



Brazos County Job Description

Last Updated: October 2022

Template Revision 1.2 08/15/2012

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| Class Number: | B1505 | Title: | Detention Sergeant |
| Pay Group: | 23 | Department: | Sheriff Office - Jail Administration |
| FLSA Status: | Non-Exempt | Reports To: | Lieutenant-Jail Division |
| Approved Date: | | EEOC Category: | Corrections |

General Summary:

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

Essential Duties:

Other duties may be assigned. Supervises personnel on shift, including assigning and reviewing work, conducting performance reviews, recommending personnel actions, and training new officers; Directly supervises Detention Officers, Corporal, and Clerks 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; Directs, supervises, and ensures inmates' access to privileges and services mandated by federal, state, and county policies and procedures; Enters inmate information into the computer; and maintains and updates inmate records; Conducts safety and equipment inspections; Intervenes and resolves crisis situations such as fights and medical emergencies, including physical restraint of inmates; Collects fines for offenses committed; Receives and deposits money for commissary accounts; Conducts or oversees recreational programs and religious services; Directs and supervises roll calls of all inmates in facility; Directs, supervises, and performs pat down and strip searches of inmates; Directs and supervises the sanitation of the facility, including sweeping, mopping, cleaning, and taking out trash; Performs daily reviews of inmates' files with regard to attorney appointments, bonds, fines, dispositions of charges, court appearances, status of charges, and status of cash accounts; Computes credit time and proper inmate release dates; Directs and supervises the transportation of inmates between facilities, to courts, and to work assignments; Directs, approves, and writes incident reports by officers involved in situations where inmates have committed criminal acts while incarcerated, or have violated rules of the handbook; Directs, and supervises the presence of civilians on the jail floor, including attorneys, family, and friends of inmates; Supervises and directs the supervision of food service personnel; Observes inmates' medical conditions as requested by medical staff; Passes medications as directed by medical staff; Performs, directs, and supervises the intake and release of prisoners, ensuring the proper documentation and the removal and storage of inmate property; Approves and disapproves officers' requests for time off, ensuring proper staffing levels at all times; Designs and submits schedules for all shift employees; Answers telephone as needed; and Answers intercom calls from inmates. 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.

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| <i>Supervision</i> | |
| Received: | |
| Given: | Supervises personnel on shift, 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 by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE). |
| Preferred: | |

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| <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; 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. |