

16 May 2017

EMPLOYMENT OPPORTUNITY, Chickasaw County (IA) Sheriffs Office

The Chickasaw County Sheriffs Office is currently taking applications & accepting resumes for a full time position of Dispatcher/Jailer. The hours will vary, to include nights, weekends and holidays. Starting wage is currently \$15.28 per hour, plus shift differential. A successful completion of 6-months probationary period, wage is \$16.19 and after one year the wage will be \$17.14. ILEA Jail certification preferred, but not required.

Applications may be picked up at the Chickasaw County Sheriffs Office at 116 N. Chestnut Avenue, New Hampton, Iowa, Monday through Friday, 8:00am to 4:00pm or printed from our website at www.chickasawcoia.org or find information on Facebook@ Chickasaw County Sheriff (IA).

Applications will be accepted until 4:00 pm, 16 June 2017. All applicants required to take and successfully pass; The "National Dispatcher Selection Test" (NDST). The Chickasaw County Sheriffs Office is an EOE. If you have a score on file within the last 12 months, you may use that score if you wish.

NDST testing will be tentatively held: Saturday, 24 June 2017 at the Chickasaw County Community Services Building located at 260 E. Prospect Street, New Hampton, IA.

Registration will be from 9:30am to 10:00am. Testing starts promptly at 10:00 am. A valid photo ID is required. Successful & final applicant(s) must take a psychological test and pass background and fingerprint check(s).

Excerpt from Chickasaw County Sheriff Policy and Procedure Manual;

PURPOSE

This directive is to identify the duties and responsibilities of the position of Dispatcher, Part-time Dispatcher, On-Call Dispatcher and/or other currently accepted terms used to describe the position of Dispatcher for the Chickasaw County Sheriffs Office and what type of qualities must be possessed by an individual to perform in this capacity.

POLICY

The position of Dispatcher is to provide a system of communications between the community and its emergency services. The position comes under the authority of the Sheriff. Appointment to this position is at the discretion of the Sheriff.

DUTIES AND RESPONSIBILITIES

1. Receive and send local, county, regional, state and nationwide messages via telephone, radio and teletype. Maintain radio contact with law enforcement agencies, emergency

services and public safety agencies and others as circumstances require. Handle multiple tasks; be able to make critical decisions; and must remain composed under stressful situations.

2. Receive emergency calls for ambulance, fire, rescue squads, boat or snowmobile patrol or other assistance. Discerns need and dispatches assistance as appropriate.
3. Receive and evaluate complaints or requests for police service or investigation from parties seeking aid. Discerns need and dispatches assistance as appropriate.
4. Monitor burglar, fire, and trouble alarms for businesses and facilities. Monitor video cameras within the department or jail areas. Dispatches personnel and equipment as required. When necessary, secure and instruct mutual aid personnel and equipment from the local law enforcement agencies under its radio control.
5. Receive varied information from the public and inform county law enforcement, police or state departments or agencies as appropriate. Discerns need and assists in locating persons for emergency messages.
6. Provide information or assistance of general nature to the public on request. (Examples; directions, lost property, lost pets, payment of fines, etc.)
7. Maintain continual log of officer and emergency personnel activity. Maintain and update all office records per prescribed methods as assigned within the department and or as detailed in procedural manual. Make records accessible to law enforcement and other agencies as needed.
8. Type and prepare correspondence or other necessary documentation as time permits.
9. Check on prisoners who may be detained in cells. Provide matron services for females including legal body searches as directed or needed. Keep logs of prisoner activity as directed by the Jail Administrator and State Code or as needed. Order and serve meals for prisoners.
10. Test warning equipment periodically for Civil Defense systems, fire pager systems, ambulance pager systems, and all other necessary equipment used for public alerts. Update self and keep current with the use of the TDD (Telephone Device for the Deaf)
11. Stay current on system changes for computer and Criminal Justice Record System. Study materials on techniques and procedures designed to improve communication, workflow and overall competency.
12. Obtain officer safety status when an officer is on a potentially dangerous call. Keep officers updated on incidents in progress with complete and concise information about the suspect, victim and witness locations, descriptions, etc. "An officer's safety is within the hands of a professional Dispatcher."
13. Prioritize dispatching calls effectively to assure emergencies are handled prior to non-emergency requests.
14. Handle people who are difficult, by telephone to diffuse the situation and determine the problem or needs of the caller. Listen to their needs and problems and speak calmly. Maintain composure.
15. Perform related duties as required.

