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## PARK COUNTY POSITION DESCRIPTION

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### I. POSITION IDENTIFICATION

**Work Unit:** Park County Sheriff's Office

**Current Classification:**

**Pay Rate:** \$16.76/hour    **Union position**            **Title:** Detention Officer

**Non Exempt**

**Supervisors:** Detention Captain

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### II. ASSIGNED DUTIES AND TASKS

#### POSITION SUMMARY

This position is responsible for maintaining care, custody, and control of inmates held in the Park County detention center. This position is additionally responsible for maintaining appropriate records pertaining to inmates.

**All duties below are essential functions unless otherwise indicated. Duties of the position are not all inclusive and subject to change.**

1. Cares for welfare/health of the inmates including preparation and serving food to inmates.
2. Controls and oversees inmates including maintenance of accurate records of inmate activity and movement.
3. Responsible for inmate and officer safety.
4. Books inmates into and out of the Detention Center including assistance in the restraint of inmates at the request of arresting agencies.
5. Transports mental subjects and inmates as needed for doctors and/or other appointments.
6. Documents and maintains records for each inmate from admission to discharge.
7. Enforces rules and policies as established by Park County Sheriff and Detention Center Captain.
8. Maintains general upkeep of Detention Center.
9. **Other Duties as assigned.**

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### III. KNOWLEDGE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities

to perform the essential functions.

**Qualifications:** Must be a citizen of the United States, at least eighteen years of age. Must be of good character, as determined through background investigation. Never been convicted of a felony. Must be finger printed and criminal record searched. Must be a Montana resident for a period of one (1) year and a county resident for at least six (6) months prior to appointment. This may be waived by an administrative decision. Not within five (5) years immediately preceding, his/her date of employment, been affiliated in any manner with any subversive organization. Must successfully complete a physical fitness examination. Must successfully complete an oral examination to demonstrate the possession of communication skills, temperament, motivation and other characteristics necessary to the accomplishment of the duties and functions of a peace officer. Must be willing to be fit for duty, to work day, afternoon and night shifts. Applicant is required to submit to a medical examination by a medical doctor and also submit to a psychological examination by a psychologist. Both examinations must conclude the applicant is medically and mentally fit in order to perform the required duties successfully. Park County contributes to the Sheriffs Retirement System. Park County Detention Officers are members of the Teamsters Union and must pay dues to said union.

**Education and Experience:** High School Diploma or GED and six months of probation/training.

**Certificate, Registration and Licenses required or to be obtained within 12 months:**

MLEA Certification  
Driver's License  
First Responder/AED Certification  
CPR Certification  
POST Certification  
Detention Officer Basic Certification  
Weaponless Defense  
CDOB Training  
Tactical Handcuffing Training  
PPCT Training  
CPI Training  
Firearms Training

**OTHER SKILLS and ABILITIES:**

Must have computer skills including knowledge of Microsoft Office and ability to use Microsoft Word software including Sleuth program. Must have fingerprinting skills. Must have ability to use digital camera. Must have physical ability to use restraints such as restraint chair, hand cuffs, and belly chain in a safe and swift manner. It is an essential job function of a detention officer is to have the ability to control inmates which may require the ability to physically subdue a person.

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#### **IV. ACCOUNTABILITY**

This position makes decisions regarding the safe operations and services of the jail. Work requires the interpretation and application of rules, regulations, and policies. Actions and services provided have a direct impact on the integrity of the County as a whole. Work is covered by established guidelines and policy manuals are available.

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#### **V. CONFIDENTIALLY**

The position requires handling non-public confidential information. The person in the position acknowledges the confidential nature of non-public information regarding inmates, County

employees and elected officials. Consistent with applicable policy and guidelines, this position will respect and safeguard the privacy of employees, elected officials and Park County and the confidential nature of information in accordance with Montana state law, without limiting the general nature of this commitment. This position will not access or seek to gain access to confidential information regarding any past or present employees, elected officials, and Park County in the course of fulfilling job responsibilities. The person in the position hereby acknowledges that the person understands that in this context, confidential information is considered all non-public information that can be personally associated with an individual.

If in the course of executing job responsibilities, the person in the position accidentally accesses information that others might consider inappropriate for this position to access, the person in the position will notify the person's supervisors of the date and time of the access. If a question arises at a later time, it will be understood that the access was accidental. The person in the position will not disseminate any such information.

By signing this Position Description, the undersigned hereby acknowledges reading and understanding this section regarding confidentiality and agrees to abide by the terms and conditions set forth herein. Violation of confidentiality may warrant disciplinary action, up to and including, suspension, demotion or termination of employment.

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**VI. INDEPENDENCE OF ACTION**

This position exercises a high level of independent responsibility in performing job tasks. The person in this position and the Detention Captain develop work objectives jointly. Guidelines, manuals and established procedures are available through the Detention Center department's manual, and Montana Codes Annotated. The Sheriff and Detention Captain are available to provide general guidance in work activities.

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**VII. PERSONAL CONTACTS**

This position has contacts with other county personnel, elected officials, department heads, vendors, auditors, the State Department of Corrections and members of the public to provide guidance, and coordinate activities. The person in this position interprets, clarifies or explains information in order to be responsive to questions and inquiries.

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**VIII. WORK ENVIRONMENT/PHYSICAL DEMANDS**

The work environment characteristics described here are representative of those of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger, handle (restraints and Tasers) or feel, reach with hands and arms, stoop, kneel, crouch, or crawl, talk or hear, and taste or smell. They occasionally may be required to sit and climb, bend, twist at the waist or balance. The employee must be able to firmly give verbal commands in a loud, clear, understandable voice. Be comfortable being exposed to criminals and danger.

The employee must be able to physically subdue a person. Employees occasionally lift and/or move up to 50 pounds while performing various duties such as cooking, cleaning and caring for inmates.

The position requires the following for observation of inmates, special vision requirements: close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus). Excellent hearing abilities. Have a high stamina level to stay alert at all times.

The noise level in the work environment varies greatly.

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**IX. APPROVAL AND DATE**

Commission:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Commission:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Elected Official:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Human Resources Manager:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Employee:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_