

Deputy Sheriff – Dispatcher

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 – WAIVED, Not Required!
 - 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.

JOB TITLE: JAILER

GENERAL SUMMARY:

The jailer is responsible for maintaining the safe and secure operations of the Rusk County jail as well as the custody and correctional treatment of inmates. This requires the proper knowledge of booking procedures, segregation requirements, facility security, contributing to the health and welfare of the inmates under the jailers care and the promotion of good public relations. Additional collateral assignments may include program facilitations, activities coordination, and huber and in-home detention electronic monitoring. The jailer is also responsible for detecting and preventing crimes and enforcing laws as necessary.

REPORTING RELATIONSHIPS:

- 1: Report 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: Performs a variety of duties to ensure the proper maintenance of the jail in accordance with department and state policies.
- 2: Properly books inmates into the Rusk County jail as set 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.).
- 3: Has direct and daily contact with inmates, monitors inmates at irregular intervals (cell checks) in order to ensure their safety and protection and reports any emergency and/or special situations.

- 4: Responsible for maintaining security of the institution through observation of inmate behavior, maintenance of discipline, accountability of tools, and counseling of inmates on institutional and personal problems.
- 5: Motivates inmates to learn and adhere to jail inmate procedure and behavior expectations.
- 6: Reports to the Dispatch/Jail Sergeant, Dispatch/Jail Administrator all actions of misconduct, abnormal behavior or attitudes of prisoners.
- 7: Prepare, maintain, and update the necessary records, files, and computer information on jail inmates and their status.
- 8: Receive and report to Dispatch/Jail Sergeant, Dispatch/Jail Administrator all notable prisoner grievances.
- 9: Escorts and/or transport inmates to and from various activities within and outside the jail.
- 10: Safeguards prisoners' valuables.
- 11: Assists with the inmates' admission, classifications, and release processes. Prepares arrest records identifying prisoner and charges assigned.
- 12: Monitors and directs various inmates' programs (e.g. recreation, visitation, etc.) and supervises inmate movement and maintains control of assigned area of responsibility within the institution.
- 13: Provides and summons assistance and aid for inmates while maintaining the safety and security of the facility.
- 14: Process and record all incoming and outgoing inmate mail.
- 15: Supervise and observe all inmate visitation periods.
- 16: Provide health care through the jail nurse for all inmates requiring or requesting it, serves meals to inmates, and maintains clean and sanitary living quarters in the jail.
- 17: Dispenses authorized medications and administers first aid and CPR.
- 18: Maintains necessary financial records (e.g. cash accounts in inmate and canteen funds, bail, fines, etc.).
- 19: Collects, maintains, and completes necessary records and reports (e.g. criminal history, medical screening, medication delivery, inmate activity, inmate property, fingerprints, photographs, visitor logs, incident and discipline reports, etc.).
- 20: Is responsible for detecting and preventing crimes and enforcing laws as necessary.
- 21: Prepares written reports such as incident reports, minor work order, memos of involvement in specific incidents, and accident or injury reports, etc.).
- 22: Has knowledge of essential building and jail mechanisms relating to utilities, locks and radio/telephone equipment.
- 23: Searches and observes inmates, visitors, vendors, inmate workers, and others to ensure security.
- 24: Inspects all jail areas to ensure adherence to all jail policies and procedures (e.g. sanitation, security, etc.) and ensure that these aspects of jail operations are maintained.
- 25: Supervises inmates in living quarters and instructs them in proper housekeeping and sanitation.
- 26: Supervises and instructs inmates in the proper use and care of tools and equipment, instilling good work and personal hygiene habits in inmates.
- 27: Maintains strict control over hazardous tools, locks, keys, or other items that could be used to effect an escape or cause injury to staff and/or inmates.
- 28: Receives prisoners' work detail in the jail and supervises prisoners' work detail in the jail.
- 29: Prepares reports.
- 30: Has knowledge of and obeys all policies, procedures, rules, orders, and directives pertaining to the jail/dispatch division. 31: Performs other duties as required.

JOB SPECIFICATIONS:

1: Education/Training:

- A. High School diploma or its equivalency.
- B. The skills and abilities of this job required 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 1 & Time II certification. Must also maintain appropriate 24 hour annual recertification requirements.
- D. Jailers will be deputized by the Rusk County Sheriff after hire.

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. Also have a working knowledge of County and State criminal laws to the extent necessary to recognize when violations of law occur and when individuals violating these laws must be placed under arrest.
- B. Adhere to the high standards of personal conduct both on and off the job.
- C. Work in an environment requiring a special ability for alertness, keen mental and physical efforts.
- D. Be aware of group or individual tensions, unpredictable behavior and general signs of trouble that could result in injury.
- E. Maintain and demonstrates proficiency in the use of restraint methods, equipment, emergency measures, self-defense techniques.
- F. Maintain position in the event of such hostile or life-threatening situations such as riots, assaults and escape attempts.
- G. Exercise sound judgment in making instantaneous decisions affecting life, well-being, civil liberties and property which cannot be reviewed prior to implementation and which may subject the decision-maker to legal liabilities, including personal sanctions.
- H. Keep abreast of institution procedures and be familiar with the physical layout of the institution.
- I. Identify narcotics and narcotic paraphernalia.
- J. Multi-task with radio equipment, computer, intercoms and other electronic security equipment.
- K. 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.
- L. Ability to refer public to appropriate agencies on matters relating to statutes and ordinances.
- M. 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, 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, flashlights, keys, portable radio, CCTV recording equipment, tazor, pepper gun.
- E. Medical equipment, first aid equipment, bandages, rubber gloves, defibrillator, 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 67% of the shift is spent subject to the threat of physical attack from inmates and other anxious or upset individuals.