

## **Madera Unified School District Classified Job Description**

### **Contraband Detection and Intervention Canine Handler**

#### **Purpose Statement**

The Handler will utilize a single purpose Canine; will provide support to the instructional program with specific responsibilities for providing contraband prevention and intervention services in coordination with District staff, security, and local law enforcement agencies; providing inservice training to students; serves the advancement of the District's goal to provide a safe and secure environment in which students are able to learn and staff is able to teach, free from the presence of illicit drugs, alcohol, weapons and contraband.

This job reports to Director of Student Services.

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#### **Essential Functions**

- Work closely with students, school campuses and administration officials to develop an environment in which students and staff feel safe and secure.
- Contraband interdiction, which will occur in the form of on-site inspections to detect the presence of narcotics, weapons, or other contraband, utilizing a single purpose canine.
- Searches of lockers and containers when authorized by law; searches vehicles under the direction of an authorized peace officer; this position has no peace officer powers.
- Provides workshops to students for the purpose of increasing awareness and reducing the frequency and complications of drugs, weapons and explosives.
- Care and security of assigned detection Canine during on and off-duty hours; Canine will reside at handler's home.
- Conduct cleaning of the K-9's home kennel and yard; clean the K-9 vehicle as it relates to the Canine; obtain veterinary care, ensure the Canine is groomed daily including exams of the Canine on a daily basis for signs of disease and parasite infection.
- Maintain all departmental equipment under his/her control in a clean and serviceable condition.
- Permit the Director of Student Services or his designee to conduct scheduled on-site inspections of affected areas of personal residence, as well as spontaneous inspections of the Canine issued equipment, to verify that the conditions and equipment conform to policy.
- Work with District staff and public safety personnel in dealing with non-narcotic and narcotic criminal violations as well as in the development of anti-drug programs and initiatives.
- Prepare and maintain reports and records relating to assignment.

- Relate to and deal with offenders in an educational setting. Work closely with and provide support to educators assigned to individual campuses or the student management division.
- Conduct and provide educational demonstrations regarding Madera Unified School District Interdiction program for staff and students.
- Attend regularly scheduled training to maintain proficiency and knowledge of California Law (Education Code, Penal Code, Health & Safety Code), interview and interrogation techniques, and canine handling.
- Attend special meetings of parents and other groups to make presentations, concerning district efforts to achieve stated goals or to answer questions concerning specific events occurring with the District.
- Frequent district-wide and occasional statewide travel, occasional prolonged and irregular hours.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements:**

#### **Skills, Knowledge and Abilities**

Working knowledge of the laws of search and seizure; California Education Code and California Penal Code; excellent oral and written communication skills; skilled in investigative and interview techniques; skilled in conflict mediation and the ability to present a calm, professional demeanor while under stress; must be able to interact with students and staff members of all backgrounds; skilled in providing educational presentations concerning illicit drugs, alcohol, weapons and contraband to students in small groups and large audiences; Interpret policy, procedures, and other data; coordinate district functions; maintain emotional control under stress; adhering to safety practices; operating standard office equipment including software; preparing and maintaining accurate records.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

#### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 15% sitting, 70% walking, and 15% standing. The job is performed under temperature extremes and under conditions with some exposure to risk of injury and/or illness.

#### **Minimum Qualifications**

Experience Two years of experience as a canine detection handler for a government entity is preferred.

OR

Five years experience as a School Safety Officer or related field required.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test  
Pre-employment Physical Exam

Certificates

Successful completion of 4 week course of Single Purpose of narcotic, weapon detection(must obtain within 6 months of hire)  
First Aid & CPR Certificate  
Valid CDL  
Pepper spray certification  
SB 1625 certificate

Continuing Educ./Training

Training in legal concepts of search and seizure  
Mandated and Annual Training  
Attend weekly Canine Training (16 hrs per month)  
Successfully pass the POST Canine certification on an annual basis.

Clearances

Criminal Justice Fingerprint/Background Clearance  
TB Clearance  
Physical Demands(E)

FLSA Status

Non Exempt

Approval Date

Salary Range