serving as the central bank for State agencies.
- Management of the State's cash balances, processing of checks, and the reconciliation of payroll and vendor checks.
- Safeguarding and return of unclaimed or abandoned financial property, which is held in trust by the State until the rightful owner can be located.
- Administration of three major pension plans, the deferred compensation plan, and the defined contribution plan for State employees, teachers, and participating municipalities.

### Organization

The State Treasurer's Office is organized into an executive office and five divisions. The executive office is responsible for overall strategic planning, legislative initiatives, constituent relations, debt management, financial literacy, and supervision of the divisions. The Treasury Operations Division is responsible for the State's banking, cash management, and financial transaction services. The Retirement Division administers three public retirement systems authorized by the legislature. Investment and Debt Management Services provides investment services for the State of Vermont and the three pension systems administered by the office, as well as debt management. The Unclaimed Property Division serves as the caretaker of abandoned or unclaimed financial property, while seeking to return it to its proper owner. Technology Services is responsible for developing and maintaining automated systems, providing appropriate access to information, maintaining the office web site, and maintaining the overall security of the office network and automated interactions with other State departments and entities outside of State government.

## Treasury Operations

The Treasury Operations Division is the core operation for money movement within the State. The division is responsible for the banking, cash management, and short-term investing of State funds; the establishment and maintenance of the State's banking network; the disbursement of the State's warranted payments and debt service; the collection of certain receipts, including those related to education property tax payments from municipalities; and the recording of accounting transactions. Specific functions include:

- The division directs the statewide cash management activities, with annual receipts and disbursements more than \$5 billion. Activities include oversight of the State's cash balances, preparing cash projections, processing automated and manual checks and electronic fund transfers, and reconciling the State's core bank accounts. The division (in conjunction with agencies and departments, and financial institution partners) is responsible for implementing an effective and efficient statewide banking network to provide state-of-the-art cash management services and to ensure that the highest-quality services are available to customers.
- The division invests and reinvests cash balances in a manner consistent with the safety and liquidity requirements for these funds, and that maximizes the earnings on temporary funds in accordance with statute.
- The division processes approximately 1.5 million payments each year. More than two-thirds of those are conducted electronically, and one of the division's goals is to increase the proportion of transactions that occur electronically.
- The division is responsible for preparing financial statements and schedules for the annual audit of the State's books (as it relates to cash and investment disclosures), administering the Municipal Equipment Loan Fund, and assisting the Retirement Operations Division staff in the preparation of the pension trust fund financial statements.
- This division also monitors education tax receipts from municipalities. If a municipality were delinquent in its education tax payment, the division would work to obtain proper payment. Unresolved delinquencies in payments could be referred to the Attorney General's Office for collection and/or prosecution.

## Vermont Criminal Justice Training Council

### 20 VSA § 2351. Creation and purpose of Council

(a) In order to promote and protect the health, safety, and welfare of the public, it is in the public interest to provide for the creation of the Vermont Criminal Justice Council.

(b) The Council is created to:

(1) encourage and assist municipalities, counties, and governmental agencies of this State in their efforts to improve the quality of law enforcement and citizen protection by maintaining a uniform standard of basic training for law enforcement applicants and in-service training for law enforcement officers; and

(2) maintain statewide standards of law enforcement officer professional conduct by accepting and tracking complaints alleging officer unprofessional conduct, adjudicating charges of unprofessional conduct, and imposing sanctions on the certification of an officer who the Council finds has committed unprofessional conduct.

(c) The Council shall offer and approve continuing programs of instruction in up-to-date methods of law enforcement and the administration of criminal justice.

(d) It is the responsibility of the Council to encourage the participation of local governmental units in the program and to aid in the establishment of adequate training facilities.

### 20 VSA § 2355. Council powers and duties

(a) The Council shall adopt rules with respect to:

(1) the approval, or revocation thereof, of law enforcement officer training schools and off-site training programs, which shall include rules to identify and implement alternate routes to certification aside from the training provided at the Vermont Police Academy;

(2) minimum courses of study, attendance requirements, and equipment and facilities to be required at approved law enforcement officer training schools and off-site training programs;

(3) minimum qualifications for instructors at approved law enforcement officer training schools and off-site training programs;

(4) minimum basic training for law enforcement officers in each level of law enforcement officer certification and the time within which that training shall be completed;

(5) [Repealed.]

(6) minimum annual in-service training requirements for law enforcement officers in each level of law enforcement officer certification;

(7) minimum courses of training for other criminal justice personnel;

(8) categories or classifications of advanced in-service training programs and minimum courses of study and attendance requirements with respect to those categories or classifications;

(9) recertification of persons who have not been employed as law enforcement officers for a three-year period;

(10) a definition of criminal justice personnel and criminal justice training for purposes of this title; and

(11) [Repealed.]

(12) permitting its Executive Director to grant up to a 60-day waiver to a law enforcement officer who has failed to meet his or her annual in-service training requirements but who is able to complete those training requirements within the time period permitted by the Executive Director.

(b)(1) The Council shall conduct and administer training schools and offer courses of instruction for law enforcement officers and other criminal justice personnel. The Council shall offer courses of instruction for law enforcement officers in different areas of the State and shall strive to offer nonovernight courses whenever possible.

(2) The Council may also offer the basic officer's course for preservice students and educational outreach courses for the public, including firearms safety and use of force.

(c)(1) The Council shall appoint, subject to the approval of the Governor, an Executive Director who shall be an exempt State employee and who shall hold office during the pleasure of the Council.

(2)(A) The Executive Director shall perform such duties as may be assigned by the Council.

(B) The Executive Director may appoint officers, employees, agents, and consultants as he or she may deem necessary and prescribe their duties, with the approval of the Council.

(3) The Executive Director is entitled to compensation as established by law and reimbursement for expenses within the amounts available by appropriation.

(d) The Council may, in addition:

(1) accept and administer under this chapter and for its purposes contributions, capital grants, gifts, services, and other financial assistance from any individual, association, corporation, or other organization having an interest in criminal justice training, and from this State and the United States and any of their agencies and instrumentalities, corporate or otherwise; and

(2) perform such other acts as may be necessary or appropriate to carry out the purposes of this chapter.

(e) Any agency or department of State, county, or municipal government may, notwithstanding any provision of this chapter, engage in and pay for, from sums appropriated for that purpose, training activities for employees in addition to any minimum training required by the Council.

(f) The Council shall charge participants or employers of participants in law enforcement training programs as follows:

(1) The tuition fees for any of the basic training or annual in-service training required under section 2358 of this chapter shall be set forth in rules adopted by the Council. The tuition fees shall be set to reflect the actual costs for operation of the particular programs offered. The fees for basic training shall not be charged for persons employed by police agencies at the time of training.

(2) The tuition fees for training not required under section 2358 of this chapter shall be set to reflect the actual costs for operation of the particular programs offered, with an additional \$30.00 entrance exam fee assessed on all training, except educational outreach courses for the public.

(g) The Council shall develop and maintain a comprehensive drug training program.

