

## **Job Description: JAIL SERGEANT**

**CLASS NO.** 1818

**EEOC CATEGORY:** Protective Service Workers

**PAY GROUP:** 18

**FLSA:** Nonexempt

### **SUMMARY OF POSITION**

Supervises personnel; 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: Jail Captain
2. Directs: Jailer
3. Other: Works with other departmental employees, other law enforcement agencies, inmates, and the general public.

### **EXAMPLES OF WORK**

#### Essential Duties\*

Assists in supervising investigators and personnel in the jail;

Prepares employee work schedules and assigns tasks to Jail Corporals and jailer;

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

Conducts daily inspection to ensure facility safety and security;

Prepares reports as necessary;

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

Maintain accurate inmate and employee records;

Supervises inmate recreation;

Maintains on-call status to respond to emergency situations at the jail facility;

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

\*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

Chambers County

## **CLASS NO. 1818 (Continued)**

Processes incoming and outgoing prisoners, and issues clothing and bedding; and  
Conducts searches, shakedown, 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, supervises, 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 processor 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 graduate, or its equivalent, plus at least four years of experience as a jailer or peace officer, including administrative and supervisory 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),