

Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: May 8, 2013

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager

Title of Item:

*Bobbie Danielson*

Personnel Committee Recommendations

Requested Meeting Date: May 14, 2013 Estimated Presentation Time: \_\_\_\_\_

Presenter: Bobbie Danielson, HR Manager or Patrick Wussow, County Administrator

**Type of Action Requested** (check all that apply)

- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute \_\_\_\_\_
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) \_\_\_\_\_

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget?  Yes  No (attach explanation)
- What type of expenditure is this?  Operating  Capital  Other (attach explanation)
- Revenue line account # that funds this item is: \_\_\_\_\_
- Expenditure line account # for this item is: \_\_\_\_\_

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected.  Yes  No
- Applicable job description(s) may require revision.  Yes  No
- Item may impact a bargaining unit agreement or county work policy.  Yes  No
- Item may change the department's authorized staffing level.  Yes  No



**Supporting Attachment(s)**

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) Job description + misc.

**Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at 12:00 pm to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)**

# AITKIN COUNTY HUMAN RESOURCES

**Bobbie Danielson, HR Manager**  
bobbie.danielson@co.aitkin.mn.us  
**Nicole Visnovec, HR Specialist**  
nicole.visnovec@co.aitkin.mn.us

Phone 218-927-7306  
Job Hotline 218-927-7393  
Fax 218-927-7374  
www.co.aitkin.mn.us

To: County Commissioners  
From: Bobbie Danielson, HR Manager  
Date: May 6, 2013  
Subject: Personnel Committee Recommendations



## Background

The Personnel Committee met on **April 23, 2013**, and unanimously recommends the following:

Fill one full-time Jail Sergeant position in the Sheriff's Office. Grade N, wage range \$15.71 to \$28.31 per hour. Position is vacant due to the resignation of Mark Danzl, effective May 2, 2013. The Department of Corrections (DOC) provides minimum recommended staffing levels for the jail and this position fits within those guidelines.

The position is covered by the Teamsters non-licensed essential collective bargaining agreement which requires the position be posted internally. We anticipate the position will be filled by promotion, so the Personnel Committee also recommends filling the corresponding Jailer vacancy that arises as a result of the promotion. The Jailer position is a Grade O, wage range \$14.48 to \$26.10 per hour.

Both are budgeted positions.

## Action Requested

Motion to fill one full-time Jail Sergeant position and if the position is filled by promotion, to refill the corresponding full-time Jailer vacancy.

If you have any questions or require additional information prior to the meeting, please feel free to contact me or Patrick.

**SCOTT TURNER**  
**SHERIFF OF AITKIN COUNTY**

---

217 2<sup>nd</sup> St NW  
Aitkin, MN 56431

To: Personnel Committee

From: Sheriff Turner

Date: April 16, 2013

Subject: Request to Fill Full-Time Sgt. Position and Full-Time Jailer Position.

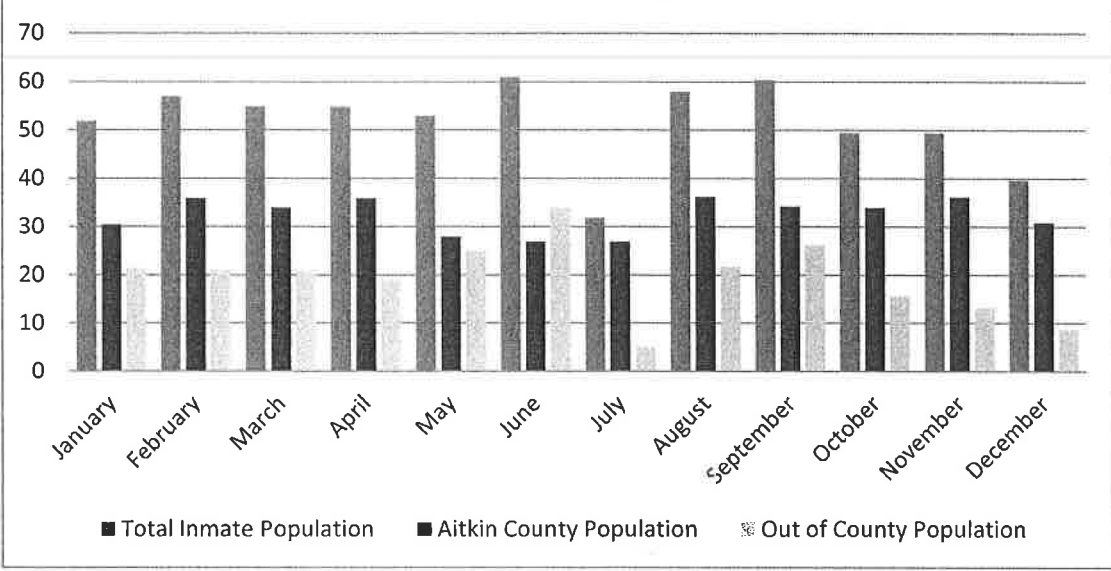
Mark Danzl, full-time Sgt has turned in his resignation. His last day of work will May 2, 2013. The Aitkin County jail staffing level is determined by the Minnesota Department of Corrections (DOC) in accordance with the Minnesota Administrative Rules, Chapter 2911, pertaining to the operation of detention facilities. These positions are ones which are necessary to operate the jail in accordance with these rules. We are operating under the minimum staffing analysis recommended by the Minnesota Department of Corrections. These are budgeted positions.

