



KLEBERG COUNTY SHERIFF'S OFFICE

JOB TITLE: Detention Officer
DIVISION: Detention
SECTION: Detention

STARTING PAY: \$20.60

A. REPORTING RELATIONSHIPS

- Reports directly to: Detention Sergeant
- Also works with:
 - Internal: Classification, work release, business, Data Processing and Records Clerks; Grievance Staff, Sheriff's Department, Support and Security staff.
 - External: Outside Law Enforcement Agencies, Parole/Probation, Public visitors and outside contractors
- 3. Directly Supervises: None

B. PRINCIPAL DUTIES AND RESPONSIBILITIES

- Supervising, securing, controlling and caring of inmates in the Detention Center in accordance with established policies, regulations and procedures designed for the jail.
- Observing conduct and behavior of inmates to prevent disturbances and escapes. Inspecting all areas of assigned work areas. Maintaining direct contact with inmates in order to provide prompt resolution to their problems. Supervising and maintaining housekeeping procedures established by facility policies and procedures.
- Continual training and flexibility to adapt to various duty assignments.
- Writing detailed reports in regards to incidents and/or events within the facility.
- Employing force to maintain discipline and order among inmates when necessary. Ability to use firearms
- Perform all other duties and responsibilities assigned to him by the Detention, Sergeant, Lieutenant, Jail Administrator, Chief Deputy and/or Sheriff.

C. QUALIFICATIONS/DIMENSIONS

- Education: High School Diploma or GED equivalent
- Experience: in related field desired.
- Certification: TCLEOSE Jailer's Certification.
Must have passed all requirements for State Certification in order to qualify for a State Law Enforcement license.
- Number Directly Supervises: None
- Working Conditions: Exposure to jail environment, including contact With adult inmates with the contagious diseases. Individual is exposed to the definite risk of bodily injury and hazardous conditions. Work in air-conditioned space.

Applicant Signature

Date