

Brown County

25 Market Street
Aberdeen, SD 57401
www.brown.sd.us

Detention Officer

Sheriff's Department
Wage: $22.59/ hour

Opening date: 11/20/2026
Closing date: 12/04/2026

JOB SUMMARY

This position is responsible for the safety and security of inmates, staff, and visitors at the county jail. An incumbent in this position may be designated "Senior Detention Officer."

MAJOR DUTIES

- Makes rounds of the jail to maintain security; checks locks, fences, alarms, and other security devices; monitors and searches inmates and cells for contraband and security violations.
- Performs inmate count procedures and maintains related records.
- Searches inmates upon arrival; documents inmate property; issues inmate uniforms; fingerprints and photographs inmates.
- Transports inmates to and from court, medical appointments, and other appointments.
- Operates control room; monitors security cameras; locks and unlocks doors.
- Prepares required logs and reports.
- Serves inmate meals and administers medications.
- Opens and inspects inmate mail.
- Prepares paperwork related to inmate release.
- Oversees inmate visitations.
- Supervises inmate recreation activities.
- Monitors inmate medical condition and movement.
- Repairs and/or reports maintenance issues.

- Supervises inmates during meals, personal hygiene, and related activities for compliance with institutional rules, regulations, and procedures.

- Provides for security at the county courthouse as assigned; screens visitors for weapons and contraband; escorts inmates to and from court; provides security during court; ensures that all doors are locked at the end of shift.

- Performs GPS/Drug Patch Officer duties as assigned; performs UA/PBT tests; assigns and monitors GPS units; collects all related fees; maintains related records.

- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of inmate supervision and discipline principles.

- Knowledge of departmental and county policies and procedures and federal, state, and local laws and regulations.

- Knowledge of building security principles.

- Skill in planning, organization, and decision making.

- Skill in maintaining records and preparing reports.

- Skill in monitoring and observing inmate behavior.

- Skill in solving problems.

- Skill in supervising the activities of a large group of inmates.

- Skill in oral and written communication.

- Skill in maintaining order in a detention center.

SUPERVISORY CONTROLS

The Sergeant – Jail assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include federal and state laws, inmate protocols, and county and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related security, administrative, and technical duties. The unique needs associated with each inmate contribute to the complexity of the position.

- The purpose of this position is to participate in assigned jail functions. Successful performance helps ensure the safety and security of staff, inmates, visitors, and the general public.

CONTACTS

- Contacts are typically with coworkers, other county personnel, inmates, family members, visitors, and members of the general public.

- Contacts are typically to exchange information, motivate persons, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching, or walking. The employee frequently lifts light and occasionally heavy objects, distinguishes between shades of color, and utilizes the sense of smell.

- The work is typically performed at a detention center. The employee may be exposed to noise, dirt, grease, contagious or infectious diseases, irritating chemicals, and potentially life-threatening situations. Work requires the use of specialized equipment.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency, commonly associated with the completion of specialized training in the field of work, in addition to a high school diploma or equivalent.

- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

- Possession of or ability to readily obtain a valid driver’s license issued by the State of South Dakota for the type of vehicle or equipment operated.

APPLY BY

Submit Brown County application or resume to:

Brown County
Human Resources
25 Market St.
Aberdeen, SD 57401
Fax: 605.725.2355
Email: Humanresources@browncounty.sd.gov
Allison.Tunheim@browncounty.sd.gov