Delaware County

POSITION DESCRIPTION

Title: Patrol Deputy –K9	Department: Sheriff's Office
Reports to: Sergeant/ Captain/Undersheriff/Sheriff	FLSA Status: Non-exempt $3400 month to $4166.66 month
Approval Date: November 1, 2026	Revision Date: N/A

Position Profile

Under general supervision performs law enforcement work of moderate difficulty in enforcing laws, maintaining order, protecting life and property, and investigating and assisting in the prevention of crime. This is a safety sensitive position.

Duties and Responsibilities

- Enforces Federal and State laws (including Oklahoma Motor Vehicle law)
- Performs police patrol tours of duty, protecting persons and property, and preventing crime.
- Investigates all complaints assigned to him/her.
- Collecting and preserving evidence, providing emergency first aid whenever necessary.
- Keeps records and writes/dictates complete, accurate and concise reports.
- Effectively utilizes a Mobile Data Terminal for informational and investigative purposes.
- Serves civil process as directed.
- Serves as courthouse security officer.
- Directs traffic and performs law enforcement duties at special events.
- Attends court whenever necessary as witness or otherwise.
- Attends schools and in-services as directed, successfully attaining passing grades.
- Operates/drives a squad car, snowmobile, or ATV as required.
- Complies with all Department Standard Operating Procedures, official orders, and directives.
- Successfully meets or exceeds the minimum standard or performance levels of those S.O.P.'s or directives that require periodic testing or qualifying.
- Performs such other duties as may be required.

K9 Specific Duties

- Runs ongoing obedience, agility and tactical drills to maintain the dog's peak proficiency and legal compliance.
- Provides continuous care throughout the dog's work life and into retirement.
- Responsible for all care, including vaccinations and regularly scheduled veterinarian visits to provide utmost care of the K9 officer
- Must have knowledge of how dogs think, learn and react to stress.
- The ability to spot subtle physical cues, posture shifts or change in behavior indications
- Consistent verbal and non-verbal commands that avoid confusing the dog during high-stress deployments
- The skill to look at a training or operational failure and figure out whether the root cause lies with the handler, the environment or the dog.
- Responds to officer needs help calls, high risk traffic stops and violent emergency dispatches using the K-9 presence as a less lethal force op6ion to encourage compliance.
- Participates in public safety demonstrations and educational outreach programs
- Record deployments, search parameters and training metrics in compliance with agency standard operating procedures
- The role is a 24 x 7 lifestyle that involves off duty training, physical conditioning, and care in all weather conditions.
- Must maintain a log of all medical visits, treatments, vaccinations and trainings for the K-9
- Performs other such duties as assigned in regard to care, training, and treatment of the K-9.

Qualifications

Must be at least 21 years of age. Must possess a valid Oklahoma driver's license. Cannot have any prior felony convictions. No unlawful use of a narcotic or dangerous drug within the past seven (7) years. No unlawful use of marijuana within the past three (3) years. No pattern of drug abuse. Must be willing to work rotating shifts, weekends, and holidays.

Education and/or Experience

High school diploma or G.E.D preferred. Must be able to complete the Council on Law Enforcement Education training Academy (CLEET) upon employment, POST or COPS certified in Oklahoma or e willing to attend reciprocity if applying with an out of state certification. Reserve Certification will be considered but must be able to complete and pass CLEET's Bridge Academy.

Knowledge, Skills, and Abilities

Ability to:

- Read, write, speak and understand the English language.
- Perform basic mathematical computations (add, subtract, multiply, divide in all units of measure, including whole numbers, common fractions, and decimals.)
- Protect the County's value by keeping information confidential.
- Perform assigned tasks under moderate supervision. Follow written and verbal instructions.
- Establish and maintain positive relationships with other upper management, supervisory staff, employees, and the general public. Work well alone or within a team.
- Present facts and recommendations in oral and written form. Prepare written reports and correspondence as required.
- Utilize MS Office products at basic (create new documents, open/edit existing documents) to intermediate (import/export data, create templates) skill level.
- Exercise sound judgment and solicit assistance for decisions in a manner consistent with the essential job duties and responsibilities.
- See problems and avoid situations that could be deemed illegal or represent a safety hazard to fellow employees or guests.
- Respond to inquiries or complaints from employees, guests, regulatory agencies, and others.
- Travel locally, regionally, or out-of-state as needed.
- Maintain physical condition and stamina appropriate to performance of assigned duties.
- Update job knowledge by participating in educational opportunities; professional organizations; attending expos/conventions; and developing or maintaining professional networks.
- Obtain knowledge of roads and routes within the County
- Observing situations analytically and objectively, making quick decisions, and recording information clearly and completely
- Managing situations firmly, courteously, tactfully, and impartially
- Preparing and maintaining records and reports
- Communicating effectively, both orally and in writing
- The safe operation of a motor vehicle
- Performing defensive tactics which require quick reflexes, agility, coordination, and strength.
- Obtaining valid information by interview and interrogation
- Gathering, analyzing, and evaluating facts and evidence.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. Must be able to climb up and down stairs with speed and agility. Must be able to perform tasks requiring dexterity and agility after running moderate distances. See and recall visual details. The employee is occasionally required to sit and

climb or balance. The employee must regularly lift and/or move up to seventy five (75) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to drive an automobile. This is a safety sensitive position.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is occasionally exposed to risks associated with travel between properties and back and forth to other areas as may be required due to business demands. Will be exposed to a physically challenging environment, which may include; exposure to Bloodborne and Airborne pathogens, physical assault, verbal assault, loud noises, prolonged sitting, and restricted movement outside of the facility.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. The duties and responsibilities listed within this job description are subject to change or reassignment by management at any time.
