



Sheriff Sergeant, K/9 (2661)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 20

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to serve as the supervisory K9 handler to lead members of the K9 unit who support the uniform component of the Patrol Division. Incumbents in this position are responsible for coordinating training exercises, public appearances, and planned or emergency operations which involve K9 personnel; and development and implementation of regular and on-call work schedules. Position performs duties under the supervision of the Patrol Division Captain.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Advises all Sheriff's Office supervisory personnel on the capabilities and limitations of the K9 unit and provides proper operational guidelines for the deployment of the K9 unit.

Supervises, directs, and evaluates assigned staff: per chain of command, supervises the activities of personnel through subordinate supervisors; processes employee concerns and problems; recommends discipline, disciplinary actions, discharge and salary increases; assists with or completes employee performance appraisals; acts as a liaison between employees and management; trains staff in operations, policies, and procedures; and establishes and promotes employee morale.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; and provides progress and activity reports to management.

Maintains "On-Call K9" status: responds to incidents where K9 tracking services are needed, including location of suspect, missing child/adult, narcotics detection, article search, crowd control, criminal apprehension, and perimeter duties; provides services to all Bulloch County Law Enforcement agencies; and responds to requests for K9 services for neighboring counties or agencies.

Utilizes K9's olfactory system to detect human odor, crushed vegetation, and/or drug/narcotic contraband; performs searches as scheduled or requested due to specific need; and performs duties in heavily wooded areas, swamps, within crowded, civil unrest locations, within vehicles and structures, and any other assigned locations.

Conducts law enforcement patrols: assists Road Patrol Deputies with patrolling of assigned County roads or locations reporting an increase in criminal activities: answers calls from dispatcher to include domestic disputes, assault, burglary, etc.; assists with investigations of accidents, burglaries, and other incidents both with and without K9; and deters crime through visibility.

Prepares and maintains a variety of reports, logs and documentation associated with daily activities: prepares detailed deployment records; documents all K9 training, equipment purchases, and activity to aid other agencies; completes forms such as incident reports, accident reports, and daily activity sheets; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records

Promotes and maintains K9 health, wellbeing and proficiency: provides, food, water, exercise, and any prescribed medications; maintains healthy and clean environment for K9 including cleaning of assigned vehicle and kennel; determines health and training needs; and maintains proficiency of K9 training through scheduled training sessions and a minimum of 16 hours monthly of off-site proficiency training.

Conducts public education programs on public safety and law enforcement: assists with scheduling and conducting public relations events involving K9 demonstrations; and conducts both formal and informal/spontaneous demonstrations of K9 abilities.

Testifies in court as required: compiles investigation information; and reviews and prepares for court appearances.

Performs other related duties as required.

Minimum Qualifications

Associate's degree in Law Enforcement, Criminal Justice or related field; supplemented by three years of experience in law enforcement; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must possess and maintain Georgia Peace Officer Standards & Training (POST) and K9 Certification.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving high risk to the organization.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, traffic hazards, lights, toxic agents, animal/wildlife attacks, animal bites, human attacks/bites, explosives, firearms, water hazards, violence, or rude/irate individuals.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created July 2019