## Vermont Center for Crime Victim Services, Restitution Unit

### 13 VSA § 5362. Restitution Unit

(a) A Restitution Unit is created within the Center for Crime Victim Services for purposes of ensuring that crime victims receive restitution when it is ordered by the court.

(b) The Restitution Unit shall administer the Restitution Fund established under section 5363 of this title.

(c) The Restitution Unit shall have the authority to:

(1) Collect restitution from the offender when it is ordered by the court under section 7043 of this title.

(2) Enforce a restitution obligation as a civil judgment under section 7043 of this title. The Restitution Unit shall enforce restitution orders issued prior to July 1, 2004 pursuant to the law in effect on the date the order is issued.

(3)(A) Share and access information, including information maintained by the National Criminal Information Center, consistent with Vermont and federal law, from the court, the Departments of Corrections, of Motor Vehicles, of Taxes, and of Labor, and law enforcement agencies in order to carry out its collection and enforcement functions. The Restitution Unit, for purposes of establishing and enforcing restitution payment obligations, is designated as a law enforcement agency for the sole purpose of requesting and obtaining access to information needed to identify or locate a person, including access to information maintained by the National Criminal Information Center.

(B) Provide information to the Department of Corrections concerning supervised offenders, including an offender's restitution payment history and balance, address and contact information, employment information, and information concerning the Restitution Unit's collection efforts.

(C) The Restitution Unit is specifically authorized to collect, record, use, and disseminate Social Security numbers as needed for the purpose of collecting restitution and enforcing restitution judgment orders issued by the court, provided that the Social Security number is maintained on a separate form that is confidential and exempt from public inspection and copying under the Public Records Act.

(4) Investigate and verify losses as determined by the Restitution Unit, including losses that may be eligible for advance payment from the Restitution Special Fund, and verify the amount of insurance or other payments paid to or for the benefit of a victim, and reduce the amount collected or to be collected from the offender or disbursed to the victim from the Crime Victims' Restitution Special Fund accordingly. The Restitution Unit, when appropriate, shall submit to the Court a proposed revised restitution order, with copies provided to the victim and the offender. No hearing shall be required.

(5) Adopt such administrative rules as are reasonably necessary to carry out the purposes set forth in this section.

(6)(A) Report offenders' payment histories to credit reporting agencies. The Unit shall not make a report under this subdivision (6) until after it has notified the offender of the proposed report by first class mail or other like means to give actual notice, and provided the offender a period not to exceed 20 days to contest the accuracy of the information with the Unit. The Unit shall immediately notify each credit bureau organization to which information has been furnished of any increases or decreases in the amount of restitution owed by the offender.

(B) Obtain offenders' credit reports from credit reporting agencies. The Unit shall not obtain a report under this subdivision (6) until after it has notified the offender by first class mail or other means likely to give actual notice of its intent to obtain the report.

(7) Enter into a repayment contract with a juvenile or adult accepted into a diversion program and to bring a civil action to enforce the contract when a diversion program has referred an individual pursuant to 3 V.S.A. § 164a.

(8) Contract with one or more sheriff's departments for the purposes of serving process, warrants, demand letters, and mittimus in restitution cases, and contract with one or more law enforcement agencies or other investigators for the purpose of investigating and locating offenders and enforcing restitution judgment orders.

(9) Collect from an offender subject to a restitution judgment order all fees and direct costs, including reasonable attorney's fees, incurred by the Restitution Unit as a result of enforcing the order and investigating and locating the offender.



## Livestock Care Standards Advisory Council

### § 793. Powers and duties of Livestock Care Standards Advisory Council

(a) The Council shall:

(1) Review and evaluate the laws and rules of the State applicable to the care and handling of livestock. In conducting the evaluation required by this section, the Council shall consider the following:

(A) the overall health and welfare of livestock species;

(B) agricultural best management practices;

(C) biosecurity and disease prevention;

(D) animal morbidity and mortality data;

(E) food safety practices;

(F) the protection of local and affordable food supplies for consumers; and

(G) humane transport and slaughter practices.

(2) Submit policy recommendations to the Secretary on any of the subject matter set forth under subdivision (1) of this subsection. A copy of the policy recommendations submitted to the Secretary shall be provided to the House Committee on Agriculture and Forestry and the Senate Committee on Agriculture. Recommendations may be in the form of proposed legislation. The provisions of 2 V.S.A. § 20(d)(expiration of required reports) shall not apply to the report to be made under this subdivision.

(3) Meet at least annually and at such other times as the Chair determines to be necessary.

(4) Submit minutes of the Council annually, on or before January 15, to the House Committee on Agriculture and Forestry and the Senate Committee on Agriculture. The provisions of 2 V.S.A. § 20(d) (expiration of required reports) shall not apply to the report to be made under this subdivision.

(b) The Council may engage in education and outreach activities related to the laws and regulations for the care and handling of livestock. The Council may accept funds from public or private sources in compliance with 32 V.S.A. § 5.

## Appendix D: Draft Legislation Regarding Transportation of Domestic Animals into the State

### Sec. 0: Findings

(a) It is reasonable for Vermont residents to expect that their adopted companion animals will be free from communicable disease, be of sound temperament, and not dangerous.

(b) The unregulated transportation and/or importation of feline and canine companion animals poses risks to Vermonters. Such risks include (1) communicable zoonotic disease from parasite-borne diseases such as Lyme, Leptospirosis, and Giardia and blood-borne diseases such as rabies; (2) physical harm from behaviorally unsound and potentially dangerous animals; and (3) emotional distress and financial loss when the health or behavior of adopted animals result in extraordinary medical bills and/or heartbreak should the animal die or must be surrendered.

(c) Some transmissible diseases or parasites are transmissible from animals to people (e.g., Giardia) and if not promptly diagnosed or treated could lead to a public health risk.

(d) 20 VSA §3915 requires that a dog, cat, ferret or wolf-hybrid imported in the State of Vermont for sale, resale, exchange or donation be accompanied by an official health certificate or similar certificate of inspection for the dog, cat, ferret or wolf-hybrid issued by a veterinarian licensed in the state or county of origin. However, there is no enforcement mechanism in place.

(e) There is currently no process in place to screen for behaviorally unsafe animals.

(f) Vermonters who adopt companion animals through importation into the State have little to no recourse if the animal has behavior or health issues.

### Sec. 1: Purpose

The purpose of the bill is to provide standards for the handling and care of dogs, cats, ferrets, and wolf-hybrids within the State of Vermont by animal shelters, rescues, humane societies, and individuals whose primary activity is the placement of abandoned, displaced, unwanted, neglected or abused animals and for the importation/transportation of dogs, cats, ferrets, and wolf-hybrids into the State of Vermont.

### Sec. 1: Definitions

**Animal** means dogs, cats, ferrets and/or wolf-hybrids.

**Applicant** means an Organization that has submitted an application for a License or renewal of a License to the Division of Animal Welfare.

