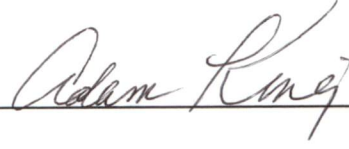


REQUEST FOR AGENDA PLACEMENT FORM

Submission Deadline - Tuesday, 12:00 PM before Court Dates

SUBMITTED BY: Sheriff Adam King TODAY'S DATE: June 29, 2021

DEPARTMENT: Johnson County Sheriff's Office

SIGNATURE OF DEPARTMENT HEAD: 

REQUESTED AGENDA DATE: July 9, 2021

SPECIFIC AGENDA WORDING:

Consideration to Add Positions to the September Budget for the Jail. The Inmate Education Rehabilitation Coordinator (One Full-Time Position) and the Inmate Job Skills Instructors (Three Part-Time Positions). These Positions are Funded by the Commissary Department.

COMMISSIONERS COURT

JUL -9 2021

Approved

PERSON(S) TO PRESENT ITEM:

Sheriff Adam King / Captain David Blankenship

SUPPORT MATERIAL: (Must enclose supporting documentation)

TIME: 5
(Anticipated number of minutes needed to discuss item)

ACTION ITEM: ✓
WORKSHOP:
CONSENT:
EXECUTIVE:

STAFF NOTICE:

COUNTY ATTORNEY: ✓
AUDITOR: ✓
PERSONNEL: ✓
BUDGET COORDINATOR:

IT DEPARTMENT:
PURCHASING DEPARTMENT: ✓
PUBLIC WORKS:
OTHER:

This Section to be completed by County Judge's Office

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE:

COURT MEMBER APPROVAL:

DATE:

JOHNSON COUNTY SHERIFF'S OFFICE



Job Title:	Inmate Education & Rehabilitation Coordinator	FLSA Status:	
Department:		Opening Date:	
Position Number:		Closing Date:	
Vacancy Number:		Compensation Range:	

JOB DESCRIPTION

POSITION SUMMARY:

Develop and implement standardized, evidenced-based programs that will benefit inmates when released from incarceration to reduce the recidivism rate of inmates in the Johnson County Corrections Center. Prepares inmates for the General Education Development (GED) test through the use of the inmate tablets which provides educational rescoring materials for reading, writing, social studies, math, science, and computer instruction. Provide additional educational rescoring as needed to the inmates to complete the GED test, or other job skill based programs that is not provided in the inmate tablets. Duties will include, but not limited to, planning lessons and programs, monitoring and assessing progress on an ongoing basis, recording and reporting all necessary information related to inmates (students) in a timely manner. Coordinate with other educational institutions, agencies, and volunteers, to provide inmates with additional educational resources and opportunities that will benefit the inmate when released from incarceration. Oversee other inmate programs that build on education, rehabilitation, and job skills.

ESSENTIAL JOB FUNCTIONS:

- Provide direct and remote supervision of inmates within housing and other areas of the jail, courthouse, or secured perimeter as assigned to maintain a safe and secure environment
- Plan and prepares relevant and practical class lessons and monitors inmate student's performance
- Provides quality instruction to inmate students, integrating meaningful classroom activities and valuable experience that facilitates inmate student's educational goals and workforce skills
- Assist inmates who need additional instructions in basic reading, writing, social studies, science, math, and computer skills, where applicable.
- Help inmate students develop self-confidence, raise self-concept, and reduce anxiety, or fear of failure in their academic work
- Assists students in achieving a better understanding of specific subject material
- Prepare and administer written and oral tests
- Conduct and/or oversee, classes, workshops, and demonstrations that teach principles, techniques, or methods in subjects, such as basic English language skills, life skills, and workforce entry skills
- Uses effective classroom management techniques that will enhance the inmate student's learning
- Promote the GED program within the jail community
- Other duties as assigned by supervisor
- Regular attendance and timeliness is required

LIMITATIONS AND DISCLAIMER: The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

EDUCATION:**Required:**

- High School Diploma or Equivalent
- Valid Texas teaching certificate
- Be able to obtain a TCOLE Jailer's License within the required time frame as specified by TCOLE

