



Brazos County Job Description

Last Updated: October 2022

Template Revision 1.2 08/15/2012

Class Number:	B1515	Title:	Detention Officer - Booking
Pay Group:	17	Department:	Sheriff Office - Jail Administration
FLSA Status:	Non-Exempt	Reports To:	Sergeant, Intake, Release
Approved Date:		EEOC Category:	Protective Service Workers

General Summary:

Processes intake of prisoners; processes paper work for bonds; receives bonds from bonding companies; matches bonds to warrants and complaints; assists with building and inmate security; transports prisoners; feeds inmates; answers incoming calls; and may make warrant arrests.

Essential Duties:

Other duties may be assigned. Processes intakes of prisoners, including booking, criminal history checks, fingerprinting, photographing, inventorying personal property, medical screening, personal history documentation, prisoner orientation, classification, cell assignment, and issuing clothing and supplies; Observes and supervises inmates; Transports inmates to and from various facilities and appointments; Assists in maintaining building and inmate security, including controlling visitor access to inmates and facility; Assists in feeding inmates; Prepares necessary paperwork, and maintains various records and files; Receives bonds from bonding companies, and enters into the computer; Receives cash for fines or cash bonds, and enters into the computer; Reviews and matches bonds to warrants and complaints, including correcting errors in paper work, searching for missing documentation, posting bonds to ledger and computer, mailing out-of-county bonds, returning bonds to other counties for correction, and researching questions for County and District Clerks; Works with bonding companies, including printing records, distributing, receiving, and checking applications for bonding companies and runners, checking and tracking documentation on pledged real properties, verifying and tracking required insurance, researching problems and answering questions, and preparing and printing bonding reports; Receives incoming calls, and transfers to appropriate personnel or takes appropriate action; and May make warrant arrests.

Other Duties as assigned.

Supervision

Received:	From Sergeant, Intake, Release
Given:	This is a non-supervisory position.

Education

Required:	High school graduation or its equivalent.
Preferred:	

Experience

Required:	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Preferred:	

Certificates, Licenses, Registrations

Required:	Basic certification as a jailer from the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) and a Valid Texas Motor Vehicle operator's license.
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. 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:	Requirements of Texas Commission on Jail Standards; Texas penal code; Texas criminal and civil laws; first aid procedures; procedures and laws relating to bonding; standard office practices and procedures; basic bookkeeping procedures; department policies and procedures; self-defense tactics; and computers. Operate computers, fire and safety equipment, and firearms; read and write reports, letters, and memos; perform basic mathematical calculations; analyze data; follow instructions; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers, prisoners, and the general public.
<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. The noise level in the work environment is usually high. While performing the essential duties of this job, the employee is constantly required to perform multiple tasks simultaneously and to work closely with others apart of a team. The employee is frequently required to work under time pressures to meet deadlines, and is frequently exposed to situations in which there may be danger or physical abuse.