



## Harris County Sheriff's Office Detention Officer

<b>SALARY</b>	\$22.39 - \$29.25 Hourly \$1,791.20 - \$2,340.00 Biweekly \$46,571.20 - \$60,840.00 Annually	<b>LOCATION</b>	Houston, TX
<b>JOB TYPE</b>	Regular Full-time	<b>JOB NUMBER</b>	2023-00500-E
<b>DEPARTMENT</b>	Criminal Justice Command	<b>DIVISION</b>	Detention Facilities
<b>OPENING DATE</b>	12/28/2023		

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### Position Description



#### The Harris County Sheriff's Office is hiring Detention Officers within the Criminal Justice Command

As a Detention Officer, you are an important team member of the Harris County Sheriff's Office responsible for maintaining care, custody, and control over those individuals housed in the Harris County Jail. The Harris County Sheriff's Office primary responsibility to the citizens of Harris County is to house those individuals awaiting trial, or commitment to the Texas Department of Corrections.

#### Essential Duties & Responsibilities

- Performing inspections and cell searches
- Resolving crises such as fights, fires, and medical emergencies
- Completing reports

#### Detention Command Career Paths

- Armed Detention Officer - responsible for transporting and securing inmates to and at hospitals or clinics.
- Detention Sergeant - responsible for supervising detention officers assigned to their area.
- Detention Lieutenant - responsible for supervising all personnel assigned to their shift.
- Detention Captain - responsible for supervising all personnel assigned to their facility.

**The Detention Officer (Jailer) Position is a Civil Service-protected position with the Harris County Sheriff's Office.**

This Job Description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that

are required of the employee for this position. Management may, at its discretion, assign, or reassign duties and responsibilities to this job at any time.

## Requirements

- High School Diploma or G.E.D.
- At least 18 years of age
- Must be a U. S. Citizen (See General Information for exceptions)
- Valid Driver's License or State Issued ID
- Eyesight must be correctable to 20/20 vision, normal color, and peripheral vision
- Correctable normal audible range in both ears

### Testing:

- Pass pre-employment testing - Written exam (Basic work skills)
- Physical Agility

### Ability To:

- Stand for extended periods of time
- Bend, stoop, kneel
- Lift up to 40 lbs

### Additional Requirements:

- Thorough background investigation
  - (Criminal background check, fingerprinting, personal interview, etc.)
- Psychological evaluation
- Drug screening

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***COPIES OF THE FOLLOWING DOCUMENTS ARE REQUIRED WITH YOUR APPLICATION:  
\*\* INCOMPLETE APPLICATIONS WILL DELAY THE APPLICATION PROCESS \*\****

### DOCUMENTS MUST BE UPLOADED (attached) BEFORE SUBMITTING APPLICATION

- Birth Certificate (issued by a government agency, not a hospital) or
  - Certificate of Naturalization
- Social Security Card
- Driver's License or State Issued ID (front and back)
- Proof of Education:
  - High School Diploma or Transcript, GED Certificate or College Transcript (If transcripts, a sealed original will be required at a later stage in the application process)
- DD-214 Military Discharge form [if applicable]
  - (copy of original Member - 4 form)
    - PLEASE NOTE: IF YOU WERE NEVER IN THE MILITARY, UPLOAD ANOTHER COPY OF YOUR DRIVER'S LICENSE AS A PLACEHOLDER IN ORDER TO CONTINUE WITH THE APPLICATION.

### NOTE:

- The Texas Workforce Commission offers **FREE** assistance to job seekers through their WorkSource offices located throughout Harris, and surrounding counties
- The WorkSource offers **FREE** use of computers, copiers, printers, and scanners as well as assistance completing job applications
- Please visit their website for more information or click here for a list of locations <http://www.wrksolutions.com/find-a-location>

- **Harris County Public Libraries** also offer **FREE** use of computers at all their locations throughout Harris County

**DUE TO COVID-19** some locations may require an appointment. Please call before you go

## Preferences

- Graduates of Law Enforcement High School Program or Participation in a Law Enforcement Explorers program
- Previous Law Enforcement or Corrections work experience
- Honorable discharge from the United States Armed Forces

## General Information

For detailed information on the benefits offered by Harris County, please click on the "**Benefits**" tab of this posting.

