



Southern Ute Indian Tribe

Human Resources
P. O. Box 737 – 356 Ouray
Ignacio, CO 81137
Fax: (970) 563-0302

VACANCY ANNOUNCEMENT

ANNOUNCEMENT DATE: 06/28/2010
POSITION TITLE: Detention Officer
DEPARTMENT: Justice & Regulatory / Detention
POSITION STATUS: Full-time

CLOSING DATE: 07/13/2010
GRADE: 17
FLSA Status: Non-exempt

STATEMENT OF DUTIES:

Under general supervision of the Detention Sergeant, maintains the safety and welfare of inmates and visitors and monitors all activities within the detention center.

1. Monitors, screens and secures all activities within the detention center from the control room, and maintains key control of the facility.
2. Responsible for care of the inmate, his/her welfare, and keeps inmates safe and secure.
3. Supervises all inmate visitations. This includes, but is not limited to sitting in the control room to observe inmate visits. Detention Officer will physically retrieve inmates from their cells where they will be escorted to the visiting area and returned to their cells.
4. Classifies and handles all booking procedures of all incoming inmates.
5. Checks persons and property for contraband, which may include drugs, weapons, razors and nuisance contraband.
6. Logs, sorts, and distributes mail for the inmates. To assure security the Detention Officer will shake the contents of letters in front of the inmate to check for contraband.
7. Schedules and verifies appointments (i.e., medical, dental, and other related appointments), and coordinates the transportation of inmates to scheduled appointments.
8. Uses Pressure Point Control Tactics (PPCT) to control inmates as needed; must recertify in PPCT annually.
9. May work irregular hours (shift work), holidays, and weekends.
10. Transports inmates as requested or required
11. May be required to carry firearm during prisoner transport or emergency situations.
12. Attends training as requested.
13. Performs other duties as requested.

SUMMARY OF QUALIFICATIONS:

Must have High School Diploma or equivalent.

Must be 21 years of age by the date of hire due to the legal requirements of the position.

Must have, or be able to complete, an approved Detention Training Academy within 6 months of appointment to position.

Must have basic knowledge of general office equipment such as computer, fax machine and telephones.

Must be willing to learn about Native American culture and traditions.

Must never have been convicted of a felony or a crime of misdemeanor domestic violence. Must not have been convicted of or placed on a deferred judgment for any misdemeanor crime for one year prior to appointment.

Must possess valid Driver's license for state of residency and be insurable under the Tribal vehicle insurance policy.

Must be able to work irregular hours (shift work), holidays, and weekends.

Must pass a psychological evaluation prior to employment.

Must successfully pass a medical examination prior to appointment and thereafter annually.

Must be of excellent character and reputation and must pass a thorough background check, a Criminal History, Colorado Central Registry, fingerprint check, and pre-employment drug test.

PREFERRED QUALIFICATIONS:

Certification in First Aid and CPR.

A.A. Degree in Criminal Justice or related area.

APPROVED:

Personnel Director

Date

Executive Officer

Date

HIRING PREFERENCE:

1. **Enrolled Southern Ute Indian Tribal Member**
2. **Native American legally married to a Southern Ute Tribal Member**
3. **Enrolled Member of the Ute Mountain Ute or Northern Ute Tribe**
4. **Local Native American**
5. **Veteran**

HOW TO APPLY:

1. A completed, signed Application for Employment must be received by the Human Resource Department by 5:00 p.m. on the date of the job closing.
2. A separate Application for Employment must be completed for each position applied for.
3. Mail, deliver, or FAX a completed and signed Application for Employment to the address at the top of the page.