

# Area Living

Explore Discover Experience



## About St. Louis County

St. Louis County is located in Northeastern Minnesota. It is known for its spectacular natural beauty, including a national forest and a national park, the Boundary Waters Canoe Area, four state parks and over 1,000 lakes. St. Louis County has limitless recreation, including hunting, boating, fishing, skiing, snowmobiling and hiking.

St. Louis County is the largest county east of the Mississippi River spanning over 7,092 square miles. The county is diverse in many ways. The southern region along Lake Superior hosts a city of the first class, Duluth, and its surrounding area with a population of over 120,000, while the northern reaches of the county border Canada and include the Boundary Waters Canoe Area. The people who live here range from those who enjoy life in the city to those seeking seclusion and wilderness.



1,000 Lakes  
Endless Wilderness, Trails, Parks

Play ▶



Relax ▶



Live ▶



Enjoy ▶



**To Apply**  
www.stlouiscountysheriff.org  
Employee Relations: (218) 726-2422  
Sheriff's Office: (218)-726-2337



# Sheriff's Office

St. Louis County, Minnesota



## Job Opportunities

Expect the Unexpected

## Corrections Officer



## Message from the Sheriff

The St. Louis County Sheriff's Office is a progressive employer, offering tremendous opportunities, challenging assignments and significant diversity. The wages and benefits are some of the best in the Arrowhead region of Minnesota.

St. Louis County is geographically the largest county in Minnesota, encompassing 7,092 square miles. The sheer geographic size of our county requires the Sheriff's Office to have three main duty stations located in Virginia, Hibbing, and Duluth.

The vast region of St. Louis County affords recruits a wide variety of challenges and opportunities. Thank you for your interest in the St. Louis County Sheriff's Office and best of luck in your law enforcement career.

Ross Litman  
St. Louis County Sheriff





## St. Louis County Jail Overview

The St. Louis County Sheriff's Office is responsible for operating the St. Louis County Jail in Duluth, MN which is licensed as a Class III jail by the Minnesota Department of Corrections as a secure detention facility used to confine both sentenced and pre-sentenced prisoners. In addition, the Jail Division is also responsible for operating the Virginia and Hibbing Lock ups which are Class I jails used to confine prisoners for up to 72 hours excluding weekends and holidays.

In addition to incarcerating offenders from all jurisdictions within St. Louis County, the jail also holds fugitives wanted in other states, in other Minnesota counties as well as prisoners from the U.S. Marshall's office.

The jail provides food, clothing, bedding and indoor recreational facilities for all inmates. Substance Abuse Groups, recreational, educational and religious programs are offered to inmates who wish to participate. Medical treatment is provided within the facility by a licensed physician and nursing staff, and in the community by local clinics, hospitals, and dentists.

## About the St. Louis County Jail

The jail is located on 26 acres between Arrowhead and Swan Lake Roads in Duluth, MN and has been in operation since 1995. The jail was designed to house up to 192 pretrial and sentenced inmates and operates under the Direct Supervision Management principle where a corrections officer is in the housing unit with inmates at all times, supervising the detainees. The jail is open 24 hours a day, 365 days a year. Corrections officers are responsible for the processing of all prisoners. This includes but is not limited to: booking, fingerprinting, photographing, feeding, issuing clothing and personal items, and physically monitoring the prisoners while they are in the facility. The Virginia lock-up is a 12 bed, 72-hour holding facility and the Hibbing lock-up is an 8 bed, 72-hour holding facility located in their respective courthouses.

## Mission Statement

The St. Louis County Jail provides a safe, secure and clean facility for the citizens of St. Louis County. Jail personnel are dedicated to the concept of Direct Supervision and adhere to the following principles:

- The safety of public, staff and inmates in paramount
- They recognize their staff is their greatest resource and assist them in attaining a successful and rewarding careers
- They provide training that is beneficial to their staff and those interested in the field of corrections
- They create an atmosphere that encourages positive behavior and the integration of responsible individuals who are returning to the community
- All persons are held accountable for their behavior
- They are committed to the preservation of basic human rights and the dignity of public, staff and inmates
- They operate in a fiscally responsible manner and are ever mindful of the needs of the citizens of St. Louis County.

The St. Louis County jail in an integral part of the criminal justice system; they cooperate with other agencies, share training resources, promote mutual respect and welcome community involvement.

## Corrections Officer Overview

Corrections Officers do routine corrections work involving detention, correction duties and transportation of prisoners and others in legal custody. Corrections officers are responsible for directing, coordinating and organizing the day to day activities of the inmates, according to State and local policies and procedures.

Various responsibilities include processing admissions and releases; maintaining security; directing inmates; assisting with medical services; documenting jail records; submitting reports as required; and operating computer terminals, fire and life safety equipment, security equipment and other jail related equipment as necessary.

Corrections Officers are also responsible for the custody and care of the prisoners while transporting them to and from their places of custody and confinement. The work is performed as assigned and on a rotating shift basis under the direction of the Deputy Sheriff Sergeant-Corrections and under the supervision of the Assistant Administrators.

## Requirements of Corrections Officers

Corrections Officer position requires the following:

- Ability to comprehend, follow and enforce jail policies and procedures; federal, state and local laws; the Department of Corrections rules governing adult detention facilities (Chapter 2910); and the rules of evidence and court procedures
- Ability to ensure the inmates' welfare, health and rights, and to maintain order and humanitarian conditions within the jail
- Ability to use self-defense/physical confrontation skills
- Ability to operate a computer terminal and perform data entry
- Ability to communicate effectively in oral and written form and to understand and effectively execute oral and written instructions
- Ability to promote good public relations at all times
- Ability to establish and maintain effective working relationships with local government representatives, state and federal officials, inmates, the media, the public and department staff.

## Additional Opportunities for Specialties

Correction Officers in the St. Louis County Jail have additional opportunities to participate in extra activities such as the:

- Field Training Program
- Background Investigations
- Public Relations Speaking
- Academy Trainers for:
  - \* Interpersonal Communications
  - \* Prison Rape Elimination Act
  - \* Use of Force
  - \* Suicide Prevention
  - \* First Aid/CPR
  - \* Housing Unit Officer
  - \* Report Writing
  - \* Searching
  - \* Gang Information
  - \* Jail Management Systems



# To Apply

## Employment

Corrections Officer employment opportunities are posted on bulletin boards in the county courthouses in Duluth, Hibbing, and Virginia. In addition, jobs are posted on the St. Louis County website at [www.co.st-louis.mn.us](http://www.co.st-louis.mn.us) Click on "Departments" and then "Employee Relations".

If you are interested in being notified the next time St. Louis County accepts applications for Corrections Officers, fill out a self-addressed envelope and write "Corrections Officer" on the back flap. Send/ drop off the envelope c/o St. Louis County Employee Relations, 100 N 5th Avenue W, Room 1, Duluth, MN 55802 and they will mail the necessary application materials to you when a Corrections Officer job opportunity is announced.