



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Detention Service Supervisor	Job Code:	900080	Job Grade:	42
Reports To:	Detention Service Manager (Lieutenant)	Pos. No:	Various	FLSA Code:	N
Department:	Sheriff	Loc. Code:	Various	SIC Code:	9223
				WC Code:	7720
Division:	Inmate Housing Bureau	CS Code:	B-S	EEO Code:	B11

Summary of Functions: Supervises Detention Service Officers (DSOs) in the performance of a variety of security activities to include the control of inmates during their incarceration within the Dallas County jail system and armed transportation of inmates to designated locations.

Management Scope: In the absence of the Detention Service Manager (DSM), assumes full shift supervision and when the DSM is working, the DSS acts as a lead person on the shift.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Supervises DSOs who escort inmates to and from courts, medical facilities, funeral homes and various state and local jails.	50	E
2. Supervises 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. Supervises the monitoring and controlling of inmates' behavior while inmates are in their cells, conducts periodic physical counts of inmates and unannounced detailed searches of inmates, cells and other jail facilities to locate and seize all types of contraband.	05	E
4. Supervises the escort of inmates during visitation while assuring that all individuals seeking to see inmates have signed in and are authorized visitors and that the inmates are returned to their cells following visitation. Ensures that inmates are escorted to and from the law library, recreation facilities, religious services and other functions.	05	E
5. Supervises the operation of fire, riot and other equipment required to rapidly respond to all types of jail emergencies.	05	E
6. Supervises 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

Minimum Qualifications:

Education, Experience and Training:

Must have successfully maintained all State and Sheriff's Department licensing requirements, served two (2) years as a Detention Service Officer (DSO) with the department and fifteen (15) hours of college from an accredited college or university with a grade "C" or better, or three (3) years as a Detention Service Officer (DSO).

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 (no reported hazardous violations within 24 months). 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 a 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.

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 01/2004; 11/2006

Approved by Sheriff's Department Civil Service Commission

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

Adopted by Commissioners Court

Date March 23, 2004,
September 21, 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.