

DODGE COUNTY
TITLE: TRANSPORT OFFICER

BAND B	GRADE 2	SUBGRADE 1
DIVISION: Sheriff	ACCOUNTABLE TO: Sheriff, Chief Deputy, and all other authorized supervisors	CLASS CODE: Non-Exempt
PRIMARY LOCATION: Sheriff's Office	NORMAL HOURS: On-Call Varies/Subject to call 24 hours a day	DATE OF LATEST REVISION: 8/01/15

JOB PURPOSE:
By the direction and under the supervision of the Sheriff or his designee shall escort prisoners and others to and from Court, Jail/Detention facilities, or other jurisdictions.

Duty No.	Essential Duties	Frequency	B/G
1.	Escorts prisoners and others to and from Court, Jail/Detention facilities, treatment facilities, or other jurisdictions at the direction of the Sheriff or his designee or as ordered by the Court.		
2.	Serves criminal warrants, complaints, summons and other Court Orders on detainees.		
3.	Maintains accurate and complete daily transport logs of all transports of detainees.		
4.	Performs limited housekeeping duties, such as: maintaining the cleanliness of the interior of the transport vehicle to keep vehicle free of any debris.		

MINIMUM QUALIFICATIONS:
Must be at least 18 years of age, possess a valid Minnesota Driver's License with no major traffic violations for the last three years, must pass an oral examination and background investigation. Law Enforcement/Detention Facility background strongly preferred. Must be available Monday through Friday, flexible schedule. Occasional weekend/evening hours. Must have a high school diploma or G.E.D. equivalent.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED:

- Must be able to read maps of roadway systems.
- Must maintain and continue training and working knowledge of the Sheriff's Office.
- Must receive and maintain C.P.R. and Basic First Aid certification.
- Must receive and maintain training in radio communications.
- Must receive and maintain knowledge of Minnesota State Statutes pertaining to transport of detained persons.
- Must be skilled in the ability to express oneself clearly and concisely both orally and in writing.
- Must be skilled in the use of Law Enforcement equipment, such as defensive weapons, restraint equipment and techniques, as well as the policies and laws that regulate their use.
- Must have the ability to react quickly and calmly in emergencies and to exercise good judgment in evaluating situations and in making decisions.

CORE COMPETENCIES OF POSITION:

- Knowledge of Work Rules. Develops and maintains a thorough working knowledge of all department and applicable jurisdictional policies and procedures in order to help facilitate compliance with such policies and procedures by all staff members.
- Commitment to the Work Group. Develops respectful, cooperative and productive work relationships with co-workers, including the demonstrated willingness to help newer staff so their respective job responsibilities can be performed with confidence as quickly as possible.
- Commitment to Customer Service. Demonstrates by personal example the service quality and integrity expected from all staff members. Represent Dodge County in a professional manner to the general public, employees and other outside contact/constituencies in a manner that helps maintain and enhance Dodge County's reputation as well managed and citizen oriented.
- Communication. Confer regularly with and keep one's immediate supervisor informed of all important matters pertaining to those functions and job responsibilities for which they are accountable.
- Productivity and Work Organization. Demonstrates ability to plan, organize and accomplish work in a timely and effective manner. Report to work location on time and on a regular basis.
- Problem Solving and Decision Making. Exercise good judgment in problem solving, analytical thinking, and independent thinking as it relates to departmental and County procedures, problems, and policy interpretations.

CORE COMPETENCIES OF POSITION - CONTINUED:

- Safety Rules and Procedures. Know and observe the safety policies and procedures of the County. Perform tasks in a safe and efficient manner while using appropriate safety equipment, clothing, and devices.

ACCESS TO NOT PUBLIC DATA:

The employee in this position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions Ch. 13.

PHYSICAL ACTIVITIES/REQUIREMENTS:

- Work may range from long range periods of physical inactivity (i.e.: driving for extended periods) to extremely demanding exertion, physical in nature; may require stooping, crouching, reaching, standing, walking, running, pushing, lifting, fingering, talking, hearing, seeing and repetitive motions.
- May be required to lift and/or move weight equivalent to an adult human on occasion or other objects that may be in equivalent in weight in order to perform duties.

MISCELLANEOUS INFORMATION:

- Subject to call on short notice.
- Duration of shifts may vary, to include erratic meal periods.
- May have to drive in varying weather conditions.
- Operate marked or unmarked transport vehicles and use equipment such as 2 way radios, First Aid equipment and other equipment necessary to carry out transport duties.

SAFETY POLICY:

It is the responsibility of every employee of Dodge County to know and observe the safety policies and procedures of the County. Each employee is expected to perform tasks in a safe and efficient manner while using appropriate safety equipment, clothing, and devices.

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Physical, Mental and Environmental Requirements

Part I: Physical Requirements

Section A

The physical mobility requirements of this job are to spend:

	hours a day sitting
	hours a day standing
	hours a day walking
	hours a day kneeling
	hours a day stooping
	miles a day walked
	feet climbed using a ladder
	feet climbed on an incline
	feet climbed using stairs

Section B

The physical effort requirements of this job are

	# of pounds lifted
	pounds lifted waist high
	pounds lifted shoulder high
	pounds lifted above the head
	pounds are carried alone
	pounds are carried with someone else
	distance weight must be carried (feet)
	pounds are pushed
	pounds are pulled
	pounds are held

Section C

The physical dexterity requirements of this job are to operate:

	a telephone
	Computer/electronic equipment
	hand tools
	Electric tools
	Manipulate small objects

Part II: Sensory Abilities

The checked items listed below are sensory requirements needed for this job. Items are critical, useful, or not required.

critical	useful	
		see
		distinguish colors
		hear or listen
		taste
		smell
		touch
		speak

Part III: Mental Effort

The mental efforts required on a daily basis are:

	reading		Analyzing data
	writing		Searching for solutions
	basic arithmetic		Creating methodologies
	mathematics		Conducting research
	weighing and/or measuring		Managing resources
	visualizing conclusions		Evaluating performance of others

Part IV: Work Environment

The elements of this job's work environment are (complete all that apply):

	hours a day spent working under time pressure
	hours a day spent working rapidly
	% of time spent indoors
	% of time spent outdoors
	% of time spent in an automotive vehicle
	% of time spent at a desk, bench or window
	% of time spent in an office or control room

	The condition of the air is clean (controlled)
	The condition of the air is normal/average
	The condition of the air is dusty/dirty
	The condition of the air is wet/humid
	The condition of the air is affected by fumes, smoke etc.

	The noise level is normal
	The noise level is loud, requiring ear protection
	The surface of the working environment is level
	The surface of the working environment is sloping
	The surface of the working environment is uneven
	The surface of the working environment is slippery

Part V: Additional Comments: