

4.00.70 **Deputy Sheriff - Dispatcher**

Date updated: 07/14/97

JOB TITLE: DISPATCHER

DEPARTMENT: SHERIFF'S

GENERAL SUMMARY:

The Dispatcher provides central dispatching of all emergency services (i.e., police, fire, ambulance, and human service providers) for the entire county and surrounding area. This job requires the ability to function properly in high stress situations, follow established procedures, operate computer and radio equipment, and maintain appropriate records of all actions. The Dispatcher must have a good working knowledge of proper medical, fire, and law enforcement practices to guide citizens through a variety of emergency needs.

REPORTING RELATIONSHIPS:

1. Reports to: Dispatch/Jail Sergeant, Dispatch/Jail Administrator, Chief Deputy, and Sheriff.
2. Directs Work of: Most senior deputy within a division may be called upon to guide the work of less senior workers.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Receive and/or initiates Police, Fire Department, and EMS telephone, radio, and teletype communications and when necessary dispatch requests for police, fire, ambulance, and other necessary services.
2. Prepare, maintain, and update the necessary computer information on Departmental complaints, Computer Assisted Dispatching as well as requests for fire, ambulance, and other medical assistance.
3. Use computer to acquire DOT information for law enforcement officers as well as criminal histories for the Department, D.A., D.S.S., and all other county law enforcement agencies in accordance with State law as prescribed by TIME system.
4. Implement the County and Village weather warning watch programs and the City Emergency Warning System as necessary.
5. Provide counter service to citizens such as providing information, furnishing proper forms, collecting bonds, traffic and ordinance fines, and maintaining records of these transactions.

6. Has knowledge of essential building and jail mechanisms relating to utilities, locks and radio/telephone equipment.
7. Has knowledge of and obeys all policies, procedures, rules, orders, and directives pertaining to the jail/dispatch division.

JOB SPECIFICATIONS:

1. Education/Training:
 - A. Minimum of 60 college credits as required by Law Enforcement Standards Board.
 - B. The skills and abilities of this job require knowledge normally acquired with minimum of a high school degree or G.E.D. equivalent.
 - C. Must complete the following certification requirements; LESB Jailer certification, TIME I & II certification. Must also maintain appropriate 24 hour annual recertification requirements.
2. Skills/Abilities:
 - A. Ability to understand and follow directions in order to comply with County, State, and Federal regulations pertaining to the performance of the job.
 - B. Basic reading and arithmetic abilities in order to maintain various cash ledgers and account books regarding inmates finances and belongings, canteen accounts, petty cash accounts, etc..
 - C. Ability to operate office, computer, and radio equipment in an efficient and proper manner.
 - D. Ability to refer public to appropriate agencies on matters relating to statutes and ordinances.
 - E. Ability to maintain a calm and clear mind in emergency situations, especially when dealing with individuals in high stress situations, in order to assess the situation and take safe and appropriate action.
 - F. Ability to communicate in a courteous, professional manner when assisting the public, other agencies, and fellow officers.

PHYSICAL DEMANDS:

1. A majority of the shift (50% or more) is spent walking in order to perform cell checks and monitor the jail or sitting in order to operate the dispatch service.
2. Approximately 25% of the shift is spent bending/twisting in order to operate machines and move objects.
3. Approximately 75% of the shift is spent talking, hearing, and using far and near vision in order to monitor activities in the jail, provide services to the public, and transmit and receive information from a computer.

4. Approximately 10% of the shift is spent exerting low levels of pushing/pulling and generally moving/transporting and/or handling objects or equipment.

EQUIPMENT:

1. In order to perform the essential functions of this job the following equipment is normally used.
 - A. Basic office equipment; typewriter, calculator, copy machine, computer terminal (DOT computer system), fax machine, and multi-line telephone/911 equipment.
 - B. Technical equipment; camera and measuring devices.
 - C. Hand tools; broom and dust pan, mops and soaps/liquids, and vacuum cleaner.
 - D. Law enforcement equipment; fingerprinting equipment, flashlight, keys, portable radio, CCTV recording equipment, and OC gas.
 - E. Medical equipment; first aid equipment, bandages, rubber gloves, and other general medical equipment.
 - F. Food preparation equipment; cooking utensils and microwave.

WORKING CONDITIONS:

1. Approximately 75% or more of the shift is spent inside subject to various atmospheric fluctuations due to poor ventilation, dust, and odors.
2. Approximately 50% of the shift is spent subject to threat of physical attack from inmates and other anxious or upset individuals.

