

Lubbock County Sheriff's Office
Job Description

Job Title: Detention Officer	Dept: Sheriff's Ofc.	Job Code: Detention Div:	Grade: PS03
FLSA: Non-Exempt	Date: Revised 10/2011	Reports to: Sergeant	

SUMMARY: To maintain the immediate security, care and control of inmates and the Lubbock County Detention Center structure; ensuring compliance with all local policy and procedure and Texas minimum jail standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Care, custody and control of the inmates;
- Admit and release inmates from the detention center; take fingerprints; remove personal property; conduct searches of inmates including clothing and living space; verify medical information.
- Communication with professionals and the general public regarding inmates.
- Perform security checks and document inmate actions; investigate any suspicious activities.
- Ensure sanitary conditions of the inmates and detention center structure are in compliance with policy and Texas minimum jail standards.
- Distribute supplies, food, medication and other necessities to inmates incarcerated in the detention center.
- Supervise visitations; document all daily activities; report and log all maintenance activities;
- Handle disciplinary problems; restrain violent and suicidal inmates; respond to medical emergencies; contact proper authorities when necessary;
- Serve meals according to detention division policy and procedures and Texas minimum jail standards;
- Create and maintain a variety of records, reports and logs on the computer;
- Maintain supplies and document use and inventory;
- Assist in transporting inmates to court;
- Attend in-service schools and training;
- Handle legal documents;

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty. An individual must have the ability to read, write, speak and comprehend the English language. A reading comprehension test will be given, and the candidate must be able to obtain 80% accuracy on the test. The requirements listed below are representative of the knowledge, skill(s) and/or ability required.

EDUCATION and/or EXPERIENCE: High school diploma or GED and must be at least 21 years of age. Must be able to communicate effectively with others in writing and verbally.

KNOWLEDGE, SKILLS and ABILITIES: Knowledge of pertinent federal, state and local criminal law; federal and state civil law; federal and state administrative law; Texas Commission on Law Enforcement Officer Standards and Education rules and regulations; Texas Minimum Jail Standards; Lubbock County and Lubbock County Sheriff=s Office policies and procedures;. Ability to work independently in the absence of supervision; maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: (subdue resisting individuals, chasing fleeing subjects, lift and carry moderate weight materials, stand or sit for extended period of time, operate assigned equipment); effectively handle work environment and conditions which involve: responding to emergency situations, working closely with others; irregular working hours, exposure to body fluids; effectively deal with personal danger which may include

exposure to: armed/dangerous person, communicable diseases; maintain effective audio-visual discrimination and perception needed for: making observations, reading and writing, operating assigned equipment, communicating with others; ability to maintain mental capacity which allows the capability of: exercising sound judgment and rational thinking under dangerous circumstances, evaluating various options and alternatives and choosing appropriate and reasonable course of action, demonstrating intellectual capabilities during training and testing processes;

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of or ability to obtain, a Basic Jailer's License from the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS: Maintain the ability to stand, walk up and down stairs, kneel, and bend during the shift. Reach, grip and use fine dexterity. Push and pull objects. Occasionally flex upper trunk forward at the waist and partially at the knees. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records, and occasionally must lift and/or move objects weighing 100 pounds or more. Occasionally rotate upper trunk to the left or right while sitting or standing; place arms above, at or below shoulder height. Use of vision and depth perception required to include color vision. The employee may be occasionally called upon to perform acts of intense physical exertion during emergency situations. Operate in a jail environment: responding to emergency situations; working closely with others; irregular working hours; exposure to body fluids; may be exposed to armed/dangerous persons and communicable diseases. The noise level in the work environment is usually moderate to loud.

RECEIVED: _____
Signature and date