EQUIPMENT

A Dispatcher shall be knowledgeable and /or qualified to operate the radio console, computerized communication systems, telephones, teletypes, typewriter, tape recorder, copy machine and other necessary devices used during a work shift.

DESIRABLE QUALIFICATIONS

A Dispatcher shall have a high school education plus additional training or experience in dispatch work. Ability to perform keyboard and record keeping functions with a high degree or accuracy, excellent communication skills, ability to respond in a calm manner in emergency situations and to obtain complete information under stress, ability to perform duties with distractions in crowded conditions, respect for confidentiality.

WORKING CONDITIONS

A Dispatcher's working conditions include; rotating shifts in accordance with currently accepted Chickasaw County practices.

Excerpt from Iowa Administrative Code;

Iowa Admin. Code 201-50.10
(356,356A)

Minimum standards for jail personnel.

50.10(1)

Requirements for employment.

No person shall be recruited, selected or appointed to serve as a jail administrator or jailer unless the person:

- Is 18 years of age or older.
- Is able to read and write in English.
- Is of good moral character as determined by a thorough background investigation including a fingerprint search conducted of local, state and national fingerprint files.
- Is not by reason of conscience or belief opposed to the use of force, when appropriate or necessary to fulfill the person's duties.
- Has the ability to perform the essential elements of the position as defined in department job specifications.
- Is an appropriate candidate for employment as demonstrated by qualified psychological screening.

Rescinded IAB 11123/05, effective 12/28/05.

50.10(2)

Minimum standard for retention.

No employee shall be retained who has demonstrated inappropriate action beyond a reasonable degree, who is not psychologically fit for jail employment, or who has repeatedly failed to observe these rules.

50.10(3)

Conflict of interest.

No person working in a jail shall transact any business with any prisoner nor shall any person working in a jail arrange through another party any business transaction with a prisoner. The jail shall have a written code of ethics that the jail provides to all employees. At a minimum, the code shall:

- Prohibit staff from using their official positions to secure privileges for themselves or others.
- Prohibit staff from engaging in activities that constitute a conflict of interest.

201-50.11
(356,356A)

Training for jail personnel.

50.11(1)

Initial orientation.

Except in an emergency situation, all persons performing jail duties and dispatchers subject to performing jail duties within the confines of the jail shall meet the following requirements, and the provision of this information and training shall be documented:

- The individual shall be fully knowledgeable of the administrative rules referring to jail standards.
- The individual shall be fully knowledgeable of jail rules, written policies and procedures as adopted by the jail administrator.
- The individual shall have been given specific orientation with respect to a prisoner's rights during confinement and procedures adopted to ensure those rights.
- If the individual is to have access to a firearm at any time, the individual shall hold a valid permit to carry weapons issued under the authority of Iowa Code chapter 724. The individual shall be professionally trained and qualified in the use of any firearm, electric restraint control device, and chemical control agents prior to use in connection with the individual's duties at the jail.
- The jail administrator shall record by log sheet the signature(s) of all jailers and jail supervisors attesting that they have full knowledge of the administrative rules referring to jail standards and the written policies and procedures governing the jail's operation.
- The individual shall have been instructed in the use of required firefighting equipment and the fire and emergency evacuation plan.
- All staff who administer medication shall be trained in accordance with the Iowa State Sheriffs and Deputies Association medication training program or other recognized medication administration course.

50.11(2)

Training documented

All jailers and jail administrators shall meet and document the completion of all training requirements as specified by the Iowa law enforcement academy training standards as found in 501-9.1(808) and 501-9.2(808), Iowa Administrative Code. The jail administrator shall record by log sheet the signature(s) of all persons attending the training.

50.11(3)

First aid

At least one staff member on duty at the facility shall be currently trained in first aid (or the equivalent) and CPR. This rule is intended to implement Iowa Code section 808.11A

Respectfully submitted;

Martin Hemann
Sheriff