

Position Title: Correctional Officer – Jailer

FLSA Status: Non-exempt

Reports to: Jail Sergeant or Captain

Department: Sheriff's Office



## I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This is a position provides jail security for the inmates of the Vernon County Jail. Employee uses semi-independent judgment and often works alone in providing jail security through the care, custody, and control of inmates.

## II. Essential Duties and Responsibilities

- Books, screens, fingerprints, photographs, and searches (to include legal and authorized strip searches) those individuals who are lawfully presented to the County Jail for incarceration; must check and inventory possessions.
- Provides and maintains security through the care, custody and control of male or female inmates (to include physically restraining those who are combative).
- Performs periodic counts on inmate population and maintains close surveillance of inmates for security, prevention of accidents, and prevention of inmates from doing harm to themselves or others.
- Administers first aid and under supervision of the Jail Nurse, delivers medications and performs elementary nursing tasks.
- Operates security equipment in a modern jail.
- May accompany sworn officers in escorting inmates to hospitals, clinics, court and to other appointments or facilities.
- Oversees inmates in keeping themselves and their quarters in a clean, safe, sanitary, and secure condition.
- Issues supplies to inmates and delivers meals to inmates.
- Inspects incoming and outgoing inmate mail for contraband and jail security concerns.
- Reports infractions of rules by inmates and unusual occurrences to the Jail Administrator.
- Prepares reports and fills out forms used by the jail.
- Maintains public security and confidentiality when dealing with the public either in person or by phone.

- Assists in matters of the jail canteen, church programs, inmate visitations, inmate drug testing, and with the jails Huber law/work release programs.
- Provides the Administration with information that may result in testimony for the District Attorney and the Courts as necessary.
- Answers inquiries when within the authority to do so or refers such inquiries to appropriate authorities.

### III. Related Job Functions

- Responsible for working safely and following safety practices and standards; responsible for reporting and/or correcting any existing or potential safety or accident hazard.
- Answers multi-line telephones, operates jail radio equipment, computer control and inquiry equipment, and other office equipment as necessary.
- Establishes and maintains effective working relationships with all law enforcement officers, co-workers and others.
- Attends staff meetings and training sessions as required by the laws of certification
- Must perform routine cleaning duties in office spaces, detention areas, and support areas of the jail.
- May receive, record fines and accept bail money under the policy rules.
- Performs related work as required or directed to by the Sheriff, Undersheriff, Jail Administrator-Captain, Jail Sergeant or and of their designees.

### IV. Physical Demands

Depending upon shift assignment, approximately 50% - 90% of the time is spent sitting; hearing, using near and far vision; 50% to 90% walking, standing, climbing, bending, talking, hearing, fingering, handling; 10% - lifting, carrying up to 40 pounds, climbing stairs. In more non-routine situations and with little or no notice, one may be physically attacked and have to grapple, stoop, crawl, run, crouch, bend, reach, or push/pull 160 pounds or more. Must be able to lift, carry, and wear a self-contained breathing apparatus weighing approximately 40 lb. Occasionally exposed to adverse environmental and atmospheric conditions.

- Involves potential for physical attack.
- May involve potential for minimal exposure to blood/body fluids.

### V. Education and Training Requirements

Must possess a high school diploma or GED. Must possess or obtain Jail Officer certification by the Wisconsin Division of Training and Standards with-in one year of full-time employment; training in Corrections preferred and experience in the direct custody of adult inmates desirable. Must successfully pass a background check. Any suitable combination of experience and training may be substituted by the governing authority.

All appointees must be certified or successfully complete jailer certification training as required by the Law Enforcement Standards Board to achieve Wisconsin Jailer Certification within one year of employment. Successful candidates for Jailer may be required to satisfactorily pass specialized training in jail operation. Must live in Vernon County within 6 months following the appointment. Probation after appointment is 18 months. Possession of a valid driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.