**Boundary County**

PO Box 419
Bonners Ferry, ID 83805
Phone: 208-267-2242
Fax: 208-267-7814

date
amended

4/4/2025

PAGE: 1

POSTING DATE-COUNTY: 2/24/26

POSTING DATE-PUBLIC: 2/24/26

CLOSING DATE: 3/13/26

NOTICE OF POSITION VACANCY

JOB TITLE: DETENTION DEPUTY

DEPARTMENT: SHERIFF

JOB CODE # SH14040

GRADE 13

Immediate Supervisor DETENTION SERGEANT

Overall Supervisor SHERIFF

POSITION TYPE: FULLTIME

STARTING WAGE: 23.33 PER HOUR

JOB SUMMARY

Responsible for the care, custody and control of inmates housed in the Boundary County Jail. Supervise inmates both within the facility and on work details outside the facility as required. Conduct security checks of inmates and facility as required by the Boundary County Jail Policy Manual. Dispense medications as directed by the jail physician. Maintain control of inmate property. Inprocess (booking) and release of subjects housed in the jail. Must be able to maintain paperwork generated by this process and through the court system. This is a full time position.

POSITION FUNCTIONS

1. Maintains security and control of inmates, observing all persons housed inside the jail facility at least every 30 minutes.
2. Perform all intake and release functions, e.g. ascertain and document inmate's identity, vital statistics, reason detained, physical and mental condition.
3. Search, fingerprint and photograph all inmates upon incarceration.
4. Inventory and store inmate personal property.
5. Make arrangements for medical care if necessary. Administer medical care as needed.
6. Classify inmates to determine housing location.
7. Provide communication to inmate's attorney, family and bail bondsman.
8. Issue blankets, jail clothing and hygiene items to inmates being housed.
9. Determine conditions that allow for release.
10. Implement work/school release and work search programs.
12. Arrange for in-house inmate programs such as religious service, AA & ALANON service, counseling, etc.
13. Deliver emergency messages to inmates regarding death in family, serious injury or illness of family member, property loss, etc. Follow up with necessary assistance.
14. Perform Intoxylizer tests and urine drug screening.
15. Take fingerprints of non-inmates such as elimination prints, concealed weapons, child identification, child care, care of the elderly, immigration and naturalization, postal workers, etc.
16. Provide security supervision for service providers and delivery persons inside the security area, e.g. electricians, plumbers, etc.
17. Produce and maintain documentation pertaining to jail related activities, events, conditions and needs; e.g.; daily jail logs, mail logs, incident reports, booking forms, property inventories, medical screening, classification forms, etc.
18. Maintain peace and order in the jail; e.g.; positively manipulating inmate behavior with communication skills and a professional demeanor.
19. Physically reorganize the population within the jail to manage conflicts or special-needs inmates, and eliminate unnecessary causes of stress, such as weapons, intoxicants or unsafe living conditions.
20. Search inmate cells and cell areas when appropriate.

21. Isolate inmates exhibiting overly aggressive behavior from other inmates.
22. Physically restrain inmates when appropriate, requesting assistance from other officers when needed.
23. Document actions taken during an incident and act as disciplinary board member when needed.
24. Maintain the physical plant and equipment. Install new equipment inside and outside the security area, and repair and clean equipment as needed.
25. Maintain account of inmate funds.
26. Distribute medications to inmates as prescribed by physician.
27. Perform additional duties as assigned by the Jail Commander, including but not limited to bailiff duty, mental watch, juvenile watch, etc.

JOB TITLE: DETENTION DEPUTY continued

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MINIMUM EDUCATION/QUALIFICATIONS REQUIRED

High school diploma or equivalent. Able to complete P.O.S.T. Academy within one year from date of employment. Must be a U. S. Citizen in order to attend P.O.S.T. Academy. A working knowledge of computers. Able to qualify with firearms. Must be able to pass a physical fitness standards test. Must be 18 or over to apply.

