

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: CORRECTIONAL OFFICER II -  
Inmate Transportation

SALARY GROUP: A12

DEPARTMENT: Manufacturing, Agribusiness and Logistics Division - Inmate Transportation

Page 1 of 3

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: Billy Hirsch DATE: 05/18/2022

POSITION #: 042110

**I. JOB SUMMARY**

Performs routine correctional work involving the care and custody of inmates. Work involves the direct supervision of inmate work groups in their daily assigned duties; preventing escapes; and maintaining discipline in conformance with strict rules, regulations, and standard operating procedures. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Receives on-the-job training while working at the assigned facility with experienced correctional officers and under the general supervision of supervisors.
- B. Searches for contraband and provides security; counts, feeds, and supervises inmates in housing, work, and other areas accessed by stairs; and performs security of various assigned areas involving long periods of sitting and standing, climbing stairs and ladders to reach assigned areas, and working at heights.
- C. Provides custody and security of inmates including observing actions of inmates, squatting and bending to conduct "pat" and "strip" searches of inmates, restraining and securing sometimes assaultive inmates, and transferring and transporting inmates by walking or riding in various vehicles such as trailers, vans, buses, and other forms of transportation.
- D. Supervises and provides security of inmates performing technical skills such as construction, maintenance, laundry, food service, and in varied industrial and agricultural operations which involve climbing stairs and ladders and climbing around the inside or 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.
- E. Responds to emergencies, including climbing stairs and ladders while searching for escaped inmates, hearing calls for and calling for help, giving first aid at the emergency site, carrying an injured or unconscious inmate or employee various distances to safety up or down stairs and ladders; and uses force and deadly force, including the use of chemical agents or firearms, to control inmates.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: CORRECTIONAL OFFICER II -  
Inmate Transportation

SALARY GROUP: A12

DEPARTMENT: Manufacturing, Agribusiness and Logistics Division - Inmate Transportation

Page 2 of 3

F. Reads, reviews, and properly applies information found in inmate records which is related to the inmate's health and safety and to the security of the facility; provides leadership and technical guidance to other staff; complies with policies, procedures, rules, and regulations; enforces inmate disciplinary rules; and prepares and maintains records, forms, and reports.

\* 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. Successful completion of an accredited Texas Department of Criminal Justice (TDCJ) approved college Correctional Officer Training program or TDCJ Correctional Officer Pre-Service Training Academy.
- \* Continued employment is contingent upon passing exams and skills tests.
3. Nine months full-time, wage-earning correctional officer, jailer, or law enforcement experience.
- \* Must have or be able to obtain a valid Class B Commercial Driver License (CDL) with Passenger (P) endorsement within 120 days of employment date or, if applicable, graduation of PSTA.

Must have or be able to obtain a valid CDL Medical Examiner's Certificate within 120 days of employment date or, if applicable, completion of PSTA.

Must be registered with the U.S. Department of Transportation Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse prior to employment and/or prior to operating a commercial motor vehicle.

<https://clearinghouse.fmcsa.dot.gov/>

Must maintain valid license and certificate for continued employment in position.

Selected applicants without required license(s) 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 reassignment to a unit located within the region from which the employee came. Credential Contingency Agreements will not be extended or renewed as a result of an employee's separation from employment or acceptance of another position.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: CORRECTIONAL OFFICER II -  
Inmate Transportation

SALARY GROUP: A12

DEPARTMENT: Manufacturing, Agribusiness and Logistics Division - Inmate Transportation

Page 3 of 3

B. Knowledge and Skills

1. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
2. Skill to interpret and apply rules, regulations, policies, and procedures.
3. Skill to communicate ideas and instructions clearly and concisely.
4. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

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, 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 may include computer and related equipment, calculator, copier, fax machine, telephone, radio, firearms, handcuffs, waist and leg restraints, turn cranks on manual doors, tear gas canisters and weapons, VCR cameras, various locking systems, tractor, trailer, dolly, and automobile.