
LAC QUI PARLE SHERIFF'S OFFICE
600 6TH STREET
MADISON MN 562456

Department: Sheriff's Office

Reports To: Jail Administrator

Supervisory Duties: No

FLSA Status: Non-Exempt

Union Status:

Last Updated: June 2020

Position Details

The dispatch/Jailer serves as a point of contact through which information is received and disseminated. The Dispatcher/Jailer position is responsible to maintain the safety and security of employees and inmates of the Lac qui Parle Jail and to receive emergency and non-emergency requests for assistance and dispatch services for Law Enforcement, Fire, alarms and emergency medical services for Lac qui Parle County.

Dispatcher Duties and Responsibilities

- Manages, prioritizes and responds to emergency and non-emergency calls including enhanced 911, from the public, dispatchers from other agencies, law enforcement agencies via telephone and radio systems and computer aided dispatch (CAD) systems.
- Processes, evaluates, and prioritizes calls and dispatches appropriate response in a timely manner while entering data into computer system.
- Provides medical direction to victims prior to arrival of responder.
- Maintains status and locations of Sheriff's Office and other agency units.
- Creates and maintains various law enforcement reports, statistical records and databases.
- Maintains accurate record entries for all calls for service.
- Operates all pager systems and the county-wide emergency alert system.
- Manages, creates, updates and queries a variety of data, reports and records including criminal histories, locate missing persons, enter/clear warrants, enter and modify stolen vehicles, agency locates and emergency information.
- Maintains and processes permit to carry applications, firearms purchase applications, and burn permits.
- Receives weather warnings and relays them to appropriate officers and to civil defense personal.

Jailer Duties and Responsibilities

- Responsible for the control, observation and supervision of inmates to ensure the maintenance of security, operational rules, and policies of the Jail.
- Performs inmate wellness checks.
- Manages booking and release processes for arriving and leaving inmates.
- Supervises inmate visitations.
- Intervenes in emergency situations such as fights, suicide attempts and medical emergencies.

- Administers prescription and non-prescription medications to inmates.
- Provides daily care and communications with inmates.
- Supervises court duties including UA's, mouth swabs and breath tests.
- Utilizes restraint and safety equipment as necessary including restraint chair, Taser, suicide smock, spit shield, handcuffs, belly chains, leg shackles and zip ties.
- Conducts cell and dayroom searches.
- Prepares reports.

Additional Duties and Responsibilities

- Maintains knowledge of relevant department policies and procedures.
- Attends trainings and continuing education to maintain current knowledge and required certifications.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with Lac qui Parle County.

Position Requirements

Knowledge, Skills and Abilities

- Basic knowledge of law enforcement terminology and procedures.
- Ability to effectively use a computer and various software programs.
- Ability to handle critical situations in a calm manner.
- Ability to handle confidential information and follow data practices requirements.
- Ability to maintain effective public relations and deal with hostile or aggressive persons.
- Effective communication skills, both oral and written.
- Ability to work assigned schedule in a 24/7 work environment.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved; supervisors generally set operating benchmarks, goals and objectives.
- Ability to apply a variety of procedures, policies and/or precedents and moderate analytical ability in adapting standard methods to fit facts and conditions.
- Ability to maintain effective working relationships with a wide variety of internal and external contacts to achieve organizational objectives.

Minimum Requirements

- Requires high school degree or equivalent.

Licenses/Certificates Required Within Twelve Months of Hire

- Cad Aided Dispatch (CAD)
- First Aid/CPR/Medication Administration
- Jail Training
- Portals Training/TAC training
- Defensive Tactics
- Taser Training

Physical and Mental Requirements

This job typically requires: sitting, standing, walking, feeling, manual dexterity, driving, grasping, talking, hearing, typing, and seeing. There is exposure to computer keyboards and video screens. This position is moderate duty and may require the exertion up to 60 pounds of force.

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

Working Conditions

Work is performed in office and jail environments. This position may be exposed to bloodborne pathogens and uncooperative, aggressive or combative persons.

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