



JOB ANNOUNCEMENT

The City of West Plains is seeking a qualified candidate to serve as **Detention Officer** within its Police Department. This is a part-time, non-exempt position consisting of approximately 25 hours per week. Candidate must be able to work varying shifts including evenings, weekends, and holidays.

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 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.
- Successful completion of a background check, pre-employment drug screen and physical evaluation required.
- All accredited certifications must be kept current. Failure to do so may result in loss of position.

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 not offered with this position.

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.