

HIDALGO COUNTY

Sheriff's Department

CAPTAIN

SUMMARY:

Provides corrections services involving the health safety and security of inmates and the public in a county corrections facility or program. Monitors prisoners' activities and maintain necessary records.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensures the day to day operations of the Hidalgo County Sheriff's Department Detention Facility in accordance with State of Texas Commission on Jail Standards and all other applicable State and Federal laws;
- Ensures the proper booking, classification, transfer, transport, and release of inmates with attention to the health and safety of the inmates, officers, and the public are conducted properly;
- Ensures that all officials papers and documents are checked and processed correctly;
- Ensures that safety inspections i.e., fire exits, fire extinguishers, are conducted;
- Ensures that informal counseling is provided to inmates;
- Ensures that inmates receive proper medical attention;
- Ensures that crisis situations such as fights and medical emergencies are handled correctly;
- Ensures that head counts are conducted;
- Ensures that proper action is taken to alleviate jail overcrowding;
- Ensures that a complete inventory of all jail equipment is maintained;
- Ensures that new officers receive proper training;
- Ensures that inmates are transported to the courthouse for hearings and transportation of inmates to other local, state, and federal penal institutions;
- Ensures that inmate property is properly cared for;
- Ensures that church services, G.E.D. classes, substance abuse classes, and fire drills, are properly organized;
- Ensures that inmate recreational functions are carried out;
- Regular attendance is a must.
- Ability to work well with others.

ADMINISTRATIVE DUTIES

- Conceive and prepare statistical information for the detention division and department related concerns, functions, or activities;
- Make formal presentations to governmental boards as required;

- Prepare for consideration any new policy or change in current policy for the improved operation of criminal enforcement and/or detention facility;
- Ensure proper maintenance to the detention facility equipment, buildings and grounds;
- Perform such other duties as may be assigned.

SUPERVISORY RESPONSIBILITIES

- Will supervise those lieutenants, sergeants, deputy sheriffs, detention officers/matrons, and civilian personnel that have been placed in his/her charge.
- Will ensure that subordinate personnel in his/her charge carry out day to day duties as defined by job descriptions, level of responsibilities, department goals, and applicable federal and state law.
- Shall report both orally and in written form, poor job performance, violations of department policy, and violations of federal and state laws involving any subordinate or officer of same or higher rank, through established chain of command.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities;

EDUCATION and/or EXPERIENCE

- High School Diploma or GED;
- College degree or college transcript of hours earned.
- Bilingual is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

- A current Peace Officer license from the Texas Commission on Law Enforcement Officers Standards and Education;
- At time of employment, a Basic Jailer Certification form the Texas Commission on Law Enforcement Officers Standards and Education;
- Employee must have a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's Insurance carrier;

OTHER SKILLS AND ABILITIES

- Ability to understand and follow written and oral instructions, departmental policy, rules, regulations and laws;
- Ability to establish and maintain effective working relationships with other county employees and officials, law enforcement agencies and the general public;
- Ability to analyze situation and adopt a quick, effective and reasonable course of action;
- Ability to write clear and concise reports and to maintain complete records as required;
- Ability to learn the use and care of vehicles, firearms and specialized equipment;
- Ability to communicate effectively orally and in writing;

- Good physical condition.
- Ability to solve basic mathematic problems involving addition, subtraction, multiplication and division;
- Ability to use decimals and percentages in solving such problems.
- Ability to speak, read and write in the English language;
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals;
- Ability to write routine reports and correspondence;
- Ability to speak effectively before groups of employees or organizations;
- Ability to also speak and write in Spanish preferred.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job;

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel;

The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds and, in emergency situations, lift persons with body weight ranging from 100 to 250 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee utilizes all visual abilities to keep and maintain control of the inmates.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;

While performing the duties of this job, the employee regularly works in various types of outside weather conditions. The employee occasionally works near moving mechanical parts; in high precarious places; with explosives; and is occasionally exposed to fumes or airborne particles, and toxic or caustic chemicals, and risk of electrical chock.

The noise level in the work environment is usually moderate;

SAFETY REQUIREMENTS:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time;
- operating assigned equipment;

Maintain mental capacity which permits:

- making sound decisions and using good judgment;
- handling financial affairs effectively and honestly
- maintaining confidentiality;
- demonstrating intellectual capabilities;

Effectively handle a work environment and conditions which involve:

- working closely with others;
- working in a multi-task environment;

Maintain effective audio-visual discrimination and perception needed for:

- making observations;
- reading and writing;
- operating assigned equipment;
- communicating with others;

ACCIDENT PREVENTION PROGRAM:

Required to follow all department's safety regulations;