APPLICANT'S PRINTED NAME: _____ **DATE:** _____

INFORMATION ABOUT THE POSITION OF DETENTION OFFICER
11/2013
****
Initial, sign and date this information sheet
and attach it with your completed on-line application.
****
Female candidates are encouraged to apply.

The following material will inform you about the position of Detention Officer I/Juvenile Detention Officer I. The Detention Officer has a great deal of authority and responsibility. It should be understood that this position also involves certain risks, work activities and conditions that may be uncomfortable for an employee. Efforts are made to reduce the risks, including the use of well-defined policies, procedures and training. However, situations may arise which could result in personal harm or expose you to other traumatic behaviors (e.g., inmate suicide).

Some aspects of employment in this position are outlined here. Read this information sheet and carefully consider the impact they might have on you. If you have any questions, contact Missoula County Human Resources for clarification.

MINIMUM REQUIREMENTS

Applicants must meet minimum requirements as set forth by the POST Council of the State of Montana:

1. be a citizen of the United States or may be a registered alien if unsworn;be at least 18 years of age;
2. be fingerprinted and a search made of the local, state, and national fingerprint files to disclose any criminal record;
3. not have been convicted of a crime for which he could have been imprisoned in a federal or state penitentiary;
4. be of good moral character, as determined by a thorough background investigation;
5. be a high school graduate or have passed the general education development test and have been issued an equivalency certificate by the superintendent of public instruction or by an appropriate issuing agency of another state or of the federal government;
6. be examined by a licensed physician, who is not the applicant's personal physician, appointed by the employing authority to determine if the applicant is free from any mental or physical condition that might adversely affect performance by the applicant of the duties of a detention officer;
7. successfully complete an oral examination conducted by the appointing authority or its designated representative to demonstrate the possession of communication skills, temperament, motivation, and other characteristics necessary to accomplishment of the duties and functions of a detention officer; and
8. possess a valid driver's license.

Applicants for Juvenile Detention Officer must meet minimum requirements as set forth by the Administrative Rules of the State of Montana:

20.9.612 MANAGEMENT, STAFF, AND TRAINING

All youth care facility staff must meet the following general qualifications on their first day of employment:

1. relevant experience working with youth;
2. be at least 18 years of age:
3. have successfully passed background checks by both law enforcement and the Child Protective Services Division of the Department of Public Health and Human Services;
4. be physically, mentally, and emotionally competent to care for youth; and
5. understand the purpose of the youth detention facility and be willing to carry out its policies and programs.

As part of the application process, your driving record and criminal history will be checked. In addition a complete background investigation will be conducted if you successfully pass all screening steps.

This section is designed to help the applicant understand the nature of the work and demands of the job and training program. Please read each item and initial the line at the beginning of the statement to acknowledge your understanding of the statement.

_____ **PHYSICAL DEMANDS/RISKS:** You may be the victim of an assault by an inmate. You may be required to exert physical force to prevent escapes or fights, or to prevent injury and protect life. This may include deadly force, as outlined in the Montana Codes Annotated. At times, you may have to place inmates into restraints while they are violently refusing your commands. The position requires that you conduct "pat-downs" or "frisk searches" which means you will touch inmates. Hygiene levels vary among persons brought to the Missoula County Detention Facility. You will be required to stand for long periods of time, to frequently walk on concrete surfaces and to occasionally pull or drag dead weight of up to 150 pounds. Detention Officers work twelve hour shifts. The Detention Facility is tobacco free.

_____ **COMMUNICATION SKILLS:** The positive outcome of exercising good communication skills may include protecting yourself, conveying directives and reducing problems. Using positive communication skills may turn a physical confrontation into a productive exchange of ideas or information. The Missoula County Detention Facility houses pre-trial misdemeanor and felony inmates who are afforded certain rights on the assumption of innocence until proven guilty. The facility will also house convicted felons from the Montana State Prison in accordance with Facility Operations Standards.

_____ **MEDICAL SERVICES:** The Detention Officer observes inmates who may need medical attention. This includes observing for indications of withdrawal from alcohol and drugs, psychological problems or physical trauma as the result of accident, fight or self-inflicted injury. Inmates may have a contagious or infectious disease. You may be required to take prompt action including administering CPR or other first aid.

_____ **COURT SUPPORT/TRANSPORTATION:** Transporting inmates within the courthouse or out of the Missoula County Detention Facility poses a threat to the Detention Officer and to the public. The Detention Officer may transport inmates to court, to Montana State Prison, to treatment centers or to medical and dental appointments. The Detention Officer may be called upon to provide security to the District and Justice Courts.

_____ **CIVIL RIGHTS:** Montana Codes Annotated 45-5-204, Mistreating Prisoners, states: "A person commits the offense of mistreating prisoners if, being responsible for the care or custody of a prisoner, he purposely or knowingly: assaults or otherwise injures a prisoner; intimidates, threatens, endangers or withholds reasonable necessities from the prisoner, with the purpose to obtain a confession from him, or for any other purpose; or violates any civil right of a prisoner."

In addition to the criminal penalties that may be imposed for violation of this statute, you may be financially liable for your actions and may face departmental disciplinary action.

_____ **TRAINING:** Pursuant to Montana Jail Standards Sections 4.02.01 and 04.03.01, employees shall received documented in-service training in critical areas of the operation and staff development totaling 40 hours each year. Training is the responsibility of the employee and the department. Employees may accrue their training hours through a variety of ways including, but not limited to: correspondence courses, on-line training, local and/or off site trainings, as well as any other assigned trainings.

_____ **SPECIAL REQUIREMENTS:** Upon offer of employment, candidate must pass a physical examination by a medical doctor at the expense of the Sheriff's Department and submit to an extensive background check that includes providing fingerprints. Failure to pass the examination and investigations will be cause for termination of employment offer. Employee must attend and satisfactorily complete Missoula County Detention Officer Training Program upon employment and Detention Officer Basic School at the Montana Law Enforcement Academy within one year of employment. Requires successful completion of weaponless defensive training within one year of employment.

I have read this information sheet and understand these aspects of applying for and working in the position of Detention Officer I / Juvenile Detention Officer I.

_____ _____

SIGNATURE **DATE**

PRINT NAME LEGIBLY _____