SIGNATURE

TITLE DATE

THIS POSITION DESCRIPTION HAS BEEN PREPARED TO ASSIST IN DEFINING JOB RESPONSIBILITIES, PHYSICAL DEMANDS, WORKING CONDITIONS, AND SKILLS NEEDED. IT IS NOT TO BE INTENDED AS A COMPLETE LIST OF JOB DUTIES, RESPONSIBILITIES, AND/OR ESSENTIAL FUNCTIONS. THIS DESCRIPTION IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND CONTROL THE WORK OF EMPLOYEES UNDER SUPERVISION. THE SHERIFF RETAINS AND RESERVES ANY OR ALL RIGHTS TO CHANGE, MODIFY, AMEND, ADD OR DELETE FROM ANY SECTION OF THIS DOCUMENT AS IT DEEMS, IN ITS JUDGMENT, TO BE PROPER.

4.00.80 **Deputy Sheriff - Jailer**

Date updated: 07/14/97

JOB TITLE: JAILER

DEPARTMENT: SHERIFF'S

GENERAL SUMMARY:

The Jailer is responsible for maintaining the safe and secure operations of the Rusk County Jail. This requires proper knowledge of booking procedures, segregation requirements, facility security, and address the day-to-day needs of inmates under the jailer's care.

REPORTING RELATIONSHIPS:

1. Reports to: Dispatch/Jail Sergeant, Dispatch/Jail Administrator, Chief Deputy, and Sheriff.
2. Directs Work of: Most senior deputy within a division may be called upon to guide the work of less senior workers.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Properly books inmates into the Rusk County Jail as set forth in the Jail Policy Manual (e.g., receives and searches incoming inmates, records and locks up their valuables, discovers any basic or medical needs, etc.).
2. Prepare, maintain, and update the necessary records, files, and computer information on jail inmates and their status.
3. Monitor inmates at irregular intervals (cell checks) in order to ensure their safety and protection and reports any emergency and/or special situations.
4. Provide health care through the jail nurse for all inmates requiring or requesting it, serves meals to inmates, and in maintains clean and sanitary living quarters in the jail.
5. Process and record all incoming and outgoing inmate mail.
6. Supervise and observe all inmate visitation periods.
7. Release inmates from custody.
8. Has knowledge of essential building and jail mechanisms relating to utilities, locks and radio/telephone equipment.
9. Has knowledge of and obeys all policies, procedures, rules, orders, and directives pertaining to the jail/dispatch division.

JOB SPECIFICATIONS:

1. Education/Training:

- A. Minimum of 60 college credits as required by the Law Enforcement Standards Board.
- B. The skills and abilities of this job require knowledge normally acquired with minimum of a high school degree or G.E.D. equivalent.
- C. Must complete the following certification requirements; LESB Jailer certification, TIME I & II certification. Must also maintain appropriate 24 hour annual recertification requirements.

2. Skills/Abilities:

- A. Ability to understand and follow directions in order to comply with County, State, and Federal regulations pertaining to the performance of the job.
- B. Basic reading and arithmetic abilities in order to maintain various cash ledgers and account books regarding inmates finances and belongings, canteen accounts, petty cash accounts, etc..
- C. Ability to supervise inmates and demonstrate a firm but fair attitude with them in order to ensure uniformity of and equal treatment for all inmates.
- D. Ability to refer public to appropriate agencies on matters relating to statutes and ordinances.
- E. Ability to maintain a calm and clear mind in emergency situations, especially when dealing with individuals in high stress situations, in order to assess the situation and take safe and appropriate action.
- F. Ability to communicate in a courteous, professional manner when assisting the public, other agencies, and fellow officers.

PHYSICAL DEMANDS:

- 1. A majority of the shift (50% or more) is spent walking in order to perform cell checks and monitor the jail or sitting in order to operate the dispatch service.
- 2. Approximately 25% of the shift is spent bending/twisting in order to operate machines and move objects.
- 3. Approximately 75% of the shift is spent talking, hearing, and using far and near vision in order to monitor activities in the jail, provide services to the public, and transmit and receive information from a computer.
- 4. Approximately 10% of the shift is spent exerting low levels of pushing/pulling and generally moving/transporting and/or handling objects or equipment.

EQUIPMENT:

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