



Board of County Commissioners Agenda Request

7A
Agenda Item #

Requested Meeting Date:

Title of Item:

<p>REGULAR AGENDA</p> <p>CONSENT AGENDA</p> <p>INFORMATION ONLY</p>	<p>Action Requested:</p> <p>Approve/Deny Motion</p> <p>Adopt Resolution (attach draft)</p> <p style="text-align: right;"><i>*provide copy of hearing notice that was published</i></p>	<p>Direction Requested</p> <p>Discussion Item</p> <p>Hold Public Hearing*</p>
Submitted by:		Department:
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue:		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
<p>Financial Impact:</p> <p><i>Is there a cost associated with this request?</i> Yes No</p> <p><i>What is the total cost, with tax and shipping? \$</i></p> <p><i>Is this budgeted?</i> Yes No <i>Please Explain:</i></p>		



SECURITY/TRANSPORT DEPUTY SHERIFF

Department Sheriff's Office
Grade Grade 6
Reports to Undersheriff
FLSA Status Non-exempt
Union Status Teamsters 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 Manager.

Job Summary

The Security/Transport Deputy Sheriff ensures the protection of the citizens of Aitkin County by providing law enforcement services. Duties include protecting life and property, preventing crime, apprehending criminals and enforcing laws, rules, and regulations in Aitkin County. The incumbent safely transports prisoners with security procedures appropriate to risk, and provides facility and court security.

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. Primarily performs thorough search operations to screen members of the public who seek admittance to the courthouse or other assigned county facilities [ask Jessica what this building will be officially named...courthouse...judicial center...justice center...other?], typically Monday through Friday, 8:00 a.m. to 4:30 p.m.
2. Adheres to all applicable safety policies and procedures.
3. Responds to and handles calls for service at county facilities; evacuates and secures buildings in the event of bomb threats, fires, or other emergencies; assists in conducting building searches during bomb threats. Calls for appropriate response based on assessment of the situation.
4. Assists the Sheriff's Office and other law enforcement officers, court bailiffs, and correctional officers as directed. Serves warrants, summonses, and other processes; makes arrests.
5. Administers first aid, as the situation requires, until relieved by medical personnel.



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6. Stays current with ever changing technology, tools, and equipment.
7. Serves warrants, summonses and other processes on persons; executes court orders.
8. Prepares all necessary reports in a timely manner.
9. Acquires and maintains current knowledge of federal, state, county, and local laws and ordinances.
10. Attends training and meetings as needed.

11. May occasionally be assigned to perform any of the following duties:
 - a. Transport prisoners on writs or warrants from other counties, to and from Minnesota correctional facilities, from the jail, and from state and private hospitals for required court appearances; works closely with and cooperates with the jail staff to safely supervise inmate movement from the jail to the courts; transports juveniles to and from secure and non-secure facilities to court. Escorts defendants to the jail to be booked and released. Examples of trips include chemical and mental illness hearings. May also travel out-of-state to escort prisoners. Completes required paperwork prior to transporting prisoners.
 - b. Prepare courtrooms and coordinates courtroom activities. Conducts a search of courtrooms and the Justice Center prior to court, looking for signs of tampering and/or suspicious packages, etc.; ensures that doors are secured. Limits the number of spectators and media persons allowed in the courtrooms. Restricts cameras, cell phones, and other recording devices from entering the Justice Center. Prepares each courtroom by checking in people schedule to appear, as well as county attorneys, probation officers, defense attorneys, and social workers. Assists the public by directing them to the proper courtrooms. Takes extra security measures for multi-defendant or high-risk trials.
 - c. Maintain direct supervision of juveniles, prisoners, and other secured individuals at all times. Stands by with inmates during emergency hospital visits. Inspects the transport vehicle prior to transports; searches the prisoner compartment of the transport vehicle both prior to and after the prisoner is transported, and documents inspections. Conducts a thorough pat search of the prisoner prior to placing restraints on the prisoner.
 - d. Maintain order and decorum in the courtroom. Ensures that litigants, attorneys, court staff, and spectators conduct themselves properly. Enforces laws and arrests violators. Remains alert and ready at all times to control unusual or unexpected situations in and around the courtrooms. Uses restraints in the courtroom on dangerous prisoners who are in custody, or witnesses, when appropriate. Provides security for judges, witnesses, attorneys, juries, grand juries, and the public.
 - e. Perform duties involved with a jury trial, including 24-hour jury sequestration.
 - f. Perform duties associated with court orders requiring a licensed deputy to enforce the order at the courthouse, such as no-contact orders and orders for protection.
 - g. Carry out lawful orders and directions of the court. Places contraband into evidence and completes required reports. Administers preliminary breath tests for alcohol to defendants when requested by a judge. Promptly submits required reports and forms.
 - h. Assist with emergencies or natural disasters, including those that occur away from County offices.
 - i. Maintain and arrange for service, upkeep, and repair of vehicles in the transport fleet.
 - j. Provide input and recommendations to the Safety Committee. Assist in developing transport and security policies and procedures, including emergency plan guidelines for county buildings and staff; assists in developing methodologies for assessing the effectiveness of security operations, methods, and training programs; seeks out budget and operational efficiencies and makes



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recommendations to the Undersheriff; serves as a member of various committees addressing transport and/or court and county facility security issues and building needs as requested; attends departmental meetings and trainings as directed; provides assistance to trainees as needed.

