



Brazos County Job Description

Last Updated: October 2022

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Class Number:	B1565	Title:	Detention Officer - Compliance Officer
Pay Group:	23	Department:	Sheriff Office - Jail Administration
FLSA Status:	Non-Exempt	Reports To:	Chief Deputy - Jail
Approved Date:		EEOC Category:	Protective Service Workers

General Summary:

Investigates complaints for the Brazos County Office of the Sheriff, Detention Center, including conducting criminal and professional background checks and arranging required examinations; investigates reports of alleged misconduct by Detention Center employees, including interviewing witnesses, taking statements, and writing reports; participates in various committees; and assists other law enforcement agencies with investigations. Monitors compliance with Texas Commission on Jail Standards (TCJS) in regard to daily operations, policies and procedure implementation.

Essential Duties:

Ensures compliance of general operations and specific aspects such as utilization review activities, staffing coverage, monthly statistics and reports to ensure compliance to TCJS; develops criteria and tools to identify potential issues requiring investigation; evaluates the level of assessments, timeliness and appropriateness of interventions according to pre-established criteria; coordinates, prepares and implements the systematic investigation of complaints the jail facilities; prepares reports and briefing documents; Screens complaints for Sheriff's Office Detention Center to determine eligibility for continued investigation; Contacts complainants by telephone or in person as needed; Investigates alleged misconduct and criminal activity by Sheriff's Office employees, including interviewing witnesses and complainants, interrogating subjects of investigations, and taking sworn statements from witnesses, complainants, and subjects; Coordinates and communicates with Jail Administrator or Sheriff on all Internal Affairs matters through memoranda, written reports, and conferences; Prepares investigative reports for cases of alleged misconduct or criminal activity; Coordinates with prosecutors on all cases involving potential criminal charges against Sheriff's Department employees; Chairs or participates in committees assigned to design and review departmental policies and procedures; Conducts in-house training courses related to criminal investigation techniques and jail operations; Works with other agencies on crime investigations.

Other Duties as assigned.

Supervision

Received:	Reports to the Chief Deputy - Jail
Given:	This is a non-supervisory position.

Education

Required:	At least 10 years of experience; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.
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:	Texas Code of Criminal Procedure; Texas Penal Code; U.S. Constitution (Bill of Rights); requirements of Texas Commission on Jail Standards; supervisory management; department policies and procedures; standard office practices and procedures; first aid and medical procedures; and computers. Operate computers; read and write reports, letters, and memos; reason, and interpret documents, policies, and procedures; analyze data; safely operate firearms; perform basic mathematical calculations; supervise work of others, recognizing problems and recommending solutions; communicate effectively, both orally and in writing; interview and interrogate suspects, victims, and witnesses; and maintain effective working relationships with co-workers and inmates.
<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 work closely with others a part of a team. The employee is frequently required to respond to emergency situations and to perform multiple tasks simultaneously.