

<b>CITY OF THE COLONY</b> Status: <b>Non-Exempt</b> Supervised By: <b>Support Services Bureau Captain</b>	<b>Police Jail Supervisor</b>	<b>POLICE DEPARTMENT</b>  Revised: October 1, 2010
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**JOB SUMMARY**

The primary function of this position is to perform law enforcement task that do not require a certified peace officer to perform. Most tasks performed will be related to supervising and performing jail operations, but duties may also include vacation house watches, ordinance enforcement activity, crosswalk duty, or assisting with accidents or crime scenes when there are no prisoners in custody. Additional tasks outside of the jail will not be assigned when 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, "Our citizen's safety, security, and well-being are our highest priority."

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Must be able to perform all of the essential duties and responsibilities of a detention officer and meet all physical requirements and skills listed.
2. 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.
3. Provide supervision and leadership to all detention officers by conducting routine inspections and review of work, performing training, conducting evaluations, providing recognition, ensuring all safety and policies are adhered to, and taking appropriate disciplinary or corrective action when needed.
4. Assist officers when needed or instructed.
5. Function as a detention officer in the absence of an assigned detention officer.
6. Conduct briefings, speak with the media, and make public presentations as required.
7. Responsible for all jail operations, security, and the condition of the prisoners.
8. Speak with citizens regarding complaints and make any appropriate referrals or investigations.
9. May be required to perform other duties as assigned.

**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 within first year of employment.
9. Must have vision correctable to 20/20, hearing correctable to normal range, and use of both hands.

10. Attend required training, which might require travel occasionally overnight, or attend and testify in court when summoned.

### **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. Basic Jailer Certification
4. 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.
5. Never convicted of a Class A Misdemeanor or higher level offense.
6. No misdemeanor convictions above Class C in the past five years.
7. Nothing less than "Honorably Discharged" from military service.
8. Pass pre-employment physical, drug screen, written and oral entrance exams, polygraph, psychological and detailed background investigation.

**Preferred:**

1. Some College
2. Prior Supervisory Experience
3. Ability to Type
4. Superior physical fitness
5. Ability to speak Spanish

### **CERTIFICATION**

Employee Signature:

Date Signed:

Immediate Supervisor  
and/or Department Head:

Date Signed: