



EMPLOYEE NAME: \_\_\_\_\_

Revised: 3/25

## JOB DESCRIPTION

<b>POSITION TITLE:</b> Police K9 Handler	<b>JOB CODE:</b> 380B
<b>DIVISION:</b> Operational Support	<b>SALARY SCHEDULE:</b> NCPB
<b>DEPARTMENT:</b> CCSD Police Department	<b>WORK DAYS:</b> 214
<b>REPORTS TO:</b> Sergeant	<b>PAY GRADE:</b> * Kennel pay included in salary
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides individual and property protection; controls campus of the school for safety and security purposes; monitors and controls school sites and parking; coordinates safety and security for all school activities and other activities.	

### REQUIREMENTS:

1.	Educational Level: High School Diploma or High School Equivalent required
2.	Certification/License Required: Georgia POST certified and in good standing with POST requirements; successfully meets all requirements of an extensive background investigation and assessment, including driver's history and criminal history information; meets all training requirements and standards as established by the chief of police
3.	Experience Must be 21 years of age with prior Law Enforcement experience.
4.	Physical Activities: Capable of actions required in rigorous training required by the police academy and other required law enforcement training
5.	Knowledge, Skills, & Abilities: Written and oral communication; meets and maintains all standards of the CCSD Police Department to carry a service weapon . Must successfully pass the following entrance exams, polygraph, psychological, physical fitness agility, drug screening, and medical; remain available for calls and assignments during emergencies, graduations, patrol operations, summer school activities, special events and all critical workdays
6.	Capable of providing cohabitation or reasonable living accommodations for assigned canine.

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assists in developing and maintaining a campus program of safety and security within the guidelines of the board policies administrative regulations and the CCSD Police Department Policy and Procedures Manual.
3.	Assists in establishing and implementing traffic control within the school facility and on school campuses.
4.	Directs visitors on campus according to school and departmental policies.
5.	Protects campus from disturbances and criminal activity.
6.	Works with command staff in implementing and coordinating the district-wide safety and security program.
7.	Collaborates with the Cobb County Court system.
8.	Assists with extracurricular activities as assigned by the principal and/or chief of police or a supervisor.
9.	Reports all criminal and suspected criminal activity to the CCSD Police Department through report forms and procedures as directed by the chief of police and local school administration.
10.	Participates in stakeout and special patrol operations at selected sites as assigned by the chief of police or a supervisor.
11.	Responds to emergency situations including, but not limited to, reported crimes in progress, fire alarms and burglar alarms.
12.	Attends in-service training as mandated by the chief of police and meets all standards relating to said training activity.

13.	Counsels and refers students, when needed, to appropriate school officials.
14.	Works with teachers on class presentations as needed or when requested.
15.	Submits written departmental documents, including, but not limited to, incident reports, accident reports, investigative reports, administrative forms as directed by the chief of police.
16.	Investigates or assists with investigations of crimes occurring on Cobb County School District property.
17.	Testifies to criminal cases in court as required.
18.	Writes clear and concise reports.
19.	Works with students and staff members as deemed necessary through monitoring, questioning, and counseling.
20.	Reports for duty as directed by the chief of police or his/her designee; maintains fitness for duty.
21.	Adheres to laws governed by the United States, the State of Georgia, the County of Cobb, Department Policy and the Cobb County Board of Education Policy and Regulations.
22.	Performs other duties as assigned by appropriate supervisor.
23.	Responds to situations that indicate a need for canine support.
24.	Responds to missing persons reports where a canine may be used for tracking.
25.	Responds to situations where there is reasonable suspicion of the presence of drugs, or firearms, and a canine is trained to locate the suspected substance or item.
26.	Provides for the training and care of the assigned canine.
27.	Participates in the selection and training of a canine and attends formal training necessary to prepare self and the canine for duty.
28.	Ensures that the canine is properly fed, sheltered, groomed, and exercised.
29.	Ensures appropriate veterinary care is provided, including health checks and immunizations.
30.	Ensures that the canine is appropriately socialized depending on the nature of assignments.
31.	Controls the canine to prevent injury to individuals and associated liability.
32.	Prepares reports of all canine use, including use of force.
33.	Maintain accurate records of K9 activities, deployments and training sessions.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_ \_ \_ \_ \_



