



TARRANT COUNTY
Department of Human Resources
100 E. Weatherford Suite 301,
Fort Worth, TX 76196-0105
<http://www.tarrantcounty.com>

Position Title: DETENTION OFFICER - (Sheriff)
Department: Sheriff's Office

An Equal Opportunity Employer

SALARY

\$22.84 - \$22.84 Hourly

ISSUE DATE: 07/08/22

FINAL FILING DATE: 10/10/22

THE POSITION

ATTENDANCE AT PRE-EMPLOYMENT BRIEFINGS ARE BY INVITATION ONLY. IF YOU MEET THE MINIMUM REQUIREMENTS FOR THIS POSITION AND THE DEPARTMENT IS INTERESTED IN YOUR QUALIFICATIONS, YOU WILL BE NOTIFIED BY EMAIL.

EMPLOYEE REFERRAL/RECRUITMENT PROGRAMS

<http://www.tarrantcounty.com/content/dam/main/human-resources/Documents/Detention-Officer-Referral-Program-Poster.pdf>

CLICK THE LINK BELOW FOR MORE INFORMATION ON THE LATERAL PROGRAM
[2022-07-12-LateralTransferPolicyRevisions-SO.pdf \(tarrantcounty.com\)](http://www.tarrantcounty.com/content/dam/main/human-resources/Documents/2022-07-12-LateralTransferPolicyRevisions-SO.pdf)

Detention Officers supervise inmates who are confined 24 hours a day, seven days a week in the Tarrant County Confinement system to ensure the safe keeping of all inmate property and maintain care for all persons in the custody of the Sheriff. This position may also perform basic administrative duties to arrange and coordinate the surrender and transfer to Tarrant County Texas of individuals accused or convicted of offenses outside the territory of the asylum state and within the territorial jurisdiction of Texas. This position description applies to all TCSO Detention Officer positions and functions.

RETENTION PAY (\$\$\$) AVAILABLE FOR TARRANT COUNTY EMPLOYEES

Full-time employees: May be eligible to earn up to 3 retention payments in 2022 totaling \$4,900 (\$1,000 on August 5th and September 16th, and \$2,900 on December 9th.)

Note: *Employees must be employed on each payment date to be eligible.*

Part-time and Substitute employees: May be eligible to earn up to 3 retention payments in 2022 totaling \$1,000 (\$250 on August 5th and September 16th, and \$500 on December 9th.)

Note: *To be eligible, part-time and substitute employees must work an average of 16 hours in*

specific months preceding the payment dates and be employed on each payment date to be eligible.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs required duties in all areas of assigned responsibilities
2. Maintains physical fitness required to perform essential job duties
3. Must immediately respond to emergency situations and routine drills
4. Must use reasonable force when necessary to prevent a direct threat to the health and safety of individuals in jail facilities
5. Supervises inmate feeding and monitors those with special dietary needs
6. Supervises the cleaning of jail housing area
7. Supervises inmate movement within the facility
8. Distributes mail, hygiene items and approved items to inmates
9. Supervises inmate recreational activities
10. Must be able to effectively utilize emergency equipment including all fire and emergency medical equipment (e.g., air packs, fire extinguisher, fire hoses, medical back boards, etc.)
11. Must work shift assigned
12. Enforces all applied rules and regulations of given position
13. Remains current on all departmental and bureau policies and procedures. Ensures that these policies are followed and applied
14. Handles volatile situations quickly, responsively and professionally
15. Maintains control and custody of inmates during tour of duty
16. Maintains safety and security of facilities assigned
17. Completes mandatory paperwork relating to the custody and care of inmates
18. Produces legal documents required in daily performance of duties
19. Conducts security checks as required
20. Attends and completes all training required by statute or TCOLE to maintain required certification(s) and (licenses).
21. Performs all other related duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS - For this position the following skills and abilities must be demonstrated by a level of proficiency or achieved within a normal and customary time period:

1. Must have good interpersonal and public relations skills.
2. Experience or training in public speaking desirable.
3. Must be able to understand, interpret and properly apply court orders, relevant State statutes and administrative rules including the Jail Standards, and other policies and procedures required to perform essential job duties of the position assigned.
4. Must be able to prepare official documents required to perform assigned functions including but not limited to forms, affidavits, incident reports, and inmate processing documents.
5. Must be proficient in the use of defensive tactics requiring physical force including the use of intermediate impact weapons and firearms if required.

KNOWLEDGE – For this position the following knowledge is required to perform essential job functions relevant to assigned positions:

1. Must have the ability to obtain a working knowledge of the Jail Standards and other State statutes required in the performance of duties.
2. Must have the ability to obtain a working knowledge of applicable County policies including but not limited to TCSD Civil Service Rules, the Tarrant County Employee Handbook, TCSO policies and Confinement Standard Operating Procedures.
3. Must have the ability to obtain a working knowledge of department organization and functions.
4. Must have the ability to obtain a working knowledge needed to use basic word processing software and County and Jail information systems

ABILITIES – For this position the following demonstrated abilities are required to effectively perform essential job functions:

