

Kane County

Job Description



Job Title: Control Room Operator	Job Code: 740
Division: Corrections	Effective Date: 12/01/10
Department: Sheriff	Last Revised: 12/01/10

GENERAL PURPOSE

As a **non-sworn civilian member of the Sheriff Department** performs a variety of **working level duties** as needed to monitor the daily activity and functions of the county jail facility.

SUPERVISION RECEIVED

Works under the general supervision of the Corrections Corporal, Corrections Sergeant, Corrections Lieutenant (Jail Commander), Chief Deputy, Sheriff or assigned supervising officer.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Monitors and operates the jail radio systems and observes video monitors and communicates on the intercom with inmate housing areas.

Monitors inmate activities in housing cells and in the cell blocks, hallways, and every portion of the Jail, and ensures jail rules and regulations are enforced and inmates are in compliance therein. Maintains constant observation on suicide risk inmates/prisoners and other known inmate behavioral problems. Monitors inmates/prisoners as they move from the cells to other areas such as the exercise area, classrooms, interview rooms, etc.

Monitors inmate exercise and personal activity; ensures compliance with established rules and regulations; ensures timely return of inmates to lockdown status; engages communications access during visitations, ensures visitors are approved according to policy, monitors visitation activities.

Maintains constant watch for escape attempts or assaults on other inmates and/or staff members.

Masters all security and electronic functions to ensure total security in the Jail. Monitors, controls and operates all internal jail door and security controls. Maintains key control and minor tools.

Advises the shift supervisor of any conduct that is suspicious and may warrant investigation.

Develop a working knowledge of all Jail policies and procedures and emergency standard operating procedures.

Answers the jail telephone and Sheriff's Office phone after normal business hours.

Responds to phone calls; assists the general public; directs callers to various areas of the department as needed.

Maintains inmate records/reports/logs related to specific performance of their duties.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Educations and Experience:

A. Graduation from high school;

AND

B. Sufficient experience to demonstrate an aptitude or ability to perform above and related duties

2. Required Knowledge, Skills and Abilities:

Some knowledge of basic security methods and procedures; judicial; legal issues and liabilities associated with detention actions and practices; behavioral and psychological issues associated with inmate anti-social tendencies.

Some skill in use and operation of personal computer and various software applications.

Ability to communicate effectively both verbally and in writing; read, interpret and apply complex written policies, procedures; laws, and regulations governing the operation of detention facilities; ability to understand and follow detailed verbal instructions; operate personal computer and various software applications; establish and maintain working relationships with inmates from culturally diverse groups and their families; prepare and maintain detailed and accurate records; operate video equipment, computer terminals and electronic locks; and react quickly and appropriately to unusual or unexpected situations under conditions of stress.

3. Special Qualifications:

Must be certified in First Aid and CPR.

Must be 21 years of age.

Must pass the Peace Officer Selection Test.

Must possess a valid Utah Driver's License.

Must pass a detailed background investigation and meet same background requirements as a Corrections Deputy I.

Must be able to pass extensive training requirements.

4. Work Environment:

Performs work in a secure area of the correctional facility with appropriate climate controls. Tasks require a variety of physical activities, such as walking, standing, stopping, sitting, reaching, talking, hearing, seeing, and lifting. Occasionally may be required to lift, carry, push, and pull. May be required to move objects weighing up to 50 pounds. Uses tools or equipment requiring a high degree of dexterity. Work for sustained periods of time maintaining concentrated attention to detail. Must be able to distinguish between shades of color. Must be able to communicate via radio. Mental application utilizes memory for details, verbal instructions, written rules, policies, and regulations, emotional stability and discriminating thinking. Work may expose incumbent to contagious or infectious diseases or hazardous chemicals. Work exposes incumbent to a potentially hostile environment.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)