



Trempealeau County Opening Deputy Sheriff

Trempealeau County is recruiting for the full-time position of Deputy Sheriff. Currently seeking to fill an immediate vacancy and to establish a candidate pool for filling future potential Deputy Sheriff vacancies throughout the year or until the next recruitment.

PURPOSE OF POSITION:

The purpose of positions in this classification is to protect County citizens and property, prevent crime, apprehend criminals, provide law enforcement service and enforce state, federal and county laws and ordinances. The work is performed during an assigned shift and under the supervision of the Patrol Sergeant and Operations Captain.

REQUIRED QUALIFICATIONS:

Associate degree in Criminal Justice, Police Science or 60 college credits. A valid motor vehicle operator's license required. Must be a Wisconsin certified police officer or Wisconsin Law Enforcement Standards Board certifiable. One to two years certified law enforcement officer experience preferred. Candidates required to participate in a written exam – further information to be sent. Must successfully pass applicable background check, psychological exam and pre-employment/post-offer drug screen and physical screen.

COMPENSATION / BENEFITS:

The 2019 starting wage for this non-exempt, unionized position is \$26.54 per hour, plus benefits. Earnings up to \$28.15 per hour upon successful completion of probation period. A comprehensive benefit package is offered to county employees including health insurance, flex spending account, dependent care reimbursement, pension plan, deferred compensation, dental, vision, short-term disability, life insurance, critical illness insurance, cancer insurance, and accident insurance and paid holidays, vacation and sick leave.

Trempealeau County also accepts applications for the position of Part-Time/Fill-In Deputy Sheriff on an ongoing basis. Starting rate \$23.63 per hour.

Application material may be found at www.tremplounty.com or by contacting Human Resources. Completed application must be received (via mail, email, fax, or hand-delivered) to Human Resources by:

February 4, 2019 at 4:30 p.m.

Trempealeau County Human Resource Department

36245 Main St., PO Box 67, Whitehall, WI 54773

Telephone: 715-538-2311 ext. 213

Fax: 715-538-4776

personnel@tremplounty.com

Equal Opportunity Employer / Affirmative Action

2019 EMPLOYEE BENEFITS



TREMPEALEAU COUNTY FULL-TIME SHERIFF'S DEPUTY (WPPA):

WPPA Benefit Package for 2019. A complete packet of benefits information will be provided to the candidate selected for the position. This illustration summarizes the benefits presently offered by Trempealeau County and is not a guarantee of benefits.

Benefit Type	What you receive	Eligible	Who Pays
Medical*	County participates in the State of Wisconsin offered Health Plan. <u>\$500 individual / \$1000 family deductible.</u> Routine/Preventative services- plan pays 100%. Emergency Room copay - \$60 per visit. Annual Wellness Incentive - \$150 gift card for employee & spouse when annual physical or wellness screen is complete.	First of the month following 30 days of employment	County contributes 88% of the lowest cost plan. Employee Contribution Quartz-Community <u>Single Plan: \$86.08/per month</u> <u>Family Plan: \$211.49/per month</u> Premiums vary depending on plan selection. Other plans include WEA Trust West, Security Health Plan Central and Health Partners.
Flex Spending Account (FSA)	\$500 -Single Health Plan \$1000-Family Health Plan County contributes either \$500/\$1000 for each employee enrolling in the county sponsored medical plan.	First of the month following 30 days of employment	Option to contribute up to an additional \$2700 for medical and \$5000 for dependent care per year. Expenses must be incurred January 1, 2019 through March 15, 2020 and submitted for reimbursement by May 31, 2020.
Dental	Delta Dental WI Plan: Preventative (100% no deductible), basic and major (80/50%) and orthodontic (50% with \$1500 individual max) coverage. Deductible \$50/person; \$150/family. Annual max \$1200 per person.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee: \$37.01 / month Employee + 1: \$73.48 / month Family: \$117.21 / month
Vision	Avesis Vision Plan: Eye exams (covered 100% in-network), lenses, frames, contact lenses and discount on Laser Vision Correction.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee: \$10.92 / month Employee + 1: \$19.11 / month Family: \$28.39 / month
Term Life Insurance	Life insurance coverage for yourself, spouse and children. Plan gives you the availability to choose how much life insurance you want and need. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Cost varies based on age and coverage level electing.
Universal Life Insurance	Coverage provides protection while building cash value. Income tax free death benefit to your beneficiary and potential for loans and partial withdrawals base on available cash value. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Cost varies based on age and coverage level electing.

