

SHERIFF TITLE: Sheriff Jail Officer

REPORTING TO: Fall River County Sheriff

SALARY: Hourly wage and all benefit selections available to County employee

HOURS: Shifts vary in a 24 hour per day; 7 day per week operation; individuals will be scheduled to provide coverage; may be rotating schedule.

LOCATION: Fall River County Jail, Hot Springs, SD

PURPOSE OF THE POSITION: Perform responsible protective service work ensuring the care and security of inmates at the Fall River County Jail.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Process inmates; maintain jail security; serve meals; transport inmates.
- Receive and process inmates into custody of institution; search prisoners; take charge of personal property.
- Provide inmates opportunity to call attorney or relative; advise inmates on institutional rules and regulations.
- Patrol jail area periodically to insure security and maintain order.
- Transport inmates to medical, court and related facilities.
- Supervise inmates during meals, personal hygiene and related activities for conformance to institutional rules, regulations and procedures.
- Escort and safeguard inmates to cell; check on inmates' physical condition.
- Receive, count, record and wash all laundry in the jail.
- Dispense personal and cell cleaning equipment; keep record of money received from inmates.
- Distribute medication to inmates as prescribed or directed.
- Prepare routine records on inmates; perform general clerical duties.
- Ensure the care and maintenance of quarters.
- Record visits; inspect items brought into the jail; check incoming and outgoing mail.
- Investigate crimes and critical incidents; collect evidence; testify in court.

MINIMUM QUALIFICATIONS:

- Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- Subject to inside and outside environmental conditions, and noise.

- Possible exposure to blood borne pathogens and may be required to wear specialized personal protective equipment.

KNOWLEDGE:

- Knowledge of the security, rules, regulations and procedures of the institution.
- Knowledge of the practices of modern penology as related to the supervision and care of persons under institutionalized restraint.

SKILLS:

- Skill to communicate with inmates.
- Skill to restrain inmates.

ABILITIES:

- Ability to exert 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- Ability to stoop, kneel, reach, stand, walk, pull, finger, and grasp.
- Ability to enforce institutional rules firmly and fairly.
- Ability to detect potential behavior problems of inmates.
- Ability to detect the early symptoms of common health problems.
- Ability to carry out oral and written directions accurately.
- Ability to supervise the activities of large groups of inmates.
- Ability to prepare records and reports.
- Ability to establish and maintain effective working relationships with associates.
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EDUCATION & EXPERIENCE:

- High School Diploma or GED
- Possession of a valid South Dakota driver's license.
- Must meet and maintain minimum qualifications for the position established by the Sheriff's Office and the State of South Dakota.

ADVANCEMENT/PROMOTION: Wages may increase with position advancement/promotion.

THIS POSITION DESCRIPTION SHOULD NOT BE CONSTRUED TO IMPLY THESE REQUIREMENTS ARE THE EXCLUSIVE DUTIES OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO FOLLOW ANY OTHER INSTRUCTIONS, AND TO PERFORM ANY OTHER RELATED DUTIES AS MAY BE ASSIGNED.