TYPICALLY WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Exceptionally high degree of performance and accuracy required. Must be able to communicate and work effectively with elected officials, employees, professionals, inmates and the general public. Must be able to work professionally in situations of acute stress and manage multiple tasks simultaneously and with constant interruption.

TYPICAL WORK HOURS

40 hours per week, shift varies. On-call 24 hours per day. Weekend/holiday work required. Overtime required.

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an all-encompassed list of all responsibilities, duties and skills required of individuals in the job. Management has the exclusive right to alter this job description at any time without notice.

Applicants must submit application to Personnel Director by 5:00 p.m. on the closing date to the Courthouse Room #22.

All applications must be submitted on a Boundary County application form.

Filing of position authorized by Boundary County Commissioners

Authorized by Elected Official/Department Head

Verified by Personnel Director

Date

02/24/26

Approved by Commissioner Chair

Approved by Commissioner

Approved by Commissioner

Equal Employment Opportunity Statement: Boundary County does not discriminate on the basis of race, color, national origin, gender, age (unless a bona fide job requirement), disability or retaliation.

Boundary County Notification of Position Vacancy

Position # SH0707 Patrol Deputy
Department Sheriff
Starting wage \$25.53

Posting Dates:

In house 2/24/24
Job Service 2/24/24
Closing Date 3/13/24

Typical work hours 40 hours per week, shift varies. Overtime and on-call required. May work weekends and

Job Summary

Performs professional law enforcement duties related to coordinating and directing functions of the Boundary County Sheriffs Office. As a law enforcement officer, the fundamental duty is to serve the community, to safeguard lives and property and to respect the Constitutional rights of all. Acts as field training officer for new deputies and reserve officers. Must be 21 years of age to carry fire arms and attend the POST Academy.

1. Patrols roadways to observe traffic violations and ordinances, check suspicious vehicles and circumstances, determine violations and make arrests.
2. Serves civil papers and warrants.
3. Responds to citizen complaints such as break-in, robbery, domestic disputes, assault, vandalism, animal control, etc.
4. Serves as a witness and appears as complainant in criminal actions in court and takes disputed property into possession for court.
5. Operates vehicle under emergency and non-emergency conditions.
6. Detect and apprehend Driving Under the Influence subjects.
7. Conduct vehicle, building and personal searches. Engages in high risk tactics, including vehicle and foot pursuit; utilizes weaponless force or defensive weapons as required.
8. Displays firearms, discharge firearms, use restraining devices and transport high-risk subjects.
9. Determine if children are in imminent danger and take appropriate action, process juveniles in custody, conduct welfare and security checks.
10. Perform drug interdictions, conduct bar checks and operate firefighting equipment.
11. Responds to crimes in progress, provides emergency first aid and physically and safely moves disabled persons away from potentially dangerous situations.
12. Identify and establish search and rescue operations, initiate incident command posts, implement disaster plans, establish perimeters and coordinate with other agencies.
13. Implement crowd control.
14. Establish probable cause and prepare affidavit for warrants.
15. Locate persons named in criminal warrants.
16. Assist stranded motorists, pick up run-away juveniles.
17. Performs contractual duties with the Kootenai Tribe, the U.S. Forest Service and other contractors as required.
18. Follows and obeys laws, standards and regulations as established by the Boundary County Sheriffs Office Policy and Procedures Manual, Boundary County ordinances, Idaho Criminal Code, Idaho Traffic Code, Idaho Civil Code, Rules of Evidence, Search and Seizure laws, the Boundary County Personnel Policy, the Boundary County Jail Manual and Inmate Handbook and other local, state and federal rules and regulations.
19. Operates a variety of communication equipment and uses "10" code system.
20. Performs duties of a Detention Deputy as assigned.
21. Performs all other duties as assigned.

