

Sisseton-Wahpeton Oyate

Job Description

Job Title: Detention Officer

INTRODUCTION:

The Detention Officer is responsible for the first-line supervision of criminal offenders in the detention center. This involves a wide array of complex tasks related to most aspects of facility security and inmate custody. This position is highly demanding because facility security, staff and inmate safety and care are directly dependent on the officer's skills in; 1) behavior management, 2) leadership, 3) crisis intervention, 4) mediation, 5) demonstration of fairness in all dealings with inmates, 6) observation, 7) time and task management, 8) service referrals, and 9) documentation. The Detention Officer is called upon to demonstrate each of these skills in work with inmates. The quality of the officer's work is the foundation for effective detention operations.

Inmates include males and females, both pre-adjudication and sentenced. Crimes range from misdemeanor offenders, to violent felons awaiting transfer to federal courts/prisons. In many instances, United States Attorneys defer federal prosecution to tribal authorities and what would be considered a felony in most other jurisdictions are adjudicated and persons are incarcerated in Bureau of Indian Affairs and Tribal jails.

DUTIES:

- Incumbent enforces standards, rules and regulations provided by the Sisseton Wahpeton Detention Center Policy and Procedures and the Sisseton Wahpeton Oyate Tribe's Constitution of By-Laws in governing the operations of the detention center, and confinement, safety, health, and protection of criminal offenders.
- Incumbent provides for facility safety and security by providing defined inmate supervision, searches, transportation, classification, and counts, along with maintaining fire safety, key control, perimeter security, and compliance with inmate rules.
- Incumbent provides for the admission of criminal offenders, assigned or ordered to the facility. These activities entail fingerprinting, recording personal data, and storing personal belongings.
- Incumbents may provide preliminary interviews for physical/mental health and classification assessments.
- Upon admission, provides criminal offenders with an orientation into the facility's philosophy and rules.

- Incumbent provides, coordinates, and supervises inmate services, activities, and programs, established by local policy, Sisseton Wahpeton Detention Center Policy and Procedures and the Sisseton Wahpeton Sioux Tribal Constitution and By-Laws (i.e., access to medical care, courts, mail, recreation, work programs, religious, food, laundry, and counseling services).
- Incumbent supervises inmate movement, maintains discipline, and prevents the introduction of contraband into the facility. Instructs inmates in housekeeping, sanitation, and in the proper use of care of tools and equipment used in performing unskilled or semi-skilled work inside or outside of the facility.
- Incumbent provides orientation on facility rules and procedures to volunteers and employees providing services to the inmate population.
- Incumbent works with other criminal justice, and a medical/mental, official to ensure that the individual treatment plan is being carried out according to the court's and/or programs direction.

GENERAL KNOWLEDGE REQUIRED BY THE POSITION:

- General knowledge of basic correctional methodologies;
- Knowledge of commonly used federal and tribal laws, codes, and orders governing the incarceration of criminal offenders;
- Ability to instruct inmates;
- Ability to learn standards and operations descriptions published in the Sisseton Wahpeton Detention Center Policy and Procedures and the Sisseton Wahpeton Oyate Tribe's Constitution and By-Laws;
- Ability to set up Policy and Procedure Inmate Handbook to coincide with the Sisseton Wahpeton Detention Center Policy and Procedures and the Sisseton Wahpeton Oyate Tribe's Constitution and By-Laws;
- Basic knowledge of security and control procedures and techniques;
- Ability to exercise care and retain poise in pressure or crisis situations;
- Ability to communicate as necessary with inmates and establish and maintain continuing constructive relationships with them;
- Ability to maintain objectivity in advising inmates on personal and institutional problems;
- General knowledge of technical counseling and treatment skills and techniques or both
- Ability to understand and follow specific oral and written instructions, i.e., directives, orders, policies, and operational descriptions;
- Ability to write basic reports and communicate orally with supervisors and other department staff as well as keep accurate records. Some computer skills are recommended.

SUPERVISORY CONTROLS:

- The Detention Administrator or designee provides continuing close training and supervision by indicating what is to be done, specifying limitations, and prioritizing tasks. A Lead Correctional Officer may provide additional, specific instruction independently but refers problems and life threatening situations not covered by instructions to the on duty supervisor for final decision or other assistance.
- Supervisor ensures that the work and methods used are accurate and fully in compliance with instructions and established procedures by closely reviewing work daily.

