

## Additional Information

**Job Summary:** The Detention Officer is responsible for supervising, observing, transporting, booking, searching, and processing inmates at the Sheriff's detention facilities; and performs related duties as required.

### Essential Functions (Major Duties or Responsibilities):

- Maintain security and monitor movement of persons detained at a Sheriff's detention facility to protect the public and other prisoners. This may include escorting detainees and inmates to court appearances, medical checks, exercise, showers, classrooms, counselor visits, family visits, and other approved appointments at mental hospitals, medical facilities, or clinics.
- Supervise the security and conduct of inmates in housing units during group meetings, meals, bathing, at recreation, during visitations, and during work or other assignments.
- Book prisoners into detention facilities following prescribed procedures: issue clothing and supplies to inmates; process inmate discharges or transfers and arrange for transportation if necessary; write reports and maintain written records on standardized forms relating to inmates.
- Perform risk assessments and classify inmates in order that more dangerous or hostile inmates are identified and made known to all staff according to established procedures to minimize risk to county staff and other inmates.

## What Are the Qualifications?

No experience necessary. We will train. Flathead County Benefits Package

Application process requires a Montana Post Application, Montana Physical Agility Test (MPAT), and written testing.

All applicants will be required to take the written and physical test.

To see if we are currently hiring go to:

[https://flathead.mt.gov/human\\_resources/apply/](https://flathead.mt.gov/human_resources/apply/)



**Professionals in Law Enforcement**



# Flathead County Sheriff's Office

**Join the Flathead County  
Detention Officers:**

**A Career of Courage**



**Sheriff Chuck Curry**

**920 South Main Street, Suite 100**

**Kalispell, MT 59901**

**[www.flatheadcountysheriff.com](http://www.flatheadcountysheriff.com)**

## The Position

Detention Officer Trainees are placed in a 4 week Training Academy at the Montana Law Enforcement Academy in Helena Montana. After successful completion of the Academy, they return to complete 12 weeks with a field training officer.

## The Department

The Flathead County Sheriff's Detention Division consists of 3 types of jobs; Court Security, Transportation and Inmate Management. There are currently 49 Detention Officers in the Sheriff's Department .

For more information about the Flathead County Sheriff's Department please visit our website at::

[www.flatheadcountysheriff.com](http://www.flatheadcountysheriff.com)

## Typical Duties

Correctional Officers are responsible for the security and safety of the inmates confined to the jail. Typical duties include the following:

Receives prisoners from law enforcement officers for detention in County jail; obtains information from prisoners; receives and records prisoners' personal property; searches, photographs and fingerprints prisoners and assigns them to cells.

Supervises work and personal activities of inmates including eating, bathing, recreation, and other daily activities; supervises prisoner counseling, work rehabilitation and therapy programs; transports low security inmates.

Releases prisoners from jail on proper authorization; reviews bonds for correctness and legality before releasing prisoners. Administers first aid for minor injuries; arranges for medical treatment. Maintains records and reports of prisoner activities and conduct; utilizes data terminals for keeping records and obtaining information.

## The Facility

The Detention Center is equipped to hold adult male and female persons. It was opened in October of 1987 with a holding capacity of 63. Our average daily inmate population in 2007 was 92. The majority of persons held in this facility are pre-trial, meaning they have been accused but not convicted of a criminal offense. Inmates have daily access to medical care. Due to HIPPA laws; medical issues of inmates are confidential and cannot be discussed with others. Commissary is offered two times a week; available items for order include hygiene items and food selections. Please note that cash money is the only thing accepted for inmates.

If you're interested in a career or request a Presentation for your group please call the Detention Commander at 406.758.5867

