**The Red River County Sheriff’s Office is taking Applications for the (2) positions for Jail Sergeants.**

**Minimum Requirements: Must be 18 years of age, have a High School Diploma or GED, and have a valid Texas Driver’s License. Must also pass a drug screening and background check and have a current Jailer’s License.**

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| Under supervision of the Chief Deputy/Jail Administrator the Sergeant has responsibility for supervising the jailers involved in the protection, welfare, and maintaining the custody of inmates in the Red River County Jail; acts for supervisors during their absence; does related work as required.Supervises the handling, processing, reading, filing, and placing in the proper order all court orders, bulletins, and other jail records.  Advises and aids the jailers on the housing floor and booking room; checks work for accuracy and proper form; keeps accurate accounting of all prisoners; their safety, welfare and security of the jail.  Supervises all personnel on the shift; schedules staff assignments; approves staff time off, subject to review by the jail administrator; duties and attendance and recording of same.  Executes and adheres to all jail rules and regulations; reports directly to the jail administrator and shall execute all orders and directions issued; performs related work as required. |
| **Job Duties:**  |
| * The Sergeant is responsible for advising/notifying the jail administrator of all matters relating to operation, personnel and of matters concerning the safe and orderly operation of the jail.  The Sergeant will be assigned to areas of assignment as needed
* The Sergeant will observe all operations with intention of improving either the security or the efficiency of the operations, soliciting suggestions from the people who do the operations, and follow up on inmate request, incident reports and other assignments
* Duties of Sergeant at change of shift:
1. Silicate communication to include but not limited to: Attendance; Inspection of officers' uniform and equipment; New posted orders (ensure that all officers to have read and signed); Change in daily assignments; Information passed on by previous shifts; Any new suicide or escape risks and their location
* In the following areas the Sergeant will use discretion and apply the policy and procedure related to that subject: Accepting or denying people presented for booking; People in need of medical attention; Proper and improper filing of paperwork or no paperwork; If the presenting officer is using the jail for mentally ill person instead of emergency commitment procedure.
* Check all book in and discharges.  Making sure that all charges have paperwork and all discharges have order of discharge and/or all bonds and fines have been paid.  The booking Sergeant may move about the building to perform the above duties.  It is not necessary that the booking Sergeant stand over all bookings, but the booking Sergeant is responsible for checking the work when it is done, to ensure correctness.  Prior to an inmate being released the Sergeant may check and ensure all charges are disposed of.  Jail Sergeants will be required to sign off on all book-ins and releases
1. Make cell assignments
2. Make sure control center is advised of all new bookings and discharges
3. Ensure all disciplinary and medical lockups are monitored every fifteen minutes
4. More frequently than once an hour, make checks on holding cell inmates
5. Assign officer tasks of cleaning cells, (utilizing trusties) and stocking clean laundry to dressing rooms (do not disturb trusties during sleep hours)
6. Make sure of proper feed count
7. Ensure proper channeling of paperwork of those discharged and of new charges being filed and computer updated
8. When people are assigned to a specific cell block or transferred from one cell block to another, make sure the cell assignment is updated in the computer
9. To ensure all walk ins turning themselves in are patted down prior to being taken to the booking room
10. Assign court trips to jailers.  If more manpower is needed proceed in making the proper arrangements
11. Run population on computer and have ready 25 minutes prior to end of shift and present it to the control center for the ending count
12. Ensure that all people booked for serious misdemeanors and above and who are unemployed fill out an application for appointment of counsel
13. Inform and/or explain standard operating procedures to jailers and document same.  Keep log of S.O.P. and identify in log officers to whom S.O.P. has been explained
14. Observe jailers working knowledge of policy and procedure and correct deficiencies.  (Example:  feeding, door operations, inmate request, mail, cleaning, medication, inmate discharges, restocking cells, etc)
15. Using their own independent judgment, author a written reprimand for any employee who has exhibited a work deficiency or is alleged to be in violation of jail policy.  Such written reprimand will proceed up the chain of command for follow up on a corrective plan of action and/or disciplinary action taken by the jail administrator, Chief Deputy, or Sheriff
16. Ensure that there is always a least one female jailer on shift
17. Inspect of housing cells, for cleanliness and to take corrective action if a problem exists
