ASHLAND COUNTY SHERIFF'S OFFICE

SECTION I: GENERAL INFORMATION

Position Title: Jail Officer Flex	**Work Hours:** Full-Time. 12-hr flex shifts (1,872 hours/year)	**Department:** Sheriff's Office
Immediate Supervisor's Position Title: Jail Sergeant		**FLSA Status:** Nonexempt-Hourly Wage

Job Summary:

Under the direct supervision of the Corrections Sergeant, the Correction Officer shall be responsible for carrying out the everyday operations and security of the jail. Duties are performed in accordance with State Statutes, Department rules, policy and procedures, employee handbook and standard operating policy. Work may be performed on rotating shifts.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ascertains that commitments and arrests of individuals to be detained in jail are in proper order.
- Properly books all prisoners upon their arrival at the jail, including performing a personal search, logging into the computer all personal belongings and securing the same, logging in inmate identifying information, fingerprinting and photographing the inmate, issuing clothing, bedding and other supplies.
- Performs medical screening, suicide screening and follows policy for approval and distribution of medications.
- Perform alcohol breath tests as needed and confining the inmate as may be required.
- Escorts inmates between cells, to programming and visiting, keeping inmates segregated according to classification.
- Transporting inmates anywhere within the State of WI.
- Makes and logs periodic cell checks and checks cellblocks for cleanliness and contraband.
- Administers discipline and enforcement of all rules and regulations among the prisoners.
- Responsible for the cleanliness and sanitation of the jail; assigns, supervises and inspects the work of inmates engaged in on-site clean-up.
- Maintains various jail records and logs including visitation log, medical log, keeping track of inmate mail, the logging of shift events and preparing written reports; performs upkeep of jail records and filings.
- Performs all duties to ensure the safety and security of the inmates. Delivers medications to inmates and contacts proper medical staff regarding inmates medical concerns according to policy and procedure.
- Supervises the comings and goings of Huber inmates; performs strip searches, recording and storing goods and valuables received and issues brown-bag lunches. Verifies work release schedules. Maintains communication between shifts and keeps supervisor informed of any problems, complaints or infractions of rules and/or regulations.
- Oversees the distribution of meals by inmate workers; maintains meal counts and forwards to Food Service Director.
- Uses verbal skills, assigned weapons, handcuffs and other restraints, and physical force to maintain discipline and order among prisoners.
- Ability to use all issued equipment such as handcuffs, batons, O.C. Spray, Electronic Control Device (ECD) and the SBCA (self-contained breathing apparatus).

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			AA degree preferred WI Jail Officer Certification
X	High school diploma or GED.			Major field of study or degree emphasis: Law Enforcement, Criminal Justice or related field.
	1 year college		2 years college	
	3 years college		4 years college	
	1st year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: • Must have the ability to evaluate situations, based on training/experience and policy/procedures and make good decisions. • Good basic mathematical skills. • Must possess good verbal and written communication skills • Department, policies, rules and regulations, and procedures. • Knowledge of laws, rules, regulations, and guidelines pertaining to the County Jail. • Knowledgeable of computer hardware, software and accessories. • Knowledgeable of rules, regulations and State Statutes regarding housing of prisoners. • Ability to detect and recognize potential hazards and dangers to the facility and safety of the inmates. • Must be able to keep accurate records and make detailed reports. • Ability to follow oral and written instructions or directions. • Ability to attend various training schools and pass/maintain required certifications. • Ability to maintain effective working relationships.
	2nd year graduate level			
	Doctorate level			

Required Work Experience in Addition to Formal Education/Training: **Although 2-year degree or prior experience is preferred, will consider applicant with High School Diploma or GED.**

LICENSE/ CERTIFICATION	Identify licenses/certification required:
	• Must be certified or eligible to be certified as a Jail Officer by the WI Department of Justice - Law Enforcement Standards Board • Valid Wisconsin Driver's license with no restrictions • CIB/TIME system • Breath Examiner Specialist • Taser Certification

ESSENTIAL SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK	• Skill in reading and comprehending written communications. • Ability to write in a clear, legible manner. • Awareness of security principles and procedures applicable to a jail facility. • Awareness of the emotions, attitudes and group dynamics of confined inmates. • Ability to learn the operation of electro/mechanical security equipment typically used in the jail. • Ability to learn and use appropriate physical restraint techniques and equipment. • Ability to operate, maneuver and/or steer a vehicle, taser, baton, riot gear, restraint devices, calculator, audio/video recorder, computer terminal, first aid equipment, air pack, preliminary breath tester (PBT), and camera. • Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as data entry. • Ability to exert extreme physical force to restrain and subdue persons. • Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling. • Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds and odors associated with job-related objects, materials and tasks. • Ability to perform arithmetic calculations.

HAZARDOUS WORKING CONDITIONS	**Unusual or hazardous working conditions related to performance of duties:** Work is performed in the County Jail and may involve confronting abusive and/or threatening inmates.

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 75 pounds		X		
Up to 100 pounds		X		
More than 100 pounds		X		

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

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

_____ _____

Sheriff's Signature **Date**

_____ _____

Jail Administrator's Signature **Date**

Classification History:

Description Updated 8/2018