

Ravalli County Sheriff's Office
205 Bedford Street, Suite G
Hamilton, MT 59840



Steve Holton, Sheriff
Jesse Jessop, Undersheriff

RAVALLI COUNTY SHERIFF'S OFFICE JOB DESCRIPTION

POSITION: Detention Officer

ACCOUNTABLE TO:

The following chain of command: Detention Sergeants, Detention Lieutenant, Undersheriff, and Sheriff

SUMMARY OF WORK:

The position of detention officer involves the intake and detention of those persons criminally charged within the State of Montana, and interim detention of persons criminally charged by another state. Responsible for maintaining a secure detention facility and the safe custody of inmates. Performs a variety of technical and administrative tasks associated with facility operations and the incarceration of inmates.

SUPERVISION RECEIVED:

Supervision from the assigned Detention Sergeant, and is subject to the direction of any Detention Officer of higher rank in absence of Detention Sergeant.

ESSENTIAL DUTIES AND JOB ACCOUNTABILITY:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address office needs and changing office practices.

1. Patrol designated areas of Detention Center with the ability to physically control arrested persons who may be uncooperative and dangerous.
2. Supervise and control inmate behavior; restrain by force if necessary, using handcuffs and other restraints.
3. Work in partnership with the County Attorney's Office, law enforcement personnel, medical and mental health professionals, county personnel and professional offices, and associated personnel.
4. Participate in continuous training to enhance skills to include apprehension and control techniques.
5. Performs tasks and assigned duties in accordance to the policies and procedures of the detention center in a safe and secure manner.

6. Ensures the safe ingress and egress of all persons to and from the detention center.
7. Responds to and takes proper action in emergency situations.
8. Report to work at the assigned dates and times well-groomed and in approved attire.
9. Physically receives and conducts security search of all remanded persons.
10. Endure verbal and mental abuse when confronted with hostile views of opinions of inmates and other persons in an antagonistic environment.
11. Process and release inmates including taking photographs and legible fingerprints.
12. Maintain inmate property and storage.
13. Collect, resolve and/or direct to appropriate individual or division, inmate complaints, grievances or requests.
14. Have basic knowledge of kitchen and laundry duties
15. Establishes, updates, and maintains all intake formatted records and inmate activities and movement.
16. Perform searches of people, mail items, objects capable of concealing contraband, buildings, indoor and outdoor areas which may involve feeling or detecting objects, walking, kneeling, bending or stooping for long periods of time.
17. Maintain control over inmates by always being aware of their location and documenting such.
18. Conducts a search of local, state and national criminal records files for the purpose of inmate classification and appropriate housing assignment.
19. Conducts medical and mental health screens of all inmates.
20. Ensures administration of inmate meals, medications, medical appointment and transportation for the same.
21. Ensures and facilitates the attendance and necessary interaction between inmates with the courts, and court officers when functioning within the capacity of their position.
22. Completes security searches of inmate housing areas and other areas within the facility as dictated by incident or exigent circumstance or as directed.
23. Enforce rules and regulations of the facility by ensuring that both staff members and inmates follow them effectively.

24. Initiate and complete reports, legal documents, and other required paperwork; prepare a variety of reports including those on activities, operations, and unusual incidents observed.
25. Testify in courts and at hearings; prepare and present evidence; respond to mandatory court appearances during off duty hours.
26. Performs other related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Techniques and applications of self-defense and proper use of force.
- Modern office practices, methods and computer equipment
- Principles and applications of public relations.
- Pertinent Federal, State and local laws, codes ordinances and resolutions.
- Principles, methods and techniques of investigation including gathering, preservation and presentation of evidence.
- English usage, spelling, grammar, and punctuation.
- Basic principles of report preparation.
- Standard broadcasting procedures of a police radio system.
- First aid and CPR techniques.
- All division rules policies and procedures.
- Laws of arrest, search and seizure
- Current issued training material.

Ability to:

- Understand, interpret, apply, enforce, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.
- Think clearly and act quickly in a variety of situations.
- Deal with situations in a firm, courteous, and impartial manner.
- Remain calm in stressful situations
- Provide clear, concise directions to and define behavioral expectations of others, (inmates).
- Assess the risks to self or others and needs of inmates at various points of their incarceration.
- Adhere to standards of confidentiality, integrity and tact.
- Assess situations/people accurately.
- Operate specialized equipment including radios and video systems.
- Interview victims, complainants, witnesses, and suspects.
- Accurately observe and remember names, faces, numbers, incidents, and places.
- Control violent people.
- Prepare clear and concise reports and routine correspondence.
- Maintain contact and preserve good relations with the public; respond to requests and inquiries from the general public.

- Work independently in the absence of supervision.
- Understand and carry out oral and written directions.
- Work irregular and on-call hours including weekends, evenings, and holidays.
- Meet and maintain required Montana public safety employment standards.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Meet office psychological and background requirements.
- Undertake and satisfactorily complete required and assigned in-service training programs.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Attend all training events scheduled by the detention center.
- Perform basic First Aid and CPR techniques.
- Performs other related duties as required.

MINIMUM EDUCATION AND EXPERIENCE GUIDELINES: *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Performing the above knowledge, abilities, and essential duties are acquired through a combination of education, training, and experience. Must have a High School diploma or equivalency; pass the JSPT (Job Standard Physical Test) physical agility test, written test, standard psychological test, oral interview, and background investigation. Pass the Field Training Program. Must satisfactorily complete the basic Montana Detention Academy within a year of date of hire. Meet minimum requirements as set forth by Montana State Statutes.

License or Certificates:

Possession of a valid Montana driver's license
 Maintain certification in CPR and First Aid

ESSENTIAL PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Reactive emergency, natural or man-made disaster, and routine peace keeping environments. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, risk of radiation, and vibration; exposed to potentially hostile environments; extensive inmate contact. The noise level in the work environment is usually moderate. Required to work various shifts, including evenings and weekends, and may be required to travel outside the County to attend meetings or trainings. Work in an office setting with artificial light, using a desk, chair, and computer.

Physical: Primary functions require sufficient physical ability to work in a Detention setting and an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time;

occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to heavy weight; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate and use specialized tools and equipment including handcuffs.

I understand that this job description is the minimum requirements expected of me. I also understand that this job description can at any time be changed or altered at the discretion of the Sheriff, Under-Sheriff, and Detention Lieutenant.

Detention Officer _____

Detention Commander _____