



## Lafayette County Human Resources

700 Main Street  
Darlington, WI 53530  
P. 608-776-4995

**Reason for Announcement:** Establish Eligibility List  
**Job Title:** DEPUTY SHERIFF: Jailer/Dispatcher  
**Pay Range:** \$24.00 per hour  
**Hours:** Part-Time  
**Department:** Lafayette County Sheriff's Office  
**Reports to:** Sheriff  
**FLSA:** Non-Exempt

### Essential Functions:

- Perform jail and Huber security tasks for the Lafayette County Sheriff's Office
- Maintain jail security with regular patrols of housing units and through direct and indirect surveillance of inmate activities
- Detect and intercede to prevent inmate violations of state statutes and/or municipal and county ordinances
- Investigate possible criminal activities and prepare reports for review by the District Attorney's Office
- Investigate inmate violations of jail rules and administer discipline as outlined in written procedures
- Mediate inmate conflicts, separate and restrain inmates involved in either verbal or physical altercations
- Conduct searches of inmates and housing areas for contraband, drugs, and/or weapons
- Identify existing or potential inmate issues and initiate appropriate measures to address and resolve inmate problems
- Book inmates into jail, including fingerprinting, photographing, screening for medical and mental health and suicide ideation issues, body searches, inventory of personal belongings, and the issuance and explanation of jail rules
- Release inmates from custody after release conditions have been met
- Review and create daily briefing information and reports.
- Answer emergent 911 phone lines and non-emergent phone lines
- Monitor radio channels
- Dispatch services for all law, fire, and EMS services in Lafayette County
- Set off weather sirens
- Research information
- Enter warrants, mission personas, stolen vehicles and properties, and restraining orders

### Educational Requirements:

- High School diploma or equivalent

### Qualifications:

- Ability to handle several tasks simultaneously
- Ability to perform essential functions of the position
- Ability to use all standard law enforcement equipment
- Able to work evenings, weekends, and holidays
- Clear and concise speech



- Valid Driver's license
- Good driving record
- Good physical Condition
- Good verbal and written communication skills
- No domestic abuse convictions
- No felony conviction
- React quickly and effectively to stressful situations
- U.S. Citizen
- Minimum Age: 18

**Notes:**

- Comprehensive Background Check
- Drug Screening
- Medical Examination
- Oral Interviews
- Psychological Examination

**How to Apply:**

1. Complete DJ-LE-330 (attached below) to include essay questions.
2. Forward completed application with resume to Chief Deputy Troy Loeffelholz at:

Chief Deputy Troy Loeffelholz  
Lafayette County Sheriff's Office  
138 W Catherine St.  
Darlington, WI 53530  
Email: [tloeffelholz@lafcoso.org](mailto:tloeffelholz@lafcoso.org)  
Phone: 608-776-4870

