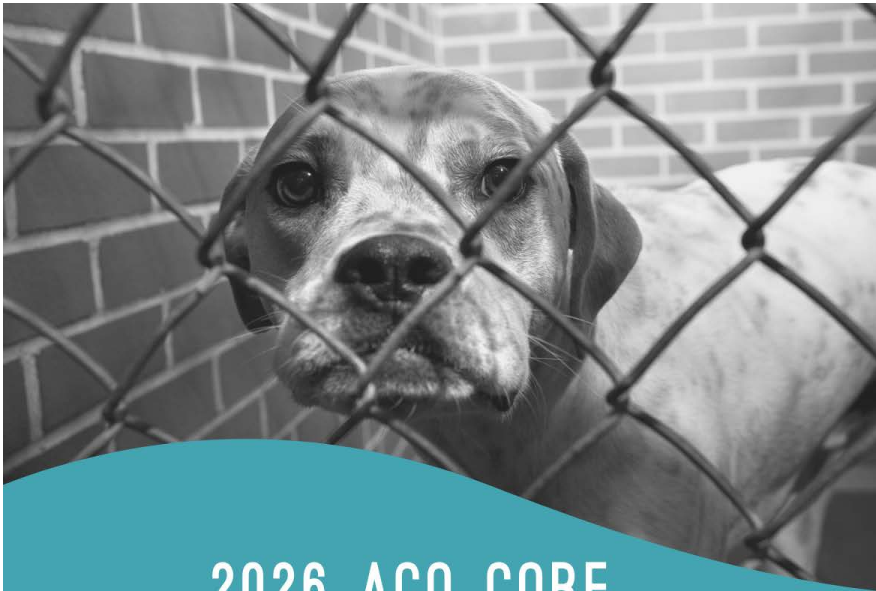




2026 ACO CORE COMPETENCIES

Scan the QR Code to go to the Core Youtube Channel.
Where you will find the Final Exam Video



Core Final Exam video

CORE COMPETENCIES COURSE

Final Exam

Before watching the final exam scenario, read through each of the six sections in this final exam so you have an understanding of what information you will need to collect while watching the scenario. Remember that you will be completing this exam based on the information you were taught in this course, which may differ from how your department currently handles calls.

Name: _____

Email: _____

Date: _____

SECTION ONE: REPORT

You have just watched the final exam scenario. Using the information you collected, write a complete report of the incident from the time ACO Moore arrived on scene. Remember that reports should be written using simple language, clearly indicating who is writing the report and include all identifying information for all parties and animals involved.

Animal Control Incident Report

Name / Title of person completing this form: _____

Signature of person completing this form: _____ **Date:** _____

Date and time of Incident : _____

Name/s of person/s involved (include contact, identifying information):

Animals involved in the Incident (include Identifying information):

List of Supporting Documents	1.	2.
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Narrative of incident

SECTION 2 INTAKE REPORT

You have taken possession of the found dog. Fill out the below intake form appropriately. After 10 days it is decided to transfer the dog to ARL Boston. Right before transfer, on day 11, a rabies vaccine was given by your shelter vet. Dr. Rabis.



THE COMMONWEALTH OF MASSACHUSETTS ANIMAL CONTROL OFFICER ANIMAL INTAKE FORM

**Animal Control Officers shall
report on this form prior to
receiving compensation**

TOWN/CITY of _____ Intake # _____ Date: _____
Intake type ☐ Stray ☐ Owner Surrender(attach form) ☐ Other _____
Animal type: ☐ Dog ☐ Cat ☐ Other _____ Name _____
(Animal)

1. To City or Town Treasurer, I report that I have caught, confined and disposed of an animal as set forth below:

Breed type (Specify) _____ Approx Age: _____ Sex: _____
Description _____ Date and Time caught: _____
Where Caught: _____ Tattoo/Microchip found? _____ Microchip #: _____
Scanner brand: _____ I confined this animal at: _____ for a period of _____

2. Owner Information: ☐ Unknown ☐ Redeemed (RTO) ☐ Surrendered ☐ Other _____ Date _____

Owner contacted on (Date(s)): _____ Contact Method(s): _____
Owner Name: _____ Claimed by Name/ Relation (if different) _____
Owner Phone Number: _____ Owner Address: _____
Owner exhibited LICENSE NUMBER: _____ in the city or town of: _____
Owner Paid \$ _____ to _____ for care and custody @ \$ _____ per day for _____ days.