**Cat** means a mammal of the species *Felis catus*.

**Certificate of Veterinary Inspection** means a legible certificate or form signed by an accredited veterinarian that shows the age, sex, breed, description and health record of each dog, cat, ferret and/or wolf-hybrid and the name of the consignor and consignee. The certificate or form shall list the vaccines administered to each dog, cat, ferret, wolf-hybrid and shall state that the animal(s) is/are not showing signs of infectious, contagious and/or communicable diseases. The certificate is valid for 30 days from the date it was issued.

**Clean(ed) and Disinfect(ed)** means the process by which bacteria, viruses, or other pathogens are eliminated from an environment through the physical removal of organic material or debris from personnel, Facilities, vehicles, and/or other equipment, followed by the appropriate application of chemical agents specifically designed to destroy potentially hazardous microorganisms in accordance with applicable directions.

**Consumer** means a person who adopts, purchases, exchanges, barter for an Animal for companionship or their own, non-commercial use.

**Dog** means a mammal of the species *Canis familiaris*.

**Division** means the Division of Animal Welfare.

**Facility or Facilities** means a location or locations owned, operated, or otherwise used by a Licensee for receiving, maintaining, caring for, and transporting Animals for the purpose of Placing such Animals. A Facility shall include any shelter or kennel, but not a Foster Home.

**Ferret** means only the European ferret (*Mustela putorius furo*).

**Health Certificate** means a document dated and signed by a Veterinarian which contains the minimum elements set forth in section 8, subdivision (b)(9) and certifies that an Animal is free of any symptoms of infectious or contagious disease.

**Impervious** means characteristics of a nonporous, impermeable surface through which a liquid will not be allowed to pass, but upon which water will bead.

**Import** means to transport into the State of Vermont for purpose of Placement.

**Import License** means a license issued by the Division of Animal Welfare that authorizes the licensee to operate in the State of Vermont as an organization and to import dogs, cats, ferrets and/or wolf-hybrids into the State of Vermont.

**Individual Animal Record** means the comprehensive record relating to an individual Animal that includes, where applicable, an Certificate of Veterinary Inspection (CVI), documentation of Isolation Upon Import, post-isolation Health Certificate, history of vaccinations, history of all

medical treatment, including administered medications, source of Animal, date of acquisition, name and address of adoptive owner or Foster Home, Official Identification, date of Placement, mortality record, and such other records as may be appropriate.

**Isolation Room** means a location designed to serve as a receiving and holding station for dogs, cats, ferrets, and/or wolf-hybrids before Placement, including any area approved by the Division of Animal Welfare to accept dogs, cats, ferrets and/or wolf-hybrids for Isolation upon Import. An Isolation Room may be used as a Quarantine Room for dogs, cats, ferrets and/or wolf-hybrids that are potentially affected with or exposed to contagious or infectious illnesses.

**Isolation upon Import** means to restrict the dog, cat, ferret or wolf-hybrid from any other animal contact by transporting the dog, cat, ferret or wolf-hybrid directly to the Isolation Room.

**Official Identification** means a device or method used as a means of identifying an individual Animal appropriate for that species including, but not limited to, microchip, labeled collar, or other means of distinction affixed to the Animal. For ferrets, if no identification is affixed, a detailed description of the Animal attached to the enclosure will suffice.

**Organization** means an entity that is not otherwise required to be licensed under Vermont laws and whose primary activity is the placement of abandoned, displaced, unwanted, neglected or abused animals. Such entity does not obtain dogs or cats from a breeder or broker for payment or compensation and is exempt from taxation under Internal Revenue Code section 501(c)(3).

**Place or Placement** means to sell, barter, exchange, give away or otherwise find a permanent physical placement for a dog, cat, ferret or wolf-hybrid that is abandoned, displaced, unwanted, neglected or abused.

**Primary Housing Enclosure** means cage, crate, or any area within a Facility in which a confined Animal is kept.

**Quarantine** means the confinement of dogs, cats, ferrets and/or wolf-hybrids to prohibit other animal contact by restricting the dogs, cats, ferrets, and/or wolf-hybrid to an Isolation or Quarantine Room for the purposes of observing if the dogs, cats, ferrets, and/or wolf-hybrid display signs of contagious or infectious illness; and minimizing the risk of the dogs, cats, ferrets, and/or wolf-hybrid spreading such contagious or infectious illness to humans and other animals.

**Quarantine Room** means a location designed to serve as a receiving and holding station for dogs, cats, ferrets, and/or wolf-hybrids that are subject to Quarantine.

**Sanitary Condition(s)** means the state of Facilities, Primary Housing Enclosures, and associated equipment having been Cleaned and Disinfected as often as necessary to be free of, at a minimum, urine, feces, and noxious odors.

**Sterilization Clause** means a stipulation within an Organization's Placement agreement that requires a Dog or Cat to be deprived of the ability to produce offspring by six months of age.

**USDA Accredited Veterinarian.** A veterinarian accredited by the United States Department of Agriculture's Animal and Plant Health Inspection Service and approved by the animal health official of the state where the Veterinarian is doing business.

**Veterinarian.** A veterinarian licensed and in good standing in the state where the Veterinarian is doing business.

**Wolf-hybrid** means an animal that is the progeny or descendant of a domestic dog (*Canis familiaris*) and a wolf (*Canis lupus* or *Canis rufus*). "Wolf-hybrid" also means an animal that is advertised, registered, licensed, or otherwise described or represented as a wolf-hybrid by its owner or an animal that exhibits primary physical and behavioral wolf characteristics.

**Zoonotic Disease** means an infectious disease that can be transmitted from animals to humans or from humans to animals.

## Sec. 2: License Required

No individual or entity shall, without first having obtained a License issued by the Division of Animal Welfare, operate an Organization, or Import or Place dogs, cats, ferrets or wolf-hybrids in the State of Vermont. A License under this chapter shall be valid only for the Organization specified in the license and shall be non-transferrable.

## Sec. 3: License Application Procedures

(a) A complete application for a License or renewal of a License shall be submitted to the Division on Animal Welfare on a form prescribed by the Division. The application shall state the Applicant's name; name of individual serving as the primary contact for the Applicant; principal place of business; and a detailed operations plan that includes the following information in writing:

- (1) a complete list of the Organization's directors and managerial personnel;
- (2) a complete list of the locations of all Facilities, including shelters or kennels, where Animals in the custody of the Organization are or will be housed, and the maximum number of Animals that could be appropriately cared for at each location;
- (3) the location within the State of Vermont where the Organization will maintain its records;
- (4) methods of acquiring Animals for purposes of Placement;
- (5) methods of Animal care and maintenance;
- (6) description of Facility operations and maintenance;
- (7) the handling and segregation of Animals in the custody of the Organization that are found to be suffering from illness or injury;

- (8) methods to ensure the handling and disposing of deceased Animals in a sanitary manner;
- (9) such other detailed information that fully describes the Organization's proposed activities;
- (10) evidence that the Organization is tax-exempt under Internal Revenue Code § 501(c)(3);
- (11) evidence that the Organization holds a registration as a non-profit with the Office of the Secretary of State and is in good standing;
- (12) evidence that the Organization holds a current kennel license from the municipality in which any Facility is operating, if applicable;
- (13) a policy regarding the method(s) of euthanasia to be employed and the circumstances under which euthanasia will be performed, if applicable;
- (14) evidence that the Organization holds a current certificate of occupancy from the municipality in which any Facility is operating, if applicable; and
- (15) whether the Organization intends to import Dogs, Cats, Ferrets, and/or Wolf-Hybrids into the State of Vermont; if so, the Division must issue an Import License that clearly authorizes the Import of Dogs, Cats, Ferrets, and/or Wolf-Hybrids in addition to their Placement within the State of Vermont.