SKILLS ~ EXPERIENCE:**Required:**

- Current and valid TX driver's license and a safe driving record
- Applicant must be 18 years of age on /or before date of hire
- Ability to work in a hostile environment of inmates and their visitors without reacting in a negative manner and project a professional image at all times
- Exceptional skill in establishing and maintaining effective working relationships with County staff, inmates, police departments and the public
- General knowledge of basic hardware and software and uses of a variety of different computer operating systems such as Microsoft Office Word, Excel, Outlook
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Must also possess excellent physical assessment skills and be able to make sound judgment decision
- Ability to supervise emergency situations, make effective decisions under stressful situations, and direct the use of physical force necessary to protect oneself and others
- Keen attention to detail; careful and accurate data entry
- Must be able to pass qualification exam

Preferred:

- Bachelor's Degree from accredited university
- Bilingual
- Working knowledge of principles, practices, and techniques of modern inmate care, custody, and control, and related state, federal, and department laws, rules, regulations, standards, and policies governing the operation of detention facilities
- Working knowledge of local, state, and federal laws governing the criminal justice system
- Working knowledge of how to search for and recognize contraband and weapons

DISCLAIMER: Johnson County will conduct background checks on new hires that will include a criminal background check related to convictions and deferred adjudications in the past 10 years and may include credit reports, motor vehicle records, employment records, and educational attainment. A conviction or deferred adjudication is not an automatic bar to employment. Each case is considered individually.

Disqualifiers:

- Undesirable character or reputation
- A felony conviction or felony deferred adjudication against the laws of this state, another state, or the United States
- Conviction including court-ordered community supervision or probation for any criminal offense above the grade of Class B Misdemeanor, or a Class B Misdemeanor within the last 10 years
- Currently under indictment for any criminal offense
- Conviction, guilty plea, or probation for any family violence offense
- Discharge from any military service under less than honorable conditions, or any other characterizations of service indicating bad character

All Employees

- o Must be committed to achieving excellence in assigned duties, always in service of the county and community
- o Must have ability to earn and keep the trust of fellow employees and the community at large
- o Must be approachable and ready to help fellow employees and the general public

ENVIRONMENTAL FACTORS:

- Contact with “at risk” clients and persons accused or adjudicated of misdemeanor and felony offenses, visitors and general public
- Work is performed indoors and outdoors in a 24-hour/7-day confined, security facility
- Significant contact with the public, elected officials, department heads, and other County employees
- The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.
- This position has been identified with possible risk of exposure to blood-borne pathogens and/or various hazards that require immunization against such exposure.

PHYSICAL DEMAND REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to talk and hear
- The employee frequently is required to stand, walk; sit; use hands to find, handle, or feel objects, reach with hands and arms; stoop, kneel and climb stairs
- Performing the essential functions typically requires exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly.

JOHNSON COUNTY SHERIFF'S OFFICE



Job Title:	Inmate Job Skills Instructor	FLSA Status:	
Department:		Opening Date:	
Position Number:		Closing Date:	
Vacancy Number:		Compensation Range:	

JOB DESCRIPTION

POSITION SUMMARY:

Instruct and oversee inmates programs that build on education, rehabilitation, and job skills. Duties include planning lessons and preparing job skill based programs for inmates; instructing inmates in job skills that give inmates opportunities when released from incarceration; monitor and assess the progress of inmates on an ongoing basis; record and report all necessary information related to inmates in a timely manner; and assist in other inmate related programs.

ESSENTIAL JOB FUNCTIONS:

- Provide direct and remote supervision of inmates within housing and other areas of the jail, courthouse, or secured perimeter as assigned to maintain a safe and secure environment
- Plan and prepares relevant and practical class lessons and monitors inmate student's performance
- Provides quality instruction to inmate students, integrating meaningful classroom activities and valuable experience that facilitates inmate student's educational goals and workforce skills
- Assist inmates who need additional instructions in basic reading, writing, social studies, science, math, and computer skills, where applicable.
- Help inmates students develop self-confidence, raise self-concept, and reduce anxiety, or fear of failure in their academic work
- Assists inmate students in achieving a better understanding of specific subject material
- Prepare and administer written and oral tests
- Conduct and/or oversee, classes, workshops, and demonstrations that teach principles, techniques, or methods in subjects, such as basic English language skills, life skills, and workforce entry skills
- Responsible for effective classroom management that enhances student learning
- Promote the GED program within the jail community
- Other duties as assigned by supervisor
- Regular attendance and timeliness are required

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EDUCATION:

Required:

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SKILLS ~ EXPERIENCE:

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