GUIDELINES:

- Specific guidelines covering aspects of the work are provided in the Sisseton Wahpeton Detention Center Policy and Procedures and the Sisseton Wahpeton Oyate Tribe's Constitution and By-Laws as well as federal and order codes. The incumbent does not deviate from the guidelines unless authorized and must seek guidance if in doubt.

COMPLEXITY:

- Work involves, typically on a shift rotational basis, work holiday and schedules according to the demand of criminal activity, a variety of progressively more difficult assignments. Such assignments require fundamental proficiency in the application of correctional skills in supervising inmate activities on work details, in recreational activities, in living quarters during morning, day, or evening watches, performing admission and orientation functions, etc. These assignments involve regular contacts with individual inmates. They allow an opportunity for the Correction Officer to guide inmates to acceptable behavior. The assignments involved advising inmates regarding adjustment to institution life and resolution of personal problems. Follows established processes and methodologies.

SCOPE AND EFFECT:

- The work consists of providing a range of duties by closely following specific rules, regulations, and procedures covering various laws and ordinances, physical and personal security precautions, and coordination with federal, state and tribal law enforcement agencies. Incumbent plays a role in the inmate programs which reintegrate inmates back into the community to reduce recidivism.

PERSONAL CONTACTS:

- Contacts are with police officers, co-workers, inmates, court and probation personnel, program and counseling providers, and representatives from federal, state, and tribal law enforcement agencies.

PURPOSE OF CONTACTS:

- Contacts are important to ensure the safety of the Detention Officer, staff, inmates, and institution. A good working relationship assists in the receiving and releasing of inmates; providing information and assistance in the handling, processing, programming, and treating of criminal offenders; and providing pertinent and life-safety information to other detention staff, law enforcement and judicial officials as well as program and treatment personnel.

PHYSICAL DEMANDS:

- The duties of a Correction Officer, on any three (3) shifts, involve unusual mental and nervous pressure and require arduous physical exertion involving prolonged walking and standing, lifting and carrying moderately heavy to light objects, restraining of inmates in emergencies, and participating in escape and walk-away hunts. Incumbents must be physically capable of performing efficiently the duties of the position and be free from such defects or disease as may constitute employment hazards to themselves or others.

WORK ENVIRONMENT:

- Work performed by this position requires frequent and direct contact with individuals or groups of individuals in confinement who are suspected or convicted of tribal and/or federal offenses. Daily stress exposures to potentially dangerous situations such as direct physical attack are inherent part of this position.

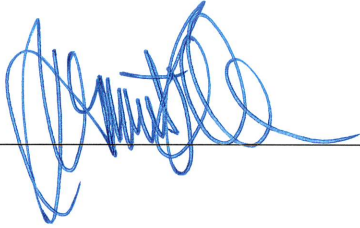
OTHER SIGNIFICANT FACTORS:

- Incumbent will receive formal and informal training on policy and procedure descriptions and on-the-job training to include; the use of force, use of impact and non-impact weapons, proper use of restraints, and the rights of individuals.
- Incumbent will be required to successfully complete Basic Correction Officer Training Course provided or approved by the Indian Police Academy, and required medical and emergency response training.
- Work involves the protection of life and civil rights of individuals; therefore, the incumbent must exercise discretion in dealing with sensitive matters.
- Incumbent has numerous daily personal contacts with all types of individuals within and outside the detention facility; therefore, the incumbent must be tactful and efficient in interpersonal communications.
- Incumbent may be required to operate a government-owned or leased vehicle in performance of duties and must possess a valid state driver's license.
- The incumbent is responsible for keeping drug free and demonstrating knowledge of agency drug policy and procedures. Must be aware and alert to the symptoms and signs of drug abuse and change in behavior and report the appearance of unusual actions to

responsible officials. Must adhere to the Sisseton-Wahpeton Oyate Tribe's Drug Free Workplace Policy.

- Incumbent must have and maintain a clean record, with no convictions for felonies or for equivalent high misdemeanors in jurisdictions which do not categorize serious crimes or felonies. High misdemeanors usually result in sentences of six (6) months or longer. Incumbent must pass a background and adjudication process.
- Incumbent must have a High School Diploma or G.E.D. or a three year work experience in Corrections.

Approved



Date 6-13-25