



## Sanders County Sheriff's Office JOB VACANCY ANNOUNCEMENT

November 12, 2025

<b>Position:</b>	<b>Detention Officer</b>
	Full Time, non-exempt 40-Hours per week
<b>Department:</b>	Sanders County Sheriff's Office
<b>Salary:</b>	<b>\$19.29/hour</b>
<b>Closing Date:</b>	<b>Open until filled</b>

### Summary of Work: General Duties

**Work Unit Overview:** Full-Time Position (40 hours/week). 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.

All county departments must maintain an open and customer service-oriented environment, cooperate with other County departments and governmental entities, and keep accurate and timely records and information.

**Job Summary:** A Detention Officer is responsible to effectively process and release inmates held in the detention facilities, and to provide for inmate safety, security and adherence to detention rules and regulations. Detention Officers also supervise and oversee that safe inmate facility maintenance and cleaning duties are done in an orderly manner. Detention Officers maintain certification standards, documentation and duties consistent with the Montana Jail Standards and Detention Personnel Policies. Detention Officers demonstrate professional public relations, and perform back-up duties to help maintain smooth facility operations; serves as one of (5) five Detention Officers.

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

- **DETENTION DUTIES**
  - Conducts duties in conformance with federal, state, county and city laws and ordinances.

- Follows all departmental policies and procedures consistent with Montana Jail Standards and Detention Personnel Policies and Procedures.
- Prepares incident and booking reports and records as required by dept. policies.
- Inspects food before serving to inmates to ensure proper quality, portions and utensils are available.
- Supervises inmates at meal time and inmate meal clean-up.
- Supervises use of library by inmates.
- Ensures and facilitates effective scheduling, planning and supervision of inmates for counseling, social services and religious services.
- Follows procedures for inmate mail and telephone use and logs legal correspondence.
- Collects, distributes and inspects incoming and outgoing mail or packages.
- Administers and supervises recreation activities; provides passive recreation, and access to and use of weight room as available.
- Makes physician medication available to inmates as ordered by a physician and dispenses non-prescription medication as needed.
- Dispenses, renders and administers basic first aid, CPR, and maintains awareness of other methods of first aid treatment for situations such as bleeding, heart attack, shock, seizure, poisoning, abrasions, broken bones or sprains.
- Investigates inmates' injuries and arranges appointments, if necessary; contacts a physician for appropriate medical, dental or other health-related problems.
- Supervises, controls and administers inmate visits; enforces visiting hours and procedures; schedules visitors, visiting room searches and maintains visiting log; observes visitors and inmates during visitation.
- Communicates with inmates to ensure health and welfare of inmates; observes behavior for symptoms of alcohol and drug abuse, violent behavior characteristics and inmate unrest; identifies and documents inmate problem areas or potential counseling needs or services.
- Arranges for inmate haircuts.
- Directs and controls inmate hygiene, laundry and sanitation; issues and inventories razors, clothing, and bedding; provides hygiene instruction; directs laundry operations, housekeeping and sanitation procedures.
- Provides for inmate commissary needs and supplies.
- Transports inmates to specific locations i.e. appointments, meetings, court appearances, etc. as assigned outside of facility.
- Testifies at court proceedings when called upon.
- Arranges for and oversees needed maintenance around the facility.
- Performs specific duties and activities assigned in day, swing or night shift checklists.
- **PROCESSING INMATES**
  - Receives, searches, books and secures inmates.
  - Informs/explains detention situation to friends or relatives of inmates on the telephone or in person as needed.
  - Takes urine samples from inmates and passes on to appropriate staff for drug and/or blood alcohol levels as needed.
  - Classifies inmates and assigns inmates to appropriate housing areas with input from detention staff.
  - Processes inmate release orders ensuring that proper information is placed on the release order from the judge.
  - Takes fingerprints and photographs inmates.
  - Instructs inmates on rules, rights and privileges of the facility and give them a written copy of same.
  - Collects and records inmates' funds.

