



Brazos County Job Description

Last Updated: October 2022

Template Revision 1.2 08/15/2012

Class Number:	B1450	Title:	Courthouse Security Sergeant
Pay Group:	28	Department:	Courthouse Security Fund
FLSA Status:	Non-Exempt	Reports To:	Lieutenant
Approved Date:		EEOC Category:	Protective Service Workers

General Summary:

Assists the Chief Deputy in overseeing the operation of the Courthouse Security team. Supervises the overall operation of the team, sets work schedules for security personnel ensures that all personnel under his supervision receives necessary training to properly carry out his/her job assignments.

Essential Duties:

Other duties may be assigned:

- Operates the x-ray machine and monitors the walk-through metal detector and operates the hand held metal detector when the need arises
- Supervises the daily activities of the courthouse security team, including the scheduling and job assignments
- Makes arrest of persons found to be in violation of State and Federal Statutes
- Responds to calls for assistance from courthouse personnel and maintains order in the Brazos County Courthouse
- Prepares daily paperwork and reviews all required paperwork submitted by subordinates.
- Writes reports of criminal activity
- Assists other divisions of the Sheriff's department, as well as other law enforcement agencies as needed
- Prepares for and testifies in court as needed
- Assists with security for VIPs
- Attends required meetings, including department meetings, section meetings, supervisor meetings, and county meetings
- Maintains x-ray machine, metal detector and other in good working order
- Approves or disapproves of leave time, sick time, etc. and schedules replacement personnel accordingly
- Conducts performance reviews and recommends personnel actions on persons under his supervision
- Arrests and books violators and complete paperwork and necessary reports associated with arrests and offenses
- Responds to emergency calls and routine complaints
- Investigates traffic accidents, civil disturbances, and crimes against persons and property
- Investigates criminal activity, including gathering and photographing evidence, taking fingerprints, questioning witnesses and suspects, taking statements, and preparing reports
- Assists federal, state, and local law enforcement officials with investigations and emergencies and assists or rescues individuals in need of aid
- Conducts searches of buildings, vehicles, outdoor areas, persons, and other objects to detect potential weapons, contraband, evidence, hazards, stolen property, or to find lost persons or objects for the purpose of seizing, investigating, and/or rescuing
- Executes misdemeanor and felony arrest warrants and serves subpoenas and civil papers, including locating offenders
- Controls the scene of a traffic accident, takes reports, and directs traffic
- Oversees periodic vehicle maintenance and calculates monthly vehicle fuel logs
- Prepares for and testifies in court as required
- Performs animal control and removes/relocates livestock from roads
- Transports mental patients and guards prisoners at hospitals
- Transports prisoners to and from court, hospitals, or correctional facilities as required, and guards prisoners when at trial
- Guards election boxes at voting polls
- Assists with dispatching and with other divisions, sections, or personnel as needed or directed
- Promotes good public relations by informing citizens of police activities and crime prevention
- May perform special assignments when required
- May perform extradition of criminals to/from other counties and states.

Other Duties as assigned.

Supervision	
Received:	From Special Services Lieutenant
Given:	This is a supervisory position.

Education	
Required:	Intermediate peace officer certification; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.
Preferred:	

<i>Experience</i>	
Required:	At least three years of criminal experience.
Preferred:	

<i>Certificates, Licenses, Registrations</i>	
Required:	Intermediate Certification from the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).
Preferred:	

<i>Physical Demands</i>	
Typical:	The physical demands 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. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. 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. The employee may occasionally be called upon to perform acts of intense physical exertion during emergency situations. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Penal Code, all laws that relate to search and seizure, supervisory management, and departmental policies and procedures; Safely operate vehicles, firearms, and specialized equipment; physically restrain individuals; read and write reports, letters, and memos; operate a computer and/or typewriter; apply criminal investigative techniques; establish and maintain effective working relationships with other law enforcement agencies, the District and County Attorneys' offices, other departmental employees, and the general public; demonstrate proficiency in both oral and written communication; maintain accurate records; and maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities, and good driving record.

<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the essential duties of this job, the employee is constantly exposed to emergency situations, in which there is the possibility of danger or physical abuse; the employee must constantly work under time pressures to meet deadlines, perform multiple tasks simultaneously, and work closely with others a part of a team. The noise level in the work environment is usually moderate, but may be noisy and distracting.