



VAN ZANDT COUNTY SHERIFF'S OFFICE

Job Description

Detention Officer



Job Title: Detention Officer

Reports to: Sergeant
Lieutenant
Jail Administrator

Department: Jail

Minimum Qualifications:

- Must have successfully maintained all State & Sheriff's Department commissioning requirements (Texas Commission on Law Enforcement Officer Standards and Education-TCOLE certification as a licensed corrections officer). Must be enrolled in jail school with 90 days of hire date and must attend and pass jail school within one (1) year of hire date.
- Must be 18 years of age
- Successful completion of a psychological exam, physical exam and an extensive background investigation.
- Negative drug testing prior to employment and will be subject to random, unannounced drug and/or alcohol testing during employment.
- Must be able to work varied days and shift schedules, to include nights, weekends, and holidays.

Physical/Environment Requirements:

- Must be able to perform defense tactics against individuals. Requires but not limited to one or more of the following: prolonged sitting, standing, walking, running, lifting, crawling, ground fighting, takedowns, handcuffing, etc.
- Must be able to effectively utilize emergency equipment including all fire and emergency medical equipment (e.g., air packs, fire extinguisher, fire hoses, medical boards, etc.)
- Potential risk of exposure to communicable diseases

Essential Duties and Responsibilities:

- Unexcused absenteeism and tardiness are not acceptable.
- Reporting on time for scheduled shift Keep all information, both written and verbal, obtained inside the jail confidential
- Performs required duties in all areas of assigned responsibilities
- Books voluntary and involuntary individuals into jail
- Research charges on inmates
- Accepts cash and cash equivalents to allow individuals to bond out of jail or pay court assessed fines/court costs
- Maintains physical fitness required to perform essential job duties
- Must immediately respond to emergency situations and routine drills
- Conducts unannounced detailed physical searches of inmates, cells and other jail facilities to locate and seize contraband
- Must use reasonable force when necessary to prevent a direct threat to the health and safety of individuals in jail facilities
- Supervises inmate feeding and monitors those with special dietary needs
- Supervises the cleaning of jail housing area

- Supervises inmate movement within the facility
- Distributes mail, hygiene items and approved items to inmates
- Supervises inmate recreational activities
- Must work assigned shifts
- Enforce all applied rules and regulations of given position
- Remains current on all Sheriff's Office and Jail policies and procedures. Ensures that these policies are followed and applied
- Handles volatile situations quickly, responsively and professionally
- Maintains control and custody of inmates while on duty
- Maintains security and safety of co-workers and facilities
- Completes all paperwork relating to the custody and care of inmates
- Produces legal documents required in daily duty performances
- Conducts security check
- Answer phone calls

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the need of the employer and requirements of the job change. The employee further understands, and accepts that this position falls under the provision of an "At Will" employment, and under no circumstance is this a contract for employment.

I acknowledge that I have read and fully understand the terms and conditions of this agreement.

Signature

Date

State of: Texas

County of: Van Zandt

On ____/____/____, before me, _____, personally appeared, _____, Proved to me on the basis of _____ to be the person(s) whose name(s) is/are subscribed to the within instrument and has hereby acknowledged to me that he/she/they have executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

Witness my hand and official seal

Notary Signature

Seal