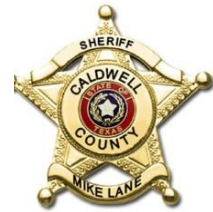




## MIKE LANE, SHERIFF

1204 Reed Drive, Lockhart, Texas 78644  
Phone No. 512-398-6777 | Fax No. 512-376-4376



### **CORRECTIONS OFFICER**

**Salary: \$56,254.60**

#### **Summary**

Under close to moderate supervision, performs duties to ensure the safety and security of all inmates and staff in the jail facility; maintains that level of security while conducting the operations of the jail.

Essential Functions include the following. (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents in this class.) Other duties may be assigned.

Monitors cameras to observe inmate movement and interaction and document any unusual occurrences; controls doors throughout the facility to control access into and out of various parts of the facility; communicates with inmates to provide and receive information: maintains daily activity log for succeeding shifts; transfer inmates to and from bonding; receives criminal histories of inmates; conducts head counts of inmates; monitors incoming deliveries to assure no inmate leaves with the delivery truck.

Provides for the safety and security of inmates and staff: observes and oversees inmates in their daily activities of recreation, work, etc.: maintains constant vigilance for unusual or questionable activity by inmates; assists other officers as needed; moves inmates from one location to another within the facility; releases inmates to work releases and checks work release inmates back into the facility; delivers inmate food trays and picks them up at end of meal periods: receives and delivers inmate request forms (e.g. visitation, commissary, medical, etc.)

Conducts pat downs of incoming arrestees for security and safety of inmates and staff; obtains personal information on inmates for booking process including medical history, suicidal tendencies, next of kin, place of birth, tattoos, address, phone, etc.; updates information and processes arrestees into the jail; fingerprints arrestees and inmates for local and out of county agencies; assists judge in magistration by preparing proper forms and rosters.

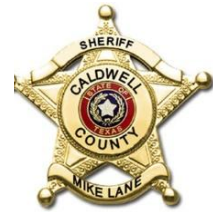
Prepares necessary paperwork and interview inmates for criminal history, violent aggressive tendencies, escape history, etc. to determine the most suitable housing assignment: finds inmates for assignment to trustee positions (inmate worker); enters data into inmate classification files; updates and produces various lists and documents/forms maintained on the computer; resolves disputes involving inmates; assigns P.L.N. numbers and communicates with the phone company to maintain the phone system.

Oversees inmate visitations by the public and their attorneys; provides a uniform procedure of inmate visitation so all inmates that have completed the policy requirements may have visitors; answers and files requests from inmates pertaining to visitation; monitors visitation activity for both inmates and the public to ensure that visitation procedures are followed and maintained



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throughout the jail security at the same time; enters visitation information into the computer system; operates electronic control panel for visitation area.

Operates the commissary making deposits and withdrawals from inmate accounts as they order commissary items; invoices inmates accounts for payments; ensures total accuracy by balancing accounts daily; makes bank deposits, balances checking accounts; writes checks; makes bank deposits; accounts for petty cash and replaces as needed; maintains accurate files providing an audit trail for auditors; answers inquiries and provides reports on sales, revenues. etc. to chain of command.

Protects inmates from themselves and others; provides the equipment and supplies needed to maintain a clean environment in which to live; prohibits the growth and spread of disease and parasites: washes and disinfects personal clothes on a regular basis: promotes a clean work environment for fellow employees and or inmates; inspects equipment to assure good working order: ensures the right chemicals are added to the machine; counts inmate clothing going into the machine to ensure the same amount comes back out.

Transports inmates to and from district court and or county court for hearings: transports inmates to and from other agencies; picks up and returns inmates due to bench warrants; transports inmates to and from other correctional facilities (e.g. Texas Department of Criminal Justice, state jails, etc.): transports inmates to and from scheduled doctor appointments, dentist appointments, and emergencies: transports inmates in the event of a funeral escort, arrant court commitment, or family emergency.

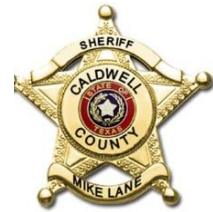
Visually checks inmates and provides safety measures for inmates while working grounds maintenance outside the facility proper; directs inmates in the conduct of work to be performed; provides meals for the inmates while on grounds maintenance details; works with classification officers to decide who may go outside the jail setting to work grounds maintenance; provides safety, security, and order: assists inmates with daily work assignments; solves problems and answers questions from inmates.

Catalogues and processes evidence to make sure the chain of custody is followed, and items are stored in accordance with policies and procedures; keeps records on evidence and property: files proper records to place property tags with case files and property control sheets; research cases and dispositions; fingerprints the public or job requirements; concealed weapon permits, etc.; photocopies reports for the evidence room; transports evidence to different locations such as labs, courts, attorney's offices, etc.



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Picks up inmate mail from each picket; delivers mail to the post office; makes commissary and cash deposits for jail records; delivers inner office mail to and from the Justice Center and County annex; screens incoming mail to inmates for contraband; photocopies letters for CID on inmates for highly sensitive cases; writes receipts for incoming money orders and cashier's

checks to inmates, logs incoming legal mail for attorneys, courts, Department of Justice, etc.; delivers commissary items to inmates.

Responds directly to inmate requests to provide assistance as needed using in-house or referral sources; provides religious instructions, Bible Study, and personal counseling; supervises religious volunteers; schedules volunteer visits; instructs volunteers on permissible actions, resolves problems; makes special arrangements: coordinates with the chain of command; communicates via telephone with the public answering their questions; create inmate files and enter information into the files.

Releases inmates on their scheduled release date after verifying that it is the inmate's release date; accepts cash bonds, surety bonds, attorney bonds, out-of-county bonds, and fine money; releases inmates upon receipt of the appropriate bond; completes requisite paperwork to release inmates on bond: (ensures the care, custody and control of the inmate while the inmate is within the facility; escorts inmates to GED classes, infirmary, attorney visits, etc.)

### **Supervisory Responsibilities**

Generally, no true supervisory responsibility, however the Corrections Officer does have significant oversight and control of inmates at any time the inmates are out of their normal section of the facility.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, the requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of the Sheriff's Office policies and procedures applicable to the jail.

Knowledge of applicable federal, state, and local laws, ordinances, statutes, regulations, rules, policies and procedures.

Knowledge of gangs, gang insignia, and gang methods.

Knowledge of the principles and practices of supervision of inmates.

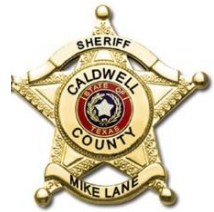
Knowledge of the requirements to maintain certification as a Corrections Officer with the State of Texas.

Knowledge of availability of courses needed to complete re-certification requirements.



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Skill in interacting with inmates in a proactive, non-judgmental, manner, skill in following oral and written instructions.

Skill in observing the actions of others and forecasting those actions into future behaviors.

Skill in oral communications in one-on-one and group situations.

Skill in written communications for administrative and technical purposes.

Skill in remaining calm in emergencies.

### **Education and/or Experience**

Although no prior experience is required, one should have completed the Texas Commission on Law Enforcement Officer Standards and Education course prior to being placed into the jail facility.

### **Other Qualifications, Certificates, Licenses, Registrations**

TCLEOSE Corrections Officer Certification

### **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the incumbent regularly works in and around inmates requiring constant vigilance of everything going on around the officer, awareness of situations, which may or may not be developing, and preparedness to deal with physical, mental, and or emotional abuse from inmates.

Employee Signature: \_\_\_\_\_