



## **J.A. Vest, Sheriff**

**Gaines County Sheriff's Office**

305 E Avenue A, Seminole, Texas 79360

(432) 758-9871 | fax: (432) 955-1010

### **Job Title: Jailer**

**Department:** Detention Division

**Reports To:** Jail Sergeant

**Location:** Gaines County Sheriff's Office

**FLSA Status:** Non-Exempt

### **Job Summary:**

The Jailer is responsible for the daily management and supervision of inmates within the Gaines County Detention Facility. This role involves ensuring the safety, security, and well-being of both inmates and staff, as well as maintaining the overall order within the facility. Reporting directly to the Jail Sergeant, the Jailer performs various duties related to inmate care, facility operations, and adherence to established policies and procedures.

### **Key Responsibilities:**

#### **Inmate Supervision and Management:**

- Monitor and supervise inmate activities, including movement, meal times, recreation, and visits, ensuring compliance with facility rules and regulations.
- Conduct regular headcounts and inspections of inmate housing units to ensure all inmates are accounted for and that the units are secure and orderly.
- Manage inmate behavior and address any conflicts, disciplinary issues, or violations of facility rules in a professional and timely manner.
- Facilitate inmate intake and release processes, including conducting searches, processing paperwork, and ensuring all legal and procedural requirements are met.

#### **Facility Operations:**

- Maintain security within the facility by monitoring surveillance systems, conducting routine patrols, and managing access to secure areas.
- Inspect and maintain the cleanliness and safety of the facility, including cells, common areas, and security equipment.



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- Respond to and assist with emergencies, such as medical incidents, disturbances, or security breaches, following established protocols and procedures.
- Report any facility maintenance issues or security concerns to the Jail Sergeant or appropriate personnel for resolution.

#### **Administrative Duties:**

- Complete and maintain accurate records related to inmate activities, incidents, and facility operations, ensuring proper documentation and reporting.
- Prepare and submit reports on incidents, disciplinary actions, and other relevant activities as required by facility policies.
- Assist with managing inventory and supplies, including security equipment, uniforms, and other resources needed for facility operations.

#### **Inmate Care and Services:**

- Coordinate and oversee the provision of medical, mental health, and other necessary services to inmates, working with medical staff and other service providers.
- Facilitate and supervise inmate access to educational, vocational, and recreational programs, ensuring that all activities are conducted safely and in accordance with facility rules.
- Address inmate requests and grievances, providing appropriate responses or forwarding concerns to the Jail Sergeant or other relevant personnel.

#### **Safety and Compliance:**

- Follow and enforce all facility policies and procedures, as well as local, state, and federal regulations, ensuring a safe and compliant operational environment.
- Participate in regular training and professional development programs to stay current with best practices in corrections and facility management.
- Adhere to safety protocols and procedures to prevent accidents, injuries, and security breaches within the facility.

#### **Collaboration and Communication:**



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- Maintain effective communication with the Jail Sergeant, other jail staff, and external agencies to ensure smooth operation and coordination of facility activities.
- Work collaboratively with fellow staff members to address and resolve issues, enhance facility operations, and support overall goals of the Detention Division.
- Represent the facility professionally and courteously in interactions with inmates, visitors, and other stakeholders.

### **Qualifications:**

#### **Education and Experience:**

- High school diploma or GED required.
- Previous experience in corrections or law enforcement is preferred, but not required.

#### **Skills and Competencies:**

- Strong interpersonal and communication skills, with the ability to interact effectively with inmates, staff, and external stakeholders.
- Ability to remain calm and composed in high-pressure or emergency situations.
- Basic understanding of correctional facility operations, security procedures, and inmate management.
- Strong organizational skills, with the ability to manage multiple tasks and maintain accurate records.

#### **Physical Requirements:**

- Ability to perform the physical demands of the job, including standing, walking, lifting, and occasional physical confrontation.
- Must be able to work in various environmental conditions, including exposure to potentially hazardous situations.
- Flexibility to work irregular hours, including nights, weekends, and holidays, depending on facility needs.



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### **Licenses and Certifications:**

- Must possess and maintain a valid Texas driver's license.
- Completion of basic corrections training and certification is preferred, but on-the-job training will be provided.

### **Work Environment:**

The Jailer primarily works within the detention facility, with occasional travel to attend meetings, training, and other events. The role requires flexibility in work hours and may involve significant overtime, especially during emergencies or critical incidents.

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Printed Name

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Signature

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Date