(b) An application for a License or renewal of License shall be accompanied by a fee as determined by the Division of Animal Welfare.

(c) The Division of Animal Welfare shall confirm receipt of the License application in writing and shall approve or deny the License within 90 days of the notice confirming receipt of the License application.

(d) Before issuance of the License, the Division of Animal Welfare shall be granted access to all of the Applicant's Facilities to ensure compliance with applicable laws, rules and regulations. All inspections shall be conducted during normal business hours. The Division of Animal Welfare may conduct additional inspections before renewal and as it deems necessary. An Isolation Room shall be inspected and approved by the Division before issuance of an Import License.

(e) An Applicant may enter into a written agreement with the operator of an approved Isolation Room to perform the activities required by this chapter. Such written agreement shall be approved by the Division of Animal Welfare before issuance of an Import License.

(f) Licenses shall be issued on an annual basis and shall authorize the Licensee to operate for 12 months from the date of issuance, unless earlier suspended, modified, or revoked by the Division of Animal Welfare in accordance with rules and regulations of the Division of Animal Welfare.

(g) The Licensee shall keep the original of its most recent License at a location within the State of Vermont and shall make a copy available for inspection upon request, including by any individual at the time and location of any Placement. A copy shall be posted at each Facility in a place prominently visible to the public.

(h) The Licensee shall include its most recent License number in a way that is easily viewed by the public on its website and any other printed promotional materials or printed advertisements that offer a specific Animal for Placement.

(i) A renewal application shall be submitted not later than 30 days before the expiration of the License.

(j) The Licensee will promptly notify the Division of Animal Welfare in writing of any material change in the information provided in the License or renewal application including, but not limited to, changes in managerial personnel; loss of, acquisitions of, or renovations to Facilities; a change in the status of Internal Revenue Service tax-exempt designation, nonprofit registration, or municipal kennel licensing.

#### **Sec. 4: Facility Requirements**

(a) General Facilities. For buildings and premises that are utilized as a Facility, each Licensee shall:

- (1) Maintain all buildings and premises in good repair and in a Sanitary Condition;
- (2) Maintain and use equipment in a manner which ensures the proper and legal storage and disposal of wastes or disease-contaminated material including, but not limited to, medical supplies, syringes, needles, and sharps containers;
- (3) Take and maintain effective control measures to prevent the spread of disease, noxious odors, and the infestation of Animals and premises with external parasites, insects, or vermin;
- (4) Provide and maintain artificial illumination in all areas and rooms in which Animals are kept. The artificial illumination shall be well distributed and adequate to provide efficient inspection and cleaning of Facilities, enclosures, cages and Animals. Each cage and enclosure in use shall be situated in a manner that protects the Animals contained from excessive or stressful illumination;
- (5) To the extent feasible, natural illumination should be utilized during daylight hours in all areas and rooms where Animals are kept. Artificial illumination must be available during non-daylight hours; and
- (6) Make a freezer or other means of mechanical or non-mechanical refrigeration available at the Facility for the temporary storage of deceased Animals, unless an arrangement has been made with another entity capable of appropriately storing and disposing of deceased Animals. Any such arrangement with another entity shall be made in writing and kept as part of the Organization's operations plan.

(b) Quarantine Room. In addition to complying with section (4), subdivision (a), each Facility shall:

- (1) Provide a room to be used exclusively for the purposes of Quarantining sick or diseased Animals; and

(2) Ensure that the room, in addition to complying with the requirements of section (4), subdivision (a) and (e), is:

- (i) Physically separated from rooms used to maintain other Animals;
- (ii) Completely enclosed by walls that extend from floor to ceiling;
- (iii) Constructed with floors and walls made of Impervious surfaces;
- (iv) Equipped with an exhaust fan that serves to efficiently remove air from the room to an area outside the building and adequately ventilates to allow fresh air to circulate into the room;
- (v) Equipped with a sink having hot and cold running water used exclusively for the cleaning and maintenance of the Quarantine Room, all equipment and utensils used therein, and Animals housed within the room;
- (vi) Not used to house or maintain other Animals, for storage, as an employee restroom, as a public access area, or any other such purpose;
- (vii) Thoroughly Cleaned and Disinfected immediately after Animals have been removed from the room and prior to the placement of other Animals into the room; and
- (viii) Maintained in such a manner that all equipment and utensils used within the room are thoroughly Cleaned and Disinfected before being taken out of the room.

(c) Isolation Room. In addition to providing a Quarantine Room as required by section (4), subdivision (b), each Licensee holding an Import License shall:

- (1) Provide an Isolation Room for the exclusive purpose of isolating newly acquired Animals;
- (2) Ensure that the Isolation Room complies with the requirements of section (4), subdivision (a) and (b)(2), and (e);
- (3) Ensure that Quarantined sick or diseased Animals and Isolated newly acquired Animals are not maintained in the same Quarantine/Isolation Room simultaneously; and
- (4) If maintaining the Isolation Room for Isolation Upon Import, provide a separate entrance through which the Imported Animals can enter without passing through any area where other animals are housed, handled, or cared for.

(d) Protective Clothing for Quarantine and Isolation Rooms. Each Licensee shall ensure that each person who enters a Quarantine or an Isolation Room or otherwise feeds, waters, cleans, treats, or handles Quarantined or Isolated Animals showing signs of infectious or contagious disease or disease-contaminated equipment or material shall wear clean protective outerwear, gloves and shoe covers, or take equivalent biosecurity measures while so doing, and shall remove and adequately clean or dispose of the protective outerwear, gloves, and shoe covers, or equivalent, and thoroughly wash their hands with soap and water immediately upon leaving such room.

