



COUNTY OF GILLESPIE JOB DESCRIPTION

Detention Officer For The Sheriff's Office

PAY GRADE:

PAY RANGE:

DESCRIPTION OF POSITION:

This position oversees and maintains custody, care and control of inmates or detainees of a facility, while enforcing the rules, regulations, policies and procedures set forth by the Texas Commission on Jail Standards and the Gillespie County Sheriff's Office.

ESSENTIAL DUTIES / FUNCTIONS:

Essential duties/functions, under the supervision of the Jail Captain, may include but are not limited to the following:

- Oversees and monitors the activities of the inmates or detainees in living areas, recreation activities areas, dining areas and visitation areas.
- Coordinates and monitors inmates or detainee movements, conducts counts, and provides emergency response as needed.
- May be assigned to various posts including, but not limited to, the control room, perimeter security, transportation, work details, reception, intake, etc., as required by management.
- Provides security in jail program activities.
- Conducts shakedowns for contraband materials, either individually or as part of a team. Confiscates contraband in accordance to agency policies and procedures.
- Initiates disciplinary reports on inmates or detainees.
- Prepares reports and maintains daily logs as required.
- Ensures prompt and appropriate assistance to inmates or detainees in the event of injury, illness or trauma.
- Promote facility cleanliness and reports need for maintenance or repairs.
- Completes training courses as required by facility training standards.
- Perform detention duties for any shift as defined by management.
- Performs other duties as assigned.
- Must be able to obtain and maintain a Texas Department of Public Safety (DPS) CJIS security clearance and be certified. For more information on CJIS requirements, visit the Texas DPS CJIS system Access policy and chart within the documents section: <https://www.txdps.state.tx.us/SecurityReview/documents.htm>.

Minimum Requirements SKILLS and ABILITIES:

- High school diploma or equivalent certification required.
- Possession of applicable state requisites for employment.
- Ability to work overtime as required.
- Ability to handle physical and mental stress associated with working extended hours.
- Must be able to regularly report to work without being late.
- Ability to be physically alert on any shift that is assigned.
- Work experience in a correctional setting preferred but not required.
- May be required to possess a valid state driver's license.
- Must be mature, flexible, and able to command the respect and confidence of inmates or detainees and staff, philosophically committed to the objectives of the facility and possess a high tolerance to mental stress.

I have read and understand the essential duties / functions; skills and abilities; minimum requirements and schedules of this position.

Signature _____

Date _____