



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **SHERIFF'S OFFICE Substation** DATE: **5/6/2013**

*(Jail) oc*  
*280 = 039*  
*002*

CURRENT POSITION TITLE: \_\_\_\_\_ CURRENT SLOT #: ~~0001~~ to ~~0005~~

REQUESTED POSITION TITLE: **SERGEANT - 5 POSITIONS (ADULT DETENTION)** ~~0005~~



**REQUEST FOR:**

*0401 to 0405*

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

\* Civil Service Positions are submitted to the Civil Service Commission.

**POSITION SALARY REQUEST:**

Salary Amount:

\$ 0.00      \$ 42,076.00      \$ 42,076.00 *x 5*

Current G&S/ Budgeted Salary      Proposed G&S/ Budgeted Salary      Net Change

*\$210,380.00*

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds

Other \_\_\_\_\_

**POSITION Type:**

Full Time Employee Object 113     Part Time Employee Object 114     \_\_\_\_\_  
Enter hourly rate for temp. positions

Full Time Employee Object 121     Part Time Temporary Object 122     \$ \_\_\_\_\_  
Hourly Rate \*2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:** N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:      FLSA:

Exempt          Exempt   

Non-Exempt          Non-Exempt   

N/A   

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

**THESE POSITIONS ARE ESSENTIAL TO STAFF THE EAST SIDE SUBSTATION.**

**NEW POSITION:** Brief job description and attach a copy of the new job description.

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**POSITION RECLASSIFICATION:** Explain change and/or increase in duties and responsibility. (Attach new job description)

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**COMMENTS:** (Any comments you wish to make regarding this request)

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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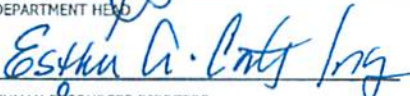

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.		<u>5-4-13</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
	DEPARTMENT HEAD				
2.		<u>5-8-13</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR				
3.		<u>05/10/2013</u> Date	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT				
4.					
	COMMISSIONERS' COURT APPROVAL	Date			

# HIDALGO COUNTY SHERIFF'S OFFICE

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**Job Title: SERGEANT** **FLSA Status: Non-Exempt**

**Department: 280-002** **Civil Service Status: Non-Exempt**

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## **SUMMARY:**

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

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- May book, classify, transfer, transport and release inmates with attention to the health, safety and security of other officers, inmates and the public;
- Conducts inspection, shakedown and inmates searches. Does physical check of inmates and public.
- Completes , checks and processes official papers and documents;
- Conducts safety inspections and inspections of fire exits and equipment;
- Provides informal counseling to inmates;
- Assists medical staff with distribution of medications to inmates;
- Intervenes and resolves crisis situations such as fights and medical emergencies;
- Conducts head count of inmates;
- Counts and inventories all keys and equipment from previous shift;
- Serves or supervises the serving of meals to inmates;
- May be assigned to conduct recreational programs for inmates;
- May be assigned to train new officers in procedural aspects of job;
- May be assigned to transportation and court security duties, including transportation of inmates to other local, state and federal penal institutions;
- May confiscate, inventory and store property from new inmates and release property to outgoing prisoners;
- May response to inmate request forms;
- May be involved in inmate recreational activity programs;
- May be involved in organizing church services, GED classes, substances abuse classes and fire drills;
- Handles and cares for dogs involved in narcotics investigations;
- Regular attendance is a must
- Ability to work well with others

## **SUPERVISORY RESPONSIBILITIES**

- Will supervise those officers, matrons, secretaries, cooks, maintenance personnel, medical personnel, and others 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 are representative of the knowledge, skill, and/or ability required. Must complete and pass a written examination, oral interview, background investigation, and other tests announced in the application process. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

- High school diploma or GED
- Two (2) years experience in law enforcement related work immediately preceding the date of application;
- Application for employment should reflect any increases in responsibilities during the previous or current employment.
- Bilingual is preferred.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- A current valid basic certification as a jailer from the Texas Commission on Law Enforcement Officer Standard and Education;
- Must have a current valid Texas operator's driver's license.
- Must be able to be insured by the County's insurance carrier.

## **OTHER SKILLS AND ABILITIES**

- Knowledge of laws, departmental policies, rules, regulations instructions and correctional literature regarding the custody of persons;
- Ability to meet established physical standards;
- Ability to establish and maintain effective working relationships with other county employees and officials, inmates and the public.

- 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 people or organization;
- 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 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 stand, walk, talk and hear. The employee is required to sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch or crawl. Employee subdues and restrains uncooperative inmates, runs, climbs stairs, pushes heavy doors, handles and distributes heavy food/drink containers.

The employee must regularly lift and/or move up to ten (10) pounds, occasionally lift and/or move up to twenty-five (25) pounds, and in emergency situations, lift inmates 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 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 frequently works near moving mechanical parts such as the doors and gates throughout the prison. The employee is occasionally exposed to fumes and airborne particles. The risk of electrical shock is present because of the large amount of electrical equipment which the officer encounters during the shift. The employee may be required to

work outdoors or in areas where temperatures could exceed 100 degrees Fahrenheit or below 0 degrees Fahrenheit.

