



<b>DATE</b>	September 2017
<b>JOB CODE</b>	
<b>FLSA</b>	NON-EXEMPT
<b>EEO</b>	

JOB TITLE: Detention/Jail Compliance Officer  
 DEPARTMENT/DIVISION: Police  
 REPORTS TO: Detention Supervisor (while performing normal detention duties)  
 Detention Center Manager (while performing compliance duties)

**SUMMARY:** Responsible for providing care and custody of detainees to include booking, finger printing, videotaping, conducting DWI blood draws, and testifying in court. When not conducting routine Detention Officer duties, will review internal compliance standards based on training and oversight provided by the Detention Center Manager. Work is performed with limited supervision.

**ESSENTIAL JOB FUNCTIONS:**

- Prepares and maintains legal documents and files on prisoners detained in the City jail, which includes: initiating booking procedures; gathering a variety of intake information on prisoners, including medical histories; inputting charges into applicable database; preparing paperwork for submittal to the Judge; photographing and fingerprinting prisoners; performing DWI Blood Draws; running criminal histories; providing Officers with warrant information; searching prisoners; and/or, performing other related activities.
- Supervises the behavior of prisoners in holding and jail cells, ensuring the safety and security of the jail.
- Performs a variety of activities in support of jail house operations, which may include: washing and issuing blankets, shoes, and mats; preparing simple meals for prisoners; escorting prisoners to arraignment proceedings before the Judge; monitoring cameras; answering telephones; and/or, performing other related activities.
- Performs a variety of administrative support activities, which may include: maintaining a variety of records and logs; answering telephones; monitoring video surveillance; maintaining the cash drawer; reconciling cash; maintaining the entry and exit of the jail area; providing customer service at the public window; accepting money for bond payments; completing bond forms; sending teletypes to external agencies; and/or, performing other related activities.
- Provides testimony during court hearings as required.
- Achieve and maintain a Texas Notary Public certification.
- Collaborates with and assists the Detention Center Manager in maintaining Jail standards for compliance purposes.
- Serves as a Liaison to Immigration Officials when necessary.
- Conducts fire safety examinations to ensure fire codes are met.
- Reports safety violations and assist in the planning of future policies and rules as they apply to the safety of staff, inmates, and the institution.
- Performs sanitation inspections of jail areas as directed and assists in addressing deficiencies by delegating responsibilities.
- Assist the Detention Center Manager in performing audits to include properly completed

- governmental records and documents.
- Conducts inventory checks for jail supplies to include food, cleaning, hygiene, and blood draw supplies.
- Assist the Detention Center Manager in maintaining training manuals for new employees.
- Assist the Detention Center Manager in scheduling training and maintaining a training plan for Detention Officers.
- Collaborates with the Detention Center Manager in response to jail audits or inspections and participates in the planning and implementation of new policies as directed.
- Performs other duties as assigned.

**SUPERVISORY/BUDGET RESPONSIBILITIES:**

- None.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of customer service principles;
- Knowledge of recordkeeping principles and practices;  
Knowledge of filing techniques;
- Skilled in handling multiple tasks simultaneously;  
Skilled in operating modern office equipment;  
Skilled in mitigating hostile situations;
- Skilled in keyboarding;
- Skilled in handling cash;
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures;
- Skilled in maintaining sensitive and confidential information;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.
- Skilled in communicating effectively with a variety of individuals.
- Skilled in physically restraining prisoners who may be resisting using proper techniques
- Skilled in conflict management and de-escalation techniques

**MINIMUM QUALIFICATIONS:**

- High School Diploma or G.E.D.
- One year of related correctional/jailer/security experience.
- Must obtain CPR, First Aid, Blood Draw Certification, NCIC/TCIC Certifications, and successfully complete TCOLE Detention Officer training within 12 months of employment.
- Must successfully complete On the Job Detention Officer Training.
- Must be able to work twelve (12) hour shifts including evenings and weekends

**WORKING CONDITIONS:**

- Frequent balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, smelling, and manual dexterity.
- Occasional lifting and carrying of over 100 pounds.
- Work is typically performed in a jail setting.

- Exposure to fumes, airborne particles, infectious diseases, criminal suspects, and prison inmates.

**CONDITIONS OF EMPLOYMENT:**

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.
- Must pass a physical examination.
- Must pass a psychological examination.
- Must pass a polygraph examination.