EMPLOYEE NAME: \_\_\_\_\_

Revised: 12/07, 1/08, 6/11, 10/12, 6/15; 6/18; 8/18;10/20

## JOB DESCRIPTION

<b>POSITION TITLE:</b> K9 Sergeant, CCSD Police Department	<b>JOB CODE:</b>
<b>DIVISION:</b> Operational Support	<b>SALARY SCHEDULE:</b>
<b>DEPARTMENT:</b> CCSD Police Department	<b>WORK DAYS:</b> 218
<b>REPORTS TO:</b> Lieutenant	<b>PAY GRADE:</b> * Kennel pay included in salary
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Assigns and supervises work of police officers; investigates criminal cases; assists with the protection of school district property; responds to emergency situations.	

### REQUIREMENTS:

1	Educational Level: High School Diploma or GED required
2.	Certification/License Required: POST Certification and in-service training required
3.	Experience: Minimum 3 years with Cobb County School District Police Department
4.	Physical Activities: Capable of actions required in rigorous training required by the police academy; routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assigns and supervises work of police officers and other personnel.
3.	Investigates and prepares reports on criminal cases.
4.	Receives incoming calls from individuals with regard to complaints and requests from the public.
5.	Supervises an operational or tactical police activity in a clear and concise manner.
6.	Disseminates administrative and policy directives to subordinates.
7.	Establishes and implements traffic controls within the facilities and on campuses.
8.	Works with the command staff in implementing and coordinating district-wide programs.
9.	Serves as a liaison between the Cobb County Police Department and the Cobb County Court System.
10.	<b>Assists</b> the district attorney's office in distribution of subpoenas to officers.
11.	<b>Assists</b> in the supervision of extracurricular activities as assigned by the captain and/or the chief of police.
12.	Participates in stakeout operations at selected sites as assigned.
13.	Responds to emergency situations including, but not limited to, reported felony crimes in progress, fire alarms and burglar alarms.
14.	Meets safety and security needs for summer school activities or other emergency situations as directed.
15.	Addresses large groups of students for the purpose of crime deterrence when requested.
16.	Provides supervision and leadership of police officers in law enforcement and procedural matters during daily operations, special events, patrol operations, canine operations and emergency operations in accordance with federal, state and local laws and the policy and/or procedures of the school district.
17.	Supervises officers and/or conducts criminal investigations as assigned by the Captain, CCSD police department.
18.	Remains available for call on a 24 hour per day basis.
19.	Performs other duties as assigned by appropriate supervisor.
20.	Coordinates response and/or responds to situations that indicate a need for canine support.
21.	Coordinates response and/or responds to missing persons reports where a canine may be used for tracking.
22.	Coordinates response and/or responds to situations where there is reasonable suspicion of the presence of drugs or firearms and a canine is trained to locate the suspected substance or item.
23.	Provides for the training of the handlers and training and care of the assigned canine.

<b>24.</b>	Coordinates and participates in the selection and training of K9 handlers and attends formal training necessary to prepare handler and the canine for duty.
<b>25.</b>	Coordinates and participates in the selection and training of a canine and attends formal training necessary to prepare self and the canine for duty.
<b>26.</b>	Ensures that the canines are properly fed, sheltered, groomed, and exercised by assigned handler s.
<b>27.</b>	Ensures appropriate veterinary care is provided, including health checks and immunizations.
<b>28.</b>	Ensures that the handlers appropriately socialize assigned canines depending on the nature of assignments.
<b>29.</b>	Ensures handlers control the canine to prevent injury to individuals and associated liability .
<b>30.</b>	Reviews and approves reports of all canine use, including use of force.
<b>31.</b>	Ensures K9 handlers maintain accurate records of K9 activities, deployments and training sessions.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_