



Brazos County Job Description

Last Updated: October 2022

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Class Number:	B1503	Title:	Lieutenant
Pay Group:	32	Department:	Sheriff Office - Jail Administration
FLSA Status:	Exempt	Reports To:	Jail Administrator
Approved Date:		EEOC Category:	Professionals

General Summary:

Assists in overseeing operation of detention facility; supervises detention facility personnel, including assigning and reviewing work, conducting performance evaluations, and recommending and executing personnel actions; oversees transportation of inmates; handles inmate complaints; responds to personnel questions and problems; investigates public complaints regarding employee misconduct; and ensures the effective operation of detention facility.

Essential Duties:

Other duties may be assigned. Supervises detention facility personnel, including assigning and reviewing work, conducting performance evaluations, and making recommendations on and executing personnel actions such as transferring, promoting, and disciplining employees; Assists in supervising overall operation of detention facility, including ensuring that all areas of facility are safe, secure, clean, and sanitary; Oversees and assists with transporting prisoners, including consulting with courts and scheduling out of state transports, as necessary; Handles personnel problems, including investigating employee complaints; Oversees medical condition and treatment of inmates; Develops temporary and long-range contingency plans for the sectional analysis and evaluation; Assists detention divisions with advice on situational problems; Responds to inmate complaints; Coordinates extra security for special assignments to monitor inmates at funerals, hospital appointments, and other activities; Investigates complaints from the public regarding employee abuse or misconduct; Reviews and approves department time sheets; Writes and revises jail division operations manual; Oversees processing 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; Supervises and documents activity within the jail, including recreational activities, religious activities, educational activities, work activities, telephone activity, family visitations, searches, library activities, mail activity, head counts of inmates, prisoner transportation, riots and disturbances, feeding of inmates, and dispensing of medication; Oversees processing the release of inmates, including ensuring: identification, documentation of charges and final disposition, dismissal of case or court order is followed, fines and court costs are calculated and paid, proper approval of bonds, and release of inmate to proper agency; and Implements practical applications of plans and procedures, including safety rules, inmate admission and release, classification and separation of prisoners, medical services, supervision of inmates, food service, sanitation, clothing and supplies, inmate discipline, recreation and exercise, education programs, and work programs. Employees in this job classification that are licensed by the Texas Commission on Law Enforcement and Appointed by the Sheriff as a Deputy Sheriff will have the additional essential duty to serve warrants, enforce state laws, serve civil process, and act as a peace officer of the State.

Other Duties as assigned.

<i>Supervision</i>	
Received:	
Given:	Supervises detention facility personnel, including assigning and reviewing work, conducting performance evaluations, and making recommendations on and executing such personnel actions as transferring, promoting, and disciplining employees.
<i>Education</i>	
Required:	High school graduation, plus at least five years of experience; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.
Preferred:	
<i>Experience</i>	
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:	
<i>Certificates, Licenses, Registrations</i>	
Required:	Intermediate jailer certification by 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. 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:	Jail standards and procedures; U.S. Constitution (Bill of Rights); civil and case law pertaining to jail/detention liability issues; personnel laws, practices, and procedures; 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; instruct others in the use of firearms and other procedures; manage budgets; supervise work of others, recognizing problems and recommending solutions; communicate effectively, both orally and in writing; 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 moderate, but may be noisy and distracting. While performing the essential duties of this job, the employee is constantly required to perform multiple tasks simultaneously and to work closely with others a part of a team. The employee is frequently required to respond to emergency situations and to work under time pressures to meet deadlines.