
DEPUTY SHERIFF / K-9

Rev8-16

Department:	Sheriff's Office
Reports To:	Patrol Sergeant

Position Summary

Under the supervision of the Patrol Sergeant, the Deputy Sheriff /K-9 is a non-exempt position under the FLSA that performs general law enforcement duties of a Sheriff's Deputy in the protection of life and property within Marion County. This position also maintains and trains the department K9, which would include the daily care and medical. Work involves patrolling county areas, enforcing federal, state, and local laws, securing compliance with traffic violations, and investigations at the scene of a crime or traffic accident. Work involves the likelihood of call out for the K9 at any time. Work in this position involves an element of personal danger. The employee in this position must be able to act without direct supervision and to exercise independent judgment in handling emergencies, use of force, and the legal requirements and aspects K9 deployment.

Essential Functions

- * Attend and graduate from a State of Kansas recognized law enforcement academy such as KLETC or KHP;
- * Perform all functions required of a Sheriff's Deputy;
- * Complete all State of Kansas requirements in certification of K9 for patrol and narcotics;
- * Maintain all training and certification records of K9 training;
- * Continually train and educate their self on current K9 laws and rulings;
- * Promote safety and education through public appearances and demonstrations with K9 partner;
- * Provide daily care and grooming of K9;
- * Ensure health and welfare of K9 with medical evaluations as needed;
- * Responds to all emergency and non-emergency situations that require the presence of the K9 unit;
- * Writes and conducts search warrants for buildings and/or vehicles after K9 has given probable cause;
- * Conduct K9 maintenance training on a weekly basis to ensure the readiness of K9 operations;
- * Patrols county and related areas to preserve law and order;
- * Operates and maintains law enforcement equipment, including patrol vehicles, firearms, and communication equipment;
- * Achieve and maintain state required certifications in such tools as firearms, Intoxilyzer, Radar, and ECD's;
- * Answers a variety of calls and complaints involving automobile accidents, robberies, domestic disturbances, and other misdemeanors and felonies;
- * Conducts criminal investigations and gathers evidence;
- * Contacts witnesses and makes arrests;
- * Safely and humanely transports prisoners to court or other jurisdictions;
- * Provide court security;
- * Serves civil court processes and warrants;
- * Completes reports and records;
- * Provides assistance to motorists and others in the community;
- * Responds to domestic violence and similar disputes;
- * Assists and works with outside agencies on the apprehension of criminals and investigations;

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Essential Functions, continued

- * Performs security checks of business and residential properties;
- * Takes citizen complaints and reports;
- * Conduct jail operations including booking, bonding, meals, and security;
- * Make quick and sound judgments concerning civil liberties and safety of citizens and inmates;
- * Fingerprinting of suspects, applicants, and/or court persons;
- * Submitting fingerprints electronically as required;
- * Quickly respond to courthouse security alarms;
- * Provide or assist with training for this agency or other agency;
- * Operate complex computer systems on a regular basis;
- * Performs traffic control as needed;
- * Safely and competently serve and conduct search warrants on residential, commercial and public property to include vehicles and persons;
- * Coordinate with the County Attorney for proper case preparation;
- * Court Testimony as required in criminal and/or civil proceedings;
- * Provide safety education and training for schools, civic groups and general public;
- * Maintain current Kansas CPOST qualifications and requirements;
- * Be self-motivated to provide quality law enforcement services;
- * Conduct meth lab clean-up in accordance with training;
- * Assist with K9 training as needed;
- * Patrol of unincorporated communities within Marion County to provide quality professional law enforcement to those communities;
- * Conduct highway interdiction of illegal substances being transported on the roadways;
- * Conduct extensive narcotics investigations including working with federal agencies;
- * Prepare and submit affidavits to the court for arrest warrants and search warrants;
- * Conduct surveillance on suspected illegal activities to gain evidence of such;
- * Promote public safety through public appearances and education;
- * Assist EMS as needed at injury scene;
- * Assist Fire departments as needed at fire scene or investigation;
- * Work with local, state, and federal agencies in the detection and apprehension of wanted persons;
- * Assist with continuing education training for this and other agencies;
- * Accurately complete and submit all required investigative reports this office, county attorney, and court in a timely manner;

Marginal Functions

- * Other related duties as deemed necessary or as assigned;
- * Maintain office space in orderly condition;
- * Provide basic cleaning service to assigned areas of responsibility;
- * Assist front office when needed;
- * Assist in jail facility as needed;
- * Help to maintain the readiness of the emergency systems, tower trailer, generator trailer, communications trailer, and meth lab trailer;
- * Monitor severe weather to provide warning to those likely to be affected.

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Minimum Position Requirements

Experience: Employee must be at least 23 years of age. Two to three years of law enforcement experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after one year in the position.

Education: High school diploma or GED required. Certification through the Kansas Law Enforcement Training Center or KHP training academy, and 40 hours of continuing education annually. Must possess a valid Kansas driver's license. K-9 Handler training and certification is required within one year of appointment.

Skills: The ability to acquire knowledge of law enforcement techniques and standards, federal, state and local laws and ordinances. The ability to acquire knowledge of crime scene preservation and investigation techniques. The ability to gather and analyze information and prepare reports or come to conclusions in a concise and comprehensive manner. The ability to read, interpret and follow instructions and state statutes. Excellent interpersonal and communication skills. The ability to express or exchange ideas by means of communication. The ability to make quick decisions under adverse circumstances. The ability to operate firearms, patrol vehicles, two-way radios, radar equipment, breath analysis equipment and other related law enforcement equipment. The ability to operate a computer.

Problem Solving: Frequent problem solving exists in this position. Problems involve dealing with the public, victim trauma, the criminal element and finding evidence for conviction of a crime.

Decision Making: Frequent decision making exists in this position including use of force and the use of lethal force. Decisions include determining whether to make arrest, cite, or warn, and appropriate action to be taken in family disputes.

Accountability: Employee is responsible for county equipment and the drug dog but is not responsible for budgetary control of the department and does not participate in the annual departmental budget process. Employee must clear III/FBI record background check before employment and then annually.

Supervision: Limited supervision is provided in the field and job related decisions are frequently reviewed by the Sergeant and Undersheriff. Employee has limited supervisory responsibilities over subordinate personnel.

Personal Relations: Continual contact with other county departments and the general public.

Working Conditions: Adverse working conditions exist in relation to public law enforcement. Hazardous and dangerous situations may arise in the apprehension of alleged criminals. Exposure to adverse weather conditions, toxic fumes and hazardous materials. Exposure to blood-borne pathogens. High stress is a factor in this position.

Physical Requirements: Heavy physical effort is required. The ability to pass and maintain all physical requirements and activities of the Kansas Law Enforcement Training Center. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.