



POSITION DESCRIPTION KOOCHICHING COUNTY

SECTION I: GENERAL INFORMATION

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| Position Title: E911/Correctional Officer | Department: Sheriff's Office | FLSA Status: Non-Exempt |
| Date: 10/2010 | Job Evaluation Assignment B24 A&B | Immediate Supervisor's Position Title: Jail Administrator |

Job Summary:

Under the direction of the Jail Administrator, the E911/Correctional Officer is responsible for providing dual responsibilities of E911 Dispatching and Correctional Officer responsibilities. When serving as Correctional Officer, the job is responsible for providing security for the County Jail by controlling the entrances and exits to the outer and inner perimeter of the jail; to receive, search, process, discipline and release or secure as required all lawfully arrested or sentenced persons, to control and care for inmates assigned to the jail facility, to enforce rules and regulations, to maintain order, and to prevent escapes. When serving as an E911 Dispatcher, the job is responsible for providing prompt and efficient monitoring and operation of the police radio, telephone and law enforcement internet system in order to maintain efficient communication between the public, law enforcement agencies, and public service agencies in the County. Position may encounter not public data in the course of these duties with access limited to what is necessary to fulfill the duty responsibility.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervises, monitors and observes the activities, health and safety of inmates. Implements and follows all jail policies and procedures pertaining to the care, security, safety and health of inmates.
 - Dispenses medications to inmates;
 - Conducts well-being checks;
 - Conducts random cell searches;
 - Assesses the medical and physical conditions of the inmates and reports referrals to appropriate agency to ensure that needs are addressed;
 - Intervenes in verbal or physical disputes amongst the inmates and takes appropriate action;
 - Provides for the daily care of the inmates ranging from delivery of personal hygiene items to intervening in disputes amongst the inmates; and
 - Responds to emergency situations in the jail that many times requires physical force or interpersonal communication skills to settle the disturbances

2. Operates the master control system governing the movement of inmates, staff and public within the jail. Duties include:
 - Operates numerous security monitoring systems (audio and visual) to maintain the security of the jail facility;
 - Monitors all incoming and outgoing phone calls;
 - Monitors the location of facility personnel within the jail; and
 - Coordinates and monitors any emergency response in the facility.

3. Responsible for accepting or denying inmates into the jail and implementing booking in and release procedures.

Performs such duties as:

- Interviews the inmates after he or she is brought in and fills out proper forms;
 - Ensures that proper paperwork has been received before acceptance of an inmate into the Koochiching County Jail;
 - Completes booking forms, medical information and work release information from the inmate and enters data in County and State database;
 - Conducts a pat down or strip search of the inmate
 - Takes personal effects including money from the inmate and has to account for and secure all such items;
 - Takes fingerprints;
 - Takes photo of mug shots, scars, marks and tattoos; and
 - Classifies the inmate and places in an appropriate cell.
4. Ensures the safety of staff, volunteers and visitors. Sets up medical appointments and arranges for appointments and transportation of inmates.
 5. Maintains all jail records, files, logs, incident reports, databases, inmate accounts or other records and documents required by jail administration.
 6. Answers emergency 911 calls for all Koochiching County and dispatches emergency vehicles and staff including fire, EMS, ambulances and law enforcement personnel. Follows department procedures, policies and routines in addressing, handling and monitoring emergency responses.
 7. Maintains, enters and updates daily law enforcement records including runaways, stolen vehicles, thefts, burglaries, traffic violations and/or accidents, and warrants. Sends out amber alerts and KOPS alerts.
 8. Conducts monthly tests of civil emergency alarms and paging systems for emergency response/agencies.
 9. Performs other duties of a comparable level or type, as required.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

| | Titles of Positions Directly Supervised | # of Employees |
|--------------|---|----------------|
| | | |
| TOTAL | | |

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

| REQUIRED EDUCATION/TRAINING (choose one) | | DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) | |
|---|--|---|--|
| | less than high school diploma | Major field of study or degree emphasis: | |
| x | High school diploma or GED. | | |
| | <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">1 yr post secondary</td> <td style="width: 50%;">2 yrs post secondary</td> </tr> </table> | | |
| 1 yr post secondary | 2 yrs post secondary | | |

| | | | | |
|--|-------------------------|--|---------------|--|
| | 3 yrs college | | 4 yrs college | |
| | 1st year graduate level | | | Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Fundamental knowledge of recordkeeping and administrative support functions. • Operation and use of computer equipment and general business software. • Knowledge of county roads and highways. |
| | 2nd year graduate level | | | |
| | | | | |

Required Work Experience in Addition to Formal Education/Training:

No previous experience required.

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| LICENSE/ CERTIFICATION | <p>Identify licenses/certification required:</p> <p>A Valid Minnesota Driver’s License or evidence of mobility.</p> <p>Expected to obtain certification in the following areas upon employment within County time requirements:</p> <p>Criminal Justice Information System/BCA Certification. First aid and CPR Medical Dispensing FEMA Certification Self-Defense and Use of Restraints</p> |
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| ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK | <p>Skilled in:</p> <ul style="list-style-type: none"> • Using computers and learn department specific software applications; • Learn and apply self defense techniques and defending self and others in physical encounters; • Judgment and discretion in dealing with inmates appropriately and addressing conflicts; • Communication skills; • Ability to make decisions in response to emergency situations in accordance with department procedures and policies; • Ability to speak clearly in person, via radio, and on the telephone; • Reading and interpreting maps; • Learning, monitoring and responding to security systems, alarms, emergency calls and the dispatch or appropriate persons; • Learning and applying state and federal laws, rules and regulations pertaining to job responsibilities including departmental policies and procedures; • Enforcing policies and procedures; • Ensuring security and safety of inmates and staff; • Preparing and maintaining records and reports pertaining to jail/communication operations; • Preparation of various narratives, summary, activity, law enforcement records and bookkeeping reports. |
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| HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or</i> | Unusual or hazardous working conditions related to performance of duties: |
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| <i>environmental conditions noted.</i> | Incumbents when performing the function of jail administrator, may be subjected to personal injury, physical violence, threats of violence, work space restrictions, exposure to contagious diseases, blood borne pathogens, exposure cleaning chemicals, public contact involving conflict and risks, and work activities requiring constant precautions and safety considerations. |
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| PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities | | | | |
|---|--------------|-------------------------------|------------------------------|---------------------------------|
| Employee is required to: | Never | 1-33% Occasionally | 34-66% Frequently | 66-100% Continuously |
| Stand | | | X | |
| Walk | | | X | |
| Sit | | | X | |
| Use hands dexterously (use fingers to handle, feel) | | | | X |
| Reach with hands and arms | | | | X |
| Climb or balance | | X | | |
| Stoop/kneel/crouch or crawl | | X | | |
| Talk or hear | | | | X |
| Taste or smell | | X | | |
| Physical (Lift & carry): up to 10 pounds | | | | X |
| up to 25 pounds | | | X | |
| up to 50 pounds | | X | | |
| up to 100 pounds | | X | | |

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Classification History: B24 A&B

**Date Board Adopted: 2009-2010 Bargaining Unit Contract for DTS Buyout.
October 26, 2010 2010/10-33 Job Study B23 Overridden**