



## Scurry County Sheriff's Office

We consider applications for all positions without regard to race, color, religion, creed, sex, national origin, disability, sexual orientation, citizenship status or any other legally protected status.

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
City State ZIP

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Driver's License No. \_\_\_\_\_

Position Applied for: ☐ Jailer ☐ Dispatcher ☐ Deputy (must hold active and up to date Peace Officer License)

Have you ever submitted an application for this company? YES NO  
☐ ☐  
If Yes, give date \_\_\_\_\_

Have you ever been employed for this company? YES NO  
☐ ☐  
If Yes, give date \_\_\_\_\_

Are you authorized to work in the U.S.? YES NO  
☐ ☐

Have you ever been arrested or charged with a criminal offense? YES NO  
☐ ☐

If yes, explain: \_\_\_\_\_

Do you have any relatives currently employed with us? YES NO  
☐ ☐

I understand by submitting my application that I will be required to work all shifts necessary for a 24/7 operation, including but not limited to, day shift, night shift, weekends, and Holidays. \_\_\_\_\_  
Initials

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO  
☐ ☐ Circle One: **Diploma** **GED**

### References

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_

### Employment History

May we contact your present employer? YES NO  
☐ ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Start date: \_\_\_\_\_ End: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Start date: \_\_\_\_\_ End: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Start date: \_\_\_\_\_ End: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Scurry County Deputy Job Description**

The Scurry County Deputy Sheriff performs law enforcement work to protect lives, property, and rights of citizens of Scurry County. Work involves performing law enforcement duties in a specific area of assignment. This position may serve civil process papers, such as summons, writs of possession, foreclosures, executions, claim and delivery, restraining orders; answer complaint calls and patrol the County in an official vehicle to deter crime or apprehend violators or suspects; serve warrants and make warrant arrests; and/or performing various procedures associated with transporting prisoners for the Sheriff's Department. Specific duties and responsibilities may vary according to areas of assignment. Employee is subject to the usual hazards of law enforcement work.

### **Specific Duties and Responsibilities:**

#### **Common Duties:**

- Enforces all the laws of the state and applicable federal laws
- Provides law enforcement services to residents and responds to service requests
- Prepares documentation and reports in a timely manner
- Regular and punctual attendance is required

#### **Patrol**

- Patrols county roadways and assists citizens in both emergency and non-emergency situations
- Responds to calls for service as necessary; reports back to station as situation changes or assistance is needed
- Performs traffic enforcement duties, including issuing citations and tickets, directing traffic, and responding to accidents for assistance
- Completes offense and incident reports as necessary; may be required to testify in court
- Apprehends criminals in a variety of both hostile and non-hostile situations
- Provides field training for other officer; answers any questions or provides instruction as necessary
- Responds to animal control calls for service as necessary
- Investigates crime scenes; gathers evidence and lifts latent prints; takes photos of crime scene or marks out evidence as necessary
- Patrols unincorporated areas as necessary
- Writes and/or issues citations or warning in accordance with city, county, and/or stat law, regulations, ordinances, and procedures.

#### **Transport**

- Escorts inmates from jail to the various county and district courts
- Picks up prisoners from out of county jails being held on Scurry County warrants
- Takes into custody person arriving at the courthouse with outstanding warrants or persons with outstanding warrants
- Delivers selected inmates to various facilities depending on sentence
- Escorts selected inmates to outside medical appointments
- Escort federal inmates held at the county jail to federal court facilities out of town
- Serves warrants as necessary

#### **Warrants**

- Investigates and attempts to locate subjects of outstanding warrants; executes warrants and logs evidence; makes arrest and completes arrest reports
- Contacts other law enforcement agencies when subjects are believed to be in their jurisdiction and makes apprehension requests; makes apprehensions in county as requested by other law enforcement agencies
- Performs various extradition procedures, both interstate and intrastate as necessary

#### **Bailiffs**

- Serves as court bailiff for District Court, County Court and both Justice of Peace Courts, by maintaining order, opening and recessing court, and accompanying inmates to and from court
- Escorts inmates, applying handcuffs, and/or leg restraints, and notifying Jail officials of changes in inmates' status
- Places into custody defendants sentenced to active time, securing with restraining instruments, and advising Jail officials of status
- Provides security for the courthouse and participants

### **Nonessential Duties and Responsibilities**

- Performs other related duties as required

## **Scurry County Jailer Job Description**

The Scurry County Jailer performs specialized law enforcement work in the care and security of inmates to ensure their constitutional rights and welfare are safeguarded in the County Jail. Work involves admitting and booking inmates, supervising trustees, ensuring security of inmates and Jail, performing commissary duties, receiving and maintaining an inventory of inmate and supplies, performing control operations, performing inmate classification duties, and preparing and transporting inmates. Additional responsibilities may include monitoring cameras, monitoring emergency systems, performing various life and fire safety activities, performing telephone and radio communications and performing duties as a member of the Extraction Team. Specific duties and responsibilities may vary according to areas of assignment. Employee must exercise alertness and independent judgment in dealing with unusual situations. Employee is subject to the usual hazards of jail work.