(e) Animal Facilities. Each Animal housing area within a Facility shall be:



- (1) Cleaned at least daily and more often as necessary to maintain Sanitary Conditions. Enclosures shall be disinfected periodically and as soon as practicable once emptied. Group housing rooms shall be emptied and disinfected periodically. Cages and enclosures shall be unoccupied during disinfecting. The use of chemical agents to disinfect shall be in accordance with the chemical manufacturer's label, with particular attention paid to temperatures and contact time;
- (2) Of adequate size and space to permit the Animal(s) therein to stand, sit, lie down, turn around and make other normal postural adjustments without obstruction, interference or impediment by the presence of food and water bowls, equipment, beds, toys, or other Animals; and
- (3) Equipped with heating, cooling and ventilation to maintain adequate ambient conditions appropriate for the species and necessary to minimize odor, ammonia levels, disease transmission risk, and unnecessary stress on the Animals due to uncomfortable temperatures or environmental conditions. Ambient temperature shall be between 55°F and 85°F, unless other temperatures have been determined to be appropriate based on an information source approved by the Division. To ensure that these conditions are met, the Licensee shall install and maintain a working thermometer in all areas in which Animals are maintained and cared for;
- (4) Constructed and maintained in accordance with the following provisions:
  - (i) Each wall shall be Impervious to moisture from floor to ceiling;
  - (ii) Each floor shall be Impervious to moisture and no carpeted flooring may be permitted in Animal areas;
  - (iii) Any material used shall be resistant to rusting, and be maintained free of rust;
  - (iv) Animal cages or enclosures equipped with a wire floor shall be prohibited for Dogs, Cats and Wolf-Hybrids. For other species, if the cage or enclosure has a wire floor, then the wire used shall be of adequate gauge to prevent sagging or injury to an Animal's feet, and the mesh shall be small enough to prevent an Animal's feet from falling through the bottom.
- (5) Designed to permit the unimpeded access of the Animal(s) to clean, fresh food and water;
- (6) Adequate to provide shelter from the sun and inclement weather when Animals are outside; and
- (7) Maintained at a comfortable noise level. Under normal circumstances the noise level shall not be at or above 100 dB for a sustained period of 15 minutes or longer.

## Sec. 5. Animal Care Requirements

(a) General Animal Care. The Organization shall provide staffing adequate to ensure the general care and maintenance of the Animals daily. With due regard to the differences in species, breed, age, and condition, the Organization shall ensure that every Animal:

- (1) be kept clean and dry;
- (2) be provided with emergency and standard veterinary care in a timely manner by a Veterinarian or as prescribed by a Veterinarian consistent with a valid veterinarian-client patient relationship. Emergency care shall be provided immediately. Non-emergency veterinary care shall be sought within 48 hours after the discovery of the need;
- (3) be provided with sufficient fresh food;
- (4) be provided at all times, or at regular intervals, with access to clean drinking water;
- (5) be housed in an area having appropriate temperature and ventilation;
- (6) be protected from weather and the elements;
- (7) be provided with clean bowls, dishes, or other containers for food and water;
- (8) be free from contamination by excrement, urine, or other matter;
- (9) when appropriate for the species, breed, and age, be given the opportunity to exercise outside of its enclosure regularly in order to maintain the Animal in good health and reduce the stress of confinement;
- (10) when held in group housing, be housed in compatible groups without overcrowding; and
- (11) if a Dog, Cat or Wolf-Hybrid, be examined by a Veterinarian every 180 days.

(b) Vaccinations and Testing. Vaccination and testing schedules shall apply based on the age of the Dog or Cat as follows, or in accordance with the most recent recommendations of the American Animal Hospital Association and the American Association of Feline Practitioners in effect at the time of vaccination:

- (1) Any Dog or Wolf-Hybrid four weeks of age or older shall receive a DHPP/DA2PP vaccine upon intake, unless prior veterinary records indicate a current vaccination status.
- (2) Any Cat four weeks of age or older shall receive a FVRCP vaccine upon intake, unless prior veterinary records indicate a current vaccination status.
- (3) Any Dog or Wolf-Hybrid between four weeks and five months of age shall receive a DHPP/DA2PP vaccine, every two to three weeks from the time of initial administration until it reaches five months of age.
- (4) Any Cat between four weeks and five months of age shall receive a FVRCP vaccine every two to three weeks from the time of initial administration until it reaches five months of age.
- (5) Any Dog or Wolf-Hybrid five months of age or older shall receive a DHPP/DA2PP vaccine upon intake. Any Cat five months of age or older shall receive a FVRCP vaccine upon intake. Vaccination upon intake is required, unless prior veterinary records indicate the Dog or Cat is currently vaccinated.

- (6) Any Dog, Cat, or ferret or Wolf-Hybrid six months of age or older shall be vaccinated against rabies by a Veterinarian, as stated in 20 V.S.A. §3581a.
- (7) Any Dog six months of age or older shall be tested for heartworm as soon as practicable.

(c) Behavior. The Organization shall document any behavioral information received on intake as well as any behavioral observations made while the animal was in the Organization's possession. The observations and findings shall be documented in the Individual Animal Record, in accordance with Section 8, subdivision (b)(12). Any Animal with behavioral issues that may pose a safety risk to humans or other animals, such as aggression, will also need to comply with the provisions of Section 7, subdivision (d)

(d) Euthanasia. Euthanasia shall be performed in accordance with current American Veterinary Medical Association guidelines and as specified in this subdivision.

- (1) Euthanasia for Dogs, Cats and Wolf-Hybrids shall be performed by a Veterinarian or by an individual trained in humane euthanasia and operating under the direction and supervision of a Veterinarian. Other methods of euthanasia may be deemed acceptable for other species in accordance with the American Veterinary Medical Association's Guidelines for the Euthanasia of Animals.
- (2) The Organization shall record the date of euthanasia, the methods used, and the reasons for euthanasia, and the name of the individual who performed the procedure. A copy of these records shall be maintained in accordance with Section 8.

(e) Breeding Prohibited. The Organization shall take stringent steps to prevent the intentional or negligent breeding of Animals. Intentional breeding of any Animal may serve as grounds for permanent revocation of an Organization's License or Import License, in accordance with Section 10, subdivision (b).

(f) Zoonotic Disease. If an Animal is found to have a Zoonotic Disease, the Organization shall promptly notify its Veterinarian.

## **Sec. 6: Imported Animals**

(a) Isolation Upon Import. The following requirements shall apply to any Organization holding an Import License:

- (1) Any Imported Dog, Cat or Wolf-Hybrid shall be brought directly upon import to an Isolation Room in accordance with Section 4, subdivision (b) and be placed in an Isolation Room to be held for observation for a minimum of 48 hours.
- (2) No new Dog, Cat or Wolf-Hybrid may be introduced into an Isolation Room during the 48-hour isolation period without the 48-hour isolation period being restarted.

- (3) At the conclusion of the mandatory 48-hour isolation period, the isolated Dog, Cat or Wolf-Hybrid shall be examined by a Veterinarian.
- (4) Dogs, Cats or Wolf-Hybrids deemed healthy shall be issued a Health Certificate by a Veterinarian prior to being removed from the Isolation Room.
- (5) Any Dog, Cat or Wolf-Hybrid showing signs of having an infectious or contagious disease shall be placed under Quarantine. Quarantined Animals shall remain in the Isolation Room or be held in a separate Quarantine Room within the same Facility until deemed healthy by a Veterinarian and shall be issued a valid Health Certificate prior to being removed from the Isolation Room or Quarantine Room, unless other arrangements have been agreed to by the Division.
- (6) No Animal presumed to be healthy shall be placed in an Isolation Room or Quarantine Room that is being used to hold sick or Quarantined Animals.
- (7) If for any reason the Organization's Isolation Room is deemed non-operational, the Organization shall notify the Division in writing within 24 hours.

(b) Certificate of Veterinary Inspection (CVI). Any Animal entering the State of Vermont under an Import License shall be accompanied by a CVI prepared and issued no earlier than 30 days prior to import into the State of Vermont by a USDA Accredited Veterinarian in the state of origin.

