



Brazos County Job Description

Last Updated: October 2022

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Class Number:	B1512	Title:	Detention Officer - Transport Duty
Pay Group:	18	Department:	Sheriff Office - Jail Administration
FLSA Status:	Non-Exempt	Reports To:	Sergeant-Jail Division
Approved Date:		EEOC Category:	Protective Service Workers

General Summary:

Provides corrections services involving the movement of inmates inside and outside the jail facility; monitors prisoners' activities; and maintains necessary records.

Essential Duties:

Other duties may be assigned. Performs all of the essential duties of a Detention Officer (1511) as necessary to relieve Detention Officers; Performs all of the essential duties of a Booking Officer (1515) as necessary to relieve Booking Officers; Transports inmates to and from locations outside the facility for medical, psychological, and court ordered appointments or appearances; Performs the duties of Deputy Sheriff to execute criminal warrants and mental commitments; Coordinate the preparation of documents and movement of inmates to and from Magistrates Court; Transports inmates to and from Federal, State and Local facilities; Transports patients under civil commitments to various inpatient care facilities; Performs searches of inmates before and after transports; Completes necessary papers and documents; Enters inmate information into the computer, and maintains and updates inmate records; Inspects and maintains safety equipment, vehicles, detection and alarm systems; Intervenes and resolves crisis situations such as fights and medical emergencies, including physical restraint of inmates; Intervenes and resolves crisis situations they may encounter during transports such as traffic accidents, medical emergencies, and enforcement of State Law; Provide courtroom security as necessary.

Other Duties as assigned.

Supervision

Received:	From Sergeant, Jail Division
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); Basic Peace Officer License from the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE); and valid Texas Commercial Motor Vehicle Operator's License (CDL).
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; use of fire and safety equipment; department policies and procedures; self-defense tactics; and computers. Operate computers, fire and safety equipment, vehicles, 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 work closely with others as part of a team. The employee is frequently required to perform multiple tasks simultaneously, and to respond to emergency situations in which there is the possibility of danger or physical abuse.