PONDERA COUNTY
20 Fourth Avenue SW
Conrad, MT 59425

Effective: September 9, 2026

JOB TITLE: **Detention Officer (Fulltime)**

SUPERVISED BY: **Pondera County Sheriff**

SUPERVISES: **NONE**

SALARY: $_____ per hour starting. **Probationary period for this position is one (1) year with applicable benefits including, but not limited to, Health Insurance, Life Insurance and Accident Insurance, available after thirty (30) days employment.** Upon successfully completing the probationary period, along with additional & training requirements as herein stated, pay will be $_____ per hour. This position is also eligible for longevity pay pursuant to Montana Code Annotated 7-4-2510.

This is a **Full Time Position**, not to exceed 2080 hours per fiscal year. Pursuant to *Mont. Code Ann. §7-4-2509*, and under the guidelines of the Federal Fair Labor Standards Act and applicable Montana Statutes, this position works under an established 40-hour work week and **accrues overtime** for hours worked in excess of 40 hours in a one-week period. Pay cycle is **monthly**.

Pondera County is an equal opportunity employer. The 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.

Work Unit Overview: The mission of the Pondera County Sheriff's Office is to maintain the law and improve the quality of life within Pondera County and its communities by working with all people to preserve life, maintain human rights, protect property and promote individual responsibility and community commitment. The Sheriff's Office performs law enforcement and crime prevention work including preserving the peace, patrolling assigned areas, serving legal documents, making arrests, conduct investigations, and complete assigned jail duties.

General Position Description: Under general supervision, Detention Officer performs support for law enforcement in the County. The Detention Officer is responsible for supervising, observing, transporting, booking, searching, and processing inmates at the Sheriff's detention facilities; and performs other duties as assigned by the Sheriff or Undersheriff.

Work Schedule: The individual filling this position will be required to work 4, 10-hour shifts a week with the possibility of modifications to the shifts as designated by the Sheriff or Undersheriff. The nature of this position may require changes to the work schedule to meet the needs of the Sheriff and/or Pondera County.

Duties and 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 the 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, 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 facility 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 deputies 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.
- Anticipate and avert potential problems and assist in suppressing and controlling problems that might occur; report incidents in the prescribed manner.
- 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.
- Maintain jail facility, which may include painting, cleaning, laundry, and general care of facility.
- To attend to any other tasks as may be assigned by the Sheriff, Undersheriff or a Supervisor.

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.*

- Frequent standing, sitting, bending, stooping, twisting of waist, 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 outside in varying temperature.
- Work in a large facility requiring stamina for walking and staying alert at all times.
- Exposure to criminals and danger.

Supervision Exercised: The position does not regularly supervise other County employees, but may provide oversight or training to newer employees in the same classification 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;
- 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;
- Individual must be bondable under the provisions of the Pondera County insurance policy;
- Position requires the ability to maintain strict confidentiality of all records and information;
- Requires written and verbal communication skills and an ability to positively utilize inter-personal skills when dealing with the public;
- Individual must agree to participate in a continuing education program relevant to the duties and responsibilities of this position;
- Position requires intermittent travel to attend training and/or other work-related functions;

Additional Requirements: ***All public safety officer positions have minimum requirements established by Montana law and the Montana Public Safety Officer Standards and Training (POST) Council.***

- Must be a citizen of the United States if the applicant is a peace officer or a public safety communications officer; other public safety officers may be a permanent resident;
- Must be at least 18 years of age;
- Must be fingerprinted and subject to a background check to disclose any criminal records;
- May not have been convicted of a crime for which he or she could have been imprisoned in a federal or state penitentiary or a crime involving sexual misconduct;
- Must be of good moral character, as determined by a thorough background investigation;
- Must be a high school graduate or have been issued an equivalency certificate by the Superintendent of Public Instruction, or by an appropriate issuing agency of another state or of the federal government;
- Successfully complete an oral interview conducted by the appointing authority;
- Be in good standing with POST and any other licensing or certification boards or committees equivalent to POST in any other state;
- Must meet any additional qualifications established by the POST Council;
- Individual must possess a Montana, Class D, driver's license; or able to get one before hire.

Training Requirements:

- Attend and successfully complete (within 1 year of initial hire) basic Correctional / Detention Officer Basic (CDOB);
- Complete CPR training/accreditation **within six (6) months of hire.**

Education and Experience: This job requires education and experience equivalent to a high school diploma or a GED certificate. Prior experience in law enforcement preferred but not required. Individual must be bondable under the provisions of the Pondera County insurance policy. **All training and additional requirements outlined above are mandatory.**