- (1) The CVI shall include the following information about the Animal:
  - (i) breed;
  - (ii) sex;
  - (iii) age;
  - (iv) name, if applicable;
  - (v) microchip number, tattoo, or other Official Identification;
  - (vi) color and distinctive markings;
  - (vii) health status;
  - (viii) the place from which the Animal was shipped into the State of Vermont, including the name and address of the shipper;
  - (viii) name and address of Person(s) to whom each Animal was shipped;
  - (ix) required vaccines and testing as applicable; and
  - (x) a statement that the Animal appears to be free of infectious and contagious disease, including internal or external parasites and heartworm, and exposure thereto.
- (2) A CVI issued for a Dog, Cat or Wolf-Hybrid shall further state the name and Import License number of the Organization and the address of the approved Isolation Room accepting the Animal for Isolation Upon Import.
- (3) Should the Animal listed on the CVI become ill after the issuance of the CVI but before import, the CVI shall be void and the Animal may not be imported.
- (4) The CVI shall be void 30 days after issuance.

(c) Vaccinations and Testing. Each Licensee that Imports Dog, Cat or Wolf-Hybrid into the State of Vermont for purposes of Placement shall comply with the vaccination and testing schedules as described in Section 5, subdivision (b). No Dog, Cat or Wolf-Hybrid shall be imported without having received at least one vaccine prior to shipment. Any Dog or Wolf-Hybrid six months of age or older shall have a negative test for heartworm within three months before shipment.

## Sec. 7: Restrictions on Placement

(a) Unless otherwise specified in this Section, no Licensee may Place an Animal that tests positive for or shows signs of any of the following conditions:

- (1) Viral, bacterial, fungal or parasitic infections, or any contagious disease including, but not limited to, distemper, hepatitis, leptospirosis, kennel cough, *coccidiosis*, *giardiasis*, parvo virus, or rabies;
- (2) Evidence of parasitism which is impacting the general health of the Animal, including heartworm; or
- (3) Any significant behavioral concern, such as signs of a temperamental or behavioral issue, which may pose a safety risk to humans or other animals.

(b) No Licensee may Place an Animal, unless:

- (1) any such Dog, Cat or Wolf-Hybrid is eight weeks of age or older;
- (2) any such Dog, Cat or Wolf-Hybrid has, within 180 days before Placement, been examined by a Veterinarian and has received a Health Certificate, in accordance with Section 8, subdivision (b)(9);
- (3) the Licensee possesses the Animal's complete Individual Animal Record, in accordance with Section 8; and
- (4) prior to Placement, the Licensee has provided the prospective Adopter with a Disclosure Statement and a partial Animal record, consisting of at least the information required under Section 8, subdivision (b)(1) through (16), as applicable.

(c) Notwithstanding Section 7, subdivision (a) and (b), any Animal with a chronic infectious, or contagious medical condition may be Placed, provided the Licensee has supplied any prospective Adopter with a Disclosure Statement documenting the specific medical condition and provided the prospective Adopter has signed an acknowledgment of receipt on the Disclosure Statement and an agreement requiring the Adopter to take steps to prevent the spread of disease to any other susceptible animals. Such preventive measures shall remain in effect permanently, or until a Veterinarian has declared that the Animal no longer poses a risk of transmitting disease. The Licensee shall obtain and retain a copy of these documents as part of the Animal's Individual Animal Record.

(d) Notwithstanding Section 7, subdivisions (a) and (b), any Animal with behavioral issues that may pose a safety risk to humans or other animals, such as aggression, may only be Placed

provided that the Animal:

- (1) receives training or behavior modification prior to Placement such that the safety risk is mitigated to the satisfaction of the Division; or
- (2) the Licensee supplies any prospective Adopter with a Disclosure Statement documenting the specific behavioral issues, and the prospective Adopter signs an acknowledgment of receipt on the Disclosure Statement and an agreement requiring the Adopter to establish an adequate management plan or employ the services of a professional Animal trainer or behaviorist to provide training or behavior modification that mitigates the safety risk. The Licensee shall obtain and retain a copy of these documents as part of the Animal's Individual Animal Record.

(e) A Licensee may Place any Animal found to be affected by a medical condition that is neither infectious or contagious, such as nutritional or metabolic disease, fracture, lameness, or congenital abnormalities, provided that the Animal is treated and stabilized by a Veterinarian prior to Placement. The Licensee shall also:

- (1) Provide the prospective Adopter with a Disclosure Statement describing the Animal's medical condition including, but not limited to, a Veterinarian's good faith estimate of the cost to treat or maintain the Animal with said condition that complies with Section 7, subdivision (k); and
- (2) Obtains a signed statement from the prospective Adopter stating that such Adopter has received a copy of the Disclosure Statement and is aware of the Animal's non-infectious, non-contagious, medical condition and accepts responsibility to provide the proper medical care for the Animal.

(f) No Organization shall dispense medication to an Adopter. Only a Veterinarian may prescribe or dispense medication after establishing a valid veterinarian-client-patient relationship.

(g) Any location where an Animal Placement occurs, including any off-site or outdoor locations, shall meet all standards set forth in Section 5, subdivision (a).

(h) Dogs, Cats and/or Wolf-Hybrids Shall Be Spayed or Neutered Prior to Adoption. Any Dog, Cat or Wolf-Hybrid not of sufficient age to be a good candidate for spay or neuter surgery may be Placed, provided that there is a Sterilization Clause in the Licensee's Adoption agreement. Such clause shall require the Adopter either to have the Dog, Cat or Wolf-Hybrid deprived of the ability to produce offspring by six months of age or to return the Animal to the care and custody of the Licensee. By the time the Dog, Cat or Wolf-Hybrid reaches six months of age, the Adopter shall have provided the Licensee with written documentation from a Veterinarian that the Dog, Cat or Wolf-Hybrid has been spayed or neutered.

The documentation verifying that the Dog, Cat or Wolf-Hybrid has been spayed or neutered shall be retained by the Licensee as part of the Individual Animal Record. If a Veterinarian has

examined a Dog, Cat or Wolf-Hybrid and documented that a specific medical condition would cause spay or neuter surgery to be detrimental to the Animal's health, the Licensee shall take stringent steps to prevent the intentional or negligent breeding of the Animal, in accordance with Section 5, subdivision (e). Such preventive measures shall remain in effect permanently, or until the Dog, Cat or Wolf-Hybrid becomes healthy enough for surgery.

(i) Within 14 calendar days of Placement, the Adopter may have the Animal examined by any Veterinarian. If the Veterinarian determines that the Animal is affected by any medical or behavioral issue not included in the Disclosure Statement, the Adopter may return the Animal to the Organization within three days of the veterinary exam for a prompt refund of the entire Adoption fee, or, if the Organization and the Adopter both consent, a replacement Animal.

(j) The provisions in Section 7, subdivision (a), (b)(1) and (2), and (c) and (e) shall not apply to transfers of Animals between licensed Organizations, so long as the purpose of the transfer is to provide improved care or medical treatment for the Animal.

