

**Jefferson County Position  
Description**

**Name:** \_\_\_\_\_ **Department:** Sheriff's Department  
**Division:** Jail

**Position Title:** Deputy Sheriff - Jail **Pay Grade:** 27 **FLSA:** Non-exempt

**Date:** March 2020 **Reports To:** Jail Captain

**Purpose of Position**

The purpose of positions in this classification is to perform jail security and related tasks for Jefferson County Sheriff's Department.

**Essential Duties and Responsibilities**

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Maintains jail security including: regular patrolling of jail, monitoring surveillance equipment, completing cell inspections and searches, and conducting strip searches in accordance with State Statutes and policy and procedure.
- Operates computerized door control panels, SCBA, defibrillator and various other security/safety equipment within facility, conducting manual override of cell doors in case of emergency situations.
- Identifies potential and/or existing problems and takes appropriate action to correct the situation including: recognizing potential inmate conflict, intervening in disputes, mediating inmate conflict, and disciplining inmates when jail rules are violated. Appropriately uses restraints. Forwards State charges or issues County Ordinance tickets as appropriate.
- Books inmates including: searching of inmates, photographing, fingerprinting, inventorying personal property, completing medical questionnaire, and carefully assessing if the subject is a risk to himself or others.
- Escorts inmates to court.
- Interprets and understands court paperwork including: Judgments of Conviction, warrants, child support orders, writs, etc. Understands and serves civil process papers.
- Logs and documents, accurately, information relating to: inmate activities, tasks performed, court appointments and appearances (including JOCs, bonds, etc.), maintenance issues, discipline of inmates, as well as Huber inmate information.
- Follows policies and procedures relating to medical issues in the jail including: accurate documentation of inmate medical issues; examination and verification of medications brought in by inmates; medication dispensing, as directed by the Jail Medical Staff; and accurate documentation of medication dispensing. Renders aid and assistance to inmates, as needed.
- Receives and receipts inmate monies and routes appropriately.
- Distributes inmate personal grooming items, uniforms, linen, request slips, commissary slips, and mail and responds timely to inmates request slips.
- Follows Policy and Procedures in attending to daily tasks.
- Completes end-of-shift tasks.

- Transports inmates to and from appointments, other law enforcement agencies, and prisons. May be required to operate Sheriff's office vehicles, either marked or unmarked squads, or specialty vehicles.
- Attends training as required and scheduled.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties and assists other Sheriff's Office Divisions as requested.
- Demonstrates dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

60 college credits required at time of hire or three years paid, full-time experience as a Civilian or Military Police Officer. Wisconsin Law Enforcement, CPR and weapons certifications, and valid motor vehicle operator's license required.

### **Other Requirements – Certificates/Licensures**

**Background Check:** The successful candidate will be required to submit fingerprints as part of an FBI criminal background check and to complete Security Awareness Training

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

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to persuade, convince, and/or train others, including the ability to act in a lead worker capacity. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as incident and accident reports, criminal complaints, juvenile court documents, photos, inmate rosters, invoices, time sheets, jail activity logs, County Ordinances, State Statutes, requisition forms, court intake sheets, inventory lists, jail surveillance equipment operating manuals, procedures, guidelines and non-routine correspondence.
- Ability to communicate effectively with inmates, jail visitors, attorneys, medical care providers, educators, private investigators, psychologists, vendor representatives, Probation and Parole personnel, juvenile offenders, victims/witnesses, Department personnel, Judges, attorneys, Human Service personnel, and other law enforcement agencies personnel.
- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals. Ability to use functional reasoning within rational systems involving diversified work requiring exercise of judgment with some choice of action.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory criteria, to include the ability to justify and use reasonable amount of force necessary to maintain control of a situation and/or out of control subject.  
Ability to operate equipment and machinery requiring simple, periodic adjustments such as two-way radio, computer keyboard/typewriter, photocopier, telephone, firearms, flashlights, fire extinguishers, control panels, camera, television monitors, breathing apparatus and restraint devices. Ability to move and guide material using simple tools.

- Ability to coordinate eyes, hands, feet and limbs in performing moderately coordinated movements such as pressing, pumping and smoothing. Ability to grasp and place objects.
- Ability to exert moderate to heavy physical effort in law enforcement work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling. Ability to exert force necessary to restrain/subdue individuals.
- Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, odors and textures associated with job-related objects, materials and ingredients
- Ability to work under conditions where exposure to environmental factors such as temperature variations and extremes, toxic agents, violence, noise, vibrations, machinery and disease may cause some discomfort and where there is a risk of injury

**Supervision**

None.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to stand and walk, use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; run; climb or balance and stoop, squat, bend, twist, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 25 pounds does generally occur. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision and ability to adjust focus. In addition, the employee must always be ready and able to safely respond to an emergency at all times, which may require asserting greater physical requirements, such as, but not limited to, running for extended periods of time, applying force in excess of 100 pounds, running up several flights of stairs.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is exposed more than two thirds of the time to violent conditions such as fighting or fleeing individuals; use of deadly weapons; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The noise level in the work environment is usually loud. This position may be called out 24 hours a day or rotate being on call, including weekends and holidays. Uses personal protective equipment.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

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Supervisor

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Date

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Human Resources

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Date

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