

Sisseton-Wahpeton Oyate

Job Description

Job Title: Correctional Transport Officer

INTRODUCTION:

The transport officer primary responsibility in the Sisseton Wahpeton Tribe includes management of tribal detention operations, transport of inmates, contracting jail facilities through the Tribal contract/grant detention operations. The officer is responsible for ensuring professionalism, excellence, accountability and integrity in the management and conduct of programs, assuring that Indian Country has sufficient corrections/detention facilities or programs to meet detention needs and meet or exceed legal and regulatory standards.

Work involves the protection of life and civil rights of individuals'. Therefore, the incumbent must exercise discretion in dealing with sensitive matters.

MAJOR DUTIES AND RESPONSIBILITIES

Transportation (75%)

Is responsible for transporting prisoners/detainees by car or van to courts/prisons. The incumbent conducts searches of the prisoners/detainees to ensure that they are not carrying prohibited property. The incumbent applies and/or removes restraints to include handcuffs and leg irons.

Provides for the security and safeguarding of the prisoners/detainees in accordance with established rules, regulations, and procedures. Distributes food to prisoner/detainees. Request appropriate medical assistance in case of medical emergencies.

Prepares documentation required to transport and detain prisoners. Assists with the in and out processing of prisoners. Interviews prisoner/detainees to obtain personal history; inventories personal property; etc.

Provides for vehicle safety and security by providing defined offender supervision, searches, transportation, classification, and counts.

If determined necessary, the incumbent escorts offenders to their places of employment so that they can collect wages. Escorts offenders to various doctors, dentists and medical facilities.

Escorts offenders to various Tribal, county, state and Federal detention institutions, as well as other facilities when the need arises.

Operates cars or vans, as required, in connection with transporting prisoners and is responsible for total welfare and safeguarding of the offender and his/her belongings during transport and delivery to the facility.

Law Enforcement Duties (25%)

The transport may be called on to perform as a law enforcement officer in a correctional environment during training, emergency situations and in times of staff shortages. Such assignments will involve frequent and direct contact with inmates and subject the incumbent to arduous, adverse and stressful working conditions.

Supervise criminal offenders while in a detention/correctional institutions or community based detention/correctional treatment or rehabilitation facilities. This involves complex tasks related to most aspects of facility security and offender custody. Offenders may include males or females, juveniles and adults, both pre-adjudication and sentenced. Crimes range from misdemeanor offenders, to violent felons awaiting transfer to Federal courts/prisons. Duties include the following:

- Enforces standards, rules and regulations provided in Title 25 of the Code of Federal Regulations (CFR), 69 Bureau of Indian Affairs Manual (BIAM), Department of the Interior (DOI), Departmental Manual (DM) 446, governing the operations of the detention/correctional facilities and programs, and the confinement, safety, health and protection of criminal offenders.
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- Provides preliminary interviews for physical/mental health and classification assessments.
- Upon admission provides criminal offenders with an orientation into the facility's philosophy and rules.
- Coordinates, and supervises offender services, activities, and programs, (i.e., access to medical care, courts, mail, recreation, library, work programs, religious, food, laundry and counseling services).
- Supervises offender movement, maintains discipline and prevents the introduction of contraband in the facility. Instructs offenders in housekeeping, sanitation and in the

proper use and care of tools and equipment used in performing unskilled or semi-skilled work inside or outside of the facility.

- Maintain fire safety, key control, perimeter security, and compliance with offender rules.
- Ensures that offenders are released from the detention facility according to established regulations and operational descriptions.
- Accepts or receives custody of Indian Country offenders from various law enforcement entities. Incumbent ensures that document packages for receipted offenders are in order and exit documents for departures are correct.

The duties of this position require direct contact with individuals in detention, suspected or convicted of offenses against the criminal laws of the federally recognized Tribes of the United States. Daily stress and exposure to potentially dangerous situations such as a physical attack are an inherent part of this position. Consequently, it has been designated as a law enforcement position.

FACTORS

1. Knowledge Required by the Position

- Knowledge of an extensive body of rules, procedures, regulations, and operations of the detention/correctional treatment or rehabilitation facilities to perform the duties at the full performance level.
- Ability to interpret and apply regulatory and procedural requirements to process unusually difficult and complicated transactions.
- Knowledge of commonly used Federal and Tribal laws, codes, and orders governing the incarceration of criminal offenders.
- Knowledge of the standards and operational descriptions published in Title 25 of the CFR, 69 BIAM, and the DOI, CM 446.
- General knowledge of basic correctional theory and techniques. Ability to follow proper techniques and policies regarding the transportation of offenders, as well as driving/transportation techniques.

- Skill in operating a variety of motor vehicles, including vans, buses, sedans and SUV's during both day and night hours and in varying weather conditions and circumstances.
- Knowledge of security and control procedures and techniques.
- Ability to exercise judgment and retain poise in pressure or crisis situations.
- Ability to communicate effectively with offenders, win their respect and confidence, and establish and maintain continuing constructive relationships with them.
- Ability to understand and follow oral and written instructions, i.e., directives, orders, policies, and operational descriptions.
- Ability to write basic reports and communicate orally with supervisors and other facility staff as well as keep accurate records.
- Ability to exercise courtesy, diplomacy, and good judgment.
- Ability to communicate and deal empathetically with people from varied and diverse cultural backgrounds.
- Ability to recognize the need for medical attention and to apply basic first aid techniques. Practical knowledge of control/compliance techniques. Skill in self—defense and apprehension techniques. Knowledge and skill in providing transportation of offenders, as well as driving/transportation techniques.

