



**Custer County, Montana**  
 1010 Main Street  
 Miles City, MT. 59301

## Position Description Detention Sergeant

*September 2024*

*Custer County is an equal opportunity employer. Custer County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This position 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 changes*

**Job Title:** Detention Sergeant  
**Department:** Sheriff's Office

**FLSA Status:**  Non-Exempt  Exempt  
**Reports to:** Undersheriff / Sheriff

### **SUMMARY OF WORK:**

Under the general direction of the Undersheriff, performs regular duties as a Detention Officer for the Custer County Detention Center, supervises and monitors daily Operations, provides guidance to the other assigned detention officers and the care and well-being of the inmates, performs other duties as required and be responsible to know all current policy and procedures, as well as what is expected by command staff.

### **JOB CHARACTERISTICS:**

**NATURE OF WORK:** This is a supervisory position. Work includes directing the activities of subordinate personnel, implementing operational procedures. Directing the handling of emergencies, and ensuring adequate staff coverage is maintained. The Jail Sergeant is responsible for the supervision and coordination of all security functions and activities relating to Responsible for the development and implementation of County Jail Policies and Procedures. The Jail Sergeant will, in the absence of the Undersheriff, be responsible to the Chief Deputy or the Sheriff.

**PERSONAL CONTACTS:** Inmates, other detention officers, members of various Criminal Justice Agencies, courts and the Department of Family Services. Additionally occasional contact with the general public is needed.

**SUPERVISION RECEIVED:** Supervision or direct as needed from the Sheriff and

Undersheriff.

**ESSENTIAL FUNCTIONS:** As Detention Sergeant, position requires ability to effectively communicate orally and in writing, review written material, record information, calculate, exercise good judgment, physically restrain hostile individuals, visually inspect inmate cells, operate a vehicle and exercise proper Law Enforcement radio procedure. Ability to sit, lift, reach with hands and arms, balance, stoop, bend, crouch and lift up to 90 pounds. Required visual ability includes close-up and distance vision, depth perception and ability to adjust focus, position involves some strenuous labor and working during adverse weather conditions.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

-Performs the daily duties and activities of the Detention Officer and supervises other Detention Officers performing those same duties and activities. Assumes first line Supervisory responsibility for overall jail operation, scheduling and performance evaluations of those supervised.

-Works closely with the Sheriff's Office Administration to evaluate and ensure the safe, efficient, and effective operation of the jail.

-Directs, supervises, advises, motivates, counsels, trains, and evaluates the work and performance of assigned employees.

-Instructs Personnel in the proper techniques of handling unusual or difficult situations. Notifies the Undersheriff, or Sheriff, or designated Deputy of unusual or difficult situations and implements any additional actions required.

-Is the first step for Employee Issues and Complaints (before going to Undersheriff).

-Assists with recommendations and updates to jail policy and procedures. Responsible for compliance of policy and procedure from line staff. Ensures that legal and humane treatment is afforded to all inmates.

-Interviewing and screening applicants for employment, performing employee evaluations, reviewing work product, and may include staff scheduling and coverage.

-Oversees facility shake downs and evacuations.

-Acts on inmate requests and problem solves for inmate complaints.

-Assists with the supervision of person on electronic monitoring.

- Keeps informed as to the facility condition and inspect the facility regularly.
- Determine acceptance of sick, injured or disturbed arrestees.
- Performs inmate classification and reclassification, supervises cell assignment of inmates
- Arranges and/or escorts prisoners to court and transports prisoners to other facilities and appointments as directed.
- Ensures that paperwork and logs are completed properly. Maintains and updates records and reports.
- Supervises and facilitates employee training, planning, assigning and directing work.
- Provides the Undersheriff with information of problems in the facility, Officer Performance issues (positive and negative) and disciplinary issues with Detention Officers.

It is unlikely that an employee will perform all the duties listed above on a regular basis, nor is the list exhaustive in the sense that it covers all the duties an employee may be required to perform. The examples are merely indicative and not restrictive.

## **JOB REQUIREMENTS:**

**KNOWLEDGE:** Working knowledge of: Federal, State, and local standards of prisoner care, peal laws and procedures, facility security requirements, all current departmental policy and procedures, as well as what is expected by command staff, defensive tactics, approved restraint methods, use of force techniques, lethal and non-lethal weapons, proper search techniques, first aid, CPR, PREA and laws and procedures related to discrimination and harassment, and Principles of Objective Jail Classification.

**SKILLS:** Computer background either through training or formal education (including software used by the Sheriff's Office and Detention Center) Knowledge of business and Office equipment and the ability to use.

**ABILITIES:** Ability to work effectively with others in authority.  
 Ability to work effectively with inmates.  
 Ability to work effectively with subordinates.  
 Ability to think clearly and act appropriately in an emergency situation.  
 Knowledge of the Criminal Justice Computer system.  
 Ability to communicate effectively both verbally and in writing.

## **EDUCATION AND EXPERIENCE:**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to a High School diploma.

Complete Detention Officer Basic Course at the Montana Law Enforcement Academy, a minimum of five (5) years of experience as a detention officer in an adult detention or correction's facility. Experience in a juvenile detention or corrections facility can be considered, but adult experience is preferred. Experience as a first line supervisor in a Detention Center is preferred.

### **JOB PERFORMANCE STANDARD:**

Evaluation of this position will be based primarily on performance of the of the Preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Serves as a member of the senior management team of the Sheriff's Office.
- Performs assigned duties.
- Reacts calmly and decisively in emergency situations
- Provides strong leadership as needed
- Provides for security of inmates and building.
- Keeps Undersheriff informed of departmental matters.
- Demonstrates the appropriate knowledge, skills and abilities for the position.
- Is available to answer calls 24 hours per day.
- Evaluates job performance of employees.
- Evaluates needs of facility and instructs and guides subordinate officers on tasks that need completed.
- Properly performs booking fingerprinting and photographing of new inmates.
- Effectively evaluates prisoners for risk and health reasons and takes appropriate action.
- Adheres to standards of confidentiality.
- Remains calm in stressful situations.
- Assists officers with DUI suspects.
- Demonstrates necessary physical strength and stamina to perform duties of

position.

-Maintains accurate and timely records.

-Prepares and submits accurate and timely reports

-Deals tactfully with the public

-Observes work hours.

-Demonstrates punctuality.

-Establishes and maintains effective working relationships with fellow employees, supervisors and the public.

-Investigates alleged violations of personnel rules and policies.

-Performs such other duties that may be assigned or required