We are requesting that the Sgt positions be filled from within. Whatever staff is promoted to the Sgt. position we would then like to fill that jailer spot.

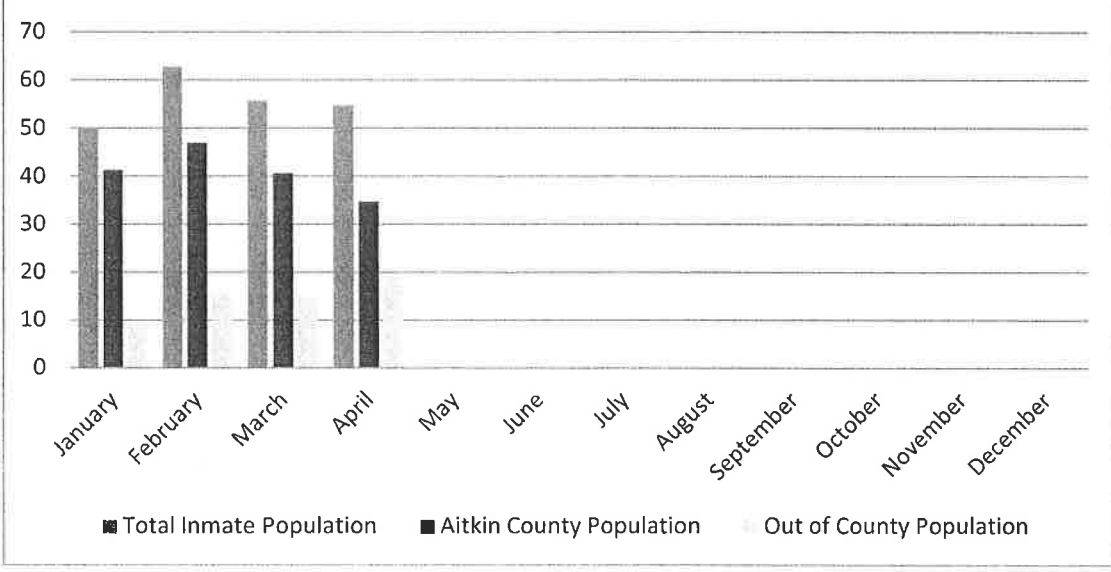
# Aitkin County

|          | 2013 Start   | 6 Mnths  | 1 Year   | 2Years   | 3 Years  | 4 Years  | 6 Years  | 8 Years  | 10 Years | 12 Years | 16 Years | 20 Years | 24 Years | 28 Years |
|----------|--------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
|          |              | +6 Mnths | +6 Mnths | +1 yr    | +1 yr    | +1 yr    | +2 yr    | +2 yr    | +2 yr    | +2 yr    | +4 yr    | +4 yr    | +4 yr    | +4 yr    |
|          | 2013 Minimum | Step 1   | Step 2   | Step 3   | Step 4   | Step 5   | Step 6   | Step 7   | Step 8   | Step 9   | Step 10  | Step 11  | Step 12  | Step 13  |
| G        | \$ 32.69     | \$ 34.22 | \$ 35.80 | \$ 37.46 | \$ 39.20 | \$ 41.02 | \$ 42.92 | \$ 44.92 | \$ 47.00 | \$ 49.18 | \$ 51.47 | \$ 53.85 | \$ 56.34 | \$ 58.97 |
| H        | \$ 30.60     | \$ 32.01 | \$ 33.50 | \$ 35.05 | \$ 36.69 | \$ 38.39 | \$ 40.17 | \$ 42.02 | \$ 43.98 | \$ 46.03 | \$ 48.16 | \$ 50.41 | \$ 52.75 | \$ 55.20 |
| I        | \$ 27.12     | \$ 28.37 | \$ 29.69 | \$ 31.09 | \$ 32.52 | \$ 34.01 | \$ 35.63 | \$ 37.26 | \$ 38.99 | \$ 40.80 | \$ 42.69 | \$ 44.68 | \$ 46.75 | \$ 48.91 |
| J        | \$ 23.68     | \$ 24.76 | \$ 25.89 | \$ 27.12 | \$ 28.37 | \$ 29.66 | \$ 31.06 | \$ 32.51 | \$ 34.01 | \$ 35.61 | \$ 37.24 | \$ 38.98 | \$ 40.79 | \$ 42.68 |
| K        | \$ 21.01     | \$ 21.97 | \$ 23.00 | \$ 24.08 | \$ 25.19 | \$ 26.37 | \$ 27.58 | \$ 28.84 | \$ 30.19 | \$ 31.59 | \$ 33.05 | \$ 34.59 | \$ 36.18 | \$ 37.87 |
| L        | \$ 19.00     | \$ 19.89 | \$ 20.82 | \$ 21.79 | \$ 22.79 | \$ 23.84 | \$ 24.97 | \$ 26.12 | \$ 27.34 | \$ 28.61 | \$ 29.94 | \$ 31.32 | \$ 32.77 | \$ 34.30 |