### Salary and Incentive Pay:

- Paid biweekly based on 26 pay periods per year, plus benefits
- Up to 12 years of credit for service as a TCOLE Certified Jailer upon hire (Restrictions Apply)

**Paid Incentives:** (Annually, based on 26 pay periods)

<b>SALARY SCALE</b>			<b>INCENTIVE PAY</b>	
<b>Credited Months of Service</b>	<b>Hourly</b>	<b>Annual</b>	<b>TCOLE Certification</b>	<b>Annual</b>
0-23	\$22.38	\$46,550.40	<b>Intermediate</b>	<b>\$600.00</b>
24-35	\$24.14	\$50,211.20	<b>Advanced</b>	<b>\$1,200.00</b>
36-71	\$25.81	\$53,684.80	<b>Master</b>	<b>\$1,800.00</b>
72-95	\$27.35	\$56,888.00	<b>Education</b>	<b>Annual</b>
96-143	\$28.71	\$59,716.80	<b>Associate Degree</b>	<b>\$1,320.00</b>
144+	\$29.25	\$60,840.00	<b>Bachelor Degree</b>	<b>\$3,180.00</b>
<b>Receive up to 144 months (12 years) credit for service as a Jailer or Corrections Officer! (Restrictions apply)</b>			<b>Master/Doctorate</b>	<b>\$4,500.00</b>
			<b>Bilingual Pay</b>	<b>\$1,800.00</b>

\*The Harris County Sheriff's Office (HCSO) provides its employees the ability to obtain the Texas Commission on Law Enforcement (TCOLE) Corrections Officer (Jailers) Certification at **no cost** through the HCSO Academy

- **If selected, PAID employment begins the first day of the required (7) week Basic Jailers Course at the Harris County Sheriff's Office Academy**
- **Successful completion of the (7) week Basic Jailers Course is required for continued employment as a Detention Officer with the Harris County Sheriff's Office**

### Location:

- **Downtown, Houston, TX**

### Hours:

- 40 Hours Per Week
- Includes Nights, Weekends, and Holidays
- **Mandatory Overtime as deemed necessary to fulfill operational needs**

### Citizenship Exceptions

Per SB 252, you may be eligible for TCOLE licensure if you have fulfilled all of the following requirements:

1. Must be a permanent legal resident
2. Must be an honorably discharged veteran from the United States armed forces with at least two years of active service (Must have DD-214 that reflects service time and discharge status)

3. Must provide evidence that they have applied for United States Citizenship

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**Agency**

Harris County Sheriff's Office

**Address**

5749 South Loop East

Houston, Texas, 77033

**Phone**

713-877-5250

**Website**

<https://www.harriscountysos.org>

**Detention Officer Supplemental Questionnaire**

**\*QUESTION 1**

Employees of the Harris County Sheriff's Office (HCSO) are exposed to confidential and law enforcement sensitive information. A thorough background investigation is required to properly evaluate the suitability of applicants for employment. For this reason, it is essential that you provide accurate information in all aspects of the process. The process will end for applicants who fail to provide truthful information. The following questions address information required to start the pre-qualifying requirements of the recruitment process. All information obtained herein will be used for purposes of initiating a background investigation only. Additional questionnaires will be required at later stages of the application process. We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, sex, age, national origin or disability.

I have read the above statement and understand that by submitting this application I agree to be subject to a background investigation including but not limited to education, employment, driving record, criminal history, financial responsibility, or any such areas of investigation deemed reasonable and justifiable for purpose of employment with the HCSO.

**\*QUESTION 2**

Please provide your full name (Last Name, First Name, Middle Name (no initials))

**\*QUESTION 3**

Please provide your date of birth. (MM/DD/YYYY)

**\*QUESTION 4**

Please select your age range below. (As of today)

- 21 years or older
- 18 to 20 years old
- 17 or younger

**\*QUESTION 5**

Please Provide your Social Security Number (SSN)

**\*QUESTION 6**

Are you a citizen of the United States?

Yes

No

**\*QUESTION 7**

Please provide your current driver's license or state issued ID number, state and expiration date. If you do not have a driver's license please enter N/A.

**\*QUESTION 8**

What is the highest level of education you have completed? Please select from below. (Copy of official certificate, diploma and/or transcript must be attached to the application)

High School Diploma (US)

Certificate of High School Equivalency (GED)

Associate's Degree

Bachelor's Degree

Master's Degree or higher

None of the above

**\*QUESTION 9**

Have you ever been on court-ordered community supervision or probation for any criminal offense with the grade of Class B misdemeanor or higher in the last ten years from the date of the court order?

Yes

No

**\*QUESTION 10**

Are you currently charged with any criminal offense?

Yes

No

**\*QUESTION 11**

Have you ever been convicted of an offense with the grade of Class B misdemeanor or higher within the last 10 years?

Yes

No

**\*QUESTION 12**

Have you ever been convicted of family violence?

Yes

No

**\*QUESTION 13**

Are you prohibited by law from operating a motor vehicle?

Yes

No

**\*QUESTION 14**

Are you prohibited by law from possessing a firearm?

Yes

No

**\*QUESTION 15**

An Applicant must be willing to accept any assignment or shift within the Sheriff's Office, to include working on weekends and holidays, as well as additional shifts as needed. Are you willing to work any shift or hours assigned to you?

Yes

No

\* Required Question