



JIM WELLS COUNTY SHERIFF'S OFFICE

SHERIFF JOSEPH "GUY" BAKER

300 N. CAMERON STREET, ALICE, TEXAS 78332
(361) 668-0341 FAX (361) 668-0569



JAIL DIVISION

CORRECTIONAL OFFICER JOB DESCRIPTION AND RESPONSIBILITIES

The following is the job description and responsibilities for the position of Correctional Officer, Jail Division:

1. Guard inmates in the Jim Wells County Jail in accordance with established policies, regulations, and procedures set forth by the Texas Commission on Jail Standards.
2. Provides health, safety and security of inmates and the public in a County Corrections facility.
3. Observe conduct and behavior of inmates to prevent disturbances and escapes.
4. Inspects locks, window bars, grills, doors, and gates for tampering.
5. Searches inmates and cells for contraband articles.
6. Guards and directs inmates during work assignments.
7. Patrols assigned areas for evidence of forbidden activities, infraction of rules, and unsatisfactory attitude or adjustment of prisoners.
8. Conducts head counts of inmates.
9. Serves or supervises the serving of meals to inmates.
10. Assists with personal needs of inmates, such as telephone calls, mail, laundry, visits and commissary.
11. Intervenes and resolves crisis situations such as fights and medical emergencies.
12. Employs weapons or force to maintain discipline and order among prisoners, if necessary.
13. Escort inmates to and from visiting room, medical office, and religious services.
14. Guard entrance of jail to screen visitors.
15. Prepare written reports concerning incidences of inmate's disturbance or injuries.
16. May guard prisoners in transit between jail, courtroom, prison, or other point, traveling by automobile or public transportation and be designated by the Lieutenant of the Jail Division.
17. Reports observations to Jail Administrator.
18. Comply and obey all orders and instructions outlined in the Jim Wells County Sheriff's Office Policy Manual.
19. Perform other duties when assigned within the Jim Wells County Sheriff's Office Policy.