

VAN BUREN COUNTY QUORUM COURT BOOK 2017

RESOLUTION NO. 2017-07

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Recorded In:  
RESOLUTION Book  
3/17/2017 10:00:34 AM

BE IT RESOLVED BY THE QUORUM COURT OF THE COUNTY OF VAN BUREN, STATE OF ARKANSAS, A RESOLUTION TO BE ENTITLED:

County Clerk  
VAN BUREN County, AR

**A RESOLUTION FOR A FEMALE DETENTION OFFICER FOR THE VAN BUREN COUNTY DETENTION CENTER**

**WHEREAS:** The Detention Center is in need of a full-time Female Detention Officer; and

**WHEREAS:** There is an immediate need to hire a full-time replacement; and

**WHEREAS:** It is imperative that this position remain a full-time position as the job duties are more than a part-time position can handle. A listing of the job duties are as follows.

I certify that this instrument was filed on 3/17/2017 10:00:34 AM and recorded in

RESOLUTION Book 2017  
PAM BRADFORD  
County Clerk  
VAN BUREN County, AR

- Runs Radio/Dispatch
- Takes care of Detainees (Female)
- Enters and removes warrants from ACIC
- Helps male Detention Officers with male detainees when needed
- Takes care of the Radio Log and Radio System
- Schedules visitation
- Files warrants, contact orders and order of protections
- Fills in for other shifts when needed

*Amanda Mitchell* D.I.

**NOW, THEREFORE, BE IT RESOLVED BY THE QUORUM COURT OF VAN BUREN COUNTY, ARKANSAS THAT:**

The Quorum Court approve the hiring of a full-time Female Detention Officer.

DATED THIS 16th DAY OF March.

APPROVED: *Roger D. Hooper*  
Roger Hooper, County Judge

ATTEST: *Pam Bradford*  
Pam Bradford, County Clerk