

July 6, 2017

NOTICE OF VACANCY

POSITION: K-9 Officer
LOCATION: DARTMOUTH HOUSE OF CORRECTION
HOURS: 3:00 pm – 11:00 pm or 11:00 pm – 7:00 am
DAYS OFF – TBD
PAY GRADE: NCEU – GRADE 16 (\$51,695.28 – 60,679.06)

GENERAL DUTIES AND RESPONSIBILITIES:

See Attached Job Description

ALL APPLICANTS MUST PROVIDE A CERTIFICATE OF COMPLETION FROM THE MASSACHUSETTS RESERVE POLICY ACADEMY AND HAVE UP TO DATE INSERVICE TRAINING WITH THE MASSACHUSETTS RESERVE POLICE ACADEMY.

TO APPLY:

Those who are currently employed by the Bristol County Sheriff's Office and are interested in this position must submit a letter of interest to the Human Resources Division on or before **Thursday, July 20, 2017 at 4:00 p.m.**

Those who are **not** currently employed by the Bristol County Sheriff's Office and are interested in this position must submit an employment application to the Human Resources Division on or before **Thursday, July 20, 2017 at 4:00 p.m.** **Applications can be found on our website at www.bcsso-ma.us.**

The Bristol County Sheriff's Office does not discriminate on the basis of sex, race, color, national origin, religion, disability or sexual orientation.

PLEASE POST

1. **TITLE**
CORRECTION OFFICER/ K-9 DIVISION

AGENDA
BRISTOL COUNTY
SHERIFF'S OFFICE

2. UNIT	SALARY GRADE	DATE PREPARED	
NCEU	16	PREPARED	11/03
		REVIEWED	07/17

3. **GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**
OVERALL CARE AND CUSTODY OF TRAINED CANINE. ASSIST
CORRECTION OFFICERS AS REQUESTED. ASSIST INVESTIGATIONS
AND SEARCHES AS REQUESTED. PERFORM OTHER DUTIES AS
ASSIGNED BY THE SHERIFF.

4. **SUPERVISION RECEIVED: (TITLE OF SUPERVISOR)**
LIEUTENANT K-9 DIVISION, ASSISTANT SUPERINTENDENT II K-9
DIVISION/LAW ENFORCEMENT, SUPERINTENDENT

5. **SUPERVISION EXERCISED: (TITLES OF PERSONS SUPERVISED)**
CANINE ENTRUSTED TO HIS/ HER CUSTODY

6. **DUTIES AND RESPONSIBILITIES:**

- 1. IN THE PERFORMANCE OF THEIR DAILY DUTIES PATROL**
WITH THEIR CANINE PARTNER THE PERIMETERS OF THE
JAILS AND DETENTION CENTERS OF THE BRISTOL COUNTY
SHERIFF'S OFFICE TO ENSURE SECURITY AND PUBLIC
SAFETY.
- 2. IN DOING SO IDENTIFY CRIMINAL OFFENDERS AND**
CRIMINAL ACTIVITY AND WHERE APPROPRIATE,
APPREHEND AND ARREST OFFENDERS AND PARTICIPATE
IN SUBSEQUENT COURT PROCEEDINGS.
- 3. MAINTAIN CUSTODIAL CARE OF ANY INMATES, WHICH**
FOR VARIOUS REASONS SUCH AS HIGH-RISK INMATE
TRANSPORT, INVESTIGATIVE INTERVIEWS, AND INMATE
WORK DETAILS ETC. MAY COME UNDER THEIR
DISCRETION.

- 4. MUST SUCCESSFULLY COMPLETE AN APPROVED K-9 PATROL DOG ACADEMY AND INITIAL TRAINING WITH THEIR CANINE PARTNER BEFORE ASSUMING DUTIES OF THIS POSITION.**
- 5. PROVIDE AT ALL TIMES FOR THE PROPER CARE, SUPERVISION, HOUSING, AND UPKEEP OF THE DOG ASSIGNED TO THEM AS THEIR PARTNER.**
- 6. TRAIN THEIR DOGS IN ACCORDANCE TO THE POLICIES AND PROCEDURES OF THE BRISTOL COUNTY SHERIFF'S OFFICE.**
- 7. REPORT TO WORK EACH DAY MENTALLY AND PHYSICALLY PREPARED TO PERFORM THEIR ASSIGNED DUTIES WEARING THE DESIGNATED K-9 UNIFORM, CLEAN AND IN GOOD CONDITION.**
- 8. REPORT TO DUTY IN POSSESSION OF THE APPROPRIATE DOG-HANDLING GEAR AND BE RESPONSIBLE FOR THE ACTIONS OF HIS/HER ASSIGNED SERVICE DOG.**
- 9. EACH K-9 HANDLER IS ASSIGNED A K-9 A SPECIALTY VEHICLE FOR THE EXCLUSIVE USE OF THAT TEAM. THEY ARE ALLOWED TO USE THE VEHICLE TO COMMUTE FROM HOME TO AND ALL OFFICIALLY AUTHORIZED DEPARTMENT FUNCTIONS.**
- 10. MAINTENANCE OF THE VEHICLE WILL BE THE RESPONSIBILITY OF THE BRISTOL COUNTY SHERIFF'S OFFICE. IT SHALL BE THE K-9 OFFICER'S RESPONSIBILITY TO BRING NEEDED REPAIRS AND REGULAR SERVICING NEEDS TO THE ATTENTION OF THE MECHANIC SUPERVISOR.**
- 11. ATTEND MANDATORY TRAINING REQUIRED EACH YEAR FOR LAW ENFORCEMENT DEPUTIES.**
- 12. PATROL AS A LAW ENFORCEMENT DEPUTY IN ANY COMMUNITY WHERE ASSIGNED BY THE SHERIFF.**
- 13. MUST BE QUALIFIED EACH YEAR WITH THEIR ISSUED DUTY FIREARMS OR ANY OTHER FIREARMS THAT THEY ARE AUTHORIZED TO USE AND RESPONSIBLE FOR THE PROPER CARE OF THESE WEAPONS.**