3. Other Animal Disposition: ☐ Adopted ☐ Transferred ☐ Returned to Field _____ Date _____

Name: _____ Address/ Location: _____
Phone _____ Animal LICENSE NUMBER _____ in the city or town of: _____
On _____ and he/she paid an adoption fee of \$ _____ paid to _____

4. Rabies Vaccination Information: (Attach copy of rabies certificate to this form)

Rabies vaccination given by (Name of Veterinarian): _____
On (Date): _____ Rabies vaccination expires on (Date): _____

5. Euthanasia/ died in care/ other outcome: ☐ DOA ☐ Euthanasia ☐ Died in Care ☐ Other _____ Date _____

Animal was euthanized on (Date): _____ using (Method of Euthanasia): _____
By (Veterinarian Name and Location): _____
Animal died in care on (Date and attach report) _____ Other Outcome Type _____

6. Payment:

For this animal the following was paid for custody and fees: \$ _____ to _____ for _____
Signed under the pains and penalties of perjury _____, Animal Control Officer

SECTION THREE: FINDING THE OWNER

Describe what steps you are required by law to take to try to find the dog's owner. For extra credit: What additional steps might you take to try to locate her owner?

[illegible]

SECTION FOUR: WHAT IF NO OWNER WAS FOUND DURING HOLD TIME?

Since no owner was located, what are ALL of the options that you have for the dog under the MGLs? What steps would you take for each option to ensure that the dog gets a humane outcome? *Extra credit points available for details.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

SECTION FIVE: RABIES EXPOSURE PROTOCOL

The dog bit Suzie upon being found. A rabies quarantine is required, who issues the rabies quarantine? At your shelter, what additional precautions need to be taken due to the bite and quarantine? What needs to happen with the quarantine before the dog is vaccinated and (in this case transferred)?

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

SECTION SIX: UNLICENSED DOG

If an owner had come forward, what questions would you ask and what tasks would the owner need to complete to reclaim the dog? Extra points for listing specific MGLs or bylaw violations/requirements.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

SECTION SEVEN: RECORD-KEEPING

You now have a written report on the incident and a completed intake form for the dog. What would you do with these records? Who should receive copies of these records, and how often should you be sending these copies?

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

All Final Exams should be scanned and submitted to Sheri.Gustafson@mass.gov within 1 week of attending the Core Competencies Course.

FINAL EXAM SCENARIO

Key Facts & Notes Sheet (for your use only)

ON SEPTEMBER 24TH, 2022

ACO MOORE RESPONDED TO A CALL:

Suzie Simple found a dog in the Salem Woods near Mill View Pond.

ACO Moore arrived
at the scene at 2:00 PM

Massachusetts Drivers License



Suzie Simple

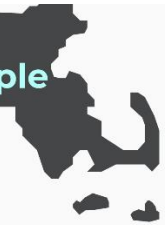
MA License #

111-11-11117

DOB

09-09-1989

1 Forest Lane
Salem, MA 01111



SUZIE STATED PHONE NUMBER: 978-111-1111

**NEUTERED
MALE**

Dog brought to: 3 Stray Street,
Salem , MA 07111

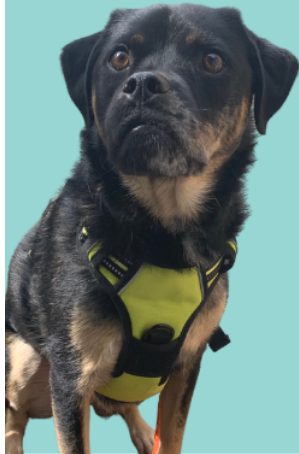
Homeagain scanner used:
no chip found

10 days later
no owner found

Dog transferred to:

ARL Boston
1 Shelter Lane,
Boston, MA 22222

^ on day 11

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.