FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: Detention Officer DATE OPENED: 5/30/2020

DEPARTMENT: Sheriff's Office CLOSING DATE: 06/17/2020

If you have any questions about this position vacancy, call: (406) 758 - 5687

NUMBER OF POSITIONS OPEN: 2 BARGAINING UNIT: AFSCME - Non-Sworn

___ FULL TIME ✓ REGULAR (YEAR ROUND POSITION)

✓ PART TIME ___ SEASONAL

___ TEMPORARY

IF APPLICABLE:
TRAINING WAGE: $ _____ per

STARTING WAGE: $ 18.18 per Hour

SALARY AT:
1 YEAR STEP: $ 18.97 per Hour
3 YEAR STEP: $ 20.03 per Hour
5 YEAR STEP: $ 21.35 per Hour

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

Must be able to type efficiently. We will train. Flathead County Benefits Package. See attached job description and testing dates and times. In addition to hiring 2, we will be creating a hiring list that we will keep for 12 months. Our part time Officers are guaranteed 40 hours every two weeks, but typically work 80 hours in a 2 week period with opportunity for overtime. Upon hiring, you will be given $1,000 to purchase uniforms and equipment for the job. Testing Date is June 20th, 2020, see job description for details. If you have any questions Contact Commander Grande at jgrande@flathead.mt.gov or 406-758-5687

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:
https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

TESTING DATES AND TIMES

Phase 1 of testing: The written testing will be done **Saturday June 20th, 2020 at 9 a.m.** at 405 Liberty Street, Kalispell MT (Faith Lutheran Church) *Do not be late*
A description of the MPAT physical fitness course is available online at www.doj.mt.gov/wp-content/uploads/MPATsummary.pdf

Phase 2 of testing: The physical test will be on **Saturday June 20th at 1:00 p.m.** at 405 Liberty Street (Faith Lutheran Church), Kalispell MT **Do not be late**. The test will be scored immediately after testing is complete.

Those who pass both written and physical test will have a board interview on June 23rd. , 2020. You will be notified Saturday after the physical test what time your interview is.

Any questions please contact Commander Root at 406-758-5687 or jgrande@flathead.mt.gov

Examination Requirements:

1. All applicants must successfully pass written, physical, psychological and drug tests.

Investigation of the Applicant:

1. Each applicant must sign a disclosure & authorization waiver regarding background investigation and waiving any objections to a full investigation of their past by the Flathead County Sheriff's Office at the time of testing. **Applicants refusing to complete the waiver will not be considered.**

This is the only notice of testing dates you will receive

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title:	Detention Officer	**Job Code:** 14500	
Department:	Sheriff's Office	**Pay Grade:** Sheriff 2	
Reports to:	Sergeant	**FLSA Status:** ☒ **Non-Exempt**	☐ **Exempt**

Department Overview: The Sheriff's Office performs law enforcement and crime prevention work including preserving the peace, patrolling assigned areas, serving warrants and making arrests, and assisting in preliminary investigations. The mission of the Sheriff's Office is to maintain and improve the quality of life within the community by working with all people to preserve life, maintain human rights, protect property and promote individual responsibility and community commitment.

Job Summary: The Detention Officer is responsible for supervising, observing, transporting, booking, searching, and processing inmates at the Sheriff's detention facilities; and performs related duties as required.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Maintain security and monitor movement of persons detained at a Sheriff's detention facility to protect the public and other prisoners. This may include escorting detainees and inmates to court appearances, medical checks, exercise, showers, classrooms, counselor visits, family visits, and other approved appointments at mental hospitals, medical facilities, or clinics.
- Supervise the security and conduct of inmates in housing units during group meetings, meals, bathing, at recreation, during visitations, and during work or other assignments.
- Book prisoners into detention facilities following prescribed procedures: issue clothing and supplies to inmates; process inmate discharges or transfers and arrange for transportation if necessary; write reports and maintain written records on standardized forms relating to inmates.
- Visually and physically search inmates for contraband, weapons, or narcotics; inspect inmates' quarters for contraband; inspect and direct cleaning activities of inmates for maintenance of sanitation, orderliness and safety.
- Promote acceptable attitudes and behavior of inmates to assist them in adjusting to confinement; confer with assigned supervisors or officers regarding behavioral or other inmate problems; participate in programs designed to prepare inmates for release.
- Perform risk assessments and classify inmates in order that more dangerous or hostile inmates are identified and made known to all staff according to established procedures to minimize risk to county staff and other inmates.
- Make appropriate judgments of needed actions for a wide variety of situations, including laws related to detention of individuals who have been accused of a crime and those that have been

convicted, and adapt responses according to established departmental policy, criminal codes, ongoing training, conditions, and specifics of a situation. Use sound, professional judgment and rely on training and common sense to request assistance of other law enforcement officers, public health or safety officials, emergency medical personnel and/or medical examiners staff.

- Provide responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete, and up-to-date information in a courteous, efficient, and timely manner.

