



Winnebago County

*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** Deputy – Corrections Division

**LOCATION:** Sheriff's Office

**HIRING RANGE:** \$27.36-\$34.90/Hr.

**STATUS:** Full time

**HOURS PER WEEK:** 38.2

**APPLICATION DEADLINE:** Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

---

## WINNEBAGO COUNTY POSITION DESCRIPTION *June 2023*

**POSITION TITLE:** Deputy – Corrections Division

**DEPARTMENT:** Sheriff's Office

**PAY BASIS:** Hourly

### **PURPOSE AND SUMMARY:**

Maintains the safety and security of the Winnebago County Jail and enforces jail policies, rules, and regulations.

### **ESSENTIAL FUNCTIONS:**

1. Maintains security of all jail areas by making timely security rounds, head counts, and systematic checks. Responds to inmate medical emergencies or refers general inmate sick calls to the Health Services Unit. Performs all duties regarding booking and releasing of inmates. Monitors all jail and inmate activities through direct observation or visual and audible devices. Supervises all inmate housing, care, and custody activities to include daily cleaning. Facilitates inmate hygiene needs through the issuance of clean laundry, bedding, and required personal hygiene items.
2. Uses reasonably objective force up to and including deadly force in the defense of self or others. Subdues, controls, and detains aggressive individuals involved in physical confrontations. Maintains consistent security procedures with inmates and the correctional

facility. Conducts thorough searches of inmates and their property. Conducts systematic, thorough, and complete searches when doing cell and facility inspections. Follows General Orders, Directives, and jail policies regarding facility access, prisoner classification, and prisoner escort procedures.

3. Uses creative problem-solving techniques in an attempt to resolve unique inmate care and custody issues. Ensures inmates requests are received, prioritized, and addressed in accordance with Agency standards. Makes sound decisions based on General Orders, Directives, and past practice. Completes assignments independently and without close supervision. Isolates and identifies problems, evaluates alternative courses of action, makes logical decisions, employs good judgment, common sense, and knows when and what type of action is appropriate.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Ensures the safety and security of the jail is maintained at all times.
2. Ensures prisoners are provided with necessities guaranteed under Wisconsin State Statutes, Federal Statutes, and Administrative Code.
3. Supervises the transfer and movement of inmates throughout the facility.
4. Exhibits a good working knowledge of all assigned equipment and is able to function effectively with it.
5. Operates various software programs to include jail records management system, fingerprint and photo system, and inmate account banking.
6. Prepares accurate, detailed, timely, and thorough reports.
7. Ability to prioritize and multitask.
8. Communicates to supervisors in a timely manner all information obtained which is pertinent to the achievement of Agency objectives, and assumes accountability for achieving results on time.
9. Performs all other duties as assigned by the Corrections Captain or designee.

#### **WORK RELATIONSHIPS:**

1. Reports to the Corrections Sergeant.
2. Works closely with the all divisions of the Sheriff's Office, and interacts regularly with other criminal justice professionals and members of the community.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. Certification as a corrections officer in accordance with the Wisconsin Law Enforcement Standards Board.
2. Must never have been convicted or pled guilty to a domestic abuse or a felony.
3. Possession of a valid Wisconsin driver's license.
4. Must meet State of Wisconsin and Agency training standards for on an annual basis.
5. Must be 18 years of age.
6. Must be a U.S. citizen.
7. Must be able to speak, read, and write the English language and communicate effectively.
8. Must possess a minimum of 60 college credits, some college credits with the ability to obtain 60 college credits within five years of hire, or have a minimum of three years' experience working as a Correctional Officer or similar position working with a state entity.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of Sheriff's Office General Orders, Directives, jail policies, and procedures.

2. Knowledge of Wisconsin State Statutes and Wisconsin Administrative Codes as they relate to law enforcement, citizen's rights, and inmate's rights.
3. Knowledge of current correctional strategies, techniques and equipment.
4. Knowledge of search and seizure law, and evidentiary best practices.
5. Ability to communicate effectively orally and in writing.
6. Ability to apply correct General Orders, Directives, jail policies and procedures to a variety of situations.
7. Ability to prioritize assignments and multi-task.
8. Ability to meet regular and predictable attendance standards.

**PHYSICAL REQUIREMENTS:**

1. Ability to meet the physical, emotional, and psychological qualifications of a law enforcement officer.
2. Regularly required to perform law enforcement related duties to include responding to disturbances, crowd control, arresting and taking individuals into custody, and using force in the defense of self or others.
3. Ability to function in situations which may rapidly change from those during routine operations to those which are emergencies and highly stressful.