| M        | \$ 17.19     | \$ 17.99 | \$ 18.83 | \$ 19.69 | \$ 20.62 | \$ 21.56 | \$ 22.57 | \$ 23.61 | \$ 24.71 | \$ 25.85 | \$ 27.04 | \$ 28.31 | \$ 29.62 | \$ 31.00 |
| N Sgt    | \$ 15.71     | \$ 16.43 | \$ 17.19 | \$ 17.99 | \$ 18.83 | \$ 19.69 | \$ 20.62 | \$ 21.56 | \$ 22.57 | \$ 23.62 | \$ 24.71 | \$ 25.85 | \$ 27.04 | \$ 28.31 |
| O Jailer | \$ 14.48     | \$ 15.13 | \$ 15.83 | \$ 16.58 | \$ 17.35 | \$ 18.15 | \$ 18.98 | \$ 19.87 | \$ 20.79 | \$ 21.77 | \$ 22.77 | \$ 23.82 | \$ 24.95 | \$ 26.10 |
| P        | \$ 13.34     | \$ 13.95 | \$ 14.58 | \$ 15.27 | \$ 15.98 | \$ 16.70 | \$ 17.48 | \$ 18.30 | \$ 19.16 | \$ 20.04 | \$ 20.98 | \$ 21.94 | \$ 22.96 | \$ 24.02 |
| Q        | \$ 12.51     | \$ 13.10 | \$ 13.72 | \$ 14.33 | \$ 15.02 | \$ 15.72 | \$ 16.43 | \$ 17.20 | \$ 18.00 | \$ 18.84 | \$ 19.71 | \$ 20.63 | \$ 21.58 | \$ 22.59 |
| R        | \$ 11.97     | \$ 12.51 | \$ 13.10 | \$ 13.72 | \$ 14.31 | \$ 15.01 | \$ 15.71 | \$ 16.43 | \$ 17.19 | \$ 17.98 | \$ 18.82 | \$ 19.69 | \$ 20.61 | \$ 21.56 |
| S        | \$ 11.37     | \$ 11.92 | \$ 12.45 | \$ 13.03 | \$ 13.64 | \$ 14.26 | \$ 14.94 | \$ 15.65 | \$ 16.36 | \$ 17.10 | \$ 17.91 | \$ 18.74 | \$ 19.60 | \$ 20.51 |
| T        | \$ 10.85     | \$ 11.33 | \$ 11.90 | \$ 12.42 | \$ 13.00 | \$ 13.60 | \$ 14.22 | \$ 14.90 | \$ 15.60 | \$ 16.32 | \$ 17.08 | \$ 17.89 | \$ 18.72 | \$ 19.58 |
| U        | \$ 10.38     | \$ 10.86 | \$ 11.36 | \$ 11.91 | \$ 12.44 | \$ 13.02 | \$ 13.63 | \$ 14.24 | \$ 14.92 | \$ 15.63 | \$ 16.36 | \$ 17.10 | \$ 17.91 | \$ 18.74 |
| V        | \$ 9.97      | \$ 10.44 | \$ 10.93 | \$ 11.42 | \$ 11.98 | \$ 12.51 | \$ 13.10 | \$ 13.72 | \$ 14.33 | \$ 14.99 | \$ 15.69 | \$ 16.42 | \$ 17.18 | \$ 17.97 |
| W        | \$ 9.71      | \$ 10.16 | \$ 10.63 | \$ 11.14 | \$ 11.64 | \$ 12.16 | \$ 12.75 | \$ 13.35 | \$ 13.96 | \$ 14.62 | \$ 15.30 | \$ 16.02 | \$ 16.75 | \$ 17.53 |

