



Brazos County Job Description

Last Updated: October 2022

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Class Number:	B1556	Title:	Program Sergeant
Pay Group:	23	Department:	Sheriff Office - Jail Administration
FLSA Status:	Non-Exempt	Reports To:	Lieutenant, Program Division
Approved Date:		EEOC Category:	Service-Maintenance

General Summary:

Directs, supervises and assists in all aspects of work crew operations, ensuring the safety of inmates, employees, and the public.

Essential Duties:

Other duties may be assigned. Supervises Deputies assigned to work crews, including assigning and reviewing work, conducting performance reviews, recommending personnel actions, and training new officers; Directly supervises Work Crew Deputies in maintaining the security of the detention facility, including ensuring that there are no life safety hazards that could harm inmates, the public, or jail staff; Supervises inmate work groups outside the secured area; Directs, supervises and ensures random searches of inmate work areas, to include work crew vans; Directs, supervises, and maintains an inmate eligibility list for work crew selection; Performs follow-ups on work crew assignments; Directs, supervises, and ensures all work crew equipment is maintained, safe, and secured upon completion of duties; Ensures work crews have proper tools and equipment for assigned duties and ensure inmates have proper training on use of equipment and tools prior to use; Coordinates, schedules, and assigns special projects to work crews; Directs and supervises roll calls of all inmates assigned to work crews; Directs, supervises, and performs pat down and unclothed searches of inmates; Directs and supervises the sanitation of the facility, including sweeping, mopping, cleaning, painting and taking out trash; Directs, approves, and writes incident reports by officers involved in situations where inmates have committed criminal acts while assigned to work crews, or have violated inmate rules; Notify Inmate Services Lieutenant of emergencies, accidents and contraband that may affect work crew operations; Directs, and supervises the presence of inmates around civilians in county facilities; Approves and disapproves officers' requests for time off, ensuring proper staffing levels at all times; Designs and submits schedules for all work crews; Assist Grievance Officer with inmate complaints and grievances; Investigate work crew complaints from the public; and Assist other divisions as needed. 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 all Work Crew Deputies, including assigning and reviewing work, conducting performance reviews, recommending personnel actions, and training new officers.
<i>Education</i>	
Required:	High school graduation plus at least two 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:	Basic jailer certification and Basic Peace Officer certification by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) and valid Texas motor vehicle operator's license.
Preferred:	

<i>Physical Demands</i>	
Typical:	<p>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 50 pounds, such as landscaping equipment, 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.</p>
<i>Knowledge, Skills, & Abilities</i>	
Typical:	<p>Texas Code of Criminal Procedure; Texas Penal Code; U.S. Constitution (Bill of Rights); requirements of Texas Commission on Jail Standards; supervisory management and Sheriff's Office policies and procedures. Knowledge of how to read and interpret criminal history reports. Knowledge of gang affiliations. Should also understand budget management; 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, recognize problems and recommend solutions; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and inmates. Must also be able to operate machinery, maintain equipment and operate a van pulling a trailer.</p>
<i>Work Environment</i>	
Typical:	<p>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 respond to emergency situations and to perform multiple tasks simultaneously.</p>