

JOB DESCRIPTION: DISPATCHER/JAILER

DISPATCHER/JAILER:

The Dispatcher is to provide a system of communication between the community and its emergency services. The position comes under the authority of the Sheriff and reports to the Chief Dispatcher.

The Jailer is responsible to maintain the safety and security of legally detained individuals in a humane and professional manner. The position comes under the authority of the Sheriff and takes direction from the Jail Administrator.

1. Receive and send local, county, regional, state and nationwide messages via telephone, radio, teletype and email. Maintain radio contact with law enforcement agencies, emergency services, public safety agencies and others as circumstances require.
2. Receive emergency calls, evaluate what services are needed and dispatch the appropriate resources.
3. Receives non-emergency calls for service and dispatches the appropriate resources.
4. Input all calls into the records management system and update those records as needed.
5. Monitor and log officer and emergency personnel activity and obtain safety status checks as needed.
6. Monitor video cameras within the Sheriff's Office and Court House.
7. Provide information or assistance of general nature to the public on request. (Examples; directions, lost property, lost pets, payment of fines, etc.)
8. Prioritize dispatching calls effectively to assure emergencies are handled prior to non-emergency requests.
9. Enters into the appropriate IOWA/NCIC file, all vehicles, persons, articles, guns, boats and securities as required.
10. Receives and initiates broadcasts concerning stolen vehicles, wanted/missing persons, attempt to locate and be on lookout, etc.
11. Monitor state and local radio frequencies to intercept and relay information affecting our service area.
12. Initiates and transmits messages requesting information regarding vehicle registration, driving records, and criminal history records.
13. Receives after hours calls for various city utilities and public works departments and dispatches the information/request to the appropriate "on call" workers.
14. Takes messages for all employees within the Sheriff's Office and New Hampton Police Department.

15. Maintains file on no contact orders and locates information as needed
16. Operates all radio and 911 equipment.
17. Maintains dispatch records, telecommunications printouts, stolen vehicle file, wanted person file, missing persons file and other logs for reference.
18. Monitor and check on prisoners who are detained in cells.
19. Female staff may be asked to provide matron services for females including legal body searches as directed or needed.
20. Keep logs of prisoner activity as directed by the Jail Administrator and State of Iowa Code or as needed. Order and serve meals for prisoners.
21. Process inmates into and out of the jail.
22. Assist with initial court appearances for inmates.
23. Maintain the safety and security of inmates.
24. Clean and maintain the jail as outlined in the policy and procedures.

Perform related duties as required

Supervisor: Sheriff/Chief Deputy

Hours of work: The hours of work for this position are outlined in section 13.2 of the collective bargaining agreement.

Printed Name

Date

Signature