

**JUNEAU COUNTY SHERIFF'S DEPARTMENT
JOB DESCRIPTION**

JOB TITLE: DEPUTY SHERIFF

DEPARTMENT: SHERIFF'S

DIVISION(S): JAIL/PATROL
SUPERVISOR

DIRECT REPORT TO: JAIL/PATROL

SALARY:

FT: X PT:

UNION: X NON-UNION:

NON-EXEMPT: X EXEMPT:

GENERAL STATEMENT OF DUTIES:

Performs general police work to maintain public safety through the enforcement of State and County laws. Performs a variety of duties connected with the operation of the jail and security of inmates.

DISTINGUISHING FEATURES OF THE CLASS:

The employee in this class performs a wide variety of duties connected with general patrol work. These include investigation, enforcement and the provision of various types of assistance. Assigned duties are performed in accordance with State Statutes and departmental rules and regulations. General supervision is received from the Sheriff, Jail Supervisor, Road Supervisor and Road Lieutenant although the Deputy is expected to exercise independent judgment and initiative when faced with emergency situations. An employee in this class may be responsible for the operation of the jail and the safety and security of inmates. Work is performed in accordance with established procedures and guidelines. A Deputy Sheriff assigned to the jail may be deputized. The work involves an element of personal danger.

EXAMPLES OF WORK:

- Patrols an assigned area enforcing the laws of the county and all pertinent local, State and Federal Ordinances.
- Investigates accidents and other crimes working closely with investigator, preparing reports and doing other necessary projects.
- Provides first aid and other assistance including the calling of wreckers and ambulances for accident victims and occupants of stranded and disabled vehicles.
- Issues citation and warnings.
- Observes and checks business and other property for unlocked doors or signs of criminal activity.
- Makes arrests and apprehends suspects.
- Testifies in court.
- Investigates citizen complaints including those dealing with suspected criminal activity, stray animals and domestic disturbances.
- Inspects and maintains vehicle and equipment.
- Operates Breathalyzer as assigned

- Directs and escorts traffic.
- Investigates break-ins, trespass and prowler complaints, tavern disturbances and takes necessary corrective action.
- Keeps abreast of current development through reading and attendance at continuing education training sessions.
- Performs the duties of a Jailer or Radio Dispatcher as assigned.
- Is responsible for booking, photographing and printing of all prisoners brought into the Juneau County Jail.
- Is responsible for maintaining an accurate, up-to-date record of those persons held in the Juneau County Jail.
- Is responsible for the care, custody and control of prisoners in the Juneau County Jail, as prescribed by law, Section 53.37 of the Wisconsin Statutes. Female prisoners will only be cared for by the female jailers.
- Is responsible for the supervision of the serving of meals. This will include serving of food to prisoners.
- Is responsible for making sure prisoners are escorted to any medical appointments.
- Is responsible to comply with the procedures set forth by management for the operation of the jail and any and all duties as assigned by management that are job related.
- Is responsible for accepting all bonds posted at the Sheriff's Department during their respective shift.
- Is responsible for supervision of trustee work details.

QUALIFICATIONS:

- Knowledge of principles and practices of law enforcement.
- Knowledge of the laws and ordinances governing local law enforcement.
- Knowledge of County roads and geography.
- Skill in the use of firearms.
- Ability to establish and maintain an effective working relationship with other department personnel and with the general public.
- Ability to understand and carry out complex oral and written directions.
- Ability to prepare clear and concise reports and maintain records.
- Knowledge of institutional management practices and the care and custody of prisoners.
- Ability to handle and control prisoners.
- Must meet the requirements of the State of Wisconsin Law Enforcement Standard Board, including the requirement to possess or obtain within 5 years a 2 year associate degree or 60 fully accredited college level credits. (unless Grandfathered)
- Possession of a valid motor vehicles operator's license issued by the State of Wisconsin.
- Good physical condition.

TRAINING AND EXPERIENCE:

Graduation from high school, completion of basic recruit training and some law enforcement experience, completion of job related courses in jail management or any combination of training and experience which provides the required knowledge, skills and abilities. Wisconsin Law Enforcement Standards Certified.

EEOC/AA/ADA

Juneau County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

This position description has been prepared to assist defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. The County retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.