

REQUEST TO FILL VACANCY

Position Vacancy Full Time Corrections Corporal
Department Brookings County Sheriff's Office / Detention Center
Vacancy Result of: Position Change

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 | \$ | _____ |
| Sick Leave | \$ | _____ |
| Employee Retirement Recognition | \$ | _____ |
| Other | \$ | _____ |
| Total | \$ | _____ |

NA

- 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

01/30/2026

Date

Request for filling of vacancy: Approved Denied

Chairman, Brookings County Commission _____
Date

POSITION TITLE: Corrections Corporal
DEPARTMENT: Sheriff's Department
REPORTS TO: Jail Administrator or designee
FLSA STATUS: Non-exempt
WAGE GRADE: 7

DESCRIPTION OF WORK

General Statement of Duties

The fundamental reason for this position is to perform duties assigned in the areas of the legal process to include direct supervision and wellbeing of prisoners in the Detention Center, ensures that all Detention Center procedures are carefully followed and monitored. Supervise Correctional Officers. Resolves prisoner complaints/requests within procedural guidelines. Transports prisoners as required and other Detention Center duties as assigned. The Corrections Corporal will report directly to the Corrections Sergeant.

*Note—It is the primary responsibility that all Correctional Officers ensure that the Detention Center is operating in a peaceful manner and that physical confrontation with inmates is a real possibility on any given day to ensure proper operations. The Correctional Corporal is responsible for managing and supervising the staff on shift to ensure all tasks are performed correctly, in a timely manner, and in accordance to policy and procedure. The Correctional Corporal will assist in all operations of the Detention Center and will not assign themselves to a specific area unless staffing levels require.

Typical Duties and Responsibilities

(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this grade.)

- Assist with the supervision, security, and conduct of inmates at the County Correctional Detention Center including the supervision of inmates during transport to other facilities or services.
- Assist in the supervision and management of the Correctional Staff.
- Report any staff misconduct to the Corrections Sgt. and/or Jail Administrator.
- Assist in all operations of control of the detention center and ensure operations are completed in accordance to policy and procedure
- Manage the training of all new hires assigned to them. Provide additional training to all Correctional Officers to ensure all staff are knowledgeable in their positions.
- Manage staffing levels in the event a staff member call in absent from duty.
- Review all paperwork, bookings, and releases completed on their shift to ensure the tasks were performed properly.
- Assign staff to correct any errors found in paperwork, bookings, or releases.
- Manage the location staff members work in to ensure the Detention Center functions properly.
- Assist in general Correctional Officer duties.
- Fill the role of Correctional Officer in the event a staff member is absent.
- Admitting and release prisoners to include searching inmates and property and making inventory of the personal property of the prisoners.
- Book and discharge inmates; issue clothing and supplies to new inmates; arrange for inmate transportation, if necessary; maintain inmate and detention records.
- Fingerprint and photograph inmates; type FBI and DCI fingerprint cards.
- Classify incoming inmates and place them in proper cells.
- Deliver meals and assist in meal preparation.
- Disperse medication to prisoners as directed by a medical professional.
- Assist in the cleaning of the jail areas. Ensure that cells, facilities, and grounds are kept sanitary.
- Assist with computer jail entries.
- Check on inmates on a routine and regular basis.
- Assist in jail safety and security procedures to include the control of weapons, contraband, keys, tools, doors, and other related safety and security precautions.

- Oversee the inmate's daily exercise and recreation routine.
- Promote acceptable attitudes and behaviors of inmates to assist them in adjusting to a confinement setting.
- Respond to inquiries regarding inmate detention and Correctional Facility policies within the constraints of Department regulations.
- Operate equipment and utilize teletype communications.
- Testify in court and before County Commission.
- Attend training sessions and meetings as required.
- Perform work in a manner consistent with safe practices.
- Develop and maintain positive, professional relationships with the general public and other employees.
- Perform other such duties and functions as assigned and necessary to the proper performance of the position.

Minimum Qualifications

- Extensive knowledge of the principles and procedures, codes, laws, and statutes of law enforcement and security operations of the Brookings County Detention Center.
- 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.
- Ability to maintain a professional relationship with the general public and other employees.
- Possession of a valid South Dakota driver's license.

Experience and Education

- High School Diploma or G.E.D. Certification.
- One (1) year as a Correctional Officer for the Brookings County Detention Center preferred.
- One (1) year of college or vocational training preferred and/or previous correctional officer training preferred;

OR

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

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.

Examination, Testing, and Certification

The Examination, Testing and Certification 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.

- Valid South Dakota Drivers License.
- Successful competition in testing to include written and practical testing.
- Successful completion of written and/or oral interviews.
- Other such examination as deemed appropriate and necessary by the Sheriff and/or County.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.