### Aitkin County Inmate Population 2012



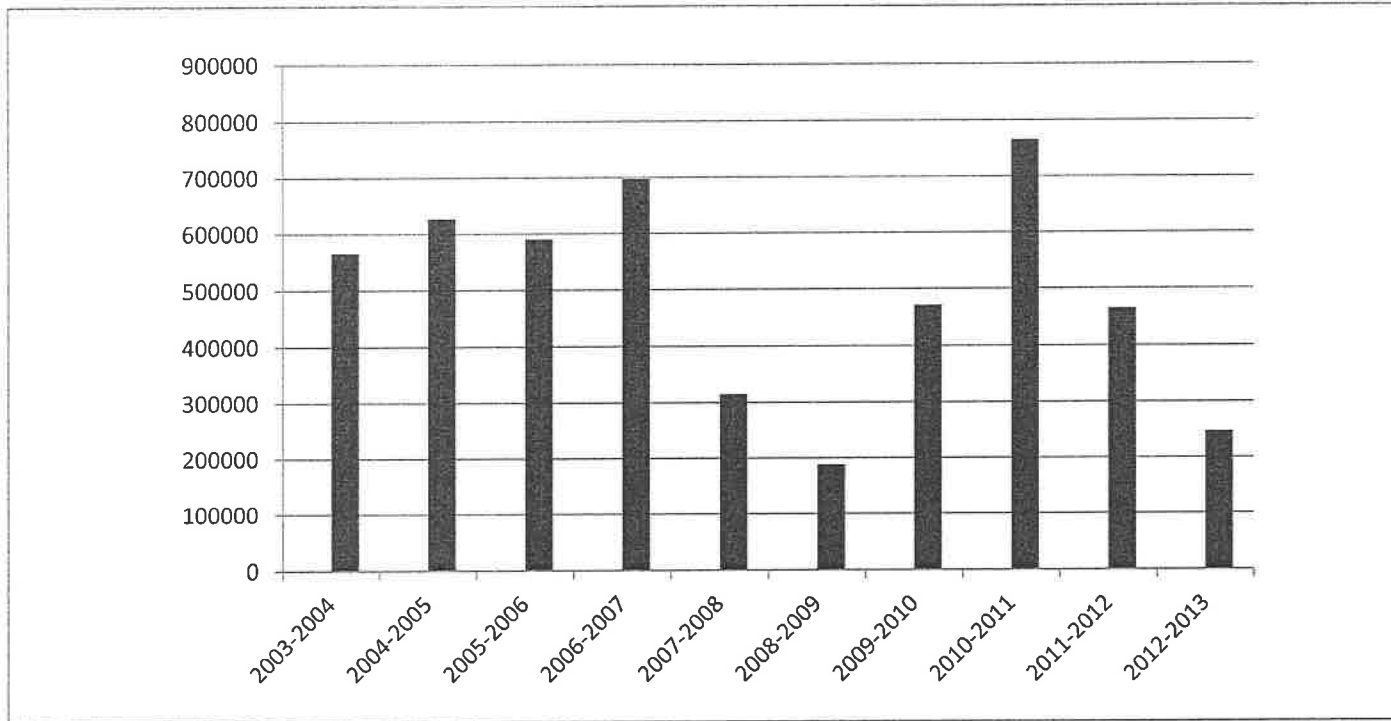
### Aitkin County Inmate Population 2013



# Inmate Boarding Revenue

July - June

| 2003-2004 | 2004-2005 | 2005-2006 | 2006-2007 | 2007-2008 | 2008-2009 | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 566,067   | 626,900   | 590,611   | 697,600   | 315,003   | 188,100   | 471,750   | 765,860   | 465,050   | 247,111   |



Total Board Revenue: **\$4,934,051**



## **Position Description**

# **JAIL SERGEANT**

**Department** Sheriff's Office  
**DBM/Grade** To be determined  
**Reports to** Assistant Jail Administrator  
**FLSA Status** To be determined  
**Union Status** Teamsters Non-licensed Essential Unit

### **Final Appointing Authority**

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

### **Job Summary**

To perform, assign, and monitor tasks in order to maintain security, order, and control of the inmate population. A Jail Sergeant is directly responsible for the overall daily operation of the jail facility, ensuring that his/her assigned shift carries out the mission of the institution in a secure and orderly manner, which provides for the safety of the community, staff, and prisoners.

### **Supervision Received**

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

### **Supervision Exercised**

Serves as a work leader and is partially accountable for the work product of the Correctional Officers. Elements of direct control over these positions may include prioritizing and assigning tasks, monitoring progress and work flow, checking the product for timeliness and correctness or soundness, establishing work standards, coordinating work schedules, and providing input into supervisor's actions.

