

REQUEST TO FILL VACANCY

Position Vacancy Full Time Female Correctional Officer
Department Brookings County Sheriff's Office / Detention Center
Vacancy Result of: Termination

Please respond to each of the following or provide the requested item. Attach additional sheets if necessary.

- 1. Job Description – See attached
- 2. Departmental Organizational Chart
- 3. Severance Payout Calculations for Terminating Employee (if applicable)

Vacation	\$	<u>257.84</u>
Sick Leave	\$	<u> </u>
Employee Retirement Recognition	\$	<u> </u>
Other	\$	<u>307.56</u>
Total	\$	<u>565.40</u>

estimate

- 4. Explain the effects of leaving the vacancy until severance is accumulated.
Leaving a full-time correctional officer position vacant would lead to staffing shortages, compromising security and potentially endangering staff safety. It is imperative to fill this position promptly to maintain operational stability and a secure environment.
- 5. Explain the effects of not filling the position or discussion of alternatives.
The Detention Center would be forced to rely on current staff to cover the vacancy, resulting in increased overtime and potential staff burnout. To ensure the safety and security of both the facility and its personnel, filling this position is essential and non-negotiable.
- 6. Provide description of departmental discussions about the vacancy
This vacancy must be filled as soon as possible.
- 7. Estimated length of time to fill the position after approval.
The position will be filled promptly to ensure operational continuity and maintain safety and security within the facility.
- 8. Any additional comments?



Department Manager

1/29/2026

Date

Request for filling of vacancy: Approved Denied

Chairman, Brookings County Commission

Date

QUALIFICATION FOR APPOINTMENT

Required Knowledge, Skills, and Abilities

- Extensive knowledge of the principles and procedures, codes, laws, and statues of law enforcement and security operations.
- Demonstrated ability to operate department including but not limited to multi-line telephones, computers, fax machines and other basic office equipment.
- Ability to understand and follow verbal and written instructions and to communicate effectively both verbally and in writing
- Possession of a valid South Dakota driver's license.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 regularly required to communicate.
- The employee frequently is required to sit and use hands to finger, handle, or feel.
- The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to employee's own body weight.
- Ability to handle stressful situations.
- Ability to work odd shifts, holidays and during emergencies.
- Ability to work as needed and to be available for on-call shifts.

Work Environment

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 occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; employees may be exposed to outside weather conditions.
- The noise level in the work environment is usually moderate but may be occasionally loud.

Education

- Graduation from high school or GED
- One (1) year of college or vocational training preferred and/or previous correctional officer training preferred;

Experience

- Certification by the SD Law Enforcement Academy and/or one (1) year law enforcement experience preferred

OR

Any equivalent combination of education and experience as is acceptable to the hiring authority.

Commission Chairperson

Date