1. Ability to control emotions and focus on professional duties and obligations in all circumstances regardless of provocations or stresses encountered.
2. Ability to communicate necessary information to others in a calm, clear, dispassionate and purposeful speaking voice in all circumstances.
3. Ability to create accurate, clear, concise, comprehensive, relevant and grammatically correct reports.
4. Ability to work with employees and citizens from diverse population groups to meet Department mission and serve public interest.
5. Ability to focus personal efforts and participate in team efforts toward continuous performance improvement.
6. Ability to actively seek opportunities to increase and improve knowledge, skills, and abilities needed to improve personal performance
7. Ability to actively listen by aggressively practicing good listening techniques.
8. Ability to use interpersonal skills to foster positive working relationships with team members (peers, supervisors, and other providers) required to provide superior services in the public interest.
9. Ability to take appropriate action to accomplish assigned duties and accept accountability for outcomes.
10. Ability to use appropriate physical force when imminently necessary to prevent death or serious bodily injury to others or self.

MINIMUM REQUIREMENTS

High school diploma or GED. Minimum 18 years of age. Must obtain Jailer License within one (1) year. Must possess a valid driver license and obtain a Texas license within 30 days of hiring. Must be a U.S. Citizen.

PHYSICAL DEMANDS AND WORK ENVIRONMENT & OTHER REQUIREMENTS

While performing the duties of this position, the incumbent is regularly required to stand frequently, sit, twist the upper body, lift, stoop, walk, run on occasion, and strenuously climb stairs or ladders. Must be able to exert physical force when necessary and don an air pack. May be exposed to extreme noise levels. Occasional exposure to communicable diseases. Possible riots and escape. Subjected to verbal and physical abuse. Must be willing to work overtime, weekends, holidays, rotating shifts, evenings and nights.

There is exposure to household type cleaning agents (such as diluted bleach, alcohol based window cleaner, chlorine based cleanser); and occasional exposure to pesticides. There is occasional exposure to inmate control devices that emit pepper agents via aerosol spray, gel or foam. There is the potential of exposure to toxic smoke.

SPECIAL ADA PHYSICAL STATEMENT:

Applicants must demonstrate distant and near vision of 20/30 corrected or uncorrected in each eye and must be able to read typewritten material with or without glasses. Must be able to see without glasses (with or without the use of contact lenses) in order to wear an air mask and in order to be able to see to defend themselves and others; applicants with uncorrected vision worse than 20/100 (Snellen) must wear contact lens while working. Must be able to distinguish basic colors (without the use of x-chrome lenses). Must be able to hear the conversational voice, with or without the use of hearing aid. Must be able to lift an approximately 40 lb Self Contained

Breathing Apparatus for emergencies during fires and must be able to partially lift and drag an average weight person of approximately 185 lbs, a distance of 75 feet for the evacuation of individuals unable to assist themselves during emergencies. Must be able to physically restrain hostile and combative subjects; must be physically able to participate in defensive tactics training and annual refresher training; must be able to work any shift; and must be able to communicate in clear English during emergencies.

The Texas Occupations Code Chapter 1701, [Texas Occupations Code Section 1701.306 - Psychological and Physical Examination \(public.law\)](#) CTION 1701.306. PSYCHOLOGICAL AND PHYSICAL EXAMINATION, and the Texas Commission on Law Enforcement Standards and Education, requires that applicants must be certified as medically and psychologically fit to perform the duties of peace officer when appointed; and at any time during employment when circumstances justify re-examination of a peace officer's medical or psychological fitness for duty.

The duties of this position require courteous and tactful contact with the public as well as incarcerated persons. Incumbent may be required to work under trying conditions during emergency situations for hours without relief and may be required to make instantaneous decisions regarding the use of force including deadly force therefore, emotional and mental stability is essential. This position requires a high physical level of physical ability. Confinement Professionals must be capable of performing all essential and emergency duties of the job assignment with or without reasonable accommodation that does not impair a business necessity or impose an undue business hardship and without presenting a direct threat to the safety of the employee or others. Inability to use emergency equipment or physically restrain inmates poses a serious danger to the public and co-workers and adversely impacts operational objectives.

Tarrant County will conduct background checks that will include a criminal background check and may include credit reports, motor vehicle records, employment records, educational attainment, or additional State or Federal legal requirements.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.tarrantcounty.com>

OR

100 E. Weatherford Suite 301,
Fort Worth, TX 76196-0105

EXAM #08365
DETENTION OFFICER - (SHERIFF)
RN

DETENTION OFFICER - (Sheriff) Supplemental Questionnaire

- * 1. Are you a citizen of the United States?
 Yes No

- * 2. Are you at least 18 years of age?
 Yes No

- * 3. Do you have a High School Diploma, GED, or higher level of education?
 Yes No

- * 4. Are you willing to work overtime, weekends, rotating shifts, evenings, nights and holidays?
 Yes No

- * 5. If referred to apply for this position by a Tarrant County employee, please provide the

name of the employee.

- * 6. If a mobile number is provided, we may text you information about your application. Do you consent to receive SMS/Text job related information and updates on the status of your application? Once you consent to receive job related text messaging, you may reply STOP to opt-out of the service. We will only send you important job-related information and updates on the status of your application. Tarrant County does not charge to send or receive text messages as part of our application process. However, messages and data rates may apply. Please consult with your wireless carrier for applicable text messaging fees.

Yes No

* Required Question