

HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT / NUMBER: **SHERIFF'S OFFICE / 280** DATE: **1/2/2015**

CURRENT POSITION TITLE: **DIVISION COMMANDER** CURRENT SLOT #: **001-003**

REQUESTED POSITION TITLE: **DIVISION CHIEF**

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other TITLE CHANGE

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

POSITION SALARY REQUEST:

Salary Amount:

*clothing allow-
supplemental*

\$ <u>77,250.00</u> Current G&S/ Budgeted Salary	\$ <u>77,250.00</u> Proposed G&S/ Budgeted Salary	\$ <u>0.00</u> Net Change
\$ <u>500.00</u> Current G&S/ Budgeted Salary	\$ <u>500.00</u> Proposed G&S/ Budgeted Salary	\$ <u>0.00</u> Net Change
\$ <u>3,600.00</u> Current G&S/ Budgeted Salary	\$ <u>3,600.00</u> Proposed G&S/ Budgeted Salary	\$ <u>0.00</u> Net Change

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.)
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CIVIL SERVICE:
 Exempt
 FLSA: Exempt
 Non-Exempt
 Non-Exempt
 N/A



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **SHERIFF'S OFFICE /280**

DATE: **1/2/2015**

CURRENT POSITION TITLE: **DIVISION COMMANDER**

CURRENT SLOT #: **001-004**

REQUESTED POSITION TITLE: **DIVISION CHIEF**



REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other TITLE CHANGE

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

POSITION SALARY REQUEST:

Salary Amount:

	\$ <u>77,250.00</u>	\$ <u>77,250.00</u>	\$ <u>0.00</u>
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change
<i>clothing allow.</i>	\$ <u>500.00</u>	\$ <u>500.00</u>	\$ <u>0.00</u>
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change
<i>supplemental</i>	\$ <u>1,800.00</u>	\$ <u>1,800.00</u>	\$ <u>0.00</u>
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

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)

TITLE CHANGE

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

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u><i>[Signature]</i></u> DEPARTMENT HEAD	<u>1-5-15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u><i>Esther A. Cortez</i></u> HUMAN RESOURCES DIRECTOR	<u>01-07-15</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u><i>[Signature]</i></u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>01/14/2015</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____ COMMISSIONERS' COURT APPROVAL	_____ Date	_____	_____	_____



HIDALGO COUNTY

Personnel Adjustment Request Form

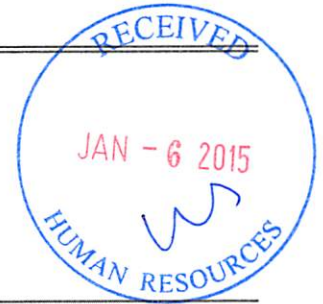
DEPARTMENT NAME/NUMBER: **SHERIFF'S OFFICE / 280**

DATE: **1/2/2015**

CURRENT POSITION TITLE: **DIVISION COMMANDER**

CURRENT SLOT #: **001-369**

REQUESTED POSITION TITLE: **DIVISION CHIEF**



REQUEST FOR:

New Position Temporary Position Position Reclassification* Other TITLE CHANGE

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

POSITION SALARY REQUEST:

Salary Amount:

	\$	<u>77,250.00</u>	\$	<u>77,250.00</u>	\$	<u>0.00</u>
		Current G&S/ Budgeted Salary		Proposed G&S/ Budgeted Salary		Net Change
<i>clothing allow.</i>	\$	<u>500.00</u>	\$	<u>500.00</u>	\$	<u>0.00</u>
		Current G&S/ Budgeted Salary		Proposed G&S/ Budgeted Salary		Net Change
<i>supplemental</i>	\$	<u>1,800.00</u>	\$	<u>1,800.00</u>	\$	<u>0.00</u>
		Current G&S/ Budgeted Salary		Proposed G&S/ Budgeted Salary		Net Change

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)

TITLE CHANGE

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

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u>Cheryl</u> DEPARTMENT HEAD	<u>1-5-15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Esther A. Cortez / jca</u> HUMAN RESOURCES DIRECTOR	<u>01-07-15</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>01/14/2015</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____ COMMISSIONERS' COURT APPROVAL	_____ Date	_____	_____	_____



HIDALGO COUNTY

Personnel Adjustment Request Form

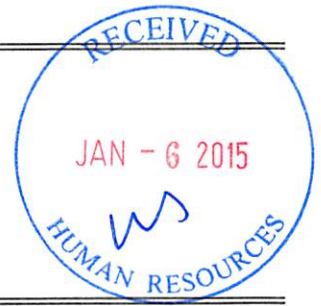
DEPARTMENT NAME/NUMBER: **SHERIFF'S OFFICE / 280**

DATE: **1/2/2015**

CURRENT POSITION TITLE: **DIVISION COMMANDER**

CURRENT SLOT #: **002-001**

REQUESTED POSITION TITLE: **DIVISION CHIEF**



REQUEST FOR:

New Position Temporary Position Position Reclassification* Other TITLE CHANGE

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

POSITION SALARY REQUEST:

Salary Amount:

	\$	<u>77,250.00</u>	\$	<u>77,250.00</u>	\$	<u>0.00</u>
		Current G&S/ Budgeted Salary		Proposed G&S/ Budgeted Salary		Net Change
<i>clothing allow</i>	\$	<u>500.00</u>	\$	<u>500.00</u>	\$	<u>0.00</u>
		Current G&S/ Budgeted Salary		Proposed G&S/ Budgeted Salary		Net Change
<i>supplemental</i>	\$	<u>1,800.00</u>	\$	<u>1,800.00</u>	\$	<u>0.00</u>
		Current G&S/ Budgeted Salary		Proposed G&S/ Budgeted Salary		Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
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POSITION Type:

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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)

TITLE CHANGE

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

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. <u>Cheryl Melj</u> DEPARTMENT HEAD	<u>1-5-15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
2. <u>Esther A. Cortez / spc</u> HUMAN RESOURCES DIRECTOR	<u>01-07-15</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
3. <u>Do J</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>01/24/2015</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
4. _____ COMMISSIONERS' COURT APPROVAL	_____ Date	_____	_____	_____	_____	_____

HIDALGO COUNTY SHERIFF'S OFFICE

DIVISION CHIEF (CRIMINAL ENFORCEMENT)

GENERAL DESCRIPTION

Will be assigned to Criminal Enforcement. Will supervise subordinate personnel who perform primarily undercover and surveillance work, patrol work, civil and criminal process serving, investigative work, records maintenance, or procurement and inventory.

EXAMPLES OF WORK PERFORMED

Depending on the area of the Sheriff's Department to which assigned, will be responsible for the administration and delegation of authority to ensure the correct and efficient performance of its supervisors and subordinate personnel in carrying out the following:

Criminal Enforcement:

Schedule working hours for subordinate personnel

Ensure that patrols of assigned areas (generally by vehicle, to prevent crimes and enforce laws and regulations) are carried out on a day to day basis

Ensure that response to emergency calls and routine complaints are performed and that the necessary action is taken

Ensure that traffic citations are issued and traffic safety is adhered to

Ensure that traffic accidents and crimes against persons and property are properly investigated and assist federal, state and local law enforcement officials

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

Ensure that cases with the District Attorney or U.S. Attorney are properly filed

Ensure that the lawful arrests for violations of laws for the State of Texas and local government ordinance and/or resolution are made when proper to do so

Ensure that felony, misdemeanor and mental commitment warrants and arrests are made

Ensure that court papers including, writs, summons, subpoenas, capias, etc., are served

Ensure that witnesses and suspects are questioned and proper statements or depositions are taken

Assist other law enforcement agencies as needed

Schedule the surveillance of suspects and assigned locations

Conduct background investigations on applicants for law enforcement and corrections positions;

Ensure that the proper procedures are followed when gathering and labeling evidence, taking photographs and fingerprints

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

Responsible for the extradition of prisoners

Approve subordinate's reports and insure subordinates complete their daily assigned duties

Regular attendance is a must.

Ability to work well with others

ADMINISTRATIVE DUTIES

Conceive and prepare statistical information for the criminal enforcement and/or 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

Ensure proper procedures are followed for the procurement of equipment and establishing proper inventory procedures

Ensure that all records and legal documents are properly documented, maintained and stored

Act on behalf of the Sheriff or Chief Deputy during their absence

SUPERVISORY RESPONSIBILITIES

Will supervise those captains, lieutenants, sergeants, investigators, deputy sheriffs, communication officers, 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

GENERAL QUALIFICATION GUIDELINES

Experience and Education.

High School diploma or GED

Ten years experience as a Peace Officer immediately preceding the date of application

Five (5) to eight (8) years of required experience as supervisor of peace officers

Two (2) years of administrative background

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

Certificates, Licenses, & Registration

Must possess a current Advanced Peace Officer license from Texas Commission on Law Enforcement Officers Standards and Education

Must possess a 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 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 instruction and procedure manuals

Ability to write routine reports and correspondence

Ability to speak effectively before groups of people and 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 occasionally 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 shock.

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
- maintaining confidentiality

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

DIVISION CHIEF (DETENTION)

GENERAL DESCRIPTION

Will be assigned to detention related work. Will supervise subordinate personnel who perform primarily detention security, prisoner transportation, jail records maintenance, medical staff, inmate food preparation, and building maintenance.

