

# **Bottineau County, North Dakota**

## **Job Description**

**Job Title:** Dispatcher/Corrections Officer

**Department:** Sheriff's Office

**Reports to:** Dispatch Supervisor/Chief Deputy/Sheriff

**Location:** Law Enforcement Center

**Job Status:** Full-time

**FLSA Status:** Non-Exempt

**Updated:** 12/22/16

### **POSITION SUMMARY:**

Work involves providing twenty-four hour communications for Bottineau County through the operations of radio networks, data processing terminals, satellite communications, teletype machines and cellular and land line phone systems. Receives, clarifies, relays and dispatches information to the appropriate emergency services, law enforcement and agencies statewide. Oversee the supervision, security, control and conduct of inmates at the correctional detention center, and to ensure the Bottineau County Correctional Center is operating in a peaceful manner.

### **ESSENTIAL RESPONSIBILITIES AND DUTIES:**

- Provide assistance to the general public, state, federal and local agencies in emergency (i.e. 911) and non-emergency situations. Act as backup to the neighboring Public Service Answering Points (PSAP's).
- Interview callers to obtain preliminary report of incident or emergency to determine response requirement and priority assignment and dispatch units in accordance with established protocol or jurisdictional standard operating procedures (SOP); provide medical, safety and lifesaving instructions and procedures when necessary.
- Monitor and maintain radio communication with Federal, State and local law enforcement and parole and probation officers, and public safety officers (i.e. Fire, medical, etc.) to ensure their safety and provide situational awareness.
- Monitor the Homeland Security react terminal for Emergency Management Assistance Compact (EMAC) for assistance requests for natural disasters.
- Enter, update and retrieve information from the National Law Enforcement Teletype System, National Crime Information Center (NCIC) and other computerized data systems regarding driver's license status, wanted persons, vehicle registrations and stolen vehicles for requesting law enforcement personnel.
- Monitor National Warning System (NAWAS); answer and acknowledge all warnings, alerts and tests; disseminate severe weather watches and warning to law enforcement, emergency responders and the general public; assist law enforcement and Department of Transportation with closure of any state highways due to catastrophic failure or safety concerns.

- Participate in the national Amber Alert program coordinating city, county, and state law enforcement along with the state's news media.
- Identify, assess and coordinate statewide response to an emergencies or threats (i.e. bomb threats, weapons of mass destruction, and hazardous materials spills).
- Maintain Bottineau County Dispatch Center's records systems.
- Work also involves entering events into computer aided dispatch systems, participating in Emergency Management and Homeland Security assignments.
- Basic operation of the jail facility (in collaboration with Sheriff's Dept personnel):
  - Admit and release prisoners, to include searching inmates and property and making inventory of the personal property of the prisoners. Book and discharge inmates and/or review all booking paperwork; issue clothing and supplies to new inmates; arrange for inmate transportation as required. Classify incoming inmates and place them in proper cells. Ensure that inmates are checked on a routine and regular basis.
- Records management:
  - Maintain inmate and detention records on file as necessary. Fingerprint and photograph inmates and type fingerprint cards. Assist with computer jail entries. Ensure that all changes on the jail roster are completed accurately.
- Safety, well-being and security:
  - Assist in jail safety and security procedures, including the control of weapons, contraband, keys, tools, and doors and other related safety and security precautions. Oversee the inmate's daily exercise and recreation routine. Promote acceptable attitudes and behaviors of inmates to assist them in adjusting to a confinement setting. Deliver meals and assist in meal preparation. Disperse medication to prisoners as directed by medical professionals. Assist in the cleaning of the jail areas. Ensure that cells, facilities and grounds are kept sanitary.
- Any other duties as assigned by the Sheriff, such as:
  - Respond to inquiries regarding inmate detention and correctional facility policies within the constraints of Department regulations. Operate equipment and utilize teletype communications. Testify in court. Attend training sessions and meetings as required. Assist with training of new dispatchers/correctional officers. Maintain availability during emergency situations such as an escape, mass bookings, cell searches, etc. Other duties as assigned.

**REQUIRED SKILL, KNOWLDEGE, & ABILIITES:**

- Must be able to provide friendly, professional service to the public.
- Must be able to exercise independent judgment in appropriate situations
- Must have knowledge of a variety of computer software applications in data entry and word processing.

- Must have knowledge of use and operation of standard office equipment, at a level generally acquired through 1 year of experience.
- Must be able to perform work to meet accuracy standards and time deadlines.
- Must be able to plan, organize and prioritize job duties without constant supervision
- Employees in this class are required to obtain certification for the National Crime Information Center (NCIC), Cardio-Pulmonary Resuscitation (CPR) and Emergency Medical Dispatcher (EMD), and Taser Certification.
- Must have completed basic Correctional Officer training, state certification or equivalent within 1 year.
- Must possess the ability to work with personnel of other law enforcement agencies.

**ESSENTIAL MENTAL & PHYSICAL FUNCTIONS:**

- Ability to communicate clearly in English (written and verbal)
- Ability to read and understand documents, maps, records, guidelines, etc.
- Ability to perform a number of sequential and involved operations, such as making comparisons, cross-checking, and detecting errors.
- Ability to communicate clearly via telephone and in person - with or without accommodation
- Ability to remain calm under pressure
- Use of hands to perform data entry – with or without accommodation
- Ability to bend and lift objects up to 40 lbs
- Ability to work 12-hour shifts – including overnight hours
- Ability to sit for extended periods of time
- Working conditions are those usually found in indoor office settings; however, mental strain may become excessive at times due to stressful calls and/or long overnight hours.
  - Frequent data input creates risk of repetitive motion injury (standard protections in place)
- Must maintain regular and acceptable attendance as determined by the supervisor
- Must possess the ability to perform duties effectively under stressful conditions, ability to make decisions quickly and accurately with tact and impartiality.
- Physical environment in which one must maintain control of aggressive inmates and utilize all use of force options.
- Potential exposure to blood-borne pathogens, noxious fumes and combative inmates.
- Moderate use of PC keyboard, monitor and standard office equipment (copier, fax, calculator, etc.), as well as internal radio communications devices - with or without accommodation.

*The employing department may substitute directly related work experience or education for minimum qualification requirements in written justification. The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel in this classification.*