

## **Job Description: DETENTION OFFICER**

<b>Class No.</b>	626	<b>Department:</b>	Jail
<b>Position No.</b>	570-3600	<b>EEOC Category:</b>	Protective Services
<b>Pay Group:</b>	19-L	<b>FLSA:</b>	Non-Exempt

### **SUMMARY OF POSITION**

This position is responsible for keeping the county jail secure, processes new inmates, effectively monitors inmates' activities and visitors, and maintains necessary records. This position is responsible for the care and custody of all inmates in accordance with Policy and Texas Commission on Jail Standards.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the Corporal and Sergeant. This position directs the inmates. This position has frequent contact with co-workers, inmates, attorneys, representatives of churches, other law enforcement officials, and the general public.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

- Process new inmates, including completing log sheets, searching inmates, collecting their personal belongings and preparing receipts for them;
- Complete necessary paperwork, including medical reports, offense reports, release forms, etc.;
- Check building at regular intervals to ensure security;
- Control visitors' access to inmates and provides security for visitors;
- Ensure correct security procedures are followed when inmates are released;
- Interview inmates to obtain adequate information to classify them and assign them to appropriate housing;
- Monitor and manage inmates activities;
- Monitor detention units and jail facility;
- Escort inmates to the exercise yard;
- Ensure that inmates have proper bedding and clothes;
- Assist in feeding the inmates;
- Or any other duties and tasks assigned

### **OTHER REQUIREMENTS**

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**CLASS NO. 626 (Continued)**

Physical requirements include lifting/carrying/up to 50 lbs struggling/pulling 150- 200 lbs., occasionally; visual acuity, speech and hearing, hand and eye coordination and manual dexterity to operate jail facility equipment. Subject to walking, running, standing, sitting, crawling, crouching, twisting, kneeling, stooping, smelling, reaching and climbing to perform essential functions. This position is required to lift/carry a SCBA breathing apparatus in case of emergency weighing up 35 lbs.

**Work is conducted inside a jail environment with exposure to hostile or violent people, bodily injury, contagious diseases, high noise areas, unfavorable fumes and odors.**

This position has been identified with possible risk of exposure to blood-borne pathogens and/or other various hazards that require immunization against such exposure.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* departmental policies, rules, regulations, and laws regarding the custody of inmates; and security procedures and techniques.

*Skill/Ability to:* Comprehend and grasp concepts and techniques; ability to understand and follow instructions, departmental policies rules, regulations and law; Write clear and concise reports; ability to communicate effectively with diverse groups of individuals utilizing physical force when necessary; Ability to adjust to rapidly fluctuating and stressful situations; Ability to establish and maintain effective working relationships with Sheriff's Office personnel, other County employees, inmates, and the general public; ability to demonstrate proficiency in both oral and written communication; Maintain appropriate necessary certification.

**ACCEPTABLE EXPERIENCE AND TRAINING AND REQUIREMENTS**

Graduation from High School or a General Education Development (GED) certificate is required. Must be a US citizen; must be at least 18 years of age; must not have a felony conviction or be on probation; must secure and maintain a favorable background investigation from the Guadalupe County Sheriff's Office; must pass a doctor's physical and psychological test; must maintain TCLEOSE Jailer Certification. Must pass a pre-employment drug screen and physical agility test. This position is required to work shift work including nights, weekends and holidays.

**CERTIFICATES AND LICENSES REQUIRED**

Jailer certification by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) .

A Valid Texas Driver's license is required. Employee must be insurable by Guadalupe County insurance company in order to operate County vehicles.

**COMMENTS**

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**JOB DESCRIPTION FOR POSITION:  
626-Detention Officer**

**NOTICE:**

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

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Signature of Employee

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Date

This signed original will be placed in employee's Personnel File.