### **Essential Functions**

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

1. Ensures the overall safety and security of the facility. Ensures that head counts are carried out in a timely, accurate, and efficient manner according to institutional procedures. Orders randomly scheduled daily inspections to ensure that living units are being maintained in an appropriate manner, and that the highest levels of sanitation are maintained throughout the facility. Ensures that fire and severe weather drills are done according to policy. Oversees jail visitation, and documents any problems of inmates or their visitors.
2. Assists the Jail Administrator and Assistant Jail Administrator with administrative duties. Uses independent judgment to provide leadership to department personnel under the



## ***Position Description***

- span of control. Makes recommendations on matters of discipline. Provides input on performance evaluations of subordinates, and conducts ongoing feedback, training, coaching, and mentoring of staff performance. Provides training and work direction, ensuring staff know and follow department and County rules, as well as sound work and safety practices, in order to accomplish job objectives and avoid injury or loss.
3. Analyzes situations and serves as decision-maker in matters of daily operations; decides whether on-call nursing staff needs to be notified, and makes final decisions on medical issues; authorizes legal strip searches of inmates when they are warranted; reviews all inmate request forms on shift and decides outcome; reviews initial housing classifications, and makes secondary classifications as necessary. Reviews and takes action on requests for special visits.
  4. Conducts briefing for the oncoming shift; the briefing will include any unusual occurrences or problems occurring during the watch or the previous shifts' tours of duty; inmates currently on special watches and inmates currently in medical, administrative, or disciplinary segregation; communicates new directives or policies and procedures which must be read and initiated by all staff.
  5. Performs daily shift duties; directs the assignment of correctional officers on the shift, ensuring they are properly instructed and perform their duties in an acceptable manner consistent with all orders, policies, and procedures. Reviews and signs all logs and technical reports of subordinates to ensure they are accurate and legible prior to submission to jail administration.
  6. Serves as commanding officer in all emergency situations (riots, fires, escapes, hostage situations, or similar emergency situations) until relieved by a superior. The Jail Sergeant is first to respond to emergency or behavioral events within the facility; assumes responsibility for authorizing the use of force, chemical agents, pepper spray, or security equipment, consistent with policies and procedures.
  7. Reviews all disciplinary reports for clarity and content, and assures that the notice of infraction is properly completed; he/she will review correctional officers' decisions when inmates are placed on temporary lock-in for disciplinary reasons; in each of these cases, a written report will be prepared and forwarded to the Jail Administrator and Assistant Jail Administrator.
  8. Assumes responsibility for all handling and storage of inmate property, and assists in investigating complaints concerning missing inmate property, theft, or damage in the booking/receiving and property/valuables storage process.
  9. Reviews each unusual commitment, release, discharge, court order, or other information pertinent to inmates to assure that such forms, records, or orders are valid, complete, and properly executed.
  10. Responsible for communications that maintain relationships key to the function of the County; plans and carries out communications at a level that can impact the morale and performance of the jail staff.
  11. Works with jail administration and other members of Sheriff's Office administration as requested regarding future planning for growth and contracts for services; attends and conducts staff meetings; attends meetings, training, and other administrative functions as directed; assists jail administration in researching, writing, and implementing policies and procedures; assists and advises jail administration in processing and conducting inmate/staff disciplinary actions.





## **Position Description**

12. Determines the release of booking information to the media - public or private determination; determines when arrestees should be moved from holding cells or waiting area to a housing unit. Makes the final decision if there is question as to whether an arrestee is medically fit for admission to the facility, or if commitment papers/authorization are adequate.
  13. Assists in training staff. Schedules staff for appropriate training sessions.
  14. Maintains procedures for proper storage and delivery of medications to inmates.
- Performs other work related duties as assigned/required.

### **Minimum Qualifications**

High school diploma or general education degree (GED) required, plus 5 years experience in the jail or dispatch functions as related to law enforcement and/or demonstrated knowledge of the Department of Corrections Rules governing adult detention facilities, Chapter 2911.

Must have excellent verbal communication skills, ability to hear normal range of radio and speech, and ability to visually observe persons and conditions. Must have ability to work independently, maintain a calm and professional manner at all times, and have the ability to physically restrain inmates if necessary. Must be able to work rotating shifts, including days, nights, weekends, and holidays as assigned.

When advertising for vacancies, Aitkin County will state whether a bona fide occupational qualification (BFOQ) exists. For example, a BFOQ may exist related to gender for Jail Sergeant to comply with the overall DOC recommended staffing plan.

Valid Minnesota driver's license required. U.S. Citizenship required. Employment reference checks, a criminal background check, and pre-employment physical will be performed as part of the pre-employment process.

Must pass a tuberculosis screening and receive a certificate in medication passing and Certificates of Training in CPR, First Aid, and AED within 6 months of hire.

### **Knowledge, Skills, and Abilities Required**

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position, including DOC rules and regulations, data practices, and basic personnel management concepts.
3. Current principles and techniques applied in detention facilities relating to security, safety of staff and detainees, group management methods, and jail civil liability.
4. Training in Pressure Point Control Tactics, taser training, CPR/AED and first aid, and other job-related topics.



