



December 2023

PARK COUNTY SHERIFF DEPARTMENT POSITION DESCRIPTION

I. POSITION IDENTIFICATION

Work Unit: Park County Sheriff's Office

Current Classification:

Title: Detention Center Captain

Pay Rate: Non-Sworn Individual – 90% of Sheriff's Pay (\$31.30/hour)

Sworn Individual – 95% of Sheriff's Pay (\$33.04/hour) + Longevity

Non Exempt, Permanent Full Time

Supervisor: Park County Sheriff

II. ASSIGNED DUTIES AND TASKS

POSITION SUMMARY

This position is responsible for performing advanced supervisory work in the care, custody, and control of inmates held in the Park County Detention Center consistent with federal, state, and local laws, safety regulations, office policies/procedures, and the U.S. Constitution. Work involves directing the activities of assigned staff engaged in maintaining security, safety, and care in the 24 hour on-duty detention of suspects and convicted individuals. Maintains professional public relations; related civil duties of Sheriff's office, and demonstrates integrity and confidentiality in the performance of all duties and back-up responsibilities. This position is additionally responsible for overseeing the maintenance of appropriate records pertaining to inmates. Park County contributes to the Sheriffs Retirement System.

All duties below are essential functions unless otherwise indicated. Duties of the position are not all inclusive and subject to change.

- Administration of the Detention Facility.
- Develops and maintains goals, standards, policies, and objectives for the detention facility to ensure the constitutional rights and safety of all inmates and staff consistent with federal/state laws and (OSHA) safety regulations.
- Manages and supervises communications operations to achieve goals within available resources.
 - Coordinates with other local, state and federal law enforcement agencies.
 - Liaises with local, district, and federal courts.
 - Effectively coordinates and provides direct line of communications between the public, public agencies, and other departments.
- Advises Undersheriff and/or the Sheriff on annual budget recommendations; prepares detention facility budget and monitors expenditures of funds throughout the year.
- Advises Undersheriff and/or Sheriff on current facility needs, future planning, implementation and development considerations for the detention facility.
- Coordinates inmate transport to and from other facilities.
- Resolves complaints from inmates or if necessary refers them to Undersheriff or Sheriff for final resolution.



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- Meets with Undersheriff and/or Sheriff, County Attorney, County Commissioners and other officials to discuss management issues or share information.
- Oversees the mental and health care of all inmates within detention regulations.
 - Assures proper meals and diets.
 - Assures the availability of proper medical and mental health care.
 - Assures the availability of prescription drugs.
 - Assures referrals or services are obtained for inmate needs beyond detention expertise (i.e. mental health or medical concerns, doctor appointments etc.).
- Oversees the rights of inmates.
- Maintenance of Detention Facility:
 - Inspects area facility for safety and sanitary conditions; ensures timely identification and correction of safety or sanitary problems.
 - Oversees all needed maintenance and delegates duties as needed via designated jail staff.
 - Maintains a neat and orderly facility; ensures all policies and procedures are implemented and followed consistent with Montana Jail Standards and detention policies and procedures.
 - Maintains assigned equipment, supplies and facilities.
- Maintains security in all areas of the detention facility.
- Manages, directs, and supervises detention center staff, including new hire selection, training, and performance appraisal and discipline of employees. Issues written and oral instructions to detention center personnel as needed. Determines work procedures and prepares work schedules. Maintains harmony among workers, resolves grievances, performs or assists employees in performing duties, and supports positive workplace morale.
- **Other Duties as assigned.**

III. **KNOWLEDGE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications:

- Must be a citizen of the United States, at least eighteen years of age.
- Must meet Montana State Standards for an LEO or Detention Officer.
- Must be of good character, as determined through background investigation. Never been convicted of a felony. Must be finger printed and criminal record searched.
- Live or able to move within Park County or an acceptable radius at the discretion of the Sheriff.
- Must successfully complete an oral examination to demonstrate the possession of communication skills, temperament, motivation and other characteristics necessary to the accomplishment of the duties and functions of a peace officer.
- Must be willing to be fit for duty, to work day, afternoon and night shifts.
- Applicant is required to submit to a medical examination by a medical doctor and also submit to a psychological examination by a psychologist. Both examinations must



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conclude the applicant is medically and mentally fit in order to perform the required duties successfully.