The noise level in the work environment ranges from moderate to loud. It is dependent on the activities and demeanor of the inmates.

## **SAFETY REQUIREMENTS**

Maintain physical conditions 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
- 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**

Require to follow all departments' safety regulations



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **SHERIFF'S OFFICE** *(Jail) Substation oc* DATE: **5/6/2013**

CURRENT POSITION TITLE: *280-D39 002* CURRENT SLOT #: *0006 to 0023 oc*

REQUESTED POSITION TITLE: **DETENTION OFFICER - 18 POSITIONS**



**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

\* Civil Service Positions are submitted to the Civil Service Commission.

**POSITION SALARY REQUEST:**

Salary Amount:

\$ 0.00    Current G&S/ Budgeted Salary    \$ 31,364.00    Proposed G&S/ Budgeted Salary    \$ 31,364.00 x 18    Net Change  
**\$ 564,552.00**

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Other \_\_\_\_\_

**POSITION Type:**

Full Time Employee Object 113     Part Time Employee Object 114     \_\_\_\_\_  
Enter hourly rate for temp. positions

Full Time Employee Object 121     Part Time Temporary Object 122     \$ \_\_\_\_\_  
Hourly Rate "2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:** N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

**CIVIL SERVICE:** Exempt  Non-Exempt  N/A

**FLSA:** Exempt  Non-Exempt

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

**THESE POSITIONS ARE ESSENTIAL TO STAFF THE EAST SIDE SUBSTATION.**

**NEW POSITION:** Brief job description and attach a copy of the new job description.

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**POSITION RECLASSIFICATION:** Explain change and/or increase in duties and responsibility. (Attach new job description)

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**COMMENTS:** (Any comments you wish to make regarding this request)

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.		<u>5-11-13</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
	DEPARTMENT HEAD				
2.		<u>5-8-13</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR				
3.		<u>05/10/2013</u> Date	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT				
4.					
	COMMISSIONERS' COURT APPROVAL	Date			

# HIDALGO COUNTY SHERIFF'S OFFICE

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**Job Title: Detention Officer**

**FLSA Status:**

**Non-Exempt**

**Department: 280-002**

**Civil Service Status: Non-Exempt**

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## **SUMMARY**

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

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- May book, classify, transfer, transport and/or release inmates with attention to the health, safety and security of other officers, inmates and the public;
- Conducts inspections, shakedown and inmate searches. Does physical check of inmates and the public;
- Completes, checks and processes official papers and documents;
- Provides informal counseling to inmates;
- Assists medical staff with distribution of medications to inmates;
- Intervenes and resolves crisis situations such as fights and medical emergencies;
- Conducts head counts of inmates;
- Conducts and inventories all keys and equipment from previous shift;
- Serves or supervises the serving meals to inmates;
- Supervises work performed by inmates;
- Assists with personal needs of inmates, such as telephone calls, mail, laundry, visits and commissary;
- Monitors and assists visitors and may maintain visitors' list;
- Keeps records of incidents and activities during shift;
- May be assigned to conduct recreational programs for inmates;
- May be assigned to train new officers in procedural aspects of the job;
- May be assigned to transportation and court security duties, including transportation of inmates to other local, state and federal penal institutions;
- May confiscate, inventory and store property from new inmates and release property to outgoing prisoners;
- May respond to inmate request forms;
- May be involved in organizing church services, GED classes, substance abuse classes and fire drills;
- Handles and cares for dogs involved in narcotics investigation;
- Regular attendance is a must.

- Ability to work well with others.

#### **SUPERVISORY RESPONSIBILITIES**

- None

#### **QUALIFICATIONS REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Must complete, and pass, a written examination, oral interview, background investigation, polygraph examination and other tests announced in the application process. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

- High school diploma or GED
- Bilingual is preferred.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Applicant must, at the time of appointment to the position, meet the minimum age requirement for Basic Certification as a jailer from the Texas Commission of Law Enforcement Officers Standards and Education;
- Applicant must, within one (1) year of appointment to the position, obtain and thereafter maintain a Basic Certification as a Jailer from the Texas Commission of Law Enforcement Standards and Education;
- Applicant must have a current valid Texas driver's license;
- Applicant must be able to be insured by the County's insurance carrier.

#### **OTHER SKILLS AND ABILITIES**

- Knowledge of laws, departmental policies, rules, regulations, instructions and correctional literature regarding the custody of persons;
- Ability to understand and follow oral instructions;
- Ability to write clear and concise reports and to maintain complete records as required.
- Ability to meet established physical standards;
- Ability to establish and maintain effective working relationships with other county employees and officials, inmates and the public.
- Employee may be assigned other duties in addition to those listed and duties may change according to changing needs of department.
- 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 English language;
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### **SAFETY REQUIREMENTS**

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- Sitting for extended periods of time
- Operating assigned equipment

**Maintain mental capacity which permits:**

- **Making sound decisions and using good judgment**
- **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 departments' safety regulations.**