## **Position Description**

### **Skill in:**

1. Communication and interpersonal skills as applied to interaction with supervisors, staff, inmates, and the general public sufficient to exchange or convey information and to receive work direction.
2. Leadership skills.
3. Computer skills and typing skill sufficient to complete 25 net words per minute without errors.
4. Organizing, prioritizing, delegating, monitoring, and critiquing work.
5. Accurate record keeping and attention to detail; operations of complex communications equipment; computer operations; operation of intercom and security lock systems; operation of various office equipment.
6. Preparing and making presentations to groups of staff.
7. Reading, writing, and speaking English proficiently.
8. Pressure Point Control Tactics, taser use, CPR, First Aid, AED, and other emergency response tactics.

### **Ability to:**

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat others with respect, honesty, and consideration.
2. Manage time and workload effectively.
3. Maintain confidentiality concerning personnel and other matters.
4. Supervise the activities of inmates, analyze and react calmly and quickly in emergency situations; remain alert to security needs in the jail by performing pat searches, contraband inspections, and handcuffing of inmates for court appearances; follow orders as directed.
5. Clearly convey and support management directives and initiatives when dealing with several staff at various levels within the facility, from new hires to well experienced staff.
6. Efficiently use all technology, equipment, and software.

### **Language Skills**

High Skills – Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Mathematical Skills**

Basic Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Skills**

High Skills – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.



## ***Position Description***

### **Computer Skills**

To perform this job successfully, an individual should be proficient at using the following software:

County Payroll Software/E-time, Microsoft Word, Microsoft Excel, Microsoft Outlook, Jail or Dispatch Software, Internet, and other job-related software.

### **Ability to Travel**

Occasional travel is required to attend trainings and meetings in and out of Aitkin County.

### **Competencies**

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, delegation, leadership, quality management, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, and innovation.

### **Work Environment**

The noise level in the work environment is usually moderate.

Incumbent works in a secured facility, which has limited access to outside windows.

### **Equipment and Tools**

Computer, telephone, radios, fax, copier, printer, calculator, shredder and other job-related tools and equipment, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

### **Physical Activities/Requirements**

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 50 pounds.

While performing the duties of this job, the employee performs medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Must have the ability to coordinate eyes, hands, feet, and limbs in performing slightly skilled movements needed to operate jail control console. Ability to exert mildly heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling. Ability to exert sufficient physical force to restrain or subdue individuals. Ability to work under moderately comfortable and potentially dangerous conditions where exposure to environmental factors such



## ***Position Description***

as odors/smoke, toxic agents, violence, and disease may cause some discomfort and where there is a risk of injury and death.

Working safely is a condition of employment. Aitkin County is a drug-free workplace.

---

*“Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County.”*

05/2013

DRAFT



## *Position Description*

# **CORRECTIONAL OFFICER**

**Department** Sheriff's Office  
**DBM/Grade** To be determined  
**Reports to** Assistant Jail Administrator  
**FLSA Status** To be determined  
**Union Status** Teamsters Non-licensed Essential Unit

### **Final Appointing Authority**

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

### **Job Summary**

To maintain jail security by supervising inmates in accordance with established policies and procedures.

### **Supervision Received**

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

### **Supervision Exercised**

No formal supervisory authority.

### **Essential Functions**

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

1. Ensures security of the jail for staff and inmate safety.
2. Implements and coordinates procedures for consistent and efficient operation of the jail and dispatch functions.
3. Maintains safety and security of the jail by enforcing rules and regulations, maintaining order, conducting on-site inspections, disciplining rule violations, intervening in altercations and incidents, and preventing escapes.
4. Performs bookings of prisoners, including fingerprinting, taking photos, booking sheet information, medical information and verification, property inventories, and storing of clothing and valuables.
5. Supervises and documents inmates' daily activities and care for the inmates physical needs.
6. Escorts inmates to and from cells. Prepares and serves breakfast, lunch and supper meals, assures proper clothing and bedding standards, directs cleanliness of the facility.
7. Ensures that inmates' medical needs are met by documenting medical requests and complaints, referring them to the proper medical facility and dispensing medications.



## ***Position Description***

8. Maintains ledgers for inmates' accounts, fees, fines, bail and insurance monies and issue receipts.
  9. Operates jail control center telephones, intercoms, two-way radios, doors and security elevators. Receives and documents all calls for public services or information.
  10. Maintains proper documentation and communication of all inmates and the jail.
  11. Attends training and meetings as needed.
- Performs other related duties as assigned or apparent.

### Jailer(s) assigned to perform Transports

Jailers assigned to perform Transport Officer duties will transport prisoners of all security classifications to various locations within, and outside, of the county, including to courts, jails, medical centers, and other specified locations. Examples of transport officer duties include:

1. Escorts prisoners into surroundings requiring contact with judges, prosecuting attorneys, and other court personnel; hospital personnel such as physicians, nurses, and other medical staff; and the public.
2. Plans and executes all aspects of the trip/run including: inspection/exchanging information, search of the vehicle and security items, determination of amount and types of restraints, planning special security precautions, emergency and escape procedures, timing and routing of the trip, accommodation of needs of prisoners, inspection and storage of prisoner's personal property, and the assurance of a safe and controlled travel environment.
3. Observes prisoners' activities to detect unusual or prohibited behavior that might be a threat to the security and safety of fellow employees, other prisoners and the public.
4. Observes and immediately responds to all incidents such as assaults on employees or prisoners, prisoner disturbances, or other situations threatening the security of the transport. Controls and restrains disruptive prisoner(s) to prevent possible escapes. Protects the public from harm or danger. Minimizes contact between the public and prisoner to lessen the danger.
5. Performs counts of prisoners and conducts thorough searches of prisoners and their property for prohibited contraband items.
6. Follows departmental security policies and procedures. Maintains vigilant adherence to all departmental procedures.
7. Communicates with correctional facilities and other law enforcement agencies where prisoners are being housed, giving instructions for their departure and approximate time of arrival.
8. During necessary stops, inspects restrooms or other areas where a prisoner may be waiting or housed, for possible escape routes.
9. Maintains proper court security coverage and prevents escapes.
10. Shakes down courtroom and lock-up areas.
11. Places restraining devices on the prisoner(s) for security purposes while transporting and assures secure environment when devices are removed.
12. Verifies prisoners' identification with picture ID cards and other methods to be certain a prisoner is assigned the proper detail.
13. Reviews, handles, and distributes all related travel and court documents.



## ***Position Description***

14. Assists the prisoner in filling out any necessary forms, such as medical forms required for treatment.
15. Determines proper, shortest, and safest, travel route.
16. Trains and instructs new Jailers assigned to transport officer duties.
17. Prepares written records and reports related to the work.
18. May take part in searches for escaped prisoners.
19. May dispense prescribed medication to prisoners as directed.
20. May administer first aid.

### Jailer(s) assigned to lead the STS Crew

Jailers assigned to perform STS Crew Leader duties will coordinate the Sentencing to Service (STS) Program to meet the service obligations ordered by the court in a safe, secure, and orderly manner. Jailers assigned to this responsibility must be able to perform all tasks expected of the crew. Work sites include the jail facility and other extension sites throughout Aitkin County. Examples of STS Crew Leader responsibilities include:

1. Trains and supervises adult/juvenile STS crews at assigned work sites so that projects are completed safely:
  - a. Becomes informed on backgrounds of crew members and learns their individual supervision needs;
  - b. Provides crew members with needed information concerning report times, nature of assignment, apparel and equipment needs, performance levels expected, and rules of the program. Ensures that inmates obey rules and regulations of the facility;
  - c. Trains crew members in the safe use of hand tools, power equipment, and cleaning agents;
  - d. Instructs crew members in how to perform tasks, demonstrating and leading by example;
  - e. Assigns tasks to individual crew members;
  - f. Resolves interpersonal conflicts between crew members; removes uncooperative members from a project and returns them to their appropriate location for disciplinary action;
  - g. Evaluates crew members' performances, and recommends credit for work hours performed;
  - h. Observes and reports crew members' behavior patterns to correctional and probation staff, as appropriate;
  - i. Responds to emergency situations and provides emergency first aid, if needed; completes necessary paperwork when crew members are injured, and follows up as necessary;
  - j. Works with crew members, performing skilled and non-skilled labor tasks essential to the completion of any given project. Cutting firewood at LLCC is a typical responsibility.
2. Completes mandatory training along with other Jailers in the facility and performs transports, jailer duties, and other duties and responsibilities as assigned or apparent, including maintaining secure facility and maintaining the security, safety, health, treatment, discipline and recreation for persons detained or confined.



## **Position Description**

3. Performs custodial duties in areas of the jail where inmates are not allowed; supervises crew in performance of custodial services in all areas of the Sheriff's Office, including the basement and top floor.
4. May perform lawn care and grounds maintenance, including snow removal from sidewalks, for main County campus and other areas as assigned. Coordinates and oversees STS crews in completion of work.
5. Determines eligibility of submitted project and agency requests to meet STS guidelines. Coordinates projects with internal County departments, and external agencies within the County; develops and organizes additional projects as needed.
6. Performs work projects so that the benefits are distributed equitably among eligible entities;
  - a. Schedules and executes project work plans;
  - b. Provides transportation for inmates from pick-up points to work sites and back;
  - c. Elicits project evaluations from recipient work sites.
7. Maintains, repairs, and accounts for equipment so that equipment life is maximized;
  - a. Performs or ensures preventative maintenance on equipment is completed;
  - b. Repairs broken tools, or assures equipment is sent away for repair;
  - c. Inventories and secures all equipment;
  - d. Transports equipment according to OSHA safety regulations.
8. Performs recordkeeping duties.
9. Coordinates and communicates with Sheriff's Office, Courts, Probation, and community entities so that available STS workers are efficiently utilized and inmates complete their assigned work hours in a timely manner.

