JOB DESCRIPTION

RED RIVER COUNTY SHERIFF'S OFFICE

DEPARTMENT: JAIL DIVISION

JOB TITLE: JAIL ADMINISTRATOR

POSTING DATE: 12/14/2022

JOB SUMMARY:

Primarily responsible for the supervision of inmates within the Red River County Jail. He/she will maintain order and security through the fair and impartial application of Red River County Jail Policies and Procedures and accepted supervision practices. He/she will maintain the highest level of security possible while ensuring safe and humane treatment of all inmates including the protection of their rights within the correctional setting.

He/she will be cross trained in emergency dispatch procedures and will be able to perform these duties with proficiency. Provides department support for emergency and non-emergency operations and coordinates activities between the department and external agencies and various contacts.

DUTIES AND RESPONSIBILITIES:

l) Control inmate movements within his/her assigned area of the jail.

1. Photograph, fingerprint, search and otherwise processes inmates as directed.
2. Maintain jail logs and records during his/her assigned shift as directed.
3. Conduct periodic formal/informal head counts of inmates within his/her area of responsibility during his/her tour of duty.
4. Make periodic activity and physical security checks of all inmate housing areas and areas to which inmates have access within his/her assigned area of control during his/her tour of duty. 6) Report all damage to jail property to his/her immediate supervisor. Reports will be immediately verbally and followed up in writing.
5. Requests necessary supplies through shift supervisor.
6. Fill out and deliver all disciplinary reports and inmate requests/grievances to the shift Supervisor.
7. Supervise the feeding of inmates within his/her assigned duty area; maintain accountability of all trays and utensils.
8. Supervise the cleaning of the inmate living quarters and common areas during his/her tour of duty.

I l) Supervises inmate visitations as directed.

1. Supervise the dispensing of medication to inmates in accordance with pertinent policy and procedure when directed.
2. Report pertinent observations to the shift supervisor concerning inmate behavior and/or classification.
3. Carry out all other duties not listed herein that might be required by his/her immediate supervisor or any member of the administration for the safe and proper operation of the Red River County Jail.
4. Gives careful attention to radio traffic on the police radio, answers incoming phone calls (including calls for service as well as emergency calls), dispatches officers to calls and fills out cards which give all pertinent information for services, incidents, and offenses, while maintaining a handwritten radio. log of all traffic transmitted on the police radio, as required by the Federal Communications Commission.
5. Conducts computer searches through TLETS/NLETS system per officers' request and maintain necessary documentation as required.

17) This job description shall include, but is not necessarily limited to, the above duties. May temporarily perform other duties assigned to maintain operations and services.

SPECIALIZED EQUIPMENT USED:

Transportation Van/Car; Console radio/Portable radios, telephone communication equipment; restraints; TV monitors and electric door locks, intercom system; first-aid and safety equipment; computer terminal; and general office equipment.

PROBLEMS AND CHALLENGES:

Dealing effectively with and being responsible for numerous activities. Dealing with high risk individuals and  situations, while maintaining a calm and alert state of mind.

DIMENSIONS OF WORK:

On-call as needed when required for the safe and proper operation of the Red River County Jail and Dispatch.

WORKING CONDITIONS AND JOB HAZARDS:

The nature of the work involves exposure to situations that may hazard life or limb. Exposed to sometime violent prisoners.

Potential exists to be exposed to blood borne pathogens.

QUALIFICATIONS REQUIRED:

Must have and maintain a satisfactory driving record and must have and maintain a valid Texas driver’s license.

Must have and maintain a Texas Jailer Certification.

Tele communicator’s Certification.

Complete and Pass (within 180 days) the Jail Administrator Exam.

EDUCATION AND TRAINING REQUIRED:

High School or equivalent

Must at least 18 years of age

Pass background investigation

EXPERIENCE IN THIS OR OTHER PROGRESSIVE JOB REQUIRED:

Have no criminal record which excludes one from holding the position.

Must pass both written and physical endurance tests so designated by the Sheriff.

Must have the ability to keep the office functioning smoothly in the absence of a supervisor or department head.

Must have the ability to write clear and concise reports.

Must have a good working understanding of corrections, security procedures and emergency alert system.

Must be able to work under pressure and remain calm in dangerous situations.

Must be able to work in close contact with and supervise the inmate population.

Must have a thorough working knowledge of jail policy and procedures.

Must have the ability to withstand the job-related stress and dangers.

Must be willing to participate in a minimum of 20 hours of in-service training each year as required by law.

Special Medical Requirements: Any part-time Corrections Officer shall have a statement from a physician that he/she has had a physical within the last 30 days stating that he/she is in good health and has the physical ability to handle the job's related stress and danger.

Any applicant must be in good physical condition and pass the physical agility test required of all applicants for the Red River County Sheriff’s Department/Jail.

Conditions of Employment: Applicants will be required to undergo drug and alcohol testing prior to employment and will be subject to random drug and alcohol testing throughout their period of employment. Applicants must also complete an extensive background investigation and possibly a medical and psychological examination prior to employment.

THOSE INDIVIDUALS WHO MEET THE MINIMUM REQUIREMENT AND WISH TO APPLY FOR THE POSITION SHOULD COMPLETE THE TCOLE PERSONAL HISTORY STATEMENT/APPLICATION FOR EMPLOYMENT AND DELIVER IT TO SHERIFF CALDWELL.

Note: The above declarations are not intended to be an “all-inclusive” list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and ability required to do the job. Rather, they are intended to describe the general nature of the job.

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