



The City of West Plains, an Equal Opportunity Employer, is seeking a qualified candidate to serve as **Detention Officer** within its Police Department. This is a full-time, non-exempt position with varying shifts including evenings, weekends, holidays, with scheduled and unscheduled overtime.

KEY RESPONSIBILITIES

- Supervise and observe inmates to ensure safety and compliance within the West Plains City jail.
- Transport detainees as required, maintaining security and adherence to department procedures.
- Conduct booking and processing of inmates, including verifying information and documenting intake details.
- Perform thorough searches of inmates and their belongings to uphold facility security protocols.
- Ensure compliance with federal, state, and local laws governing detention operations.
- Maintain accurate records and reports related to inmate activities and incidents.
- Uphold the mission, goals, and objectives of the West Plains Police Department in all aspects of detention officer duties.

MINIMUM QUALIFICATIONS

- High School diploma, GED or equivalent.
- Must be 18 years of age.
- Minimum of three (3) to six (6) months of full-time professional level experience or training.
- Possess and maintain a valid Missouri Driver's License and safe driving record throughout employment and meet the requirements of the City of West Plains Operation of Vehicles Policy.

SALARY AND BENEFITS

- The Detention Officer has a salary range of \$19.46 to \$27.13 per hour, depending on qualifications and experience.
- A comprehensive benefit package is also offered, which includes:
 - Medical, Dental, Basic Life/AD&D and Long-Term Disability coverages offered at zero cost to the employee, with dependent coverage offered at the employee's cost.
 - Missouri Local Government Employee Retirement System (LAGERS) which is fully funded by the City (no cost to employee) with vesting after 5 years.
 - Voluntary participation in Vision, Cafeteria Plan IRS Section 125, Deferred Compensation 457(b) Plans, Flexible Spending Account (FSA) and Supplemental Life, Accident, Cancer coverage, and an Employee Assistance Program (EAP).
 - Generous paid time off (PTO) program in which new employees receive eight hours of PTO per pay period.

TO APPLY

To be considered for employment, you must submit a completed City of West Plains application. Applications are available online at www.westplains.gov. Completed applications and resumes may be emailed to hr@westplains.gov or delivered in-person to City Hall. All offers of employment are contingent upon successful completion of all pre-employment or post-offer testing, including but not limited to, drug and alcohol screening, thorough background investigation, credit check and medical examination.