

# HIDALGO COUNTY SHERIFF'S OFFICE

## **SERGEANT (PATROL)**

### **GENERAL DESCRIPTION**

May be assigned to patrol, narcotics, court processes or criminal investigation work. Depending on area to which assigned, may perform primarily undercover and surveillance work, patrol work, civil and criminal process serving or investigating work.

### **EXAMPLES OF WORK PERFORMED**

**Depending on the area of criminal enforcement to which assigned, may perform any of the following duties:**

Patrol an assigned area, generally by vehicle, to prevent crimes and enforce laws and regulations

Respond to emergency calls and routine complaints and take action as necessary

Issue traffic citations and direct traffic

Investigate traffic accidents and crimes against persons and property and assist federal, state and local law enforcement officials

Keeps records of activities and makes reports concerning crimes, complaints, accidents, and investigations

Files cases with district attorney or U.S. attorneys

Make lawful arrests for violation of laws for the State of Texas and local governments ordinance and/or resolution

Serve felony, misdemeanor and mental commitment warrants and make arrests

Serve court papers including writs, summons, subpoenas, capias, etc

Question witnesses and suspects and take statements

Assist other law enforcement agencies as needed

Meets with informants and conducts undercover narcotics investigations

Conducts background investigations on applications for law enforcements and correction positions

Gathers and labels evidence, takes photographs and fingerprints, guards and transports prisoners and testifies in court

May address and work with community groups to promote good public relations and to inform citizens of police activities and crime prevention

May be responsible for animal control, especially relating to cattle on roadways

Return persons who have been arrested in Hidalgo County to other locations in and out and out of state

Approved subordinates reports and insure subordinates complete their daily assigned duties

Regular attendance is a must

Ability to work with others

**SUPERVISORY RESPONSIBILITIES:**

Will supervise those investigations, deputy sheriffs, communication officer, 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 description, level of responsibilities; department goals, and applicable federal and state laws

Shall report both orally and in written form, poor job performance, violations of department policy, and violations of federal and state laws involving and subordinate or officer of same of higher rank, through established chain of command

**GENERAL QUALIFICATION GUIDELINES**

**Experience and Education**

Graduation from a high school or equivalent (GED)

Four (4) years experience as a Peace Officer immediately preceding the date of application

Applications for employee should reflect any increases in responsibilities during previous or current employment

Bilingual (Spanish and English) with ability to converse fluently in both languages

**Certificates, Licenses & Registration**

Applicant must possess a current Peace Officer Certification from the Texas Commission on Law Enforcement Officers Standards and Education

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by County's insurance carrier

**Knowledge, 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 situations 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 or in writing

Good physical condition

Ability to solve basic mathematical 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

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 standardizations exist

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 stand, walk, talk and hear. The employee frequently 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, climb 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 is usually moderate.

**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
- 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

# **HIDALGO COUNTY SHERIFF'S OFFICE**

## **DEPUTY SHERIFF**

### **GENERAL DESCRIPTION**

May be assigned to patrol, narcotics, civil process, warrants, courthouse security, criminal investigation or school policing. Depending on area to which assigned, may perform primarily undercover and surveillance work, patrol work, civil and criminal process serving or investigative work.

### **EXAMPLES OF WORK PERFORMED**

#### **Criminal Enforcement Division**

Depending on area to which assigned, may perform any of the following duties:

Patrol an assigned area, generally by vehicle, to prevent crimes and enforce laws and regulations

Respond to emergency calls and routine complaints and take action as necessary

Issue traffic citations and direct traffic

Investigate traffic accidents and crimes against persons and property and assist federal, state and local law enforcement officials

Keep records of activities and make reports concerning crimes, complaints, accidents and investigations

File cases with District Attorney or U.S. Attorney

Make lawful arrests for violations of laws for the State of Texas and local government ordinance and/or resolution

Serve felony, misdemeanor and mental commitment warrants and make arrests

Serve court papers including writs, summons, subpoenas, capias, etc.

Question witnesses and suspects and take statements and depositions

Assist other law enforcement agencies as needed

Perform surveillance of suspects and assigned locations

Meet with informants and conduct undercover narcotics work

Handle and care for dogs involved in narcotics investigations

Conduct background investigations on applicants for law enforcements and corrections positions

Serve as a bailiff in county and district courts

Gather and label evidence, take photographs and fingerprints, guard and transport prisoners and testify in court

May address and work with community groups to promote good public relations and to inform citizens of police activities and crime prevention

May be responsible for animal control, especially relating to cattle on roadways

Return persons who have been arrested to county in other locations in and out of state

Regular attendance is a must

Ability to work well with others

### **In School Policing**

Respond to emergency calls within the school assigned. Handle routine complaints and take action as necessary

