

RICHLAND COUNTY

POSITION DESCRIPTION

Position Title: Jailer Dispatcher

Department: Sheriff's Department

Reports to: The Sheriff

Date: September 2014

Hours per week: average 40

PURPOSE OF POSITION

The primary purpose of this position is to answer calls for public safety for the citizens of Richland County, and to ensure the safety and security of the Richland County Jail.

- ANSWER 911 CALLS
- ASSIST PERSONS AT THE DISPATCH WINDOW AND/OR ASSIGN ROAD PATROL DEPUTIES TO ASSIST THOSE PERSONS WITH THEIR CONCERNS
- BE PROFICIENT IN THE OPERATION OF THE TELEPHONE SYSTEM
- MUST HAVE AN UNDERSTANDING OF COMPUTERS WHILE USING MULTIPLE PROGRAMS AND APPLICATIONS
- MUST BE ABLE TO MULTI-TASK AND PRIORITIZE CALLS
- HAVE A WORKING KNOWLEDGE OF THE OPERATION OF OFFICE EQUIPMENT
- ANSWER ALL EMERGENCY AND NON-EMERGENCY TELEPHONE CALLS , GATHER PERTINENT INFORMATION, DISPATCH APPROPRIATE POLICE AND EMERGENCY UNITS AND ACCURATELY RELAY INFORMATION TO ALL RESPONDING UNITS
- LOG INFORMATION FROM ALL TELEPHONE CALLS AND RADIO TRAFFIC
- ANSWER ALL CRIMESTOPPERS PHONE CALLS AND DISTRIBUTE THE INFORMATION TO THE APPROPRIATE PERSON(S) OR AGENCY
- BE PROFICIENT IN THE OPERATION OF ALL DISPATCH SOFTWARE, 911 SOFTWARE AND MAPPING
- BE PROFICIENT IN THE USE OF PLAT BOOKS AND MAPS FOR RICHLAND AND SURROUNDING COUNTIES
- BE ABLE TO OPERATE THE CCTV SYSTEM (CLOSED CIRCUIT TV)
- MONITOR WEATHER CONDITIONS AND TRANSMIT ALERTS TO DEPUTIES, EMERGENCY SERVICES, AND PUBLIC LISTENING STATIONS, INCLUDING ACTIVATING OUTDOOR WEATHER SIRENS
- OPERATE THE TIME SYSTEM AND INTERPRET IT'S RESPONSES ACCURATELY AND RELAY THEM IN A TIMELY MANNER

- ENTRY OF ALL WANTED PERSONS, MISSING PERSONS, STOLEN VEHICLES, GUNS, PARTS AND ARTICLES AND PROTECTION ORDER/INJUNCTIONS INTO THE TIME SYSTEM.
- BE PROFICIENT IN THE USE OF THE EMERGENCY MEDICAL DISPATCH (EMD) SYSTEM
- COMPLY WITH ALL ANNUAL TRAINING REQUIREMENTS
- BE PROFICIENT IN THE OPERATION OF THE PAGING AND BACKUP PAGING SYSTEMS, ALL RADIO EQUIPMENT, ALL ALARM SYSTEMS WITHIN THE COURTHOUSE AND JAIL
- BE ABLE TO OPERATE THE INTERCOM SYSTEM, AND REMOTE DOOR AND LOCKS
- BE PREPARED TO OPERATE UNDER EMERGENCY OR UNEXPECTED CONDITIONS FOR EXTENDED PERIODS OF TIME
- MAINTAIN COMPOSURE AND PROFESSIONALISM UNDER STRESS
- BE PROFICIENT IN THE USE OF SCBA
- MONITOR LOCAL TV, NATIONAL NEWS, AND WEATHER CHANNEL WHEN NECESSARY DURING AND FOR EMERGENCIES
- INFORM THE GENERAL PUBLIC, AS APPROVED BY COMMAND STAFF, ABOUT EMERGENCIES VIA LOCAL MEDIA
- HAVE KNOWLEDGE OF RESOURCES THAT MAY BE NEEDED AND USED IN BOTH EMERGENCY AND NON-EMERGENCY SITUATIONS
- ASSIST WITH SCHEDULING
- FOLLOW ALL JAIL POLICIES AND PROCEDURES AND ENFORCE INMATE RULES
- INMATE CELL CHECKS
- BOOKING INMATES, WHICH INCLUDES SEARCHING THE INMATE, MEDICAL AND MENTAL HEALTH ASSESSMENT, UPDATING OF PERSONAL INFORMATION, FINGERPRINTING AND SUBMITTING NEW CRIMINAL HISTORY INFORMATION, RECORDING OF INMATE PROPERTY, BOOKING PHOTO, DETERMINING APPROPRIATE HOUSING ASSIGNMENT
- RELEASE OF INMATES
- CLASSIFICATION OF INMATES
- COMPLETE A HEALTH TRANSFER SUMMARY FOR THOSE INMATES BEING TRANSFERRED TO ANOTHER JAIL, CORRECTIONAL FACILITY OR PRISON
- ADMINISTER PRESCRIPTION AND NON-PRESCRIPTION MEDICATION TO INMATES AND DOCUMENT REQUIRED INFORMATION ON MEDICATION ADMINISTRATION RECORD
- DISTRIBUTE MEALS, FOLLOWING ANY DIETARY RESTRICTIONS
- ABILITY TO USE GOOD JUDGMENT IN HANDLING INMATE PROBLEMS AND CONCERNS
- MAINTAIN A SECURE ENVIRONMENT FOR INMATES AND STAFF
- SCREEN INMATE MAIL FOR CONTRABAND OR SECURITY THREATS
- DIRECT INMATES IN CLEANING CELL BLOCKS AND LINENS
- RECOGNIZE LANGUAGE BARRIERS AND TAKE APPROPRIATE ACTION TO CONTACT AN INTERPRETER
- LOG AN INMATE'S VISITATION ACTIVITY INCLUDING, BUT NOT LIMITED TO, ATTORNEYS, CLERGYMEN, AND VISITORS
- FOLLOW POLICY AND PROCEDURES AND DUE PROCESS GUIDELINES IN THE EVENT OF INMATE DISCIPLINE
- DISTRIBUTE HYGIENE ITEMS
- MAINTAIN CONTROL OF ALL NECESSARY JAIL EQUIPMENT

- **WORK CLOSELY WITH THE JAIL DOCTOR AND NURSE ADDRESSING BOTH DAY TO DAY INMATE HEALTH CARE ISSUES AND MEDICAL EMERGENCIES**
- **ABILITY TO DEAL WITH INMATES WHO ARE SUICIDAL AND INMATES WHO HAVE OTHER MENTAL HEALTH ISSUES**
- **ABILITY TO DEAL WITH INTOXICATED, UNCOOPERATIVE AND COMBATIVE INMATES**
- **HAVE KNOWLEDGE AND UNDERSTANDING OF THE COURT SYSTEM, COURT DOCUMENTS AND LEGAL PROCEEDINGS**