(k) A Disclosure Statement that includes a good faith estimate under Section 7, subdivision (e)(1) shall clearly and conspicuously include the following language or substantially similar language: THIS GOOD FAITH ESTIMATE IS NOT AN OFFER TO PERFORM VETERINARY SERVICES. IT IS AN ESTIMATE BASED ON THE VETERINARIAN'S EXAMINATION OF THE ANIMAL AND THE ANIMAL'S MEDICAL RECORDS. THE ACTUAL COST OF TREATING OR MAINTAINING THE ANIMAL, EITHER BY THE VETERINARIAN WHO MADE THE ESTIMATE OR ANOTHER VETERINARIAN, MAY BE HIGHER OR LOWER THAN THE ESTIMATED COST.

## **Sec. 8: Records**

(a) Records shall be maintained in accordance with this Chapter and this Section and shall be made available for review by the Division during any inspection or upon request.

(b) Individual Animal Records. The Organization shall keep a complete copy of the record of each Animal in its custody. The record of each Animal shall, at a minimum, include the following information:

- (1) breed;
- (2) sex and reproductive status, and, if spayed or neutered, the date and name of the Veterinarian performing the surgery, when available;
- (3) age;
- (4) name, if applicable;
- (5) microchip number, tattoo, or other Official Identification;
- (6) color and distinctive markings;
- (7) health status;
- (8) history of vaccinations administered, including rabies vaccination;
- (9) Health Certificate verifying that any Dog, Cat, Ferret or Wolf-Hybrid was examined by a Veterinarian within 180 days prior to Placement. This Health Certificate is valid for 180 days, provided the Dog, Cat, Ferret or Wolf-Hybrid remains healthy during that time.

Dogs, Cats, Ferrets or Wolf-Hybrids that become ill and recover need a new Health Certificate prior to Placement. The Health Certificate shall state:

- (i) the date of examination; and
  - (ii) that the Dog, Cat, Ferret or Wolf-Hybrid is free of any symptoms of infectious or contagious disease.
- (10) if the Animal was imported into the State of Vermont, a copy of the Animal's CVI;
  - (11) all vaccines, prophylactic, and therapeutic medications, and all other medications administered to the Animal, identified by name of drug, dosage, and dates and duration of administration;
  - (12) observations or findings of behavioral concerns or temperament issues that may pose a safety concern for humans or other animals;
  - (13) Disclosure Statement with a signed acknowledgment of receipt;
  - (14) the name and address of the Organization or individual from whom the Animal was obtained, and the date of receipt;
  - (15) the name and address of the Person to whom the Animal was transferred, and the date of Placement; and
  - (16) the mortality of any Animal and the cause, if known, including euthanasia.

(c) The Organization shall provide information from the Individual Animal Record in a format requested by the Division.

(d) Records Retention. Records must be retained for a period of 24 months from the date of Placement or mortality unless otherwise directed by the Division.

## **Sec. 9: Inspections and Quarantines**

(a) The Division shall have the right to inspect any Facility, and the Animals therein, during normal operating hours. Additionally, the Division shall be given access to and the right to inspect and copy any and all records pertaining to such Animals.

(b) The Division may order that a Quarantine be placed on the entire premises operated by a Licensee, on a specific species, on a specific group of Animals or an individual Animal for any of the following:

- (1) Excessive parasitism;
- (2) Poor body condition;
- (3) Presence of, or exposure to, infectious or contagious disease; or
- (4) The importation of a Dog or Cat into Massachusetts in violation of this Chapter.

(c) Each Animal which the Division has ordered Quarantined shall be maintained in a Quarantine Room meeting the requirements of Section 4, subdivision (b), or in such other location that prevents the spread of disease, until released in writing by the Division.



(d) If the Licensee discovers that any Animal is affected with any contagious conditions, the Licensee shall place the Animal in a Quarantine Room meeting the requirements of Section 4, subdivision (b), or in such other location that prevents the spread of disease, until the Animal can be deemed healthy.

(e) If any Animal required to be maintained in a Quarantine Room meeting the requirements of Section 4, subdivision (b) is not so maintained, the Division may order that a Quarantine be placed on the entire premises operated by a Licensee.

#### **Sec. 10: Prohibition of Importation of Dogs, Cats, Ferrets, and Wolf-Hybrids Directly to a Consumer**

(a) It shall be unlawful to import a dog, cat, ferret or wolf-hybrid into the State of Vermont for the purpose of transferring possession and/or ownerships directly to a Consumer in the State of Vermont that is not an Organization licensed under this Chapter.

(b) An individual or entity that wishes to import an Animal into the State of Vermont for placement with an identified Consumer may enter into an agreement with a Licensed Importer for transferring and holding the Animal until the Animal may be lawfully placed with the Consumer.

(c) Licensed Importers who enter into agreements under Section 10, subdivision (b) must adhere to all the requirement of this Chapter for importing, isolating, and placing the Animal.

#### **Sec. 11: Age of Dogs, Cats and Wolf-Hybrids for Resale or Adoption**

It shall be unlawful to import for resale or adoption in the State of Vermont any dog, cat and/or wolf-hybrid less than [INSERT AGE] of age.

#### **Sec. 12: Enforcement**

(a) The Division may deny, revoke, or suspend a License upon finding that the Organization has not complied with the provisions of this Chapter.

(b) An emergency suspension may be imposed for any Licensee whose officers, employees, or volunteers have been charged with violations of 13 VSA §§352, 352a, and 355, provided that a hearing is held within 21 days after the date of such suspension.

(c) Except for emergency suspensions under Section 12, subdivision (b), no License or renewal of License may be denied, revoked, suspended, or renewal denied prior to notice of the opportunity for a full and fair hearing. A request for a hearing must be made in writing to the Division within 21 days following notification of the Division's decision.

(d) Any action taken under this Chapter shall not limit the Division's authority to take additional action as necessary, including assessment of fines.

(f) The Division may order the transfer of any Animal in the custody of any Organization found in violation of any provisions of this Chapter to a compliant Organization.

**Sec. 13: Penalties**

Violations of this Chapter are civil violations for which the Division may assess administrative penalties under 6 VSA §15 – 17, not to exceed \$1,00.00 for each violation.

**Sec. 14: Forms and Rules**

The Division may adopt rules and forms regarding the licensing of Organizations and the importation of Animals into the State of Vermont.

**Sec. 15. Repeal**

20 VSA section 3915 is repealed upon the effective date of this Chapter.

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## **Appendix E: Draft Legislation Regarding a Plan to Coordinate Animal Welfare Functions across State Government**

### **Sec. 0: Findings**

(a) Responsibility for upholding the animal welfare laws of the State of Vermont is fragmented and spread across various State agencies and municipalities. Multiple agencies, municipalities, and individuals have individual and concurrent jurisdiction to enforce the animal welfare laws of the State of Vermont.

(b) Vermont lacks a comprehensive program that upholds the animal welfare laws of the State through communication, education, and enforcement.

(c) The lack of a comprehensive program that upholds the animal welfare laws of the State jeopardizes the health and safety of Vermonters and animals.

