

JAIL CAPTAIN JOB POSTING

Starting Pay: \$24.04-\$27.05/hour; \$50,003-\$56,264/year base pay, DOQ

General Summary:

This position will plan, direct, and control activities of the County Jail, and the employees assigned to the Jail Division, as delegated by the Chief Deputy. The Jail Division employees include booking, jail floor staff, transport deputies, bailiffs, road crew deputy, TDCJ Coordinator, warrant clerks and maintenance staff. Supervises all delegated activities and personnel in the division, including employee evaluations and recommendations on hiring, promotions, negotiations, discipline, and termination. Oversees inmates, ensures their safety and wellbeing to include, ensuring that inmate housing standards are met. Will work varied shifts as necessary.

Duties & Responsibilities:

- Plans, organizes, and supervises assigned division(s) within the Sheriff's Office
- Writes, reviews and recommends policies; participates in all internal and external audits.
- Reviews and ensures all booking procedures are in compliance with department and Texas Jail Standards Commission policies and procedures.
- Receives and investigates complaints and recommends appropriate action.
- Evaluates the work product of subordinate personnel; coaches and counsel's employees; coordinates training and ensures required training is provided and maintained; imparts disciplinary action and recommends promotions.
- Ensures subordinates conform to and attain the goals and objectives established by the division and the agency as a whole.
- Assigns and schedules personnel to division activities; assists with applicant review process; background investigations, and arranges for polygraph tests.
- Interprets personnel policies and regulations for employees, if needed.
- Maintains personnel files, medical files, and disciplinary files for the division.
- Assists with and oversees procurement of service, supplies, materials and equipment.
- Coordinates the maintenance of vehicles and monitors vehicle assignments.
- Assists the Chief Deputy and/or Sheriff with special projects as needed.

Minimum Qualifications:

- Must be at least 21 years of age at date of hire;
- High School Diploma or GED is required; a Bachelor's degree in Corrections, Criminal Justice or a related field is preferred;
- Intermediate TCOLE Jailer certification is the minimum requirement; Master certification is preferable;

- Must have completed, or will complete within six (6) months of hire date, the Jail Administrator's Certification.
- Have, or ability to obtain, a valid Texas driver's license;
- Good driving record;
- Must be of good moral character;
- Must have at least 48 months of experience in a jail setting, with progressive supervisory experience, of at least 36 months, over the course of career (at HCSO or with an agency the same size or larger).
- Must pass a thorough background investigation to include an oral review board, psychological exam, polygraph test, and medical exam/drug screen.

Special Requirements/Knowledge, Skills & Abilities:

- Considerable knowledge of routine police procedures;
- Considerable knowledge of modern jail practices, laws related to the jail and inmate rights.
- Ability to obtain information through interview and interrogations;
- Ability to speak and write clearly and effectively as well as prepare complex written and/or oral directives
- Good general intelligence and emotional stability;
- Make independent judgments and adopt quick, effective, and responsible courses of action at any time;
- Effectively represent the Sheriff's Office in contacts with the public and other law enforcement agencies;
- Ability to develop and apply supervisory skills in a professional manner;
- Knowledge, ability and willingness to document and implement employee discipline and commendation;
- Possess and maintain a cooperative and positive attitude;
- Required to work overtime as needed— may include weekends and evenings;
- Required to be bondable under the Sheriff's Official Bond;
- Required to participate in continuing education courses.
- Performs other related duties as required/assigned.

Physical Demands & Work Environment:

- Must be able to perform defense tactics against individuals. Frequent contact with hostile/combative people. Requires one or more of the following: prolonged sitting, standing, walking, running, ascending and descending of both interior and exterior stairs. Must be able to work varied days and shift schedules, to include weekends and holidays. Potential exposure to odors, fragrances and communicable diseases.

- Frequently required to talk, hear, see, sit, stand, kneel, climb, feel, use fingers to handle and arms to reach and carry. Required to lift up to 15 pounds regularly and up to 50 pounds occasionally. Specific vision required by this position includes up close and distance.
- This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific divisional tasks.