18. Supervise shakedowns
19. Supervise disciplinary transfers
20. Proofread incident reports and direct paper distribution.  (Ex:  medical, chaplain, and make sure all are followed up and completed by end of shift, or passed on to the next shift)
21. Review the proper filing of disciplinary actions with the floor jailer
22. Make tour of entire jail.  (Ex:  linen closets, rest rooms, storage doors, mechanical room) noting deficiencies, mechanical problems, breach of security, and anything worth noting, take corrective action and note in watch tour log
23. Supervise and report what appropriate assistance or action is needed to correct emergency situations arising on the floor
24. Receive inmate requests and log appropriately
25. Answer and follow up on all inmate request forms from inmates
26. Observe recreation log paying attention to the record keeping to ensure all inmates get the amount of recreation time as mandated by the Texas Jail Standards, monitor the movement of groups of inmates within the building to provide movement that is secure and orderly, maintain the area free of contraband, monitor inmates to protect against malicious injury and to detect evidence of an escape attempt and make sure that exercise room areas are swept and clean
27. Review and approve and/or disapprove the visiting request forms, paying attention to date of birth and record checks:  the following regulations apply to visitors: No one under age 18 is permitted in visiting, except immediate members of the family, unless approved by the court with documentation; Persons who are age 14 to 17 must have their parent and/or guardian accompanying them; All areas of the visiting operation should be monitored carefully and as constantly as possible.  Any irregularity or problem in this area is important: Door overrides are not used; No one moves through a door until the door behind has been closed; Observe all activity via the television monitors; If possible, be in the visiting area to assist with the operation or resolve any problems or questions with the public or professional visitors
28. Relieve any jailer in an emergency
29. Read and approve the incident reports
30. Sign the overtime slips when the jail administrator is not available for any of the jailers and update the computer
31. Initial all overtime slips (shift extensions)
* In addition to the above responsibilities the Sergeant will be assigned a permanent duty.  The jail administrator may make the permanent duties and notify the Chief Deputy or Sheriff in writing of the responsibilities surrounding the assignment
1. Be present to supervise any transfer of refractory inmates
2. Be present to supervise shakedowns or searches
3. Ensure all eyes on contact of all inmates are made within required times
4. Retrieve all shift paperwork at the end of shift.  Review and forward to jail administrator
5. Spend time observing/supervising the control center personnel and monitor the overall operation of the jail
* Time permitting; go over standard operating procedures with jailers
* Check with jail administrator for information to be forwarded
* Communicate with the jail administrator of items covered during shift change
1. Ascertain; If there any inmates out to court and their location; If there are inmates assigned to administrative segregation for suicide /self injury prevention; If there are inmates waiting to be booked or released; Any other pertinent information
2. In the following areas the Sergeant will use discretion and apply the policy and procedure related to that subject: Accepting or denying people presented for booking; People in need of medical attention; If the presenting officer is using us for mentally ill person instead of emergency commitment procedure
3. Ensure that Texas Jail Standards and Red River County Jail policy and procedure are followed regarding visual inspection of inmates
4. Assign officer tasks of cleaning cells, (utilizing the trusties) and stocking clean laundry in dressing rooms
5. Be aware of juveniles in custody and the need for any necessary follow up
6. Report any violation of Texas Jail Standards or Red River County Jail policy and procedure to the jail administrator
7. Make a thorough walk through inspection of the holding area
8. The Sergeant may move about the jail as is necessary to complete his/her assigned duties. The Sergeant is not required to stand over all book ins and releases, but the Sergeant is responsible for ensuring that all charges are disposed of prior to releasing an inmate and all paperwork is checked for correctness
* Duties of Sergeant:
1. Ensure that an accurate start count is prepared
2. Supervise floor and work through the control center
3. Report to the control center to verify the start count and supervise the changing of shifts
4. Spend as much time as possible on the housing floors supervising and monitoring the jailers and inmates
5. Supervise inmate commissary
* Other duties as required by the jail administrator.  These duties may be made either verbally or in writing
* The Sergeant may delegate some of these duties, but will maintain responsibility for them

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.  **Red River County is an Equal Opportunity Employer**  |