### **Sec. 1: Purpose**

To uphold the animal welfare laws of the State through communication, education, and enforcement to ensure the humane and proper treatment of animals and protect the health and safety of Vermonters.

### **Sec. 2: Creation**

The Division of Animal Welfare is created within the Agency of Agriculture, Food and Markets. The Division shall have a director who shall be qualified by education and professional experience to perform the duties of the position. The Director of the Division of Animal Welfare shall be a classified position in the Agency of Agriculture, Food and Markets.

### **Sec. 4: Duties and Responsibilities**

(a) The Director shall develop, implement, and administer a comprehensive program that upholds the animal welfare laws of the State of Vermont through communication, education, and enforcement.

(b) The functions, authorities, and responsibilities of the Secretary of Agriculture, Food and Markets, delineated in 20 VSA, chapters 193 and 194, and 13 VSA §350 et. seq., are transferred to the Director of the Division of Animal Welfare.

(c) The functions, authorities, and responsibilities of the Secretary of the Agency of Human Services, delineated in 20 VSA §§ 3516 and 3517, are transferred to the Director of the Division of Animal Welfare.

(d) The functions, authorities, and responsibilities of the Animal Cruelty Investigation Board, delineated in 24 VSA § 1943, subdivisions (c) (1), (3), (4), (5), (6), (7), (8), (9), (10), (11), and (12), are transferred to the Director of the Division of Animal Welfare.

(e) The Director shall have the primary, though not exclusive, responsibility for investigating complaints of cruelty to animals and enforcing cruelty to animal laws in accordance with 13 VSA §350 et seq.

### **Sec. 5: Transfer of Positions**

The Director and the Secretary of the Agency of Agriculture, Food and Markets shall confer and shall recommend to the legislature by [INSERT DATE] those positions that should be transferred to the Division of Animal Welfare, in accordance with the transfer of functions, authorities, and responsibilities pursuant to Section 4, subdivision (b) of this Chapter.

### **Sec. 5: Animal Welfare Advisory Council**

(a) There is created the Animal Welfare Advisory Council. The Council shall advise the Director on matters pertaining to animal welfare.

(b) The council consists of 14 members appointed by the Governor as follows:

- (1) One member to represent the interests of the Vermont League of Cities and Towns;
- (2) Two members to represent the interests of organizations dedicated to promoting the welfare of animals;
- (3) One member to represent the interests of the Vermont Police Association;
- (4) One member to represent the interests of dog breeders and associated groups;
- (5) One member to represent the interests of veterinarians;
- (6) One member to represent the interests of the Criminal Justice Training Council;
- (7) One member to represent licensed boarding kennels;
- (8) One member to represent licensed pet shops or pet food suppliers;
- (9) One member to represent licensed animals shelters, rescues, humane societies, et al.;
- (10) One member who owns a pet to represent the interests of the public in animal welfare, generally;
- (11) One member who is an attorney with experience in animal welfare law or prosecutorial experience within the state court system;
- (12) One member with expertise in equine care; and
- (13) One member with expertise in livestock representing a statewide farming organization.

(c) The Division shall provide necessary staffing services to the council.

(d) Members of the Council who are not employees of the State of Vermont and who are not otherwise compensated or reimbursed for their attendance shall be entitled to per diem

compensation and reimbursement of expenses pursuant to 32 V.S.A. § 1010, paid from the budget of the Agency of Administration for attendance of meetings of the Council.

(e) Except for initial appointees, each member serves for a term of three years or until the member's successor has been appointed. In the case of a vacancy for any reason, the Governor shall appoint a member representing the same interest to fill the unexpired term.

(f) Four appointed members serve for one year, four members serve for two years, and three members serve for three years.

(g) The council shall elect one of its members as chair. The chair serves for a two-year period. The council shall hold regular public meetings every other month but may waive by majority vote a succeeding meeting. The chair shall call special meetings of the council whenever requested in writing by two or more members.

(h) The council shall perform the following duties:

- (1) Review and advise the Director on proposed revisions to the animal welfare laws and rules;
- (2) Assist the Director in the continuing implementation and evaluation of the animal welfare laws and rules;
- (3) Review training programs for humane officers and make recommendations for training appropriate to the duties of the humane officers;
- (4) Research options for increasing revenue to the Animal Welfare Fund to ensure funding for the implementation and enforcement of the animal welfare laws and rules, periodically evaluate the adequacy of funding for those laws and rules and make recommendations to the Director; and
- (5) Advise the Director on other matters related to the animal welfare laws and rules.

#### **Sec. 6: Staff**

The Director, in consultation with the Animal Welfare Advisory Council, shall employ necessary employees to assist in enforcing 13 VSA §350 et seq and 20 VSA, chapters 193 and 194, and carrying out the Director's duties and responsibilities.

The Director shall employ one or more law enforcement officers who have successfully met the standards of training for a Level III law enforcement officer under 20 V.S.A. chapter 151, to assist in the investigation of complaints of cruelty to animals, and enforcement of animal cruelty and animal welfare laws. Such law enforcement officers shall have the same powers as

sheriffs in criminal matters and the enforcement of the law and in serving criminal process, and shall have all the immunities and matters of defense now available or hereafter made available to sheriffs in a suit brought against them in consequence for acts done in the course of their employment.

### **Sec. 7: Rulemaking**

The Director shall adopt, amend, and repeal rules, including emergency rules, necessary for the proper administration, implementation, enforcement, and interpretation of any provision of law that the Director is charged with administering.

### **Sec. 8: Annual Report**

The Director shall report the activities of the Division annually by [INSERT DATE] to the House and Senate Committees on Judiciary, House Committee on Agriculture and Forest Products, Senate Committee on Agriculture, the House Committee on Ways and Means, and Senate Committee on Finance.

This report must include a summary of cases of cruelty to animals investigated by the Division, a summary of final dispositions of those cases, and an accounting of the Animal Welfare Fund and the Animal Welfare Auxiliary Fund.

### **Sec. 9: Animal Welfare Fund**

There is created an Animal Welfare Fund to fund the expenses of the Division of Animal Welfare. The Director shall pay from the Animal Welfare Fund the expenses incurred in the administration of the Division of Animal Welfare.

### **Sec. 10: Animal Welfare Auxiliary Fund**

The Director may accept gifts, donations, bequests, endowments, grants, and matching funds from any private or public source for the purposes of ensuring the humane and proper treatment of animals and enhancing the administration and enforcement of the animal welfare laws. The Director shall deposit all funds accepted for these purposes into a separate account known as the Animal Welfare Auxiliary Fund. All gifts, donations, bequests, endowments, grants, proceeds and matching funds received must be used for the benefit of and accomplishment of the objectives in this Chapter, and any gift, donation, bequest, endowment, grant or matching funds accepted with a stipulated purpose may be used only for that purpose.

**Sec. 11: Fundraising**

The commissioner may engage in the marketing and selling of general merchandise products to generate supplemental funds, which must be deposited in the animal welfare auxiliary fund established under Chapter.

**Sec. 12: Repeal**

20 V.S.A. §1943. Animal Cruelty Investigation Advisory Board

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