



## **JOB DESCRIPTION:**

### **DETENTION OFFICER / GILLESPIE COUNTY JAIL**

**Summary** This position oversees and maintains custody, care and control of inmates or detainees of a facility, while enforcing the rules, regulations, policies and procedures set forth by the Texas Commission on Jail Standards and the Gillespie County Sheriff's Office.

#### **Primary Duties and Responsibilities**

- ☑ Oversees and monitors the activities of the inmates or detainees in living areas, recreation activities areas, dining areas and visitation areas.
- ☑ Coordinates and monitors inmates or detainee movements, conducts counts, and provides emergency response as needed.
- ☑ May be assigned to various posts including, but not limited to, the control room, perimeter security, transportation, work details, reception, intake, etc., as required by management.
- ☑ Provides security in program activities.
- ☑ Conducts shakedowns for contraband materials, either individually or as part of a team. Confiscates contraband in accordance to agency policies and procedures.
- ☑ Initiates disciplinary reports on inmates or detainees.
- ☑ Prepares reports and maintains daily logs as required.
- ☑ Ensures prompt and appropriate assistance to inmates or detainees in the event of injury, illness or trauma.
- ☑ Promotes facility cleanliness and reports need for maintenance or repairs.
- ☑ Completes training courses as required by facility training standards.
- ☑ Performs detention duties for any shift as defined by management.
- ☑ Performs other duties as assigned.

#### **Minimum Requirements**

- ☑ High school diploma or equivalent certification required.
- ☑ Possession of applicable state requisites for employment.
- ☑ Ability to work overtime as required.
- ☑ Ability to handle physical and mental stress associated with working extended hours.
- ☑ Must be able to regularly report to work without being late.
- ☑ Ability to be physically alert on any shift that is assigned.
- ☑ Work experience in a correctional setting preferred, but not required.
- ☑ May be required to possess a valid state driver's license.
- ☑ Must be mature, flexible, and able to command the respect and confidence of inmates or detainees and staff, philosophically committed to the objectives of the facility and possess a high tolerance to mental stress.

If you are interested in applying, please complete an application (also available on this website) and drop off at the Gillespie County Jail, Attn: Capt. John Robinson – 104 Industrial Loop, Fredericksburg, Texas 78624