EXAMPLES OF WORK PERFORMED

Will be responsible for the administration and delegation of authority to ensure the correct and efficient performance of its supervisors and subordinate personnel in carrying out the following

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

Ensure that inspections, inmate and cell searches, physical check of inmates and the public are conducted properly

Ensure that all official papers and documents are checked and processed correctly

Ensure that safety inspections i.e., fire exits, fire extinguishers, are conducted

Ensure that informal counseling is provided to inmates

Ensure that inmates receive proper medical attention

Ensure that inmates are properly fed

Ensure that crisis situations such as fights and medical emergencies are handled correctly

Ensure that head counts are conducted

Ensure that proper action is taken to alleviate jail overcrowding

Ensure that a complete inventory of all jail equipment is maintained

Ensure that new officers receive proper training

Ensure that inmates are transported to the courthouse for hearings and transportation of inmates to other local, state, and federal penal institutions

Ensure that inmate property is properly cared for

Ensure that church services, G.E.D. classes, substance abuse classes, and fire drills, are properly organized

Ensure 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 the detention facility

Ensure proper maintenance to the detention facility equipment, buildings and grounds

Ensure proper procedures are followed for the procurement of equipment and establishing proper inventory procedures

Ensure that all records and legal documents are properly documented, maintained and stored

If assigned, will act on behalf of the Sheriff or Chief Deputy during their absence

Perform such other duties as may be assigned

SUPERVISORY RESPONSIBILITIES

Will supervise those captains, lieutenants, sergeants, investigators, 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.

GENERAL QUALIFICATION GUIDELINES

Experience and Education.

Graduation from a high school or equivalent (GED)

Two (2) years experience as a supervisor of detention officers/matrons prior to date of application

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

Certificates, Licenses, & Registration

A current Peace Officer license from the Texas Commission on Law Enforcement Officers Standards and Education

At time of employment, a Basic Jailer Certification from 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;

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 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 instruction and procedure manuals

Ability to write routine reports and correspondence

Ability to speak effectively before groups of people and 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 occasionally 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 shock.

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
- maintaining confidentiality

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 Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: SHERIFF'S OFFICE / 125-032

DATE: 1/6/2015

CURRENT POSITION TITLE: SECURITY SPECIALIST

CURRENT SLOT. #: 032-014

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other DELETE

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

POSITION SALARY REQUEST:

Salary Amount: \$ 32,769.00 \$ 0.00 \$ (32,769.00)
 Current Budgeted Salary Proposed Budgeted Salary Net Change

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 Part Time Employee _____
 Object 113 Object 114
 Full Time Temporary Part Time Temporary \$ _____
 Object 121 Object 122 Hourly Rate * 2,080 hrs. per year = Annual Salary

Enter hourly rate for temp. positions

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
CIVIL SERVICE:		FLSA:		
Exempt	<input type="checkbox"/>	Exempt	<input type="checkbox"/>	
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>	
N/A	<input type="checkbox"/>			

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

This position will be deleted to create a Detention Officer position under the Courthouse Security Account.



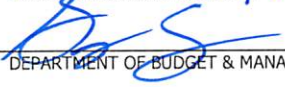
NEW POSITION: Brief job description and attach a copy of the new job description.

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|--|---------------------------|-----------------------------------|---|-----------------------------|
| 1. | 
DEPARTMENT HEAD | <u>1-7-15</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | 
HUMAN RESOURCES DIRECTOR | <u>01-08-15</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | <u>01/14/2015</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

- 4. COMMISSIONERS COURT APPROVAL
- 3. DEPARTMENT OF BUDGET & MANAGEMENT
- 2. HUMAN RESOURCES DIRECTOR
- 1. DEPARTMENT HEAD

Chimh
Esther A. Conroy, Jefe
 HUMAN RESOURCES DIRECTOR

DATE
 01-08-15
 DATE
 01/14/2015
 DATE

1-7-14
 SMC

FUNDING AVAILABLE IN DEPT. BUDGET YES NO

PERSONNEL PROCEDURES COMPLETED YES NO

BUDGET PROCEDURES COMPLETED YES NO

BUDGET & MANAGEMENT: Classification and Salary Recommendation

HUMAN RESOURCES: Classification and Salary Recommendation

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

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

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

HIDALGO COUNTY SHERIFF'S OFFICE

DETENTION OFFICER

GENERAL DESCRIPTION

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 maintains necessary records.

EXAMPLES OF WORK PERFORMED

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, shakedowns and inmate searches. Does physical check of inmates and the public

Completes, checks and processes official papers and documents

Conducts safety inspections and inspections of fire exists 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 counts of inmates

Conducts and inventories all keys and equipment from previous shift

Serves or supervises the serving of 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

Get along with others

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from a high school or equivalent (GED)

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

Certificates, Licenses, & Registration

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

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 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

Basic Mathematic Skills:

Ability to solve basic mathematic problems involving addition, subtraction, multiplication and division

Ability to use decimals and percentages in solving such problems

Language Skills:

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 and organizations

Ability to also speak and write in Spanish preferred

Reasoning Ability:

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 frequently required to stand, walk and talk or hear. The employee is occasionally 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 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 frequently works near moving mechanical parts such as doors and gates throughout the jail. The employee is occasionally exposed to fumes or airborne particles. The risk of electrical shock is present because of the large amount of electrical equipment which the employee 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/or 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
- 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