- Secures all inmate personal property in locked property locker; obtains inmate signature on property check sheet.
- Responsive to inmate questions and concerns.
- Completes thorough medical history questionnaire including documentation of alcohol/substance abuse, mental health or suicide problems.
- Reviews documentation, checks inmate identity, releases inmates' property and records release information on release documents.
- Receives and accepts bonds posted and processes release of inmates.
- **SECURITY**
  - Performs security patrols and inmate checks.
  - Maintains security in all areas of the correctional and holding facility and conducts cell searches and/or perimeter checks.
  - Supervises and controls inmate behavior at all times:
    - Observes and monitors all detention facility areas to maintain safe and secure environment; maintains contraband control.
    - Patrols hallways and inspects inmate cell areas.
    - Resolves conflicts among inmates.
  - Approves or denies inmate entry or exit of facility.
  - Follows established procedures for securing the detention facility:
    - Reads and follows posted orders.
    - Maintains post logs.
  - Enforces inmate rules, regulations and discipline:
    - Writes and reviews incident reports.
    - Reviews inmates' statements with Chief Detention Officer.
    - Obtain witness statements.
    - Enforces sanctions.
    - Maintains proper evidence packaging and chain of custody for evidence.
  - Reports security problems or security risks to supervisor.
  - Counts inmates periodically to determine their location; records head counts in post log.
  - Operates and utilizes security equipment and applies restraint devices as appropriate.
  - Maintains fire safety awareness:
    - Investigates smoke or smoke smells.
    - Maintains fire safety knowledge and prevention awareness.
    - Stays current on safety training issues.
  - Reviews fire emergency procedures and is prepared to follow the procedures:
    - Locates all inmates.
    - Assists other detention officers.
    - Calls for assistance to appropriate professionals.
  - Provides courtroom security as a Detention Officer.
    - Documents and records court proceedings applying to inmates re: bonds set, sentencing, future court dates, etc.
    - Receives any special instructions.
    - Oversees inmates in the courtroom to ensure public safety.
- **PUBLIC RELATIONS**
  - Maintains effective working relationships with general public, court officials, co-workers, supervisors and other law enforcement agency personnel.
  - Maintains professionalism by exercising tact, diplomacy and courtesy at all times.

- Answers the public's questions or routes to appropriate personnel.
- Conducts authorized tours of the detention facility.
- Remains calm in stressful situations; adheres to standards of confidentiality.
- **DETENTION FACILITY**
  - Inspects area facility for safety and sanitary conditions and maintains those conditions.
  - Notes maintenance and minor repair needs, and reports major problems to immediate supervisor.
  - Oversees inmate laborers providing minor maintenance i.e. changing light bulbs, painting walls, etc.
  - Maintains a neat and orderly facility with all necessary supplies and equipment.
- **WORK CREWS (TRUSTEES)**
  - Supervises inmate work crews in the following duties:
    - Sweeping and mopping floors.
    - Washing patrol cars (when approved based on staff discretion)
    - Preparing meals.
    - Washing or cleaning laundry.
  - Outside Work Crews
    - Assists with the supervision of inmate work crews as needed.
    - Assists with work site security.
    - Distributes tools, supplies and equipment.
    - Checks inmate work crews for contraband following each work schedule prior to lock-up; performs strip searches when necessary.
  - Inside Work Crews
    - Supervises the inmate work crews.
    - Trains and oversees duties of inmate maintenance crews.
    - Distributes tools, supplies and equipment.
- **CERTIFICATION**
  - Maintains appropriate certification:
    - Completes Basic Post Detention Officer certification within one year of date of hire; maintains certification.
    - Completes First Aid and CPR certification within one year of date of hire; maintains certification.
    - Continues (POST) professional development (32-40 hours/year) consistent with Montana Jail Standards, Detention policies and procedures, inmate rules and regulations and other assigned training.
- **BACK-UP DUTIES**
  - Assists the Dispatch Department as needed.
  - Assists the Patrol Department as needed.
  - Backs-up other Detention Officers as needed.
  - Backs-up Chief Detention Officer as needed.
  - Assists neighboring law enforcement agencies as necessary.

#### **Non-Essential Functions:**

- Attend workshops, law-enforcement seminars, and educational sessions to keep updated on policing strategies, changing laws, and crime trends affecting the County to best serve the community in protecting life and property.

- 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.
- Perform other duties as assigned including assisting in special operations, attending meetings and conferences, providing backup for other staff, participating in training, etc.

