



## DALLAS COUNTY JOB DESCRIPTION - PROPOSED

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<b>Job Title:</b>	Detention Service Manager	<b>Job Code:</b>	900300	<b>Job Grade:</b>	43
<b>Reports To:</b>	Deputy V (Captain)	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	E
<b>Department:</b>	Sheriff	<b>Loc. Code:</b>	Various	<b>SIC Code:</b>	9223
				<b>WC Code:</b>	7720
<b>Division:</b>	Inmate Housing Bureau	<b>CS Code:</b>	B-S	<b>EEO Code:</b>	D11

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**Summary of Functions:** Manages a shift within a detention facility to ensure the performance of a variety of security activities to include the control of inmates during incarceration within the Dallas County jail system and transportation of inmates to designated locations.

**Management Scope:** Manages Detention Service Supervisors (DSSs), Detention Service Officers (DSOs) and clerical support staff.

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<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Manages a shift within a detention facility to include ensuring appropriate staffing levels, adequate training, assignment of tasks, monitoring of job performance, coaching, counseling and evaluating performance.	50	E
2. Manages all aspects of security including, but not limited to, monitoring control centers, closed circuit television operations, conducting security perimeter checks, controlling the operation of each internal/external door and elevator operations.	25	E
3. Manages the monitoring and controlling of inmate behavior by ensuring that periodic head counts and unannounced searches of inmates are conducted to locate and seize all types of contraband.	05	E
4. Manages the escorting and transporting of inmates to/from courts, medical facilities, appointments, various State jails, libraries, recreational facilities, religious services, and inmate visitations by outside guests while ensuring and following standard protocol for such visitations.	05	E
5. Manages the operation of fire, riot and other equipment required to rapidly respond to all types of jail emergencies.	05	E
6. Manages the serving of meals, laundering and exchange required to rapidly respond to all types of jail emergencies.	05	E
7. Performs other duties as assigned.	05	N

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**Minimum Qualifications:**

Education, Experience and Training:

Must have successfully maintained all State and Sheriff's Department licensing requirements, served one (1) year as a Detention Service Supervisor (DSS) with the department and fifteen (15) hours of college from an accredited college or university with a grade "C" or better, or two (2) years as a Detention Service Supervisor (DSS).

Special Requirements/Knowledge, Skills & Abilities:

Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Mandatory drug testing prior to employment, and will be subject to random, unannounced drug and/or alcohol testing during employment. Must possess a valid Texas Driver's License, with a good driving record. Must be able to meet the Sheriff Department's minimum standards required to successfully complete the Department's current firearm proficiency qualification requirements annually. Must be knowledgeable of rules and regulations of the Texas Commission on Jail Standards. Must maintain current working knowledge of the Texas Penal Code and the Texas Code of Criminal Procedure and shall be proficient in the applicable laws concerning the uses of force. Must be able to obtain and maintain all State and Sheriff's Department Commissioning requirements.

Physical/Environmental Requirements:

Must be able to perform defense tactics against individuals. Requires one or more of the following: prolonged sitting, standing, walking, running, ascending and descending of stairs, both inside and outside. Must be able to work varied days and shift schedules, to include weekends and holidays. Potential exposure to communicable diseases.

Hay Points/Point Factor:

N/A

Reviewed by Human Resources/Civil Service on

Date 01/2004

Approved by Sheriff's Department Civil Service Commission

Date 01/15/04; 11/20/06

Adopted by Commissioners Court

Date March 23, 2004,  
September 20, 2004,  
11/20/06

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.