Short-Term Disability	Provides financial resources with benefits available up to 60% of your salary during time off work due to illness/injury.	First of the month following 90 days of employment	<u>Employee pays 100%</u> Cost varies based on age and hourly rate of pay.
Group Accident	Lump sum benefit for off the job accidental injuries, pays in addition to other insurances, Low and High plan options available. Wellness benefit up to \$150 (low) \$400 (high) per year for covered individual. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee Low: \$12.26 / month Employee High: \$18.52 / month Employee plus children, Employee plus spouse and Family rates also available.
Group Cancer	Cancer Insurance to help you manage expenses of treatment (including experimental), pays in addition to other insurances. Plan covers cancer and up to 29 specified diseases. Wellness benefit of \$100 per year for covered individual. Low, Medium and High plan options available. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee Low: \$16.94 / month Employee Medium: \$24.36 / month Employee High: \$36.14 / month Employee plus children, Employee plus spouse and Family rates also available.
Group Critical Illness	Lump sum benefit for critical illness such as heart attack, stroke, major organ transplant, end stage renal failure. Pays in addition to other insurances Benefit amounts \$2500 - \$20,000 depending on illness. Supplemental benefits also available. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Cost varies based on age, tobacco use and coverage level electing. Rates per Employee, Employee plus children, Employee plus spouse and Family.
Pension	Wisconsin Retirement System (WRS). Eligible employees are required to pay toward WRS contribution rate for "protective" employees. Pre-taxed.	Date of Hire	<u>Protective employees</u> Employee: 6.55% County: 10.72%
Deferred Compensation	Available plans: WI Deferred Comp (WDC) and Nationwide (NACO). Allows you to invest today for retirement. Federal/State taxes are deferred until your assets are withdrawn.	Anytime	<u>Employee pays 100%</u> Available through payroll deduction (flat rate or percentage).
Vacation	Accrues per pay period per year as follows. 1 – 4 years of service: 12 days 5 - 6 years of service: 15 days 7 - 9 years of service: 18 days 10 - 14 years of service: 20 days 15 years of service: 24 days	Accrual begins Date of Hire – must be here 1 year begin utilizing accrued time	<u>Payout Upon Separation</u> 100% following 1 year introductory period.
Sick Leave	Accrues per pay period up to 1 day per month. Max 960 hours.	Accrual begins Date of Hire	<u>Payout Upon Separation</u> Retirement: 100% max 60 days.
Holidays	New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, Personal Holiday.	Option of taking Holidays and time off with pay or receiving cash payment.	<u>Payout Upon Separation</u> Exception for banked holidays earned (refer collective bargaining agreement for details).

Trempealeau County Position Description

Classification Title:	Deputy Sheriff	Department:	Sheriff
		FLSA:	Non-exempt
Date:	July 2013	Reports To:	Patrol Sergeant and Operations Lieutenant

Purpose of Classification

The purpose of position in this classification is to protect County citizens and property, prevent crime, apprehend criminals, provide law enforcement service and enforce state, federal and county laws and ordinances. The work is performed during an assigned shift and under the supervision of the Patrol Sergeant and Operations Lieutenant.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned by the Sheriff.

Performs preventive patrol in assigned area.

Continually observes for criminal activity, safety hazards, traffic violations, known offenders, neighborhood routines and potential problem areas.

Handles complaints made by the public.

Provides assistance to motorists and the general public.

Observes for, detects and investigates violations of laws and ordinances and documents those actions for future use.

Conducts interviews and interrogation of victims, witnesses, suspects and offenders.

Conducts preliminary and follow-up investigations.

Identifies, collects, processes, packages and logs physical evidence. Searches persons, vehicles, places and buildings.

Identifies and arrests offenders.

Seeks and serves arrest warrants, search warrants and other court documents. Civil Process service

Assists prosecutors in the preparation of cases for trial. Appears and testifies in court as summoned.

Investigates traffic crashes, including protecting the scene, aiding the injured, controlling traffic, clearing the scene, determining the cause, and preparing reports and diagrams. Controls, regulates and directs vehicular and pedestrian traffic.

Investigates reports of lost and found property and missing and found persons.

Assists other law enforcement agencies.

Responds to alarms. Checks buildings for security.

Transports prisoners and detainees. Transports prisoners and detainees to and from court appearances, other jails, institutions, medical care facilities, AA meetings and other appointments approved by the Sheriff or Sheriff's designee.

Attends and participates in training as assigned.

Maintains knowledge of police patrol and general investigation procedures, policies and methods; incident documentation requirements; rules of evidence; individual restraint and control methods; traffic safety principles; local geography; applicable statutes and ordinances.

