



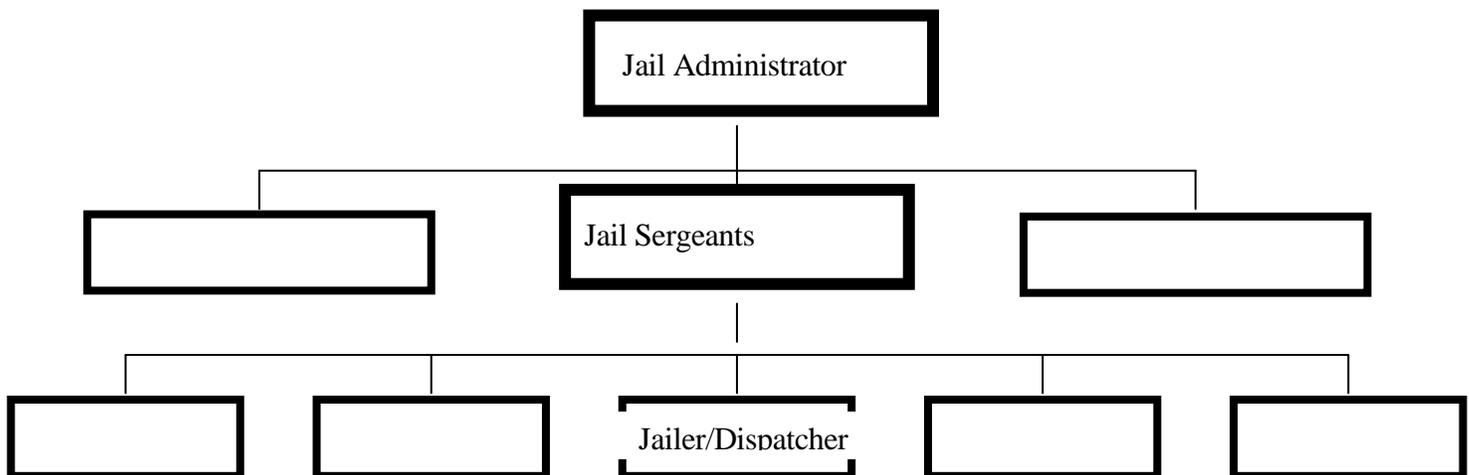
**BURNETT COUNTY
Non-Supervisory
Job Description**

Position Title: Jailer/Dispatcher	Date: January 15, 2015
Employer: Burnett County	
Department: Sheriff	
Work Location: Government Center	Phone: 715-349-2121
Supervisor's Title: Jail Sergeant	

WORK HOURS (Start/Finish): Varied, generally 12-hour shifts	
FULL TIME: 100%	REGULAR PART-TIME (%):
OTHER	

OUTLINE OF ORGANIZATION CHART

Using the chart below, please fill in the job titles of (1) your immediate supervisor, (2) the jobs of employees you work with who also report to your supervisor, and (3) the jobs of any employees you supervise. (If you prefer, attach a printed chart with the information.)



<p>I. POSITION SUMMARY</p> <p>Briefly state why this position exists and what you consider the most important impact the position has on the organization.</p> <p>The Dispatcher/Jailer is responsible for maintaining the security and safety of the Jail facility. The Dispatcher/Jailer operates the 911 system, assigns law enforcement and other emergency services providers to calls for service, and communicates important public safety information to emergency responders and the public. The safety of Burnett County begins in the 911 Communications Center.</p>
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II. ESSENTIAL ACCOUNTABILITIES

Please identify the essential accountabilities of the position, which should be the most important responsibilities of the job. Indicate the approximate percentage of time spent on each accountability annually. Then explain how the outcomes could be measured.

% of Time*	ESSENTIAL ACCOUNTABILITIES	HOW OUTCOMES COULD BE MEASURED
28	Monitor behavior and movement of inmates, provide supervision of housing units. Apply administrative discipline for violations of facility rules.	By maintaining safety and security within the jail and keeping order in the facility. Keeping inmates accountable for their actions
3	Perform searches of inmates, property, inmate lockers, and housing units.	Measured by keeping contraband out, and cleanliness within the jail
10	Maintain logs and other records of inmates, calls for service,	By checking on the completion and accuracy of records
8	Booking , fingerprinting, photographing and release of inmates	By double checking, making sure all booking info is complete
3	Transport inmates to other correctional or treatment facilities, court appearances, and medical-related appointments.	Making sure those transports arrived and departed safely
2	Provide or arrange for the health needs of inmates.	By recording dispensing of meds and logging inmates health needs
5	Escort inmates to court.	By logging all court activity
3	Use appropriate levels of force to control violent or non-compliant inmates.	Use of written reports if use of force is used
20	Operate the Enhanced 911 system, receive calls for service, assign appropriate law enforcement or emergency services providers.	Logging into the CAD system all the activity associated with the 911 system and 911 calls
12	Operate radios, telephones, computer systems, facsimile, and teletype equipment.	Measured by training and by consistently maintaining the radios and computers
5	Monitor video surveillance systems and alarms.	By recording the on goings of inmates actions while watching the cameras
1	Performs other duties as required by the Sheriff.	Overseen by the supervisors of any other duties performed
	*Percentages are estimates only.	

