

REQUEST TO FILL VACANCY

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

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	\$	_____

- 4. Explain the effects of leaving the vacancy until severance is accumulated.  
Leaving a part-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

02/13/2026

\_\_\_\_\_  
Date

Request for filling of vacancy:  Approved  Denied

\_\_\_\_\_  
Chairman, Brookings County Commission

\_\_\_\_\_  
Date

**POSITION TITLE:** Correctional Officer  
**DEPARTMENT:** Sheriff  
**REPORTS TO:** Jail Administrator  
**FLSA STATUS:** Non-Exempt  
**WAGE GRADE:** 6 (PT CO are Wage Grade 6, Steps I & II only)

## **DESCRIPTION OF WORK**

### **General Statement of Duties**

The fundamental reason this position exists is to perform duties assigned in the areas of the legal process to include: direct supervision and well being of prisoners in the Detention Center, ensures that all Detention Center procedures are carefully followed and monitored. Resolves prisoner complaints/requests within procedural guidelines. Transports prisoners as required and other Detention Center duties as assigned.

**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.

**Note**—Part-time Correctional Officers are hired contingent upon fulfilling the needs of the Detention Center. Incumbents are not on a set schedule but are hired to fulfill the scheduling needs as they arise. It is an essential function of the position to be able to work during all shifts, odd hours, emergency situations, holidays, etc.

**Examples of Duties:** (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 all operations of control of the detention center.
- Admit 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.

## **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.

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*Commission Chairperson*

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*Date*