

**JAILER I**  
**COLUMBIA COUNTY SHERIFF'S OFFICE**

**I. Position Summary**

This is a skilled position is in the County Jail Classification under the general supervision of the Columbia County Sheriff and/or Jail Administrator or their designee. This position is responsible for the guarding and supervision of inmates in the jail. This position provides for a safe and secure jail. This position will follow the confidentiality clause as defined in the Employee Handbook.

**II. Essential Duties and Responsibilities**

1. Maintain safety and security of the jail and Huber Center.
2. Books, fingerprints, photographs, and searches inmates.
3. Provides aid to prisoners including meals and medical aid.
4. Supervises activities of inmates.
5. Provides continuous, around-the-clock, communication between shifts.
6. Completes bail bonds and other court documents.
7. Assists the public with inquiries as appropriate.
8. Maintains accurate records of jail and inmate activity.
9. Accurately distributes both over-the-counter and prescribed medications to inmates.
10. Establishes rapport with all inmates and prepares reports regarding the attitude and behavior of inmates.
11. Detects potentially dangerous behavior and averts injury or death of inmates.
12. Inspects and searches inmates and their living quarters for contraband and any unauthorized or otherwise dangerous materials.
13. Responsible for the receiving dock and sanitary disposal area as well as all other assignments required to assist in control, maintenance, and supervision of inmates including medical and food processing.
14. Issues uniforms, bedding, hygiene, and other supplies.
15. Ensures that inmates do not escape or violate any laws.
16. Investigates criminal activity within the county jail and writes and prepares investigative reports.
17. Sworn deputy sheriff inside the jail with arrest powers while working.
18. Maintains discipline and enforces the rules and regulations.
19. May use reasonable force to quell disturbances and maintain discipline and order.
20. Ensures that inmate status and classifications are accurate and current.
21. Provides and assists with Court Security.
22. Investigates, collects, and ensures evidence is preserved in the proper manner.
23. Provides testimony as a court witness relative to illegal inmate activity within the jail facilities.
24. Assist with the electronic monitoring program.
25. Run inmates' information in portal for warrants, criminal history, and driving status.
26. Send teletypes (TTY) in portal to communicate with other agencies.
27. Manually check all electronic locks with master keys to ensure proper function.
28. Manage the inmate worker program for the kitchen and laundry.
29. Assist with transporting inmates to and from the jail, courthouse, and other facilities.
30. Performs body scans of new and existing inmate population for the detection of illegal items.
31. Performs proper classifications of new inmates during the booking process.
32. Utilizes body worn cameras to maintain transparency and officer safety.
33. Prepare for annual jail inspection.
34. Operate inmate communications platform and inmate canteen software.
35. Accurately and efficiently operate door controls.
36. Monitor inmate visits and messages.
37. Answer inmate requests.
38. Accurately count and handle inmate funds.
39. Performs other assignments as directed by the Sheriff or his/her designee.

### III. Educational / Hiring Requirements

1. High School diploma or its equivalent.
2. Minimum of 18 years of age.
3. Pass a thorough background investigation including a medical examination, drug screen, and psychological examination.
4. Ability to obtain and maintain certification from the Wisconsin State Law Enforcement Standards Board (LESB).
5. Complete Jail Academy certification within 12 months of employment.

### IV. Knowledge, Skills, Licensure, and Experience Required

1. Excellent moral character.
2. Must be honest.
3. Professional Communication skills are essential.
4. Drug test required.
5. Ability to handle and control inmates.
6. Ability to work under pressure and stress.
7. Ability to obtain and maintain Portal and TIME System certification.
8. Taser energy weapon certification.
9. Proficient in Defensive Tactics/POSC.
10. Proficient with the rules of evidence.
11. Proficient with police radio communications.
12. Proficient with current departmental policies and procedures.
13. Proficient with judicial and prosecution procedures.
14. Ability to obtain and maintain CPR and AED certification.
15. Understanding the chain of command, the duties of the department, and its personnel.
16. Ability to promote good public relations and deliver oral presentations as requested.
17. Ability to use proper interview techniques.
18. Ability to follow oral and written instructions and to react swiftly, quickly, and effectively to tense emergency situations.
19. Ability to keep information confidential.
20. Ability to maintain discipline and morale of department.
21. Maintain a valid Wisconsin driver's license and automobile liability insurance.
22. Advanced knowledge of Wisconsin Statutes relating to the care and commitment of prisoners and ability to interpret Department of Corrections 350 codes.
23. Required to maintain a complete official departmental uniform for duty as directed.
24. Ability to comprehend and interpret a variety of documents.
25. Skilled with computers.
26. Ability to obtain and maintain notary public certification.
27. Ability to communicate effectively with other governmental officers, agencies, and the public.
28. Proficient with all assigned materials and equipment to include:

General office equipment	Motorized Vehicles	Baton
Teletype	Police Communications	Camera
Less Lethal Munitions	Various Restraints	Fire Extinguisher
Surveillance Equipment	Cell Extraction Gear	Flashlight
First Aid Equipment	AED Defibrillator	Oxygen Tank and Canula
Body Scanner	Electronic Control Device	Body Worn Cameras
UV Light Sanitizer	Urinalysis Tests	Keys and Lock Mechanisms
SCBA (self-contained breathing apparatus)		Phones

**V. Physical Requirements**

1. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing, and walking.
2. Visual Acuity.
3. Able to hear normal conversation.
4. Able to communicate orally in a clear manner.
5. Good manual dexterity of hand and fingers.
6. Able to lift/carry/push/pull at least 100 pounds.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description as assigned by the Sheriff or his/her designee.

03/2024