III. FORMAL PREPARATION / EXPERIENCE

Please answer the following based on the most representative combination of formal preparation and relevant experience to qualify for the position.

1. Formal preparation (or equivalent) to qualify for the position. Indicate years of previous experience and degree if required, as well as your preparation level.
High school diploma. Additional coursework in corrections science, criminal justice, or related field helpful but not required.
2. Relevant experience required to qualify for the position.
Experience in operating a variety of computer applications and systems. Experience in corrections, telecommunications, law enforcement, or security preferred, but not required.
1. Note any other training that is desirable for the position. Preference given to applicants holding current certification by the Wisconsin Law Enforcement Standards Board as a Jail Officer . Must be able to successfully complete Jail Officer Certification training, and CPR certification training within one year of appointment.

IV. JUDGMENTS MADE

Please identify what you believe are the most important judgments made in performing this job.

EXAMPLES OF JUDGMENTS	WHO, IF ANYONE, REVIEWS THESE JUDGMENTS	WHAT IS THE IMPACT OF THESE JUDGMENTS
Determine nature of emergency and non emergency calls for service.	Supervisors.	Impact of this judgment can be measured in timeliness and appropriateness of response, and outcome for individuals.
Determines necessity and level of force used to control inmates.	Supervisors, attorneys, courts.	Judgments in this area impact the safety of officers and inmates.
Medical/Mental health monitoring of inmates.	Jail Nursing staff, supervisors	Impacts inmate safety and welfare

V. WORK RELATIONSHIPS

Please identify the most typical work relationships of your position with other persons, functions, or organizations inside or outside of your own organization.

Typical Work Relationships	Purpose of the Relationship
Law enforcement officers in field positions.	By dispatching officers to calls, and receiving prisoners from them at arrival to the jail
Members of other emergency services agencies.	Dispatching of all emergency services within our county

Members of other County agencies, i.e. Highway Department, Public Health, Maintenance.	Calling out of the Highway Dept and maintenance for assistance. Using Public Health for inmate needs and after hours needs
Other law enforcement agencies outside of county	Calling of other agencies for mutual assist
Inmates in jail facility	Taking care of and assisting their needs
Other corrections/telecommunications officers within department	The need to work with all of our fellow officers in maintaining control and information passing
Public/Citizens	Working with the public on resolving their issues or needs. Receive calls from the public
Courts, Judges, Court Commissioners, District Attorney, Corporation Counsel	Need to deal with all aspects of the Criminal Justice system which includes those players

VI. WORK ENVIRONMENT

95 % Inside (sheltered)	10% Noise	10 % Travel Required
5 % Outside Work	1 % Fumes, Odor	5 % Temperature extremes
5 % Hazards	% Other (note)	

Are there any unusual physical requirements for your position? (Y/N) If yes, please explain.

Physical Demands:

FREQUENTLY: Regular use of hands to feel, handle, finger dexterity and talk or hear. Ability to stand, walk, sit, and reach with hands and arms. Ability to lift or move up to 50 pounds.

OCCASIONALLY: Ability to climb, balance, stoop, kneel, crouch or crawl. Ability to lift over 100 pounds, and/or move inmates that are unable or unwilling to ambulate. Ability to intervene in violent situations and apply appropriate physical force to control individuals. In emergency situations, ability to use self-contained breathing apparatus.

VISION REQUIREMENTS: Close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

HEARING REQUIREMENTS: The duties of a Dispatch/Jailer require the ability to understand voice or radio communications at conversational levels with considerable background noise.

Ability to use self-contained breathing apparatus (SCBA) in emergency situations.

VII. PROBLEM SOLVING

Please identify the typical types of problems this position solves on a regular basis. Also, include information on who else may be involved in helping with problem resolution.

Will frequently require problem solving collaboratively or individually with Courts, Probation agencies, mental health agencies, inmates, public, other law enforcement and emergency service agencies, on a variety of issues, including conflict resolution, placement of inmates, assigning of responding agencies or officers, determination of bail, determination of release dates, determining release of information to public or media.

These examples are illustrative only, and should not be considered all-inclusive.

Note assets, facilities, equipment, or funds, if any, for which this position has some degree of accountability. Accepting and disbursing funds from inmates or public, including bond, inmate canteen funds, or funds contained in inmate's personal property at booking. Confidentiality required in handling several types of records.

IX. UNUSUAL/UNIQUE MENTAL REQUIREMENTS

Does this position require any unusual or unique mental requirements?

Ability to handle several tasks simultaneously, and to determine priorities. Ability to react quickly and effectively to stressful situations. React quickly to medical and other emergency situations. Ability to work inside of a secured facility.

X. ADDITIONAL DATA/NOTABLE INFORMATION

Please identify any other information that would help someone else understand this position more clearly:

Must successfully complete Basic Jail Officer recruit training within one year of hire (if not currently certified in Wisconsin as a Jail Officer), and maintain certification as a condition of employment.

XI. SUPERVISOR'S REMARKS