**Job Advertisement – Detention Officer – Sheriff’s Department**

**General Summary:**

Performs (entry-level) correctional work in the care and custody, book-in and release of county inmates awaiting trial and sentenced. Work involves training in officer-offender relations, security and corrections management. Works under close supervision with minimal latitude for the use of initiative for the use of initiative and independent judgment.

**Essential Job Functions:**

* Must become certified by Texas Jail Commission within twelve (12) months after employment.
* Participates in the book-in, care and custody, and release of offenders in adherence to correctional laws, rules, regulations, and established procedures.
* Obtain all required paperwork for inmates.
* Obtain and verify proper orders before releasing inmates.
* Obtain complete fingerprinting, search and photos of inmates being booked in.
* Oversees and controls offender movement within buildings or specific areas.
* Attends comprehensive pre-service training programs including classroom instruction, physical training, self-defense, and on-site training activities.
* Verify accurate and timely dispensing of medications.
* Assists in responding to emergency situations, searching for escaped offenders, transporting offenders, and participating in correctional and custodial assignments.
* Supervises inmate use of phones, exercise, and use of outside controlled areas.
* Regulates noise and temperature control in jail area.
* Oversees custodial maintenance of cell blocks, and visitation to inmates, and attendance at religious services.
* Supervises preparation of all meals, laundry, maintains records of food used, and submits requests for supplies.
* Maintains, daily records on the shifts worked as required by the Texas Jail Commission.
* Participate in special training related to emergency security procedures and the use of firearms.
* Performs related work as assigned.

**General Qualification Guidelines:**

**Experience and Education**

Must become certified by the Texas Jail Commission within twelve (12) months after employment. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

**Registration, Certification or Licensure**

* Valid Texas Driver’s License
* No felony convictions
* Medical exam and psychological test required after job offer.