Issue traffic citations and direct traffic

Investigate crimes against persons and property and assists federal, state and local law enforcement officials

Keep records of activities and makes reports concerning crimes, complaints, accidents and investigations

File cases with District Attorney, U.S. Attorney, or Hidalgo County juvenile authorities

Make lawful arrests for violations of laws for the State of Texas and local government ordinance and/or resolution

Serve felony, misdemeanor and mental commitment warrants and make arrests

Question witnesses and suspects and take statements

Assist other law enforcement agencies as needed

May handle and care for dogs involved in narcotics investigations

Gather and label evidence, take photographs and fingerprints, guard and transport prisoners and testify in court

May address and work with community and school groups to promote good public relations and to inform citizens, students, and school faculty of police activities and crime prevention

Will interact with students and school faculty on a daily basis

Will be involved in participating and providing security for school related activities and functions

Will coordinate with Deputy Sheriffs assigned to other schools, criminal enforcement division and other law enforcement agencies for their participating or providing security for school related functions and activities

Will report directly to the school assigned rather than the sheriff's department on a daily basis, unless otherwise instructed

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County Sheriff's department

### **SUPERVISORY RESPONSIBILITIES**

May be asked to oversee special details involving two or more officers

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

Graduation from a high school or equivalent (GED)

At least one (1) year of law enforcement related experience

Bilingual (Spanish and English) with ability to converse fluently in both languages

#### **Certificates, Licenses, & Registration**

Applicant must possess a current Basic Peace Officer Certification from the Texas Commission on Law Enforcement Officers Standard and Education

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

## **Knowledge, 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 situations 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

## **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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

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

The noise level in the work environment is usually moderate.

**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
- 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

# HIDALGO COUNTY SHERIFF'S OFFICE

## LIEUTENANT

### GENERAL DESCRIPTION

Provides corrections service 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.

### EXAMPLES OF WORK PERFORMED

Schedule subordinate personnel assigned to his/her charge and ensure that the following duties are being performed during his/her assigned working hours

Ensure that responsible subordinates book, classify, transfer, transport, and release inmates with attention to the health safety and security of other officers, inmates and the public

Ensure that responsible subordinates conduct inspections, shakedown and inmate searches; physical check of inmates and the public when necessary

Ensure that responsible subordinates check and process official papers and documents

Ensure that responsible subordinates conduct safety inspections and inspections of fire exits and equipment

Ensure that responsible subordinates provide informal counseling to inmates

Ensure that responsible subordinates assist medical staff with distributing medications to inmates

Intervenes and resolves situations such as fights and medical emergencies

Conducts head counts of inmates

Counts and inventories all keys and equipment from various shifts

Serves or supervises the serving of meals to inmates

May be assigned to train new officers in procedural aspects depending on their job descriptions

Ensures that inmates are transported to court. Courthouse security is provided when needed. Insures that inmates are transferred to other local, state, and federal penal institutions

Ensure that responsible subordinates confiscate, inventory, and store property from new inmates and release property to outgoing inmates

Ensure that responsible subordinates carry out recreational activities for the inmates

May respond to inmate request forms

May be involved in organizing church services, G.E.D. classes, substance abuse classes and fire drills

Regular attendance is a must

Ability to work well with others

**SUPERVISORY RESPONSIBILITIES:**

Will supervise those sergeants, officers, matrons, secretaries, cooks, maintenance personnel, medical personnel, and other that have been placed in hi/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 laws

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

**GENERAL QUALIFICATION GUIDELINES**

**Experience and Education**

Graduation from a high school or equivalent (GED)

Four (4) years experience in law enforcement related work immediately preceding the date of application, two (2) of which have been as a Certified Jailer or Peace Officer

At least one (1) year of the required four (4) years experience must have been as a supervisor of Peace Officers or Jailers

Bilingual (Spanish and English) with ability to converse fluently in both languages

**Certifications, Licenses, & Registration**

A current valid basic certification as a jailer from the Texas Commission of Law Enforcement Officers Standard and Education

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

**Knowledge, 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 apply managerial and supervisory techniques

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 involving 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 persons or employees of organization

Ability to speak and write in Spanish preferred

Ability to solve practical problems and deal with a priority of concrete variable in situations where only limited standardization exists

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form

**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 use hands to finger, handle or feel objects, tools or controls and talk and hear. The employee is required to stand, walk, reach with hands and arms. The employee is required to sit, climb or balance, run, jump, stoop, kneel, crouch or crawl. The employee may have to physically subdue and restrain uncooperative inmates. May have to run, climb stairs, push heavy doors, and handle and distribute 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 is usually moderate

#### **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
- 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