Non-Essential Functions:

- Attend workshops, law-enforcement seminars, and educational sessions to keep updated on detention strategies, changing laws and training requirements.
- Perform other duties as assigned including assisting in special operations, attending meetings and conferences, providing backup for other staff, participating in training, etc.
- Coordinate community outreach events and public education programs to foster community relations and to promote a safe community committed to problem solving and respect for the law.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Frequent standing, sitting, bending, stooping, twisting of waist, and side-to-side turning of neck.
- Fine finger dexterity to operate keyboards, weapons, and writing materials.
- Must give verbal commands in a loud, clear, understandable voice, and have excellent vision and hearing.
- Ability to physically subdue a person.
- Work in a large facility requiring stamina for walking and staying alert at all times.
- Exposure to criminals and danger.
- Required to work various shifts including days, evenings, nights, weekdays, weekends, holidays, and overtime.

Supervision Exercised:

The position does not regularly supervise other County employees, but may train newer employees and direct the work of administrative personnel.

Knowledge, Skills, and Abilities:

The job requires knowledge of modern methods and techniques of dealing with individuals in custody; criminal attitudes and behavior patterns; the social factors underlying criminal behavior; rules, regulations, practices and procedures in the day-to-day operation and control of the Sheriff's detention facility; and the behavior of people in a custody setting.

This job requires the ability to interpret and enforce institutional rules, regulations, and other policies with firmness, tact and impartiality; observe inmates; to anticipate and avert potential problems; effectively control, direct, and instruct inmates individually and in groups; make accurate risk assessments and inmate classifications; read, speak, and write English effectively and interpret written material; make simple arithmetic calculations; use electronic information equipment and specific systems utilized within the department; enter data accurately; use word processing software to

prepare clear and concise reports; accurately follow oral and written directions; promote acceptable attitudes and behavior of inmates while in confinement; work with and around a wide variety of people; take verbal abuse; make quick, effective and reasonable decisions in emergencies and take appropriate action to physically restrain violent inmates; work in uniform; work all shifts, including days, evenings, nights, weekdays, weekends, holidays, and overtime.

Education and Experience:

- This job requires education and experience equivalent to a high school diploma or a GED certificate. Some law enforcement or detention experience preferred.
- Candidates certified for employment must be willing to undergo and successfully complete an in-depth background investigation, including a psychological evaluation, finger printing, criminal history check, and drug screening.
- Must acquire the appropriate State Certification within a reasonable amount of time (dependent upon availability of training).
- Must have a valid Montana driver's license.

Lateral Transfers:

(Transport Officer, Court Security Officer and Second Floor Support Officer)

Lateral transfers are non-ranked positions requiring additional qualifications:

- Must have successfully completed all phases of the FTO program and have attended the Detention Academy at MLEA in order to apply for these positions.
- Must be currently Taser and handgun qualified, or able to attain qualification, and maintain weapons qualifications in accordance to Sheriff's Office policy.
- Must be familiar with security issues and procedures involved with court appearances and transportation of inmates.

Lateral transfers are granted for (1) year. An Officer is eligible for a second consecutive year in the same assignment if his/her performance evaluations are appropriate. After a maximum of two (2) years in a lateral transfer rotation, the officer shall be re-assigned to a rotational shift.

Court Security Officers and Transport Officers will be directly responsible to the Transport/Court Sergeant. The Second Floor Support Officer will be directly responsible to the Chief Detention Officer, or to the Sergeant on shift in the absence of the Chief.

In addition to the essential and non-essential functions of the Detention Officer position, these positions have the following duties and responsibilities:

Transport Officer:

- Transport and/or escort detainees in a safe and secure manner.
- Assist in coordinating necessary transports.
- Accomplish medical/dental transports as scheduled by the medical staff.
- Maintain a working relationship with all personnel.
- Review all required legal documents involved with transports.

- Advise dispatch of his/her destination, arrival and return through correct radio procedure.
- Drive safely within legal limits in the various weather and road conditions in Montana.
- Avoid any unnecessary stops while transporting. Notify dispatch, via radio, of any unscheduled stops.
- Non-sworn transport personnel will not present themselves as sworn Patrol Officers or initiate law enforcement duties.
- Ensure the transport vehicles are serviced and maintained as required.
- Transport Officer, while on duty, shall wear the ballistic vest provided at all times.
- Assist shift with daily duties when not on transports.

Court Officer:

- Review previous day's arrest records and communicate any information that may be needed to the courts and warrant division.
- Deliver bond monies to the proper party.
- Make sure court appearances are on time and in the proper order.
- Enter the appropriate court information into Lockup (JMS).
- Track inmates awaiting extradition.
- Assist with duties of the Transport Officer as needed.
- Court Officer, while on duty, shall wear the ballistic vest provided at all times.
- Assist shift with daily duties as needed or assigned.

Second Floor Support Officer:

- Assist second floor officers with all duties to be completed.
- Make sure shakedowns are being completed on 2nd floor.
- Make sure security rounds are being completed as according to FCDC Policy and Procedure.
- Assist in moving inmates from second floor to court when needed.
- Assist the Training Corporal with coordinating fire drills and emergency evacuation drills.
- Work and communicate with all shifts.
- Prioritize duties and keep on task.

Action	Date	Reference
Adopted	PENDING	Commissioner's Minutes