

Job Description: JAIL CAPTAIN

CLASS NO. 1816

EEOC CATEGORY: Officials and Administrators

PAY GROUP: 23

FLSA: Exempt

SUMMARY OF POSITION

Supervises and provides corrections services involving security, safety, and health of inmates and the public in a corrections facility. Monitors prisoner's activities, maintains necessary records, and schedules work of jail personnel.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Chief Deputy Sheriff
2. Directs: Jail Lieutenant and Jail Cook; gives assignments to Jailer
3. Other: Works with other departmental employees, other law enforcement agencies, inmates, and the general public.

EXAMPLES OF WORK

Essential Duties*

Supervises activities and personnel in the jail;

Prepares employee work schedules and assigns tasks to Jail Lieutenant, Jail Sergeant, and Jailer;

Maintains safety and security of departmental employees, inmates, and the general public within the jail facility;

Conducts daily jail inspection to ensure facility safety and security;

Prepares reports as necessary;

Ensure adequate stocks of medical, food, clothing, bedding, and cleaning supplies are on hand;

Maintains accurate inmate and employee work records;

Remains on-call 24 hours per day to respond to any emergency situations at the jail facility;

Intervenes and resolves crisis situations such as fights and medical emergencies, including physical restraint of inmates;

Processes incoming and outgoing prisoners, and issues clothing and bedding; and

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012

CLASS NO. 1816 (Continued)

Conducts searches, shakedowns, and inmate inspections.

Other Important Duties*

May assign inmates for work releases;

May arrange housing for contract prisoners;

May be assigned to inmate transportation duties; and

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: laws, departmental policies, rules, regulations, and correctional procedures regarding the custody of inmates; first aid and CPR procedures; and personnel management and supervision.

Skill/Ability to: train, supervise, motivate, and evaluate staff; establish and maintain effective working relationships with departmental employees, other law enforcement personnel, and the general public; operate typewriter and word processing computer software; prepare and file accurate records and reports; demonstrate proficiency in both oral and written communication; and maintain appropriate necessary certifications.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, or its equivalent, plus at least six years of experience as a jailer or peace officer, including administrative, supervisory, and personnel experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Basic Certification as a Corrections Officer from the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).