



# SHERIFF KINGMAN COUNTY



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# Detention Officer Job Application Packet

**KINGMAN COUNTY SHERIFF'S OFFICE  
120 NORTH SPRUCE  
KINGMAN, KANSAS 67068**

**DETENTION OFFICER  
FULL TIME**

**Benefits Package Guide**

**PAY:** EVERY TWO WEEKS

- **GRADE 9 DETENTION OFFICER – Step 1  
STARTING WAGE: \$16.99/hour  
.50 AN HOUR ADDITIONAL FOR EMT**

**OVERTIME:** AFTER 40 HOURS A WEEK

**INSURANCE:** BLUE-CROSS / BLUE SHIELD  
FAMILY PLAN PAID BY THE COUNTY

DENTAL – FAMILY PAID FOR BY THE COUNTY

**RETIREMENT:** KANSAS PUBLIC EMPLOYEE'S RETIREMENT PLAN

**VACATION:** AFTER:

FIRST YEAR OF SERVICE	10 DAYS (80 HOURS)
FIVE YEARS OF SERVICE	12 DAYS (96 HOURS)
TEN YEARS OF SERVICE	15 DAYS (120 HOURS)
FIFTEEN YEARS OF SERVICE	17 DAYS (136 HOURS)
TWENTY YEARS OF SERVICE	20 DAYS (160 HOURS)

**SICK LEAVE:** ACCUMULATE SICK LEAVE AT THE RATE OF 1-DAY (8 hours) PER MONTH, TO A MAXIMUM OF 120 DAYS. BEYOND 120 DAYS, EMPLOYEE WILL RECEIVE 1/2 DAY'S PAY FOR EACH DAY OVER 120.

**HOLIDAYS:** PAID HOLIDAYS

COMPENSATED PAY FOR WORKING HOLIDAYS

**BONUS:** \$1,500 RETENTION BONUS

UPDATED 01/25/24

KMSO 12/2021  
p/sheriff shared/job/New Descriptions/Benefit Full Time Detention

KINGMAN COUNTY SHERIFF'S OFFICE

*JOB DESCRIPTION*

## Detention Officer

**Position Summary:**

Under the supervision of the Sergeant, the Detention Officer is a non-exempt, operational position performing duties relating to public safety by providing security and control of persons detained in the Kingman County Detention Center (Jail). The employee in this position enforces all Federal, State and County laws, policies, and procedures of the detention center, ensures the safety of all persons and property within the detention center, assists in maintaining the building including the jail, offices, Communication Center, and provides public assistance. This employee will be required to exercise initiative and discretion when faced with emergency conditions. This work involves an element of personal danger.

**Essential Functions:**

- Ensure safety and security of the facility;
- Works an assigned shift, and must be able to work independently and exercise independent judgment in deciding course of action. The officer is expected to handle difficult and emergency situations without assistance at times;
- Maintains logs and documents misbehavior;
- Carries out duties in conformance with Federal, State, County laws, ordinances, and department policies;
- Maintains records of persons being admitted and dismissed from detention;
- Responds to emergencies, administers first aid, investigates misconduct of persons incarcerated, and makes reports on any incidents;
- Maintains a safe, clean, and healthy facility;
- Maintains departmental equipment, supplies, and facilities;
- Prepares meals and delivers food to persons incarcerated;
- Maintains medication logs and dispenses medication;
- Supervises trustees work activities;
- Supervises the movement of persons incarcerated, oversees visitations;
- May be requested to provide courtroom security, escort persons to court, or transport as needed;
- May be required to testify in court;
- Maintains contact with Sheriff and supervisory personnel on daily activities to coordinate investigation activities. Provides mutual assistance during emergency situations and provides general information about department activities;

- Maintains contacts with general public, court officials, and other county officials in the performance of detention operating activities;
- Assists with dispatching when requested;
- Other duties as assigned or as needed.

**Requirements:**

- Must pass background screening as required for personnel authorized to have access to criminal history by the Kansas Criminal Justice Information System security policy;
- Must be fingerprinted for criminal history check;
- Must be willing to take and pass pre-employment and random drug and/or alcohol test(s);
- Must maintain ability to pass psychological evaluation;
- Must be willing to work shift work, weekends, and holidays;
- Must be willing to be called out during off duty hours;
- Must be able to pass medical exam and drug screening.

**Skills:**

- Some skills in operating the tools and equipment listed below;
- Ability to learn the applicable laws, ordinances, and department rules and regulations;
- Ability to perform work requiring good physical condition;
- Ability to communicate effectively orally and in writing;
- Ability to establish and maintain effective working relationships with subordinates, peers, and supervisors;
- Ability to exercise sound judgment in evaluating situations and in making decisions;
- Ability to follow verbal and written instructions;
- Ability to meet and maintain the special requirements listed below;
- Ability to act quickly and rationally in emergency situations;
- Ability to deal courteously but firmly with the general public and detainees.

**Tools and Equipment:**

- Police radios;
- Non-lethal weapons as required;
- Handcuffs;
- First aid equipment;
- Large keys;
- Cleaning equipment.

**Qualifications:**

Entry Level

General:

- Must be 18 years or older at the time of employment;
- Must possess and maintain, or be able to obtain by time of hire, a valid Kansas State driver's license and a driving record that meets county insurance requirements;
- No felony convictions or disqualifying criminal histories;



- U.S. citizen;
- Must be able to read and write the English language;
- Must be of good moral character without felony convictions, any type of domestic abuse, or illegal drug abuse convictions; have no current or past protection from abuse orders against them;
- 20/200 visual acuity, correctable to 20/20 in both eyes (Desired minimum qualification). Ability to visually recognize and distinguish colors, normal peripheral vision and normal depth perception;
- Ability to distinguish sounds encompassing a full range of tones and volumes;
- Must physically be able to perform the duties of detention officer.

**Experience and / or Education:**

- High school diploma or equivalent

**Supervision:**

"Under general supervision..." Employees working under general supervision usually receive some instructions with respect to the details of most assignments but are free to develop their own work sequences within established procedures, methods, and policies.

**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 frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands and fingers, handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally assist with lifting and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**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 frequently works inside in locked areas. There is a potential of exposure to contaminated body fluid via blood, saliva, or urine. The noise level in the work environment is usually moderate; however the employee can be subject to high noise levels at times of emergency.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment of the position.**

**This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

I have received and reviewed a copy of this Job Description for the Kingman County Sheriff's Office.

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Printed Name

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Signature

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Date