

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: SERGEANT OF CORRECTIONAL OFFICERS -
Correctional Training Instructor

SALARY GROUP: B17

DEPARTMENT: Correctional Training

Page 1 of 4

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: William Stephens DATE: 12/22/2015

POSITION #: 037016

I. JOB SUMMARY

Performs routine work supervising and instructing security and non-security trainees and employees in the care and custody of offenders, the use of firearms and chemical agent delivery systems, and riot control and defensive tactics. Work involves assisting in performing pre-service and in-service training and instruction to staff; assisting in the operation and management of the firing range to include cleaning weapons and loading ammunition; and supervising others. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Supervises, instructs, trains, and ensures the safety of security and non-security trainees and assigned employees; and maintains care, custody, and adherence to rules and regulations by offenders assigned to specific work area.
- B. Supervises and trains security trainees and employees to conduct searches for contraband and provide security; provides instruction and training for security trainees and employees to count, feed, and supervise offenders in housing, work, and other areas accessed by stairs, steps, and ladders; and trains others to perform security of various assigned areas involving long periods of sitting and standing and climbing stairs, steps, and ladders to reach the assigned areas.
- C. Supervises and provides training and instruction in the custody and security of offenders including observing actions of offenders to identify signs of mental health issues, mental health distress, or suicidal behavior and making referrals to unit health professionals; squatting and bending to perform "pat" and "strip" searches of offenders, restraining and securing sometimes assaultive offenders, and transferring and transporting offenders by walking or riding in various vehicles such as trailers, vans, buses, and other forms of transportation.
- D. Supervises and provides training and instruction in the security of offenders performing technical skills such as construction, maintenance, laundry, food service, and in varied industrial and agricultural operations which involve climbing stairs, steps, and ladders and climbing around the inside and outside of buildings; works outdoors and indoors without air conditioning; works around motorized or moving equipment and machinery; and is subject to all types of weather.

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Page 2 of 4

- E. Provides training and instruction to respond to emergencies including climbing stairs, steps, and ladders while searching for escaped offenders, hearing calls for and calling for help, giving first aid at the emergency site, carrying an injured or unconscious offender or employee various distances to safety up or down stairs, steps, and ladders; and uses force and deadly force to include the use of chemical agents and firearms to control offenders.
 - F. Instructs security and non-security trainees and employees to read, review, and properly apply information found in offender records which is related to the offender's health and safety and to the security of the facility; provides appropriate information to other staff; complies with all policies, procedures, rules, and regulations; enforces offender disciplinary rules; supervises the preparation and maintenance of records, forms, and reports; and compiles and maintains training records.
 - G. Provides classroom instruction, counseling, and supervision to security and non-security trainees and employees; assists with instruction in firearms, chemical agent delivery systems, riot control, and defensive tactics; assists with loading ammunition, maintaining cleanliness of weapons, and maintaining inventory of firing range supplies and equipment; serves as a line instructor on firing and defensive tactics training; aids employees on marksmanship training; assists with maintenance of the firing range; develops and revises lesson plans, instructional methods, training aids, manuals, and other training material; and administers and evaluates examinations.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

- 1. Graduation from an accredited senior high school or equivalent or GED.
- 2. Two years full-time, wage-earning correctional custody or law enforcement experience.
- 3. Experience in curriculum development and providing instruction preferred.
- 4. Experience in training or teaching preferred.
- 5. Correctional custody or law enforcement supervisory experience preferred.
- 6. Certified as a defensive tactics instructor, group fitness instructor, personal trainer, or martial arts instructor preferred.
- 7. Certified firearms instructor preferred.
- 8. Certified as a chemical agents instructor preferred.

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Page 3 of 4

Must pass the Texas Department of Criminal Justice (TDCJ) Defensive Tactics Instructor Course and Munitions Courses within six months of employment.

Selected applicants without required courses must sign a *Credential Contingency Agreement* that will remain in effect only until the initially established expiration date. Failure to comply with this contingency statement will result in separation from employment. *Credential Contingency Agreements* will not be extended or renewed as a result of an employee's separation from employment or acceptance of another position.

B. Knowledge and Skills

1. Knowledge of the overall operation of correctional facilities.
2. Knowledge of correctional methods, techniques, practices, and procedures.
3. Knowledge of the agency's core values.
4. Knowledge of a variety of firearms.
5. Knowledge of adult education principles, practices, and techniques preferred.
6. Knowledge of instructional and curriculum design preferred.
7. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in the supervision of employees and offenders.
10. Skill to communicate ideas and instructions clearly and concisely.
11. Skill to plan, organize, and assign the work of others.
12. Skill to prepare and maintain accurate records, files, and reports.
13. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
14. Skill in public address.
15. Skill in the operation of audiovisual equipment and devices.

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Page 4 of 4

16. Skill in the use, care, and instruction of firearms, chemical agent delivery systems, and riot control equipment.
17. Skill to design and develop lesson plans preferred.
18. Skill in the development of instructional audiovisual aids, training manuals, and lesson plans preferred.
19. Skill in training riot control and defensive tactics preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, steps, and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, operate motor equipment, use firearms, perform tactile discernment, and restrain assaultive persons.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dry atmosphere, excessive or intermittent noise, constant noise, dust, fumes, smoke, gases, grease, oils, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, using chemical agents, 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, audiovisual equipment, telephone, radio, push bar, firearms, handcuffs, waist and leg restraints, turn cranks on manual doors, tear gas canisters and weapons, VCR cameras, various locking systems, tractor, trailer, and automobile.