

**REQUIREMENTS AND DUTIES**  
**FOR ANIMAL INSPECTOR**  
**TOWN OF DOUGLAS**

1. This is a part time position, on an “as-needed” basis, seven (7) days a week. Emergency calls only will be handled between the hours of 9:00 PM to 7:00 AM. The Animal Inspector is under the direction of the Board of Health.
2. One or more persons will be nominated by the Board of Health to be appointed by the Commonwealth of Massachusetts, Division of Animal Health to serve as Animal Inspector prior to April 1<sup>st</sup> of each year.
3. The Animal Inspector will have had the pre-exposure rabies immunization prior to employment and will have all appropriate booster shots as needed or be willing to get immunizations (paid by the Board of Health.)
4. When a notice of possible rabies exposure form has been received from hospitals or veterinarians regarding cats, the Animal Inspector will perform follow up interviews with the persons involved.
5. The Animal Inspector will be paid monthly and will be entitled to mileage at the rate paid by the Town of Douglas. The Animal Inspector must obtain permission from the Board of Health to purchase supplies.
6. All cases and reports of animal bites must be filed with the Board of Health in writing and on the form provided and submitted at the end of each month.
7. The Animal Inspector is responsible to perform yearly “Barn Inspections” and forward this information to the Department of Agriculture and the Board of Health.

The following are requirements and duties issued basically by the Commonwealth of Massachusetts, Division of Animal Health:

8. The Director of the Division of Animal Health (will be known as the Director) may remove an Animal Inspector for failure to be sworn in or when in the Director’s opinion he fails to perform properly the duties of his office.
9. The Animal Inspector shall make regular and thorough inspections of all cattle, sheep, swine, horses and goats in the Town of Douglas and shall include a thorough inspection of the premises where such animals are kept.
10. If the Animal Inspector is satisfied, upon examination of the animals, that they are free from contagious disease, he shall deliver to the owner or person in charge a written certificate of their condition, signed by the Animal Inspector, and he shall enter a copy of this certificate in the barn inspection book.
11. The Animal Inspector shall examine the place where cattle are kept as to the cleanliness, light, ventilation, water supply and general condition and cleanliness of the cattle and shall make a detailed report with names and addresses of the owners to the Director. If the Animal Inspector finds any animal during his inspection which he suspects, or has reason to believe, is affected with a contagious disease, he shall immediately quarantine this animal.

12. When the Animal Inspector quarantines an animal, he shall give immediate notice with a copy to the Director and shall give this information to no other person.
13. The Animal Inspector is required to investigate all reports of contagious or infectious disease affecting animals, reporting this to the Division of Animal Health and the Board of Health immediately so that an area Veterinarian may be assigned to the case.
14. The Animal Inspector shall investigate all reported cases of injury by the biting or scratching of dogs or other animals. "Injury" shall mean open wound or abrasion; any situation where the skin is broken. Issue and complete a quarantine for the animal responsible for the injury for a period of ten (10) days. Quarantines are to be issued even if proof of current rabies inoculation is available. If an animal which has bitten a person dies or is killed within the quarantine period and further testing for rabies is required by the Board of Health or by the Department of Public Health, the animal is taken to a local veterinarian's office for preparation of the head to be sent to the the State for testing.
15. All cases and reports of animal bites must be filed with the Board of Health in writing.
16. Cattle shipped into Massachusetts are accompanied by a certificate of health issued by the livestock official of the state of origin and are required to be accompanied by a permit issued by the Division of Animal Health, a copy of which is sent to the Animal Inspector. The Animal Inspector is required upon arrival of the cattle to check ear tag numbers and date of arrival and to report both to the Division of Animal Health on forms furnished for this purpose.
17. **Quarantining:** Deliver the **original** copy to the owner or person having interest or in charge of animal. Mail the **duplicate** to the Division of Animal Health with the Release Card at the end of the ten (10) day quarantine period. Post the **triplicate** on the premises if unable to deliver the original to the owner or person in charge of the animal.  
On the quarantine form for dog or pet animal (and including bites from bats, squirrels, raccoons, etc.) the form need not be posted on the premises. Clearly indicate on the forms the names and addresses of the person bitten as well as a clear indication of the part of the body where the injury occurred.  
Make out a complete set of quarantine papers even when the owner of the animal is unknown. After the words "owner or keeper" state "unknown" and file as in the preceding paragraph.