

Staffing Analysis

Animal Care Specialist Job Assignments:

Kennel Work: Clean, Feed, Water, and Assess animals for medical needs (approx. 15 mins)

Current Avg Occupancy:

Animals	Minutes	Total	Hours
295	20	5900	98.33333

Adoption Support: Working with potential guests to show animals, discuss temperament, etc.

Current Avg Visitors:

Guests	Minutes	Total	Hours
40	25	1000	16.66667

Stray Escort: Reunification of lost animals with owners. (15 mins)

Current Avg Escorts:

Family	Minutes	Total	Hours
10	15	150	2.5

Other Miscellaneous: livestock, grooming, reptiles, laundry, grounds, general cleaning, etc.

Livestock	Laundry	Grooming	Grounds	Total	Hours
30	60	60	45	195	3.25

Total Daily Hours Needed:

Kennel	Adoptions	Stray	Misc	Total	Staff
98.33333	16.66667	2.5	3.25	120.75	15

Daily Staffing Need:	15
TOTAL Staff:	10

Staffing Analysis

Field Operations Worker Job Assignments:

Bite Investigations: Review affidavits, medical records, photographic evidence, video, veterinarian records, quarantines, and appeals (approx. 120 mins)

Current Monthly Investigations:	Bites	Minutes	Total	Hours
	120	120	14400	240

Breeding Investigation: Review complaints against individuals/businesses for potential breeding or puppy mills. Includes interviews and inspections (90 min)

Current Monthly Complaints:	Complaints	Minutes	Total	Hours
	25	90	2250	37.5

Standards of Care Inspections: Site visit of the kennel, review veterinarian records, assessment of animals, written documentation. (90 mins)

Current Monthly Avg Inspections:	Inspections	Minutes	Total	Hours
	20	90	1800	30

Calls for Service: Noise, Loose Animals, Property Destruction, Animal Waste, Sick/Injured, Dead/Disposal Animal, Intake in shelter, Cleaning truck, Maintenance truck, etc

Current Monthly Calls for Service:	Calls	Minutes	Total	Hours
	1325	75	99375	1656.25

Citation Review: Filing with clerk of court, review citation payments, collections, and appeals

Current Monthly Citation Review	Citations	Minutes	Total	Hours
	90	30	2700	45

Court Appearances: Preparation with legal staff, documentation review, appearance in court,

Current Monthly Average	Court Cases	Minutes	Total	Hours
	30	200	6000	100

Total Monthly Hours / Staff Needs:	Bite	Breeding	Inspections	Calls	Citations	Court	Total	Daily	Staff
	240	38	30	1656	45	100	2109	100	13

Current Investigative staff:	2
Current Officers:	8
Total Staff:	10
Deficit:	3

NOTE: This does not account for after hour call-outs, holidays, and on-call status.

The Florida Animal Protection and Advocacy Association (FAPAA) recommends one animal control officer per 15,000-18,000 human population¹. The population of Seminole, according to the 2020 census, is approximately 470,856. This equates to a range of between **31.39 officers** (per 15K) and **26.15 officers** (per 18K).

Another benchmark for calculating staffing recommendations is the National Animal Control Association. The NACA states² each 8-hour Animal Control Officer position requires 2,920 hours to fill one shift for 365 days. The average number of hours dedicated to Animal Control for Animal Control Officers will be 1,832 hours or 229 days per year. To determine NACA's recommended relief factor take 365 (days a year) divided by 229 (Officer Days) = 1.60 officers per day, per beat area. This equates to 1.6 officers per day x 3 beat areas for Seminole or **4.8 officers per day**. We would need more than 4.8 to cover leave and days off.

Staffing Analysis

Vet Tech Assignments:

Intakes: Review of all animal intakes including strays, owner surrender, and medical assessments

Current Avg Investigations:

Daily Intakes	Minutes	Total	Hours
25	20	500	8.3

Medical Procedures: This includes all spay, neuter, and general medical surgeries

Current Avg Complaints:

Complaints	Minutes	Total	Hours
30	45	1350	22.5

Medical Treatment / Isolation / Medical Assessments / Medication of Sick Animals

Current Avg Treatment:

Animals	Minutes	Total	Hours
40	20	800	13.3

Total Daily Hours / Staff Needed:

Intakes	Surgeries	Treatment	Total	Staff
8.3	22.5	13.3	44.2	6

Current Vet Tech staff : 5