Min Education

AA Degree in Police Science or Basic Training Certificate from Police Academy Preferred

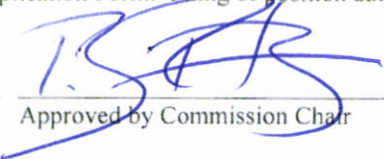
Must pass an extensive background investigation. Preference will be given for current Peace Officer certification or prior law enforcement experience. Must obtain basic Peace Officer certification from Idaho Peace Officer Standards and Training within one year of employment.

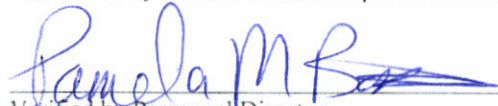
This physical fitness requirements to obtain an Idaho

POST Certification is the completion of a vertical jump, sit ups, push ups, a 300 meter run and a 1.5 mile run to a minimum standard. Required to participate in on-going training to maintain POST certification. Must be able to work under adverse weather conditions, in remote areas, at night and under extremely tense, stressful and potentially dangerous conditions. At times, a high degree of physical activity is required.

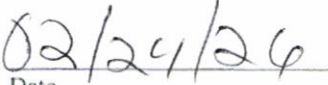
County Employees apply by submitting application to Personnel Director by 5:00 p.m. on the closing date. All applications must be submitted on a Boundary County Application Form. Filing of position authorized by Boundary County Commissioners.

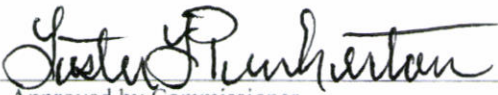

Authorized by Elected Official/Department Head


Approved by Commission Chair


Verified by Personnel Director

Approved by Commissioner

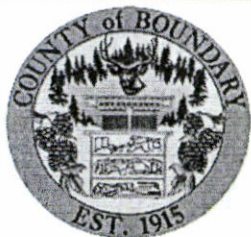

Date


Approved by Commissioner

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT: Boundary County does not discriminate on the basis of race, color, national origin, gender, age (unless a bona fide job requirement), disability or retaliation.

INSTRUCTIONS: 1. Copy to be given to Board of County Commissioners for authorization to fill position.
2. Copy to be posted in each County Department for three (3) days by Personnel Director.
3. Job Service to be notified by Personnel Director.

#3 - 1/2005

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POSTING DATE-COUNTY: 2/24/26
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NOTICE OF POSITION VACANCY

JOB TITLE: Emergency Communication Specialist

DEPARTMENT: Sheriff

JOB CODE # SH01

GRADE 12

Immediate Supervisor

Dispatch Supervisor

Overall Supervisor

Sheriff

POSITION TYPE:

FULLTIME

STARTING WAGE:

\$24.81 per hour

JOB SUMMARY

Performs all duties of an Emergency Communications Officer (ECO): Answer 911 calls, text to 911, TTY, administrative calls, monitor multiple radio channels and relay accurate and pertinent information to the appropriate agency or agencies using both phone and radio. Provide information to law enforcement officers in the field regarding driver's licenses, vehicle registration, warrants and other pertinent information. Monitor status of law enforcement, fire, EMS, and other responding units at all times. Enter and remove court documents into databases including warrants, protection orders, stolen articles, vehicles, guns, and missing persons. Monitor surveillance cameras for building security and safety of Detention Deputies. Operate jail doors. ECO's may be required to assist in the jail with pat searches, clothing exchanges, and strip searches. Must have excellent written and verbal communication skills, a clear, strong voice, and the ability to remain composed and professional under extremely stressful situations. Must have above average critical thinking skills and the ability to gather information from a number of sources, render rapid decisions ensuring the most effective response, and communicate information accurately, yet concisely.

MINIMUM EDUCATION/QUALIFICATIONS REQUIRED

High School Diploma or equivalent required. Must have valid Idaho driver's license. Must successfully pass the County's pre-employment, and subsequent random drug testing, and stringent Sheriff's Office background and selection process. Experience in computer operation and data processing. Proficient typing ability and general office skills. Must pass ILETS / NCIC entry and inquiry tests within six months of employment, and maintain ILETS certification bi-annually. Must obtain Idaho POST certification within one year of employment.

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