**Jefferson County**
**Position Description**

**Name:** **Department:** Sheriff

**Position Title:** Sergeant – Jail **Pay Grade:** 11 **FLSA:** Non-Exempt

**Date:** **Reports To:** Jail Captain

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**Purpose of Position**

The purpose of this position is to schedule and direct supervision of jail staff and guard inmates in transit between jail, courtroom, prison, or other points in accordance with established regulations and procedures.

**Essential Duties and Responsibilities**

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

- Plans, implements, and coordinates continued training to assure deputies complete required yearly training to maintain certification as Wisconsin Law Enforcement Officers; supervises the Jail Field Training program; conducts operational training for Deputy use of technical equipment.
- Coordinates required training of deputies to comply with the requirements of the yearly State Jail Inspection.
- Coordinates required bi-annual training of deputies and non-sworn staff to comply with requirements of PREA (Prison Rape Elimination Act).
- Prepares daily shift briefing; attends various meetings.
- Participates in preparing the departmental budget.
- Oversees and coordinates programs and services for inmates. Responds to complaints.
- Conducts monthly unannounced PREA Supervisory walk-through of all areas of the jail.
- Write and review correspondence. Review and suggest policies and procedures. Research and provides written recommendations for special projects.
- Ensures compliance with local, state, and federal laws and regulations, including PREA.
- Respond to, investigates, and addresses complaints from the public and other agencies.
- Maintain discipline and enforce the rules and regulations pertaining to the facility and may employ force to quell disturbances and maintain discipline.
- Receive and book inmates; assign and escort inmates to cells, dormitories, or similar areas.
- Oversees issuance of uniforms, bedding, and other supplies.
- Ensures regular inspections and searches of inmates and their quarters for cleanliness, contraband, and order.
- Review reports of violations of Jail rules along with documentation of inmate activities in the RMS.
- Provide a positive rehabilitative influence on inmates within guidelines established by the Sheriff's Office.
- Prepare and present written and oral reports and records as required.

- Reviews requested criminal charges and reports of violations of law occurring within the jail.
- Administers basic first-aid and CPR, as needed.
- Supervises maintenance and cleanliness of the jail. Order supplies.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.

**Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

- None.

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

- Five years of Sheriff's Office Service, similar experience and/or training; or an equivalent combination of education and experience.
- High school diploma or equivalent is required.

**Preferred Training and Experience Required to Perform Essential Job Functions**

- Five years related Sheriff's Office Service, experience and/or training; a bachelor's degree from a college or university plus three and one-half years of experience; or equivalent combination of education and experience.

**Other Requirements – Certificates/Licensures**

- Certification in accordance with State of Wisconsin Law Enforcement Standards Board.
- Valid Wisconsin driver's license.

**Knowledge, Skills, Abilities**

- Ability to analyze situations quickly and objectively recognize actual or potential dangers and determine the proper course of action.
- Ability to apply concepts of basic algebra and geometry.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to effectively present information and interact effectively with customers, managers, and the general public.
- Ability to effectively present information to top management, public groups, and/or boards.
- Ability to effectively resolve questions, problems, and complaints.
- Ability to establish and maintain effective working relationships with coworkers, local, state and federal officers, groups, and with citizens from varied racial, ethnic, or economic backgrounds.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to write reports, business correspondence, and procedure manuals.

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to reliably and predictably carry out one's duties.
- Ability to remember details; effectively problem-solve and make sound decisions.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to solve problems and deal with a variety of variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to utilize tact, discretion, courtesy, and respect for individual rights.
- Ability to work effectively with individuals and families in very emotional and difficult situations and in situations where individuals may be hostile or aggressive.
- Ability to work effectively with individuals to assist them in solving physical, mental, and social problems.
- Ability to write speeches and articles for publication that conform to the prescribed style and format.
- Knowledge of basic drug identification and drug symptomatology.
- Knowledge of bonding procedures.
- Knowledge of corrections and law enforcement management methods and procedures.
- Knowledge of court rules and procedures and ability to render credible testimony in a court of law.
- Knowledge of criminal law, current case law, trends in operations, investigation, incarceration, and crime-prevention methods.
- Knowledge of law enforcement techniques and standards, and federal, state, and local ordinances.
- Knowledge of patrol procedures, criminal investigation techniques, criminal identification, records maintenance, and radio procedures.
- Knowledge of policies, procedures, rules and regulations regarding the administration of law enforcement and detention center operations.
- Knowledge of record management and laws.
- Knowledge of sheriff administration and organization, contemporary management/supervision principles, County and Departmental Policies and Procedures, all appropriate criminal laws, including local ordinances, and appropriate administrative laws relative to public employment, including local ordinances, crime prevention activities, use and care of County equipment, and contemporary law enforcement, technologies, methods, and practices recognized in the law enforcement community.
- Knowledge of the principles and practices of modern police work and the laws governing arrest, custody of prisoners, search and seizure, and rules of evidence.
- Skilled in the use and care of various firearms and law enforcement equipment, including skill in safe and effective use of self-defense weapons and methods.

**Supervision**

Assists in supervisory responsibilities in accordance with the organization's policies and applicable laws. Involves supervisory responsibility for one or more full-time individuals, involvement in the recruitment and selection process of employees, prepares and conducts employees' performance appraisal, disciplinary measures, and assists with the hiring and firing process. Additional responsibilities include supervising direct reports through coaching, interviewing, hiring, and training employees; planning, assigning, and directing work; rewarding and disciplining employees; addressing complaints and resolving problems.

**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, climb or balance and stoop, squat, bend, twist, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 25 pounds does generally occur; in emergencies, it may be necessary to lift, move, push, or pull up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision and the ability to adjust focus. Ability to move heavy objects or persons, give chase on foot, and restrain persons within the course of proper police procedures; work in confined areas; walk, sit or stand for long periods of time; possess the physical strength and agility to defend self and others in a hostile or combative situation.

**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 to conditions such as moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The noise level in the work environment is moderate to loud. This position is exposed to very stressful situations where things may seem chaotic. This position may be exposed to blood-borne pathogens or bodily fluids, dangerous situations. This position may be called out 24 hours a day to include evenings, nights, weekends and holidays. This position may have very long hours.

*Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations for qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

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

_____ _____

Supervisor Date

_____ _____

Human Resources Date

_____ _____