Pennington County Sheriff’s Office Job Description

Job Title: Transport Officer
Division: Law Enforcement
Reports To: Sergeant
Grade: 11
FLSA Status: Non-Exempt
Approved Date: 2/28/12; Updated 1/2018

Job Summary

The Transport Officer serves multiple stations throughout the work week to include: security at the Pennington County Courthouse, security at the Pennington County Administration Building, prisoner transport to and from court and outside appointments, prisoner transport to and from Sioux Falls, South Dakota for inmate movement between detention facilities, transport United States Marshal inmates to medical appointments and providing security if hospitalized.

This position works a varying schedule dependent upon assignment. Those may include Monday through Friday between 7am and 5pm. Monday through Friday with an overnight trip to Sioux Falls leaving Rapid City at 4am. For example: Trip will leave 4am Tuesday and return 2pm Wednesday.

The Transport Officer may be required to provide security while an inmate is hospitalized to transport a client to the Health and Human Services Center in Yankton, South Dakota. This would result in occasional weekend and overnight hours.

Essential Duties and Responsibilities

- Transporting multiple inmates simultaneously to and from the Pennington County Jail and Juvenile Services Center to court appearances.
- Relaying pertinent court information to the appropriate detention facility.
- Transporting inmates to and from the Pennington County Jail and Juvenile Services Center to outside medical appointments.
- Driving the prisoner transport bus or van to transport inmates and clients across the State of South Dakota.
- Performing transport bus and van inspections.
- Loading and unloading inmate property.
- Providing armed security to inmates while hospitalized.
- Assisting the public with inquires while assigned to the Courthouse and Administration Building.
- Providing complex security at the Courthouse and Administration building to include the enforcement of policy regarding restricted behaviors and weapons.
- Attending to the needs of inmates while being transported.
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- Ensuring Courthouse and Administration Building security by checking building daily (internally and externally), operating x-ray equipment and hand held metal detection devices, monitoring security cameras and other tasks related to keeping weapons or destructive devices from entering the facility.
- Being alert and prepared to respond with force, in an emergent situation, and to aid others as outlined in policy.
- Attending meetings and trainings as required.
- Following policy and procedure.
- Handcuffing and shackling inmates.
- Loading and unloading inmates.
- Interacting with multiple inmates simultaneously.
- Interacting with public during entry into the court house.
- Traveling overnight.
- Fostering positive work relations with other Law Enforcement agencies.
- Remand probation violators from Court Services.
- Assist Pennington County Warrants Division in apprehending subjects.
- Administering PBT’s as directed by judges, attorneys, or other staff members.
- Maintain order and enforce courtroom rules as outlined per judges.
- Provide security for judges, court reporters, and other staff members during jury trial.
- Performing other tasks as assigned.

Minimum Requirements

- HS Diploma or GED required
- One year experience with prisoners in custody and firearms training
- Preference given to those with prior armed security and/or law enforcement experience.
- Eligible for completion of a CDL with Passenger endorsement
- Possession of a valid South Dakota Driver’s License within 90 days of moving to South Dakota; passing the intrastate commercials license class B passenger test (within 6 months of hire)

Working Environment

Work is performed in office and field environments to include being stationed for several hours on the prisoner transport bus and/or van, within secure detention facilities, the Pennington County Courthouse and Pennington County Administration Building. This position will require overnight travel at least twice per month.

Physical Requirements
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This position requires driving, walking, standing, and sitting for extended periods of time; must not be prone to motion sickness. This position requires climbing stairs, sometimes multiple flights per day, being able to physically restrain unruly subjects and to respond using appropriate force. The position will be exposed to varying smells, temperature changes, and aggressive physical and verbal response. This position will require lifting and moving inmate property up to 50 pounds, bending, stooping and twisting. The ability to see, hear, read and effectively communicate in oral and written form. May be exposed to hazardous conditions, extreme weather conditions, infectious diseases, air and water borne pathogens, body fluids, combative and assaultive suspects and criminals. The transport officer must demonstrate proficiency with assigned handgun and rifle during pre-service training and annually thereafter per policy.

Pre-Employment/ Internal Promotional Requirements
Applicant will undergo a background investigation and pre-employment drug as outlined in Global Policy 2-23.