



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Detention Service Commander	Job Code:	9000400	Job Grade:	45
Reports To:	Chief of Detention Services	Pos. No:		FLSA Code:	E
Department:	Sheriff	Loc. Code:	Various	SIC Code:	9223
				WC Code:	7720
Division:	Inmate Housing Bureau	CS Code:	B-S	EEO Code:	D11

Summary of Functions: Directs the operations/management of an assigned jail facility which include but is not limited to: long/short range planning and goal setting, performance management/review, staffing, disciplinary actions, policy and procedures development and implementation; custody, control, health and welfare of inmates; and, facility maintenance. Commander works with limited supervision with considerable latitude for the use of initiative and independent judgment.

Management Scope: Directs the work activities of exempt and nonexempt employees, including detention service managers, detention service supervisors, detention service officers and clerical support staff.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Directs the operation/management of an assigned jail facility related to staffing: including hiring, training, performance evaluations, disciplinary actions, time and attendance, and related job duties.	25%	E
2. Directs the administration of policies and procedures related to the proper confinement and security of inmates and ensures that rules and regulations are enforced, including but not limited to: security of the public and inmates in various secured area of the jail, unannounced detailed physical searches of inmates, cells, and other jail facilities for contraband, and responding to various types of emergencies (such as riots, escapes, urgent medical care, and related matters).	25%	E
3. Ensures the jail is in compliance with Texas Jail Standards and all government regulations and laws and advises the executive of present and future issues related to the Detention Division.	10%	E
4. In conjunction with executive staff, performs research and develops long and short-range strategic plans, goal setting, and performance management, to ensure the Detention Division is operated in a safe, secure, innovative, efficient, and cost effective manner.	10%	E
5. Directs the planning, coordinating, and placement of jail staff during normal and emergency conditions in accordance with applicable standards and protocol.	10%	E
6. Directs the preparation and documentation of work assignments, classification assignment committee, and records and reports of offenders.	05%	E

7.	Direct the transporting of inmates to and from various locations, including local, statewide, regional and national pick-up and return system for individuals arrested by other law enforcement agencies.	05%	E
8.	Directs inspections of the living accommodations of offenders for proper sanitation, and determines whether improvements are necessary; oversees the overall maintenance of buildings, equipment, and other property of the correctional facility related to the permanent improvement of the facility.	05%	E
9.	Directs and approves requisitions, inventory, and issuance of supplies, materials, and equipment; implements and maintains systems and processes to track dissemination and expenditures of all inventories.	05%	E
10	Performs other duties as assigned.		N

Minimum Qualifications:

Education, Experience and Training:

An applicant must have on file documentation that the applicant meets the following standards: a high school diploma from an accredited high school or a high school equivalency certificate (GED). To sit for the exam, must have successfully maintained all State and Dallas County Sheriff’s Department licensing/commissioning requirements AND one of the following:

- **Served at least two (2) years as a Detention Service Manager and have at least sixty (60) hours of college from an accredited college or university with a grade “C” or better; OR**
- **Served at least two (2) years of continuous military service with honorable discharge, and have at least thirty (30) hours of college from an accredited college or university with a grade “C” or better AND served at least two (2) years as a Detention Service Manager (DSM); OR**
- **Served six (6) continuous years as a Detention Service Manager.**

Must be TCOLE Certified as a Jailer or able to attain such certification within six months of employment. Must be available for 24-hour on-call duty. **“Continuous employment” is defined as current employment in a TCOLE law enforcement position with no interruption/break in service. Prior to sitting for a promotional exam any probationary period must be completed, if applicable.**

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 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 12/15/08;10/09; 3/2013
5/15/2015; 10/2015

Approved by Sheriff's Department Civil Service Commission

Date

Adopted by Civil Service Commission

Date 12/15/08; 10/09;
5/18/2015; 10/19/2015

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.