



# Office of the Sheriff

**J.R. Patterson**

PALO PINTO COUNTY

Law Enforcement Center, 420 Cedar Street

P.O. Box 279

Palo Pinto, Texas 76484

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**Notice is hereby given that the Office of the Sheriff of Palo Pinto County, Texas, will begin accepting applications for the following position(s):**

Title: Detention Officer  
Position(s): Part Time Position  
Salary Range: \$21.27 per hour (minimum 12 hours per month)

**All interested and qualified individuals must apply in person at the Sheriff's Office between the hours of 8:30 a.m. and 3:30 p.m., Monday through Friday, until such time as position has been filled.**

### **Minimum Qualifications**

- Must be at least 18 years of age at the time of appointment
- Must be a United States Citizen.
- Must be a High School Graduate or Possess a GED Equivalent.
- Must be in Excellent Physical and Mental Health and Free of any Drug Dependency or Illegal Drug Use (A Drug Screen, Physical and Psychological Examination are required prior to appointment).
- Must be free of any Criminal Record (Above the grade of Class "C" Misdemeanor).
- Must Possess a Valid Texas Driver License or Identification Card.
- Must have reliable Transportation.
- Must be willing and able to work shift work, which may include weekends and holidays.

### **Duties include but are not limited to the following:**

- The Detention Officer is responsible for the safety of all inmates.
- Conduct headcounts, and check rosters for cell assignments and accuracy.
- Book inmates, search inmates and classify inmates, including personal property inventory, medical history, and suicide screening of inmates.
- Fingerprint and photograph inmates, release property/money to inmates and complete bond records.
- Conduct jail checks to ensure safety of prisoners and security of the facility.
- Conduct meal counts and pass out meals during the shift. Collect trays and account for any missing items.
- Perform safety checks of cellblocks, roof, and jail grounds for contraband and for evidence of escape attempts.
- Make disciplinary reports, receive grievances, and respond to all emergency reports from the cells and all fire alarms.
- Detention officers must maintain peace within the facility and deal with inmates in a professional and ethical manner.
- Applicants must meet minimum requirements set forth by the Texas Commission on Law Enforcement to become a Licensed Detention Officer or hold a current TCOLE license. Applicants will be screened and subjected to a complete background investigation.

**The Office of the Sheriff of Palo Pinto County is an Equal Opportunity Employer.**