



**CHOCTAW DETENTION CENTER**

PHONE (601) 663-7903  
FAX (601) 663-7908

MISSISSIPPI BAND OF CHOCTAW INDIANS  
125 RIVER RIDGE CIRCLE  
P.O. BOX 6010  
CHOCTAW, MS 39350

**JOB ANNOUNCEMENT #128085**

**JOB TITLE:** Detention Officer – 3 Positions

**OPENING DATE:** OCTOBER 03, 2018 OCT 03 2018

**CLOSING DATE:** OCTOBER 17, 2018 OR UNTIL FILLED

**SALARY:** Pay Grade 8 / \$24,000.00 - Minimum

**SUPERVISOR:** Adult Administrator

**JOB LOCATION:** Choctaw Justice Complex – Detention Center

**SCOPE OF SERVICE AND EFFECTS:**

The Detention Officer performs basic detention work at the Detention Center. The Detention Officer ensures the public safety by providing for the care, custody, and control of inmates. Establishing and maintaining good rapport with the public, inmates, and staff is essential.

The Detention Officer must perform all responsibilities in accordance with Mississippi Band of Choctaw Indians Tribal Administrative Personnel Policies, Choctaw Law Enforcement Policy and Procedures, Choctaw Detention Center Policy and Procedures, applicable Federal and Tribal Law, and other established Tribal practices.

**RESPONSIBILITIES:**

1. Supervising inmates.
2. Maintaining the security of the Detention Center in compliance with policies and procedures.
3. Providing for the safety and care of inmates as directed by policy and procedures.
4. Carrying out organizational policies, procedures, and directives.
5. Assuming all responsibilities of subordinate staff as required.

## **DUTIES:**

1. Participates in relevant meetings.
2. Is a positive role model at all times for the volunteers and service providers.
3. Processes newly arrested inmates, which includes fingerprinting, searching, photographing, and completing initial medical screening and other additional paperwork.
4. Completes and processes appropriate paperwork related to inmate housing, transportation, court appearances including, but not limited to, bonds, holds and detainers. Completes booking forms and maintains records of inmates facility, outdoor recreation, or other activities.
5. Supervises and control inmates outside their living areas including, but not limited to, preparing inmates for court appearances and transportation to medical facility, recreation, or other programs.
6. Supervises releases of inmates as applicable, especially control of inmate workers and community service inmates and conducts internal and external security checks of the Detention Center.
7. Supervises and controls inmates inside (direct supervision) their living areas including, but not limited to, laundry exchange, showers, meal time, telephone use, mail, dining, dayroom activities including television use, daily housekeeping activities, classification, documenting incidents, and disciplinary actions.
8. Controls and documents all inmate movement.
9. Conducts lockdown and unlock per the daily schedule and as needed.
10. Supervises recreation activities.
11. Conducts inmate counts.
12. Follow the daily schedule and ensures inmates attend required programs.
13. Receives and handles request and grievances.
14. Completes security oriented activities including, but not limited to, cell searches and shakedown and respond to all emergency conditions.
15. Conducts housekeeping and safety sanitation inspections.
16. Provides inmate orientation.

17. Documents Detention Center activities.
18. Performs any duty of subordinate staff.
19. Carries out other duties as assigned.

**WORK ENVIRONMENT:**

The applicant is regularly subjected to physical hazards and dangerous conditions such as assaults and hostage situations. Due to the potential for uncontrollable situations to occur in a correctional facility, the level of risk for hazardous and stressful working conditions is high. The duties of this position require frequent direct contact with individuals in detention suspected or convicted of offenses against the criminal laws of the United States or the Tribe.

**PHYSICAL DEMANDS:**

1. May be required to perform some lifting and bending.
2. Must conduct sanitation and safety inspections which may involve bending, lifting heavy objects, and restraining inmates.
3. May be required to sit, stand or walk for long periods of time.
4. May be required to engage in physically strenuous activities, manual labor tasks, and/or working with tools when assisting inmate workers.
5. Position requires good physical conditions with ability to lift and move objects weighing 40 lbs. and occasionally objects weighing 50 lbs., continuously standing, walking, and stooping.
6. Must have acceptable eyesight and not be color blind.
7. Must be able to perform computer duties, operate control panels, and perform other duties as required.
8. Must be able to think and act in medical, fire or other emergency situations.
9. Must have motor coordination with finger dexterity for part of the normal workday.
10. Must be able to hear and communicate effectively.

## **QUALIFICATIONS:**

The minimum qualifications for the position of Detention Officer are as follows:

1. High School diploma or GED, college work preferred.
2. Must have a valid Driver's license.
3. Certification from the Indian Police Academy's Basic Correctional Officer Training Program or agreement to complete the course within one (1) year of employment.
4. Twenty-one (21) years of age and ability to comply with the physical fitness requirements of the program.
5. Highly stable character with proven ability to maintain strict standards of behavior and confidentiality.
6. Good physical/mental health and ability to pass a physical examination at the time of employment.
7. May be required to take placement test prior to employment.
8. Ability to pass a criminal background check.
  - A. Applicant must not have a conviction of a misdemeanor charge in three (3) years, including DUI.
  - B. Applicant must not have a felony conviction of any kind.
9. In accordance with BIA policy, "The minimum standards of characters under this section shall ensure that none of the individuals appointed to positions have a clear criminal history for the past seven (7) years as evidence by not conviction for, or no plea of nolo contendere or guilty to, any felonies offense, or any misdemeanor offense with in the past three (3) years, under Federal, State, or tribal law involving crimes of Violence, sexual assault, molestation, exploitation, contact or prosecution, crimes against person, or offense committed against children."
10. Ability to pass a personal background investigation to determine the applicant is of good moral character and is honest, reliable, loyal, and above reproach. The background investigation includes all activities required by federal and tribal policy to ensure the applicant is appropriate to work in a position of trust.
11. Have good work habits and ethics (i.e. positive attitude, punctuality, maintain professional attire and neat appearance, ability to get along with others).
12. Willingness to submit to urinalysis if required.

13. Agreement to maintain a drug-free and tobacco-free workplace.
14. Demonstrated ability to follow written and verbal instructions.
15. Demonstrated ability to follow instructions, coordinate work assignments, complete work assignments, complete work assignments in a timely manner and on schedule, and function under administrative pressure.
16. Demonstrated ability to follow instructions, coordinate work assignments, complete work assignments in a timely manner and on schedule, and function under administrative pressure.
17. Good interpersonal ability to meet and deal with a wide range of people in stressful situations.
18. Demonstrated ability to solve problems and make good independent decisions.
19. Fluency in English and ability to complete a basic Choctaw language course.
20. Ability to write reports in clear and logical manner using the English language. Applicants must be able to perform basic math functions.
21. Demonstrated ability to perform required duties efficiently.
22. Demonstrated ability to manage multiple tasks.
23. Demonstrated ability to participate in positive interpersonal relationship and maintain effective relationships with people of varied, economic, educational, and cultural backgrounds.
24. Possession of reliable transportation and maintenance of valid driver's license and liability insurance.
25. Willingness to maintain own telephone.
26. Willingness to work irregular hours.

**NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:**

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians  
Human Resources  
P.O. Box 6033, Choctaw Branch  
Choctaw, MS 39350