

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR I -  
Use of Force

SALARY GROUP: B17

DEPARTMENT: Administrative Review and Risk Management Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Paul Morales DATE: 5/12/2015

POSITION #: 019121

I. JOB SUMMARY

Performs routine administrative and supervisory program work. Work involves assisting in establishing program goals and objectives; assisting in developing program guidelines, policies, procedures, rules, and regulations; assisting in developing schedules, priorities, and standards for achieving program goals; assisting in evaluating program activities; and supervising the work of others. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Assists in planning, implementing, coordinating, monitoring, and evaluating an effective use of force program; prepares and reviews reports on the effectiveness of program activities; and assists in the development of program guidelines, policies, procedures, rules, and regulations.
  - B. Schedules and assists in conducting inspections; reviews and analyzes use of force reports and video footage ensuring report accuracy and completion; and monitors compliance with the Use of Force Plan, laws, regulations, policies, and procedures.
  - C. Assists in the preparation of statistical and administrative reports, reviews, and specialized research projects; and oversees the maintenance of program files to include an automated information system.
  - D. Confers with staff on use of force issues and in resolving technical problems; assists in the preparation of training and operational manuals and educational materials; and provides training and technical assistance.
  - E. Supervises the work of others.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Criminal Justice, Business Administration, or a related field preferred. Each year of experience as described below in excess of the required three years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Three years full-time, wage-earning criminal justice or technical program support experience.
3. Experience in the supervision of employees preferred.
4. Correctional custody experience preferred.

**B. Knowledge and Skills**

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of major use of force procedures within a correctional facility preferred.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to develop program goals and objectives.
8. Skill to develop and evaluate administrative policies and procedures.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill to prepare and maintain complex records and files in an automated system.

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11. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
12. Skill to review technical data and prepare technical reports.
13. Skill to train and supervise others.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.