



# ***BEE COUNTY SHERIFF'S OFFICE***

***Sheriff Alden E. Southmayd III***

*1509 GALLOWAY DRIVE BEEVILLE, TEXAS 78102 (361) 362-3221 (361) 362-3227 (FAX)*

## **Job Description: JAIL LIEUTENANT**

**CLASS NO. 1023**  
**PAY GROUP: 18**

**EEOC CATEGORY:** Technicians  
**FLSA:** Nonexempt

### **SUMMARY OF POSITION:**

Supervises and provides corrections services involving security, safety, and health of inmates and the public in a corrections facility. Monitors prisoners' activities, maintains necessary records; and schedules work of jail personnel.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Jail Administrator.
2. Directs: Jail Sergeant, Corporals and All Jailers
3. Other: Works with other departmental employees, other law enforcement agencies, inmates, and the general public.

### **EXAMPLES OF WORK**

#### Essential Duties\*

Assist in reviewing and updating standard operating procedures and jail policy;

Attend personnel meeting to discuss problems, procedures and solutions;

Will act as assistant personnel officer under the direction of the Jail Administrator. Participates in prospective personnel interviews, recruitment selection and termination.

Supervises all activities and personnel on assigned shift;

Prepares employee work schedules and assigns tasks to Jail Staff;

Maintains safety and security of departmental employees, inmates, and the general public within the jail facility;

Conducts daily jail inspection to ensure facility safety and security;

Prepares reports as necessary, Jail inspections, and makes sure that facility is in compliance with Texas Commission on Jail Standards;

Assigns inmates for work releases;

Will acquaint and train new personnel on written policies and procedures; instruct personnel and inmates in giving first aid; instruct personnel in giving CPR; instruct personnel and inmates in fire prevention or safety measures; test life-safety equipment; conduct pre-service, on-the-job, and in-service training for personnel; answer questions for new personnel; observe personnel to evaluate their performance; prepare an evaluation report for personnel; investigate personnel grievances.

Arranges housing for contract prisoners;

Ensures adequate stocks of medical, food, clothing, bedding, and cleaning supplies are on hand;

Maintains accurate inmate and employee work records;

Remains on-call 24 hours per day to respond to any emergency situations at the jail facility;

Intervenes and resolves crisis situations such as fights and medical emergencies, including physical restraint of inmates;

Processes incoming and outgoing prisoners, and issues clothing and bedding; and

Conducts searches, shakedowns, and inmate inspections.

#### Other Important Duties\*

May be assigned to inmate transportation duties; and

Perform such other related duties as may be assigned.

All Bee County Sheriff's Office employees shall be available by telephone, at all times. Sheriff's Office personnel are subject to recall, at any time, twenty four hours a day, at the discretion of the Sheriff.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: laws, departmental policies, rules, regulations, instructions, and correctional procedures regarding the custody of inmates; first aid; and personnel management and supervision.

Skill/Ability to: supervise, motivate, and evaluate staff; issue clear oral and written instructions; understand and accurately follow oral or written instructions; write clear concise reports and maintain complete accurate records as required; establish and maintain effective working relationships with other county employees and officials, other law enforcement agencies, inmates, and the general public; and maintain appropriate necessary certifications.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

High school graduation, or its equivalent, and five years of corrections experience;

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities

### **CERTIFICATES AND LICENSES REQUIRED**

Basic Certification as a Corrections Officer from the Texas Commission on Law Enforcement.