

CHEYENNE RIVER SIOUX TRIBE  
DETENTION DIVISION-LAW ENFORCEMENT  
ADULT DETENTION OFFICER

DESCRIPTION OF WORK

General Statement of Duties: Performs all tasks of admitting and releasing adult inmates. Responsible for the security and safety of all persons and staff entering the Adult Detention area. Responsibility for monitoring all cells and unit areas. Makes initial medical assessment, and classifications. Determines if the adult inmate needs emergency medical attention. Performs various clerical duties. Carries out the booking process, which includes proper identification of incoming inmates and ensures proper hygiene is maintained while in the facility. Responsible for the safety, security, and control of the adult inmates at all times. Performs work in accordance with Department Policy and Procedures.

Supervision Received: Works under the immediate supervision of the Lead Officer on duty and the general supervision of the Adult Administrator and or the Chief of Detention.

Supervision Exercised: Will supervise adult inmates and staff as assigned.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Responsible for the intake of adult prisoners, which includes assisting officers in following the required procedures for entering and leaving the adult booking and secured areas when they are unfamiliar with them or not following proper procedures. Making certain no weapons enter the secure areas, obtaining all contraband entering the area and properly reporting it and doing the necessary paper work.

Responsible for the total security of the adult detention areas.

Conducts initial intake process of new adult inmates including orientation, classification, identification, accountability and documentation for adult inmates, clothing, property and money, and properly storing the property, assigning adult inmates property to a locker number and updating all booking information.

Conducts a visual observation of adult prisoners to see if medical attention is necessary. Conducts initial health screening and suicide screening.

Conducts a frisk, pat down, and strip search of adult inmates.

Ensures the inmates take showers and that they get dressed in proper facility attire, handing out proper hygiene kits and linens as necessary.

Completes proper identification of adult inmates, which includes recording personal data, fingerprinting, and photographing.

Keeps an updated file on each adult prisoner including criminal charges or reasons for being incarcerated.

Conducts releasing of adult inmates, reviewing paperwork for release, logging dates and times, releasing correct personal property, inventory and receiving facility property, checking and listing damages, and ensuring the adult inmate receives all documentation, including a receipt for property.

Ensures the safe exit of all inmates that are released from the adult detention area.

Is responsible for the safety of adult inmates, visitors, and staff in all phases of work by interpreting security rules.

Maintains discipline by communicating with others and interacting with the adult inmates. Remains consistent and fair in dealing with inmates and their behaviors.

Oversees meal distribution.

Distributes and collects linen and inmate clothing when needed, makes sure adult inmates are properly clothed in facility attire.

Ensures adult inmates their rights to communications, information, programs, and services through phone calls, mail, newspapers, sick call and specific facility information. Must know emergency evacuation procedures and where all emergency equipment is stored.

Completes all reports, forms and other required paper work accurately before the end of the shift.

Will be required to travel and transports inmates to I.H.S. medical treatment, transport inmates to different Law Enforcement & Hospital facilities, as directed by the Adult Administrator or Chief of Detention.

Will be required to do other detention duties as assigned by the shift supervisor.

Will be required to do shift work.

Note: Anytime there is a male and female incarcerated there will be a male and female Adult Detention Officer on duty.

Other job related duties as assigned.

## MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Some Knowledge of Rules and Regulations relating to the Adult Detention operations. Able to quickly learn the methods and techniques used in the control and custody of adult inmates and the process of booking an adult prisoner adhering to Department Policy and Procedures. Able to understand and follow oral and written instructions including following department Policy & Procedures manual. Able to be assertive with adult inmates and other staff in a polite and courteous manner, ensuring a safe and secure adult detention area. Able to stay alert at all times and to react calmly in emergency situations. Able to do clerical functions keeping accurate records, logs, and files. Will be required to do some typing. Able to maintain favorable working relationship with adult inmates, staff and public. Should have some knowledge of Tribal and Federal laws.

Education: High school diploma or GED equivalent.

Experience: Some experience in working with adults and in the detention field Preferred, but not required. Some experience in working with the public.

Special Requirements: Must be eighteen (18) years of age to apply.

Must have a valid driver's license, if issued from another state, must be able to obtain a South Dakota driver's license within 60 days. Must maintain good physical condition.

Incumbent is subject to the CRST Drug and Alcohol Testing Policy and Tribal/local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647, and Resolution No. 86-2013-CR. Must maintain strict confidentiality.

Training: Possess basic detention certification training from the Bureau of Indian Affairs, Indian Police Academy or have the ability to be certified through the Indian Police Academy within one (1) year of employment.

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