Understands and abides by department policies, procedures and Trempealeau County employee rules as outlined in the Trempealeau County Employee Handbook.

Prepares accurate and complete reports on any and all activities in which engaged.

Court and Courthouse related duties (Bailiff, Court Security, Transport, Electronic Monitor, Courthouse Security, etc.) as assigned by the Sheriff or Sheriff's designee.

Bailiff duties include but are not limited too; Providing courtroom security and maintaining order in the courtroom during trials. Enforcing courtroom rules of behavior and preventing public from entering courtroom unauthorized.

Attends Court Security / Facility meetings.

Calls witnesses and escorts them to and from the courtroom as needed by the court.

Escorts detainees to and from the courtroom and jail as needed by the court.

Enforces applicable laws. Arrests and takes persons to jail. Receives and supervises jail prisoners.

Provides assistance to the public in emergency situations. Performs crowd control tasks. Directs individuals and urges calm in difficult situations.

Responds to emergency/panic alarms. Conducts routine checks of emergency/panic alarms. Conducts security checks in courtrooms, courthouse offices, halls, entrances and on individuals.

Assists with teen court and alternative juvenile programs and any other court related programs as directed by the Sheriff or Sheriff's designee.

Participates in bailiff/security officer training and development. Maintains knowledge of law enforcement practices; court security policies and procedures; courtroom procedures and decorum standards.

Serves civil process documents to named parties such as summons and complaints, subpoenas, divorce documents, temporary restraining orders, injunctions, writs of restitution, wage attachments, executions against property and other documents.

Locates individuals. Researches police records, directories and other documents; interviews attorneys, law enforcement; postal employees, employers and others to locate individuals.

Special Assignments (MEG Investigator, DARE Officer, Evidence Custodian) as assigned by the Sheriff.

Performs all related duties of a MEG (drug) Investigator, which include but are not limited too: Conducts surveillance; Develops informants; Serves arrest warrants and search warrants; Locates and arrests suspects; Gathers and processes crime scenes and other evidence; Completes / composes various reports and forms for each investigation; Prepares cases for trial and provides court room testimony as

summoned; Maintains knowledge of criminal investigation methods; law enforcement principles and practices; rules of evidence; and local criminal patterns and activity.

Maintains evidence held by the County for court proceedings. Maintains evidence custody records and enters evidence information to computer records. Releases evidence according to policies and procedures.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this classification and may also be performed by other unit members.

Types reports, forms, correspondence and other materials. Faxes messages and photocopies printed materials.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in Criminal Justice, Police Science or 60 college credits. A valid Wisconsin motor vehicle operator's license required. Must be a WI certified police officer or WI Law Enforcement Standards Board certifiable. One to two years certified law enforcement officer experience preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to decide the time, place and sequence of operations within an organizational framework, and to oversee their execution. Ability to analyze and categorize data and information using established criteria, to determine consequences and identify and select alternatives.

Ability to persuade, convince, and/or train others, including the ability to act in a lead worker capacity. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory data and information such as police reports, criminal histories, driving records, probation/parole reports, legal documents, financial statements, insurance reports/records, victim/witness statements, arrest reports, warrants, suspect statements, photographs, teletype messages, activity logs, intelligence reports, technical operating manuals, evidence manuals, maps, computer software operating manuals, rules of evidence, state statutes, ordinances, procedures, guidelines and non-routine correspondence.

Ability to communicate orally and in writing with crime victims/witnesses, suspects, informants, department personnel, other law enforcement agencies, medical care providers, attorneys, Judges, crime victims/witnesses, suspects, jail inmates, probation and parole personnel, social service personnel, and the general public.

Mathematical Ability

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing influence functions such as directing and controlling.

Ability to exercise the judgment, decisiveness and creativity required in emergency and critical situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

Physical Requirements

Ability to operate equipment and machinery requiring complex and rapid adjustments, such as motor vehicles, emergency communication equipment, firearms, dictation machines, computer terminal, X-ray machines, metal detectors, telephone, calculator, radar, restraint devices, surveillance equipment, evidence collection kits, camera equipment, tape measure and first aid equipment.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry.

Ability to exert moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling. Ability to exert sufficient physical force to restrain or subdue individuals.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

Ability to work under often unsafe and uncomfortable conditions where exposure to environmental factors such as toxic agents, irate individuals, intimidation, violence, traffic hazards, disease and/or dust can cause discomfort and where there is a risk of injury.

Trempealeau County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date