- Performs other related duties as assigned or apparent.

Minimum Qualifications

Licensed or eligible to be licensed by the Minnesota P.O.S.T. Board, which includes two years post-secondary education or more; and continues to receive education credits to be licensed. First Responder Certification within six months of hire.

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

Must be First Aid, CPR/AED certified or obtain within 30 days of hire.

Knowledge, Skills, and Abilities Required

Knowledge of:

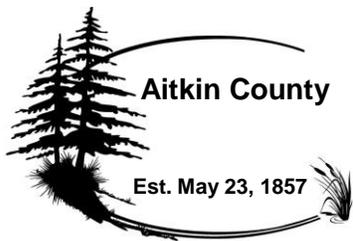
1. County and departmental policies, procedures, and practices to safely and effectively accomplish the needs of the department.
2. Federal, State, and local laws relevant to the work performed in the position.
3. The principals, practices, methods and modern techniques of criminal investigations, gathering and preserving evidence, interrogation, rules of evidence, court procedures, and data privacy.

Skill in:

1. Reading, writing, and speaking English proficiently. Must be able to communicate well to resolve problems and to explain laws or departmental operations and rules.
2. Organizing and prioritizing work.
3. Efficient computer and typing skills.
4. Use of cameras and complex audio and video recording devices.
5. Proper care and use of firearms. Use of intermediate weapons such as soft hand, hard hand, Taser, asp, baton, and mace.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisor, subordinates, and members of the public with respect, honesty, and consideration.
2. Physically protect and defend self and others.
3. Perform emergency first aid.
4. Operate vehicles and all other job-related equipment. (Note, this position does not have a take-home squad car.)



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5. Demonstrate effective oral and written English communication skills. Understand and carry out oral and written instructions.
6. Perform duties in a safe manner; act professionally with tact and impartiality; react quickly and calmly to emergency situations.
7. Speak comfortably in front of groups, such as students or jury members.
8. Gather and analyze facts, and prepare clear, concise, accurate reports.
9. Maintain P.O.S.T. License.
10. Maintain confidentiality.
11. Travel and work in excess of standard hours when necessary.

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

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.

Computer Skills

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

County Payroll Software/E-time, Webfusion, Microsoft Word, Excel, Outlook, PowerPoint, specialized law enforcement software - Enfors/portals/APS/Accurint/DVS, Internet, and other job-related software.

Ability to Travel

Occasional travel is required for transports, paper service, and other job-related tasks as assigned.

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, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, delegation, leadership, quality management, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, innovation, patience, decisiveness, flexibility, and crisis management.



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Work Environment

The noise level in the work environment is usually moderate. Most work will be performed in and around the courthouse facility. May involve continuous radio noise. Occasionally, will perform transports that require a large portion of the day to be spent in a patrol vehicle or prisoner van, frequently exiting and entering the vehicle. Subject to dealing with emergency situations including hostile and combative persons, as well as dealing with people wielding deadly weapons such as guns or knives; routinely exposed to contagious diseases. Works with or required to handle firearms and substances such as tear gas, pepper mace, and controlled substances such as marijuana, cocaine, etc. on rare occasion may be subject to intense siren, gun shot, and K-9 barking; may be required to work outside of normal business hours as assigned.

Equipment and Tools

Personal protective equipment, county vehicle or squad car, radars, Intoxilyzer sensors, portable and mobile radios, firearms (handgun, shotgun, semi-automatic rifle), Taser, Preliminary Breath Tester, expandable baton, handcuffs, flashlight, first aid, measuring and metering devices, oxygen units, tape recorders, cameras, audio and video equipment, computer and software, printer, telephone, pagers, copier, fax, statute books, calculator, shredder, county-owned vehicles, trailers, and other job-related equipment.

Physical Activities/Requirements

Must have and maintain the physical ability to perform the essential functions of this position. Physical requirements include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, twisting, fingering, grasping, feeling, smelling, talking, hearing, seeing and repetitive motions.

Very Heavy Work which involves exerting in excess of 100 pounds of force.

Physical requirements also include the following: eyesight correctable to 20/20; ability to engage in activities which require physical exertion; ability to withstand inclement conditions (i.e. cold, rain, snow, heat) for extended periods of time; ability to perform under high stress situations; the capability of responding to situations involving physical violence.

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



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encourages both prospective and current employees to discuss potential accommodations with the employer.

10/21/2020

Our Vision: We strive to be a county of safe, vibrant communities that place value on good stewardship of local resources.

Our Mission: Aitkin County's mission is to provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.

Our Core Values: Collaboration, Innovation, Integrity, People-Focused, Professionalism