



# SHERIFF

## FORT BEND COUNTY



## Vacancy Notice – Detention Bureau

### Detention Deputy

<b>ID</b> 2016-2546	<b>Job Code</b> 16-342	<b>Job Location</b> Richmond, Texas	<b>Category</b> Sheriff's Office
<b>Min Start Salary</b> \$1,706.40/Bi-weekly (\$21.33/Hour)		<b>Max Start Salary</b> \$1,872.00/Bi-weekly (\$23.40/Hour)	

#### Application Method:

Go to [www.fortbendcounty.jobs](http://www.fortbendcounty.jobs), click Search/Apply for a Job, and select the search category for Sheriff's Office. Upon completing the online application, report to Sheriff's Office Personnel located at 1521 Eugene Heimann Circle, Suite 144 in Richmond, Texas for further instructions. Personnel Office hours are Monday – Friday from 7:30AM – 4:30PM.

#### Overview:

Ensures the safety and security of inmates incarcerated, in parole unit, pre-trial, and/or awaiting court trial while maintaining custody and control as prescribed by rules and regulations. Participates in Planning of programs, policies or objectives for own work group and department.

#### Responsibilities:

May be assigned duties in housing, transport, utility, or bailiff functions. Conducts head count and door checks on a regular basis. Conducts strip searches as needed. Classifies incoming inmates, fingerprints, and completes required paperwork. Restrains inmates as needed in any confrontation with staff or other inmates. Maintains custody while providing a safe environment. Maintains facility and grounds as assigned. Assists in supervision of recreational activities. Supervises feeding and hygiene activities of inmates. Supervises law library as assigned. Inspects cell visually and recognizes inmates requiring reclassification based upon physical or mental state. Prepares reports as required on activities, incidents, shakedowns, searches, and other functions. Files criminal charges on inmates found to be in violation of penal code laws. Assists and/or instructs other employees with their duties. Serves as interpreter for non-English speaking inmates, if bilingual. Logs inmate activities and departmental services to inmates as litigation prevention. Notifies supervisor when criminal activity, contraband or escape attempts are detected. Recognizes signs of physical abuse and communicates to Medical Officer on duty. Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers.

#### Qualifications:

HS Diploma/GED; Currently holds or eligible\* to hold a Peace Officer License awarded by the Texas Commission on Law Enforcement (TCOLE). One year experience in a law enforcement agency performing peace officer, telecommunication, or correctional officer duties; or two years military service with an honorable discharge; or 30 semester credit hours with a minimum cumulative GPA of 2.0 from an accredited college or university. Verbal and written communication and organizational skills; interpersonal skills and ability to deal effectively with the public, other employees, and elected officials; ability to complete assigned projects in timely manner. Valid Driver's License. Must maintain all requirements to be licensed as a peace officer under TCOLE rules. Must obtain and maintain correctional officer certification per TCOLE rules (this is not a prerequisite to assignment, may be completed after assignment starts).

***\*AT THE TIME OF APPLICATION SUBMISSION you must have PASSED a Basic Police Academy and PASSED the TCOLE Licensing Exam.***

**CLOSING DATE:** Open until filled

**All full-time and part-time employees are members of the Texas County District Retirement System (TCDRS). Full-time employees also enjoy a wide-range of great benefits.**

*Fort Bend County is an Equal Opportunity Employer that does not discriminate on the basis of race, color, age, sex, religion, disability or national origin or any other reason protected by law.*