2. Supervisory Controls

The employee is under the supervision of the Lead Correctional Officers, Supervisory Correctional Officer and/or Chief of Police. The incumbent is expected to perform regular and recurring duties with little supervision. Supervisors provide close supervision only on the most difficult tasks. The supervisor will provide additional, specific instructions for new or unusual tasks. The incumbent carries out recurring assignments independently but refers problems and life threatening situations not covered by instructions to the supervisor for final decision or other assistance. The supervisor insures that the work and methods used are accurate and fully in compliance with instructions and established procedures, through intermittent work reviews.

The supervisor reviews records, reports, and correspondence, and evaluates results achieved and adherence to current policy. Due to the nature of the work, emergent and unusual situations will

arise requiring the incumbent to use initiative and good judgment in making quick decisions and taking action without the benefit of the supervisor. The incumbent is solely responsible for the overall well-being of those in his/her custody. In addition, incumbent is expected to provide assistance to other correctional officers with their assignments.

3. Guidelines

Guidelines are both written and verbal. Specific guidelines covering aspects of the work are provided in Title 25 of the CFR, 69 BIAM, and DOI DM 446, correctional policies and procedures, as well as Federal and Tribal law and order codes. The incumbent does not deviate from the guidelines unless authorized and must seek guidance if in doubt. Oral instructions and explanations are given daily by the supervisor.

4. Complexity

Work involves, typically on a shift rotational basis, a variety of assignments. Such assignments require proficiency in the application of correctional skills in supervising offender activities on work details, in recreational activities, in living quarters during morning, day or evening watches, performing admission and orientation function, transportation duties, etc. These assignments involve regular contact with individual or large groups of offenders. Each kind of assignment comes under the same general set of guidelines and procedures. The work varies depending on the rules which govern each specific situation encountered. Decisions involve identifying conditions involved and determining what action to take, including when to request assistance. Must be able to follow proper techniques and policies regarding the transportation of the offender.

5. Scope of Effect

The work consists of providing a range of duties by following specific rules, regulations, and procedures covering various laws and ordinances, physical and personal security precautions, coordination with Federal, state and Tribal law enforcement agencies. Incumbent plays a role in the offender programs which reintegrate offenders back into the community to reduce recidivism, and provides transportation duties. The incumbent provides timely services of a personal nature to the offenders which affect the social, physical, and overall well-being of the offender. The incumbent must follow proper techniques and policies regarding the transportation of offenders. The incumbent serves as a representative of the BIA, Office of Justice Services, and the United States Government when in their official capacity.

6. Personal Contacts

Most contacts are with criminal offenders. Other contacts include police officers, co-workers, court and probation personnel, program and counseling providers, clergymen, public health officials, airport and other public transportation officials, doctors and hospital personnel, visitors, the general public, and representatives from Federal, state, county and Tribal law enforcement/correctional agencies.

7. Purpose of Contacts

Contacts with the offenders are for the purpose of transportation to and from destinations, and control and maintenance of order while they are in custody. Contacts with co-workers and law enforcement personnel from other agencies are made for exchange of information regarding the detention, movement or release of offenders. Contacts with others generally relate to providing information to attorneys, clergy, or family regarding the overall status of offender.

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

Incumbent has numerous daily personal contacts with all types individuals within and outside the detention/correctional facility; therefore, incumbent must be tactful, efficient, and diplomatic in inter-personal communications.

8. Physical Demands

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, exposure to disease, and exposure to potentially dangerous situations such as direct physical attack are an inherent part of this position. Incumbent must be able to go anywhere they are detailed for temporary duty on short notice. Incumbents may be required to remain away from their regular duty station for extended periods of time, to meet the needs of BIA.

9. 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, exposure to disease, and exposure to potentially dangerous situations such as direct physical attack are an inherent part of this position. Incumbent must be able to go anywhere they

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D. OTHER

Incumbent will be required to complete two courses of training. The first is the Basic Correctional Officer Training course; the second IS the Correctional Armed Transport Officer Training, both of which are provided or approved by the Indian Police Academy, and required medical and emergency response training. Incumbent must maintain required physical fitness level for law enforcement officers.

Incumbent will be required to operate a motor vehicle in performance of duties; a valid state driver's license is required when operating a vehicle on the job.

Incumbent may be required to use firearms, in this instance, incumbent must maintain a satisfactory competency, and proficiency in the use of such weapons.

Law enforcement personnel are subject to short notice Temporary Duty (TDY) deployment to meet nationwide Indian Country law enforcement operational/mission requirements. This position may require frequent travel or long periods away from the normal duty station and may include remote or isolated sites. Based on operational necessity, TDY away from duty station in support of other units requires travel by air.

The employee will be required to work other than normal duty hours, which may include evening, weekends, and/or overtime. The incumbent is subject to drug testing and background investigation.

The employee is responsible for keeping drug-free, for demonstrating knowledge of agency drug abuse policy and procedures.

The duties of this position are so rigorous that employment is limited to young and physically vigorous individuals who must meet established age and physical qualification requirements.

Approved  Date 4-6-21