**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.*

- While performing the duties of this job the employee is constantly required to stand, walk, sit, talk, hear, taste or smell, reach with hands and arms, use hands to finger, handle or feel items, climb or balance, stoop, kneel, crouch or crawl, climb up and/or down stairs, write and read. The employee is frequently required to keyboard and skillfully operate a vehicle.
- The employee is frequently required to lift and/or move up to 10 pounds. The employee is occasionally required to lift and/or move up to 50 pounds. The employee is infrequently required to lift and/or move up to, or more than 100 pounds. The employee must constantly demonstrate physical stamina, strength and agility.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Fine finger dexterity to operate keyboards, weapons, and writing materials.
- Must give verbal commands in a loud, clear, understandable voice, have excellent vision and hearing.
- Ability to physically subdue a person.
- While performing the duties of this job the employee frequently works varying shifts and works alone. The employee frequently works in extreme cold (non-weather), extreme heat (non-weather), works with/near moving objects, works in confined areas, works outdoors, works with others and works around others. Occasionally, the employee works indoors, works extended days/hours, and works in high places. Occasionally, the employee works in wet, humid conditions and works near fumes, environmental hazards or airborne particles.
- The noise level in the work environment is usually moderate to loud.
- Exposure to criminals and danger.
- While performing the duties of this job, the employee constantly works with flexibility (the ability to shift from one task to another). The employee frequently works with time constraints, has routine workflow, and maintains attentiveness duration and intensity. Guidance, reinforcement and co-worker support are occasionally available. The employee is constantly involved in social interactions that require oral and written communications. The employee must have the ability to think quickly, and calmly diffuse high-stress or dangerous situations. The employee must uphold high standards of confidentiality and professionalism.
- Problem solving and exercising judgment are constantly used/required on the job. Mathematics, memory, reasoning and estimating are frequently used/required on the job.
- Comprehensive knowledge of inmate custody and observation methods and practices.
- Knowledge of various types of restraining devices and chemical agents.
- Knowledge of detention conflict resolution techniques.
- Ability to remain calm and react quickly in emergency situations.
- Knowledge of relevant laws (Federal, State and Municipal) and of facility rules and procedures.
- Knowledge of Court systems and court procedures.
- Knowledge of self-defense.
- Knowledge of Business, English and Arithmetic.
- Ability to display moderate judgment and independent decision-making skills.

- Moderate supervision abilities with various classifications of inmates.
- Ability to detect and deal effectively with institutional problems.
- High ability to establish and maintain effective personal working relationships with employees, other agencies, and the public.
- Ability to communicate effectively both orally and in writing.
- Ability to be an effective listener.

**Supervision Exercised:** List jobs reporting to the subject position and level of supervisory authority. The position does not regularly supervise other County employees.

**Knowledge, Skills, and Abilities:**

The job requires knowledge of the principles, practices, and techniques of law enforcement; the laws, rules, and regulations enforced by the department; the geography and topography within the County jurisdiction; modern procedures and methods employed in crime detection and investigation; court procedures in criminal and civil trials; criminal behavior patterns and the social factors underlying criminal behavior; first aid methods and their applications; and the use and care of firearms.

The job requires skill in active listening, speaking, critical thinking, social perceptiveness, negotiation, judgment, and decision making while interacting with the community in often tense and volatile situations. Skill in subduing individuals in a physical confrontation bearing duty equipment; safely operating light-duty passenger vehicles and vans; and keyboarding are also required.

This job requires the ability to analyze situations quickly and objectively, to recognize actual and potential danger, and to determine proper course of action; to cope with stress situations firmly, tactfully, and with respect to individual rights; problem-solve; to read, understand law ordinances, rules, and regulations; to observe and remember details; to communicate clearly, verbally, and in writing with proper grammar, syntax, punctuation, vocabulary, and spelling.

Must meet minimum age requirements at the time of employment; possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any state. Individual's record must not contain any felony convictions or disqualifying criminal histories. Must have legal status to work in the United States; be able to read and write the English language. Must be of high moral character and of temperate and industrious habits; obey all local civil service or statutory requirements not listed here.

Strong level of modern law enforcement knowledge, principles, procedures, techniques, and practical application skills. The employee must have skill in the operation of law enforcement tools and equipment; have the ability to learn and apply applicable laws, ordinances, and department regulations; high-level ability to perform work requiring good physical fitness condition; to communicate effectively orally and in writing.

Employees must possess a high-level ability to establish and maintain effective working relationships with peers and supervisors; to exercise sound judgment in evaluating situations and in making independent decisions in emergency and non-emergency situations; strong ability to follow verbal and written instructions.

## **Education and Experience:**

This job requires education and experience equivalent to a high school diploma or a GED certificate, supplemented by considerable training in detention policies and procedures and extensive, increasingly responsible experience in detention work.

The job requires a valid Montana driver's license, or eligibility to gain one, and a good driving record. Required to be POST certified within one year of employment and to fulfill the requirement to maintain certification as a County Detention Officer. Must complete and maintain Basic Detention Officer, First Aid, and CPR Certification.

## **Tools and Equipment Used:**

- Radio
- Handcuffs
- First Aid & CPR Equipment
- Flashlight
- Belly Chains and Leg Irons
- Soft Restraints
- Finger Print Pad
- Cameras
- Computer, Telephone, Fax machine, photocopier and other office equipment.
- Fire Extinguisher
- Kitchen Utensils
- Mops, Buckets, Brooms, Vacuum and other cleaning equipment.
- Detention Facility Keys.

## **Application Documents Required:**

Submit your application to Rich Wallace, Human Resources Director at [rwallace@sanderscounty.gov](mailto:rwallace@sanderscounty.gov).