- 14. THEY MUST MAINTAIN UP TO DATE CERTIFICATION WITH ANY OTHER SECURITY OR RESTRAINT EQUIPMENT THAT THEY ARE AUTHORIZED TO CARRY.**
- 15. COMPLETE DETAILED REPORTS ON ALL CRIMINAL INCIDENTS AND ANY OTHER INCIDENT REQUIRING ATTENTION BY THE OFFICER. IN CASES WHERE AN ARREST IS MADE, AN ARREST REPORT IS SUBMITTED ALONG WITH THE REQUIRED COURT COMPLAINTS AND THE COURT LIAISON OFFICER IS NOTIFIED.**
- 16. IF ADDITIONAL INFORMATION IS DISCOVERED PERTAINING TO A PREVIOUSLY REPORTED OFFENSE, THE OFFICER WILL COMPLETE AN INVESTIGATIVE REPORT WITH THE NEW INFORMATION.**
- 17. MUST BE EFFICIENT IN THE USE OF DEPARTMENT RADIO SYSTEM AND HAVE A WORKING KNOWLEDGE OF THE COMPUTER AND PROGRAMS USED BY THE K-9 UNIT SUCH AS THE KATS SYSTEM USE TO RECORD ALL K-9 ACTIVITY.**
- 18. PARTICIPATE IN ALL ASSIGNED IN-SERVICE TRAINING AND SPECIALIZED TRAINING THAT THE DEPARTMENT DEEMS BENEFICIAL TO THE K-9 PROGRAM. MAINTAIN AN UP TO DATE LOG DETAILING ALL SUCH TRAINING.**
- 19. NARCOTIC AND BOMB DETECTION TEAMS WILL MAINTAIN RECORDS OF ALL INCIDENTS THAT THEY PARTICIPATE IN AND RECORD IF ANY CONTRABAND OR DRUGS ARE SEIZED AS A RESULT OF THEIR INVOLVEMENT.**
- 20. PROVIDE FOR THE PROPER CARE AND MAINTENANCE OF ALL ASSIGNED AND ISSUED DEPARTMENT EQUIPMENT.**
- 21. MAINTAIN PROPER RADIO PROTOCOL AND RESPOND TO ALL DISPATCHED CALLS WHETHER ON OR OFF DUTY IN A TIMELY FASHION.**
- 22. WORK WITH THEIR CANINE SECURING AREAS OUTSIDE THE CORRECTIONAL FACILITIES INVOLVING INMATE CONTACT.**
- 23. WORK ASSISTING STAFF WITH ALL MAJOR SEARCHES OF OUR CORRECTIONAL FACILITIES, INMATE CELLS OR PERSONAL PROPERTY**

- 24. CONDUCT DAILY RANDOM CONTRABAND AND DRUG SEARCHES INSIDE THE JAILS AND DETENTION CENTERS AND VEHICLES ENTERING THESE FACILITIES. IN ADDITION MAINTAIN PROPER RECORDS OF SUCH ACTIONS.**
- 25. REDUCE THE OPPORTUNITIES FOR ESCAPE OR SECURITY BREACHES THROUGH PREVENTIVE PATROL AND OTHER MEASURES.**
- 26. IDENTIFY PROBLEMS THAT ARE POTENTIALLY SERIOUS TO THE MISSION OF THE SHERIFF'S OFFICE AND COMMUNICATE THEM TO SUPERIORS AND FELLOW OFFICERS IN THE APPROPRIATE MANNER.**
- 27. COORDINATE EFFORTS WITH THOSE OF OTHER MEMBERS OF THE UNIT SO THAT TEAMWORK MAY ENSURE GOOD MORALE AND CONTINUITY OF PURPOSE AND MAXIMUM ACHIEVEMENT OF THE DEPARTMENT MISSION.**
- 28. PERFORM ANY OTHER RELATED DUTIES AS DESIGNATED BY THE SHERIFF OR HIS AUTHORIZED REPRESENTATIVES.**