



ROSEBUD COUNTY SHERIFF'S OFFICE

Allen Fulton - Sheriff Bruce Price - Undersheriff

180 South 13th Avenue P.O. Box 85
Forsyth, Montana 59327
(406)346-2715 - Fax (406) 346-7397

Detention Officer Application

Shift: Rotating

Wage: _____ Starting

Requirements:

Must have a high school diploma or equivalent. Must possess a valid Montana driver's license. Must be physically fit. Computer skills are a plus due to extensive use in the facility. A full criminal history will be conducted.

Job Description:

Detention officers work 12 hour rotating shifts. Shifts consist of day shift (0700-1900 hours) and night shift (1900-0700 hours). Shift rotation may vary at times due to illness, lack of adequate staffing and/or special needs of the Sheriff's Office. Most duties as outlined below consist of dealing with inmates and their care, maintenance and cleaning of the facility. Monthly schedules are printed in advance for employees to follow.

Duties:

Duties consist of computer booking, fingerprinting, photographing, cooking, feeding and monitoring inmates. Officers must be physically fit as the need to subdue and inmate does arise from time to time, as well as the need to assist a Deputy with an unruly inmate. Officers must be able to be on their feet for an entire 12 hours shift. Officers must be able to react quickly and professionally during an emergency such as fire, riot, hazmat situation and medical emergencies. Officers are required to clean and maintain the facility, which consists of sweeping, mopping, vacuuming, shoveling sidewalks, cleaning walls and kitchen appliances. Officers may be required to supervise a trustee and community service people. Officers must be able to lift at least 50 lbs. and be able to lift #10 cans above their head to the storage shelves. Officers are required to do physical checks on the inmates every 30 minutes. There may be times when an officer may help with transfers, which require escorting an inmate to court or another facility. And officer may be required to guard an inmate at the hospital, which would consist of standing guard for 12 hour shift. Officers may be required to provide security for medical staff or others working in the facility. During the outside recreation, the officer may be required to stand for prolonged periods of time. Officers are required to climb ladders for changing lights. Officers are required to administer medication to the inmates. There are times a video recorder is required and an officer will be required to operate the recorder. Certain incidents will require the officer on duty to submit a typed report to the supervisor in a timely manner. It is important that you use proper etiquette when dealing with the public whether it is on the telephone or in person. Officers are subject to being called out to work from off duty time when the need arises. Officers are also partially cross trained to provide breaks to Dispatchers as needed.