

MONTAGUE COUNTY SHERIFF'S OFFICE

Sheriff Marshall W. Thomas
Chief Deputy Jack Lawson



DETENTION OFFICER

REPORTS TO:
Jail Captain

JOB OVERVIEW:

The Detention Officer ensures the smooth, safe, and efficient operation of the jail facility. A successful Detention Officer is one that is respected by inmates and co-workers because of fairness, knowledge, and even demeanor. The jail is a huge part of the Sheriff's Office operation and the Detention Officer is the backbone of the jail.

RESPONSIBILITIES AND DUTIES:

- Responsible for the safety of themselves, other officers on duty, and inmates.
- Intake and classification of inmates.
- Assess inmate condition, health level, and threat level.
- Searches inmates.
- Responsible for the inventory and safekeeping of inmate property.
- Entering required data on every inmate during booking procedures.
- Performing cell checks at the required time intervals.
- Maintaining calm and order in the jail setting.
- Assist with cleaning and maintenance duties when necessary.
- Assist with distributing meals.
- Assist with distributing medication.
- Monitoring situations constantly to avoid conflicts and disturbances.
- Using control tactics from voice to intermediate weapons to maintain control of the jail.
- Assist with jail visitation.
- Assist with jail mail and commissary.
- Write detailed reports.

QUALIFICATIONS:

- High School diploma or GED
- Must be at least 18 years of age.
- Must be enrolled in a TCOLE licensed jailer course within 90 days of employment and then successfully complete the course.
- Be able to pass an extensive background investigation.
- Be able to pass a physical and psychological examination as well as a drug screen.
- Must have a valid Texas Driver's License or be willing and able to obtain one. Cannot be prohibited by state or federal law from operating a motor vehicle.
- Having not been arrested for any reason within the past 5 years, no matter the disposition of the arrest.
- Not having a conviction of Driving While Intoxicated or Driving Under the Influence of Drugs within the last 5 years.
- Not ever been convicted of any type of felony offense.
- No military discharge under less than honorable conditions.
- No jail commission license denied or revoked by final order.
- Able to work all shifts
- Knowledge of the use of computers and multi-lined telephone.
- A high level of physical ability is required.