



Transport Officer

(Non-Exempt B22)

Position Objective:

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.

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 Functions:

- 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
- 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.
- Performing other tasks as assigned.

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

- 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

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:

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.