**Job Description: Transport Sergeant**

**CLASS NO**. 1036 **CATEGORY:** Service Workers

**PAY GROUP**: 217 **FLSA**: Non-exempt

**SUMMARY OF POSITION:**

As a crucial member of the jail's operational team, the Transport Sergeant oversees the safe and efficient movement of inmates between the jail, courts, and other facilities.

**ORGANIZATIONAL RELATIONSHIPS**:

1. Reports to: Jail Administrator

2. Directs: Deputy Sheriff and Armed Jailer

3. Other: Frequently interacts with other Sheriff’s Office personnel, Police

Departments, Attorneys, Judges, Social Workers, Adult and Juvenile

Probation Officers, other law enforcement agencies, related organizations,

and the general public.

**EXAMPLES OF WORK**:

**Essential Duties\***

Inmate Transport Coordination;

Scheduling and organizing inmate transports;

Communicating with other law enforcement agencies and the courts;

Ensuring proper paperwork and documentation for each transport;

Vehicle and Equipment Management;

Overseeing the maintenance and readiness of transport vehicles;

Inventory and procurement of necessary security equipment;

Implementing safety protocols for vehicle operations;

Staff Supervision and Training;

Directing and monitoring transport officers;

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Providing training on transport procedures and protocols;

Ensuring adherence to departmental policies and regulations;

Risk Assessment and Incident Response;

Evaluating potential security threats during transports;

Developing contingency plans for emergency situations;

Coordinating with other departments in the event of an incident;

Record-Keeping and Reporting;

Maintaining detailed records of all inmate transports;

Generating reports for Sheriff’s Office Administration;

Analyzing data to identify areas for improvement;

Directly supervises Transport officers on a shift and, depending upon shift assignment, may also supervise other Jail Department personnel during all or part of a shift;

Conducts performance evaluations of supervised employees and makes recommendations for salary increases, as well as for hiring and discipline;

Ensures the accuracy, completeness, and legality of all Transportation operations and paperwork during a shift, returning any work that needs to be redone to Transport Officers and counseling the Transport Officers about errors and the changes needed;

Trains new jailers/peace officers assigned to his or her division, including orientation to county geography, policies, and ordinances, Sheriff’s Office policies and procedures, forms, logs, and other databases for completing official reports and record keeping instruments and requirements;

Assigns tasks and reviews performance of subordinate officers, including transports and incident reports;

Assists other law enforcement/criminal justice agencies, as appropriate;

Prepares criminal complaints and reports;

Assists with special activities, public and community relations.

**Other Important Duties\***

May be assigned to assist Jail staff in daily responsibilities in the care and welfare of inmates;

May be assigned to assist with and transport mental health patients; and

Perform such other duties as may be assigned.

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**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**:

**Knowledge of**: federal, state, and local laws; care of vehicles, firearms, and specialized equipment; and county geography.

**Skill to:** use vehicles, firearms, and specialized equipment.

Ability to: train, supervise, motivate, and evaluate staff; understand and follow departmental policies, rules, and regulations and communicate them to and interpret them for subordinates; establish and maintain effective working relationships with other law enforcement agencies, other county employees, judicial officials, and the general public; communicate effectively, both orally and in writing (above-average communication skills are required); analyze situations and adopt a quick, effective, and reasonable course of action; and maintain Texas driver’s license applicable to job responsibilities and good driving record.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

High school graduation, or its equivalent;

Texas Commission on Law Enforcement (TCOLE) Armed Jailer training;

Minimum of (3) years of supervisor experience in a corrections or law enforcement setting;

Prior experience as a Transport Officer, demonstrated knowledge of security protocols and inmate handling procedures, minimum of two years of certified peace officer experience (some college work in criminal justice, intermediate certification, and/or prior supervisory experience preferred); or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes.

**CERTIFICATES AND LICENSES REQUIRED**:

Appropriate Texas driver’s license.

Basic Peace Officer certification by the Texas Commission on Law Enforcement (TCOLE) or Basic Jailer certification by the Texas Commission on Law Enforcement with Armed Jailer training and certification.