



Detention Officer
Salary Range 20: \$43,274 to \$60,587
Hourly: \$20.80 to \$29.13

Job Summary

Under general supervision of the Detention Supervisor, the Detention Officer is responsible for performing the intake, care, release, and supervision of inmates being held in the City of Ennis Detention Facility and for the security of the facility. The Detention Officer provides information and assistance to the public, other divisions of the Police Department, other police and county agencies, and the courts relating to inmates housed in the Ennis Detention Center.

Essential Job Functions

- Performs inmate intake procedures, including risk screening, photography, and fingerprinting; enters information into computer.
- Log inmates' property.
- Search inmates.
- Prepare meals for inmates.
- Releasing inmates from the detention facility.
- Conducting daily searches of the detention facility.
- Cleaning and basic maintenance of the detention facility.
- Processing money for bonds/fines.
- Attend court when required.
- Prepare daily activity reports and other documents as required.
- Duties will require the ability to restrain and secure combative, suicidal, and/or mentally disturbed inmates using verbal skills, hand control techniques and/or other accepted methods.
- Attend mandatory training courses and maintaining all required certifications.
- Assist in other administrative capacities (Records, Property, etc.) as required.

Education and Experience

- Must have a High School diploma, **or** GED equivalent, **or** at least 12 hours from an accredited college or university or have served at least 3 years in the U.S. military and have obtained an honorable discharge.

Knowledge Skills and Abilities

- Ability to successfully complete TEEX Municipal Jailer Course as well as other training as required.
- Must be able to speak, read, and write the English language. (The ability to speak Spanish will be taken into consideration during hiring process).
- Must have good communications skills (verbal and writing).
- Ability to deal with the public in a courteous manner.
- Must have basic computer skills.
- Ability to follow instructions, safety practices and standard operating procedures in performing assigned tasks.
- Ability to be punctual and attend work regularly.

Special Requirements

- Must be a citizen of the United States of America.
- Must be at least 18 years of age at time of application.
- Must have no less than Honorable Discharge if prior military (DD214 required).
- Must pass pre-employment drug screening.
- Must pass extensive background check and criminal history investigation.
- Must pass pre-employment psychological examination.
- Must have a favorable driving record and hold a valid driver license; if not licensed by the State of Texas, must be able to obtain a Texas Driver License.
- Must have a favorable work and school record.
- Must be available to work rotating shifts and days, to include holidays.
- Must make choices that are honest, respectful, fair, caring, and responsible.
- Must be of good character.

TO APPLY

Download employment applications online at

<http://www.ennistx.gov/departments/HumanResources/jobs>.

Submit the completed application to Human Resources at 107 North Sherman, Ennis, TX 75119. Completed applications may be e-mailed to humanresources@ennistx.gov or faxed to (972) 875-2301.