

<b>CITY OF THE COLONY</b> Status: <b>Non-Exempt</b> Supervised By: <b>Detention Supervisor</b>	<b>Detention Officer</b>	<b>POLICE DEPARTMENT</b>  Revised: 06/2014
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<b>JOB SUMMARY</b>
<p>The primary function of this position is to conduct jail operations with regards to the safe and secure detention and processing of arrested persons. Additional task outside the jail may be assigned if no prisoners are in custody. Every employee in this department must make ethical decisions daily, conforming to applicable laws and departmental policy, communicate effectively with our citizens and coworkers, while remaining professional in all circumstances. Our goal in every citizen contact is to provide the best service possible while demonstrating concern for each request for service. Every decision made will be toward the goal of achieving our mission statement, "<u>Our citizen's safety, security, and well-being are our highest priority.</u>"</p>

<b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>
<ol style="list-style-type: none"> <li>1. Supervise and perform all jail operations, which include: book-in and release of prisoners, prisoner arraignments, regular prisoner security checks, meal preparation, and stocking and cleaning of the jail facility.</li> <li>2. Operating any city vehicle in a safe manner under a variety of weather and lighting conditions, insuring the vehicle is properly maintained, fueled, cleaned, and changing a flat tire if necessary.</li> <li>3. Communicate effectively via police radio, telephone, and in person, with citizens, coworkers, supervisors, and instructors, including persons of diverse backgrounds without prejudice.</li> <li>4. Pickup or transport equipment or prisoners as directed daily and escort prisoners outside of their cells as may be necessary.</li> <li>5. Physically restrain individuals that are under arrest that may be uncooperative or combative. Physically assist individuals in walking and entering the jail.</li> <li>6. Routinely produce complete and detailed written and typed reports, jail records and documenting calls and investigations completed.</li> <li>7. Remain standing in a stationary position for two or more hours while monitoring prisoners, assisting officers, or observing contractors within secured areas of the detention facility.</li> <li>8. Remain standing in a stationary position for 2 or more hours while monitoring prisoners, assisting officers, or monitoring contractors in the secured detention area.</li> <li>9. Administer CPR/First Aid in emergency situations.</li> <li>10. May be required to perform other duties as assigned.</li> <li>11. Perform and meet all physical requirements, skills, and abilities listed.</li> </ol>

## KNOWLEDGE, SKILLS, AND ABILITIES

1. Maintain minimal fitness levels to perform all tasks.
2. Ability to multitask under stressful situations and drive a city vehicle safely under a variety of conditions.
3. Ability to walk long distances & run after prisoners.
4. Ability to remain seated or standing for long periods of time while remaining alert, working independently without direct supervision on any shift, which includes nights, weekends, and holidays, and accept on-call status.
5. Ability to effectively communicate with others, writing, comprehending, and speaking the English language. Must remain professional and courteous while dealing with often angry or hostile individuals.
6. Ability to work with others effectively as a team to accomplish task without discriminating against race, religion, color, gender, national origin, age, disability, or veteran status.
7. Ability to bend and lift 50lbs or more.
8. Must pass Basic Jailer Course and state exam within first year of employment.
9. Must pass Intoxilyzer Course and state exam within the first year of employment.
10. Must have vision correctable to 20/20, hearing correctable to normal range, and use of both hands.
11. Attend required training, which might require travel occasionally overnight, or attend and testify in court when summoned.
12. Work an eight hour shift without designated break periods during that shift. Paid breaks will be allowed as workload and staffing permit.

## EDUCATION, EXPERIENCE AND CERTIFICATION

### Required:

1. Minimum of 18 years of age with U.S. Citizenship.
2. High School Diploma or G.E.D.
3. Valid Texas Driver's License without restriction (except A) at the time of appointment. In the past three years; no more than three moving violations, three accidents, nor any involuntary license suspensions.
4. Never convicted of a Class A Misdemeanor or higher level offense.
5. No misdemeanor convictions above Class C in the past five years.
6. Nothing less than "Honorably Discharged" from military service.
7. Pass pre-employment physical, drug screen, written and oral entrance exams, polygraph, psychological and detailed background investigation.
8. Ability to type 25WPM, with a working knowledge of basic computer operations using Windows.

### Preferred:

1. Some College
2. TCLEOSE Basic Jailer Certificate
3. Superior physical fitness
4. Ability to speak Spanish

## CERTIFICATION

Employee Signature:

Date Signed:

Supervisor  
and/or Department Head:

Date Signed: