



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: SHERIFF'S OFFICE / 280-002 Jail PR

DATE: 3-3-2017

CURRENT POSITION TITLE:

CURRENT SLOT. #: 002-436/002-437
002-438/002-439

REQUESTED POSITION TITLE: DETENTION FIRST LIEUTENANT
(For new positions or reclassifications)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ _____ \$ 4 X 54,343.00 \$ 4X54,343.00 = 217,372.00
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 Funded for deleted positions (to be determined upon completion of the selection process).

POSITION Type:

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

TEMPORARY POSITIONS:

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)

Re-organization of personnel, funded for deleted positions (to be determined upon completion of the selection process).



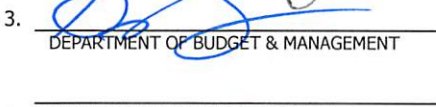
NEW POSITION: Brief job description and attach a copy of the new job description.

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>3/3/17</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>3/6/17</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>3/6/17</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			


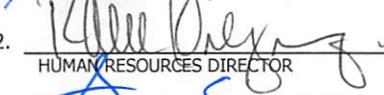

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HIDALGO COUNTY SHERIFF'S OFFICE

FIRST LIEUTENANT

GENERAL DESCRIPTION

Will be assigned to the Detention Division. Will supervise subordinate personnel who perform correction service involving the health, safety and security of inmates and the public in a County corrections facility or program. Monitors activities and maintain records.

EXAMPLES OF WORK PERFORMED

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

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

Ensures that all official 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 new officers receive proper training

Ensures that inmates are transported to the courthouse for hearing 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 requires

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

Perform such other duties as may be assigned

SUPERVISORY RESPONSIBILITIES:

Will supervise those lieutenants, sergeants, investigators, deputy sheriffs, detention officers/matron, 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)

Bilingual is preferred

Certifications, Licenses, & Registration

Eight (8) years' experience in law enforcement related work in a Jail setting with the Hidalgo County Sheriff's Office Adult Detention Division immediate preceding the date of application with Four (4) years of supervisory experience in the jail with a minimum of One (1) year as a Lieutenant in the jail.

Intermediate Jailer Certification from the Texas Commission on Law Enforcement
Officer Standards 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

Knowledge, Skills, and Abilities

Ability to understand and follow written and oral instructions, department 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, and 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 procedures 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 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