

# The SHOSHONE-BANNOCK TRIBES

## FORT HALL INDIAN RESERVATION

P.O. Box 306  
Fort Hall, ID 83203



## HUMAN RESOURCE DEPARTMENT

Phone: (208) 478-3856/(208) 478-3857  
(208) 478-3850/(208) 478-3750  
Fax: (208) 478-3950

### POSITION DESCRIPTION

**TITLE:** Correctional Officer  
**DEPARTMENT:** Corrections  
**SALARY:** CORR-04/S1 (\$17.11/HR) NON-CERTIFIED  
CORR-05/S1 (\$19.71/HR) CERTIFIED  
**OPENS:** October 1, 2022  
**CLOSES:** UNTIL FILLED  
**CAREER STATUS:** Non-exempt – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

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Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify your eligibility for preference and your job qualifications. **INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.**

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### GENERAL STATEMENT

The Correctional Officer is a commissioned law enforcement position responsible for the care and custody of all inmates in the Shoshone Bannock Tribal Correctional Facility. As a Correctional Officer the applicant will enforce the Tribes Law & Order Code, Tribal Laws, and Federal and adhere to state statues, as they apply to the positions' scope of authority, within the jurisdiction of the Fort Hall Indian Reservation of the Shoshone Bannock Tribes.

### SUPERVISION

The Corrections Officer is under the direct supervision and evaluated by the Corrections Sergeant and may receive general direction from the Correction Administrator (Captain), and Correction Specialist (Chief).

### DUTIES AND RESPONSIBILITIES

Ensure the safety and security of all Law & Order personnel, arrestees', inmates, and visitors entering the corrections facility.

**ALL STAFF MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC.**

A breach of confidentiality will be subject to appropriate disciplinary action, up to and including termination from employment.

**Correctional Officer**

Operates the tribal corrections facility in accordance with the policies, procedures, rules and regulations established by the Corrections Department, the BIAM PL93-638 Contract as well as PREA (Prison Rape Elimination Act) Compliance.

Maintain a high degree of personal ethical standards and law-abiding conduct in accordance with the Code of Conduct, on and off duty.

Reports to duty in a professional manner by maintaining work punctuality and attendance, including mandatory training/meeting sessions.

Maintains a positive and productive working relationship with co-workers, tribal employees, general public, governmental and public agencies, and private organizations.

Know, understand and adhere to the Shoshone Bannock Tribes Privacy Act.

Must have or obtain Basic First Aid and CPR certification one (1) year of hire.

Must demonstrate ability in interpreting and applying laws, regulations, resolutions, and policies.

Properly complete inmate bookings in accordance with the department policy and procedures as well as department Post Orders. Which includes but is not limited to searches, fingerprinting and photographing.

Properly complete inmate releases in accordance with the department policy and procedures as well as department Post Orders.

Process records and documents for the intake and release of prisoners, including criminal records, records of bail and fees, and filing system. Reviews and inspects all court and personnel reports and documents pertaining to detention matters.

Proper use of applying inmate restraints (leg shackles, handcuffs, hard restraints, soft restraints), in accordance with department policy and procedures and the BIAM PL93-638 contract. While within the custody of the Corrections Department and on any and all transports of inmates/arrestees'

Operate emergency equipment, telephones, radios, Vie Vue Cameras, ACT facility cameras, computers and software and ensures maintenance and cleanliness of detention facilities, hardware, department issued equipment, chemical compound storage.

Operate department vehicles which includes all ATV/UTV's safely and legally.

Conduct security checks, count of inmates, facility searches for contraband and weapons.

All Officers are required to be "on-call" and available 24 hours, 7 days a week as the corrections department is a 24-7 facility, Officers must also have a working telephone either home, or cell phone and must return department calls within a reasonably timely manner.

Required to work a rotating shift of days and nights (weekdays and weekends) including holidays, special events and EOC (emergency operation center) Activation.

Oversee inmate and visitor visitation, inmate medical provisions and care, mental health, other inmate programs and cultural activities.

Oversee inmate meals and may assist with meal preparation and serving of meals.

Assist supervisor with inventory of supplies, equipment inmate needs.

## **Correctional Officer**

Must be able to adapt quickly to change(s) and multi task.

Projects a professional attitude, appearance and hygiene in accordance with department and BIAM PL93-638 contract requirements.

Become familiar with the topography, highways, roadways, districts and boundaries of the Fort Hall Indian Reservation.

Must pass the Tribes 90-day probationary evaluation and upon completion of the Indian Police Academy Basic Correctional Officer Training Program will be required to complete a successful 30-day review/evaluation with the designated supervisor.

### **SPECIAL CONDITIONS OF EMPLOYMENT**

As a condition of continued employment officers are required to maintain special employment standards for law enforcement including but not limited to:

- Maintain physical and mental fitness in accordance with BIA contracting standards.
- Successful attendance and completion of all required BIA and Tribal training programs.
- Permanent employment status will be contingent upon the results of Criminal Background checks and favorable adjudication in accordance to the Tribes Policies and the BIAM PL93-638 contract. As well as successful completion of the probationary period.

### **QUALIFICATIONS**

Must be twenty-one (21) years of age or older.

Must provide a high school diploma or GED.

Must provide and maintain a valid Idaho Driver's License.

Must have a consistent and stable positive work history.

Must not have been found guilty of or entered a plea of nolo contendere or guilty to any felonious offense, or be under investigation, indictment or convicted of a crime involving drugs, domestic violence, child abuse or firearm violations.

Must not have and misdemeanors or be on trial for any criminal offense, tribal or state within the last five (5) years and must be able to pass criminal background checks to demonstrate applicant's eligibility and suitability in compliance with Tribal, state and federal laws.

**Certified Officer** applicant must have one (1) year prior experience with basic corrections training from the Federal Law Enforcement Training Center (FLETC) and past employment must demonstrate a good employment record. Starting wage will be at a Grade 5 Step 1

**Non-Certified** would be for an entry-level hire which does not have a basic corrections officer academy and needs to be sent to FLETC (Federal Law Enforcement Training Center) for the Basic Corrections Officer Training Program. Starting wage will be at a Grade 4 Step 1

Qualified Shoshone-Bannock Tribal Member/Indian Preference and Veterans preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Manual Section 1260.

## **Correctional Officer**

**IMPORTANT APPLICATION CRITERIA**

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at sbtribes.com. Applications can be sent via email to [recruitment@sbtribes.com](mailto:recruitment@sbtribes.com) or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

Telephone calls are not accepted in place of an employment application or letter of interest.

Applicants who have a current application on file, submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.

I have read and understand the duties and responsibilities of my position. By signing I am in agreement to the requirements and will abide by the stipulations in the job description and the Policy and Procedures Manual.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date