Education and Experience:

- High School Diploma or GED Equivalent.
- At least eight (8) years of full time Law Enforcement and/or Detention experience.
- At least two (2) years of experience as a first line supervisor.

Certificates, Registrations and Licenses required or to be obtained within 12 months:

MLEA Certification
Driver's License
First Responder/AED Certification
CPR Certification
POST Certification
Detention Officer Basic Certification
Weaponless Defense
CDOB Training
Tactical Handcuffing Training
PPCT Training
CPI Training
Firearms Training

OTHER SKILLS and ABILITIES:

Must have computer skills including knowledge of Microsoft Office and ability to use Microsoft Word software including SmartCOP program. Must have ability to use digital camera and digital video system. Must have physical ability to use restraints such as restraint chair, hand cuffs, and belly chain in a safe and swift manner. It is an essential job function of a detention captain to have the ability to control inmates which may require the ability to physically subdue a person.

IV. ACCOUNTABILITY

This position makes decisions regarding the safe operations and services of the jail. Work requires the interpretation and application of rules, regulations, and policies. The employee frequently works with time constraints, exercises flexibility, and must perform sensibly and competently in emergency and situations. As a supervisor, the employee must direct the actions of subordinate employees. The employee is regularly involved in social interactions which require both oral and written communications. Actions and services provided have a direct impact on the integrity of the County as a whole. Work is covered by established guidelines and policy manuals are available.

V. CONFIDENTIALITY

The position requires handling non-public confidential information. The person in the position acknowledges the confidential nature of non-public information regarding inmates, County employees and elected officials. Consistent with applicable policy and guidelines, this position will respect and safeguard the privacy of employees, elected officials and Park County and the confidential nature of information in accordance with Montana state law, without limiting the general nature of this commitment. This position will not access or seek to gain access to confidential information regarding any past or present employees, elected officials, and Park



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County in the course of fulfilling job responsibilities. The person in the position hereby acknowledges that the person understands that in this context, confidential information is considered all non-public information that can be personally associated with an individual.

If in the course of executing job responsibilities, the person in the position accidentally accesses information that others might consider inappropriate for this position to access, the person in the position will notify the person's supervisors of the date and time of the access. If a question arises at a later time, it will be understood that the access was accidental. The person in the position will not disseminate any such information.

By signing this Position Description, the undersigned hereby acknowledges reading and understanding this section regarding confidentiality and agrees to abide by the terms and conditions set forth herein. Violation of confidentiality may warrant disciplinary action, up to and including, suspension, demotion or termination of employment.

VI. INDEPENDENCE OF ACTION

This position exercises a high level of independent responsibility in performing job tasks. The person in this position develops work objectives for and with detention personnel. Guidelines, manuals and established procedures are available through the Detention Center department's manual, and Montana Codes Annotated. The Sheriff and Undersheriff are available to provide general guidance in work activities.

VII. PERSONAL CONTACTS

This position has contacts with other county personnel, elected officials, department heads, vendors, auditors, the State Department of Corrections and members of the public to provide guidance, and coordinate activities. The person in this position interprets, clarifies or explains information in order to be responsive to questions and inquiries.

VIII. WORK ENVIRONMENT/PHYSICAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger, handle (restraints and Tasers) or feel, reach with hands and arms, stoop, kneel, crouch, or crawl, talk or hear, and smell. They occasionally may be required to sit and climb, bend, twist at the waist or balance. The employee must be able to firmly give verbal commands in a loud, clear, understandable voice. Be comfortable being exposed to criminals and danger.

The employee must be able to physically subdue a person. Employees occasionally lift and/or move up to 50 pounds while performing various duties such as cooking, cleaning and caring for inmates.

The position requires the following for observation of inmates, special vision requirements: close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus). Excellent



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hearing abilities. Have a high stamina level to stay alert at all times.

The noise level in the work environment varies greatly.

IX. APPROVAL AND DATE

Commission:

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____

Name: _____

Human Resource Manager:

Signature: _____ Date: _____

Name: _____

Park County Sheriff:

Signature: _____ Date: _____

Name: _____

Employee:

Signature: _____ Date: _____

Name: _____