### **Additional Jailer Responsibilities**

1. Use physical restraints, mace and other measures as needed for inmate control.
  2. Participate in on-going training and meetings.
  3. Act in a professional manner at all times, including maintaining a neat appearance and communicating effectively, both orally and in writing, with inmates, coworkers, administration, and the public.
  4. Provide back-up assistance for dispatchers as needed.
  5. Maintain information in accordance with MN Data Practices.
  6. Maintain a high level retention of policies and procedures.
  7. Assist in new employee training as directed.
- Perform other duties as assigned/required.

### **Minimum Qualifications**

High school diploma or general education degree (GED) required. Prior training or experience in corrections is desirable, but not required. Must have excellent verbal communication skills, ability to hear normal range of radio and speech, and ability to visually observe persons and conditions. Must have ability to work independently, maintain a calm and professional manner at all times, and have the ability to physically restrain inmates if necessary. Must be able to work rotating shifts, including days, nights, weekends, and holidays as assigned.

Must pass a tuberculosis screening and receive a certificate in medication passing and Certificates of Training in CPR, First Aid, and AED within 6 months of hire.





## ***Position Description***

When advertising for vacancies, Aitkin County will state whether a bona fide occupational qualification (BFOQ) exists. For example, a BFOQ may exist related to gender for Correctional Officers to comply with DOC staffing regulations.

Valid Minnesota driver's license required. U.S. Citizenship required. Employment reference checks, a criminal background check, and pre-employment physical will be performed as part of the pre-employment process.

Additional requirements for Transport Officer assignment: Must have a minimum of 6 months work experience in the corrections field. Must have considerable knowledge of security procedures and techniques, departmental rules, regulations, policies and procedures. Must have knowledge of self-defense techniques, restraint application, escape, radio communication and emergency procedures.

Additional requirements for STS Crew Leader assignment: Must have a minimum of 5 years work experience in the corrections field. Prior experience coordinating STS crews is highly preferred including some knowledge and understanding of the criminal justice system, and prior experience using a variety of hand and power tools, supplies, and equipment, and considerable technical knowledge of construction, forestry, maintenance, grounds keeping, environmental cleanup and wildlife preservation. Must have knowledge of chainsaw safety and considerable experience in cutting firewood with a chainsaw. (The STS Crew cuts numerous cords of firewood per year for Long Lake Conservation Center, a county-owned conservation and environmental education center.)

### **Knowledge, Skills, and Abilities Required**

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position.

Skill in:

1. Computer and typing skills sufficient to complete 30 net words per minute without errors.
2. Reading, writing, and speaking English proficiently.
3. Accurate record keeping and attention to detail; operations of complex communications equipment; computer operations; operation of intercom and security lock systems; operation of various office equipment.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat others with respect, honesty, and consideration.
2. Manage time and workload effectively.
3. Maintain confidentiality.



## ***Position Description***

4. Supervise the activities of inmates, analyze and react calmly and quickly in emergency situations; remain alert to security needs in the jail by performing pat searches, contraband inspections, and handcuffing of inmates for court appearances; follow orders as directed.

### **Language Skills**

High Skills – Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Mathematical Skills**

Basic Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Skills**

Intermediate Skills – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills**

To perform this job successfully, an individual should be proficient at using the following software:

County Payroll Software/E-time, Microsoft Word, Microsoft Excel, Microsoft Outlook, Jail or Dispatch Software, Internet, and other job-related software.

### **Ability to Travel**

Occasional travel is required to attend trainings and meetings in and out of Aitkin County.

### **Competencies**

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, problem solving, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, leadership, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, and initiative.

### **Work Environment**

The noise level in the work environment is usually moderate.



## **Position Description**

### **Equipment and Tools**

Computer, telephone, radios, fax, copier, printer, calculator, shredder and other job-related tools and equipment, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

### **Physical Activities/Requirements**

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 50 pounds.

While performing the duties of this job, the employee performs medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Working safely is a condition of employment. Aitkin County is a drug-free workplace.

### **Disclaimer**

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

### **Reasonable Accommodation Notice**

The 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 and current employees to discuss potential accommodations with the employer.

05/2013

---

*"Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County."*