

# Correctional Officer/Dispatcher

Date Posted:	September 11, 2018
Department:	Sheriff
Compensation:	\$19.19 per hour
Hours	Part Time
Deadline:	Monday, Sept 24, 2018 at 4:30pm

This position will work mainly in the Dispatch Center.

A thorough background check will be done on all finalists who apply for this position.

## **Job Summary:**

The Correctional Officer/Dispatcher is responsible for the communication between the public and the law enforcement officers, ambulances and fire departments. Provide courtroom security for Judge, court personnel, jury and all participants. Supervise inmates in accordance with established policies, regulations and procedures, observe conduct and behavior of inmates to prevent disturbances and escapes.

## **Essential Functions:**

### **Dispatch**

- Operate computer, telephones, radio, doors, visitation system, and intercoms simultaneously.
- Exercise self-control, decisiveness, calmness and tact.
- Answer emergent and non-emergent phone calls.
- Dispatch appropriate units to calls.
- Accurately create and complete ICRs for report based calls.
- Provide pertinent pre-arrival information to all units.
- Receive findings from units on scene to determine need for additional resources.
- Dispatch additional resources via radio, phone, pagers, teletype.
- Maintain LE and medical safety by performing timely status checks.
- Maintain RMS with accuracy and completeness.
- Prioritize calls.
- Direct and assist public.
- Monitor and control security interlocks and cameras building-wide and specific areas of the courthouse.
- Oversee persons entering and exiting the jail/jail lobby.
- Dispatch EMS services for their calls of service.
- Maintain computer log of all non-ICR information received.
- Maintain restraining order and warrant files.
- Search Statewide Supervision site for criminal history and active supervision.
- Run Criminal Histories

- Provide information/communication/data to Law Enforcement and other Law Enforcement personnel/agencies.
- Maintain cleanliness in the Dispatch Center.
- Daily pager tests.
- Respond to intercom calls from inmates.
- Oversee transport of inmates.
- Direct public to appropriate agency or person to help locate information.
- Answer questions from the public requiring knowledge of law.
- Update, cancel, and validate CJIS files.
- Receive bail/bond, or other miscellaneous funds.
- Monitor weather.
- Provide answering service for Mora Public Utilities and East Central Electric.
- Activate and deactivate civil defense sirens.
- Perform radio checks.
- Performs related duties as required.

### **Correctional Officer**

- Supervise, control, escort inmates, visitors, staff and vendors. Ensuring all movement including transports is authorized.
- Processes person received including photos, fingerprints, searches, property storage, and booking information. Qualifies charges, perform initial medical assessment, collect medical information and personal history of inmates.
- Conduct well being observation checks at least once every 30 minutes & more frequently for special watch inmates; counting and recording prisoners in & out of facility.
- Process, coordinate, and disseminate all needs including but not limited to; medical issues, courts, programs, visitation, food, clothing, inmate requests and shelters.
- Supervise and direct inmates; enforcing rules, observe behaviors, and classify inmates based on behavior. Maintain and update records on inmates, including logs, incident, grievances, profile information and forms.
- Administer medication; including self-administered diabetic checks (Blood sugar and Insulin), other medical issues and treatment of inmates according to physician orders or dietary restrictions. Provide security for medical staff.
- Search inmates and their living quarters for contraband.
- Operate all jail equipment properly (restraint chair, Taser, medical equipment, cell extraction suit, suicide prevention gowns)
- Inventory all security items, keys and equipment. Notify supervisor of any discrepancies.
- Process inmate releases, return of property and money upon release.
- Supervise Huber and STS (sentence to serve) performance
- Get inmates in touch with attorneys, clergy, etc.
- Urine tests for inmates

- Collecting fees and payments; huber, bail, etc.
- Perform some maintenance and janitorial duties
- Respond to assess emergency situations such as fights, suicide attempts, threats to staff, fire alarms, contraband recovery, medical situation, enforcing rules, restraining inmates and responding to calls for assistance.
- Document all facts of incidents by preparing reports on jail problems and discipline.
- Maintenance of oxygen and first responder medical bags
- Supervise inmate housekeeping and responsibilities in the jail units and inmate worker activities throughout the facility such as laundry and kitchen.
- Scheduling inmate jail time.
- Ordering supplies
- Check fire hazards and security locks
- Assist dispatch as needed.
- Performs related duties as required.

### **Bailiff**

- 90% Courtroom Security; guarding Judge, and preventing courtroom disturbances
- 10% Security checks of people and the building

### **Minimum Qualifications:**

- High School graduate or equivalent plus one year
- 1-2 years experience in customer service/secretarial/medical
- Stable work record
- Valid driver's license
- Keyboarding skills
- Verbal & written communication skills

### **Benefits:**

This position will receive the following benefits:

- Paid Time Off (PTO)
- Holiday Pay
- Pension
- Voluntary Retirement Plans

### **Salary**

\$19.19 per hour. (Range 9, union position, Local 107)

### **Hours of Work**

The Sheriff's Office and Jail are a 24/7 operation. You will be required to work rotating shifts, weekends, and holidays, etc.

### **Pension**

Minnesota Public Employee Retirement Association. Contribution rates are 5.83% by employee, 8.75% by employer.