### **Specific Duties and Responsibilities**

#### **Essential Duties:**

- Admits prisoners to the County Jail; ensures that inmates are properly booked and searched, and that inmates are allowed calls to attorneys and relatives; calls bondsman if necessary; and advises prisoners of all jail rules and regulations
- Reviews logs and reports from previous shift; maintains knowledge of inmate population and cell assignments; completes activity logs and reports
- Patrols entire jail area to prevent escapes and maintain order; monitors cameras showing interior and exterior perimeter(s); video-tapes incoming inmates; and monitors emergency systems
- Supervises inmate trustees performing various duties such as serving meals to inmates, loading and unloading materials at the sally port, cleaning jail cells, performing laundry detail, and performing kitchen detail
- Issues linen, clothing, toilet supplies; supervises shower and inventory of supplies; oversees cafeteria area
- Distributes mail to prisoners; provides inmates with paper, pencils and envelopes; collects outgoing mail from inmates
- Inspects the cleaning of jail to meet requirements of the state and the Sheriff
- Prepares and transports inmates to and from court, visitations or medical appointments, etc; escorts work release inmates to and from cell blocks, searches inmates upon return to Jail
- Performs various life safety functions which require training in fire safety and suppression
- Answers telephone and assists the public with questions concerning inmate status
- Assists visitors, inspects items brought to jail for inmates
- Receives, secures, logs, and receipts inmates' property, properly storing and returning appropriate items upon release
- Selects, reviews, and monitors housing assignments of inmates according to proper classification mandated by Texas Criminal Justice Standards using custody assessment system; reviews and updates inmate custody status in reference to bond amount changes, charges added and dismissed; and completes daily population counts
- Sorts incoming inmate mail; opens and searches mail for money or contraband; logs and receipts money and property not given to inmates; and delivers mail to designated areas within the jail
- Mails packages for inmates
- Regular and punctual attendance is required

#### **Nonessential Duties**

- Performs other related work as required

I understand that the Scurry County Sheriff's Office is a 24 hour operation and although I will be assigned to a shift and specific hours to work, my schedule to work is subject to change at any time with little or no advance notice.

## **Scurry County Telecommunicator Job Description**

The Communications Officer performs specialized radio and communications work. This position receives incoming emergency and administrative calls, prioritizes calls received, and forwards information via Radio/Phone system to fire departments, rescue squads, police departments, state troopers, constables, wildlife services, animal control, Sheriff's Department personnel, and various law enforcement task forces.

### **Specific Duties and Responsibilities**

#### **Essential Duties**

- Operates emergency and non-emergency communication systems to receive complaints and requests for service by telephone; obtains necessary information and dispatches necessary information; gives callers direction and instruction if necessary
- Operates the Communications Section system entering and retrieving information to and from numerous databases including TCIC/NCIC, Scurry County Computer systems, NLETS agencies, and a variety of local, regional, and state emergency response databases
- Processes, forwards, and maintains records of information obtained or entered; maintains appropriate logs of all complaints and services requested
- Prepares photocopies of various materials and distributes as requested
- Answers telephones and greets visitors; receives and responds to inquiries, as appropriate, or refers caller to proper personnel
- Answers 911 and forwards to fire, police, Sheriff, and EMS as appropriate
- Confirms warrants as necessary; shares warrant information with authorities as necessary
- Dispatches Sheriff Department and county personnel, including patrol, warrants, traffic, special enforcement unit, criminal investigations, transport, state troopers, narcotics, animal control, and game wardens
- Monitors and dispatches proper authorities for alarms received from county buildings
- Monitors state and national messages through TLETS and NLETS; monitors weather and officer safety alerts that come through the TLETS/NLETS system
- Runs and enters data in the state and national data base for stolen goods, wanted persons, protected persons, and missing, runaway, or endangered persons
- Tracks emergency service personnel's location
- Conducts 911 cell phone traces as necessary
- Provides key hold or management information for businesses or residences, and gate codes for gated areas
- Provides training for other telecommunicators; answers any questions or provides instruction as necessary
- Regular and punctual attendance is required

#### **Nonessential Duties**

- Performs other related duties as required

I understand that the Scurry County Sheriff's Office is a 24 hour operation and although I will be assigned to a shift and specific hours to work, my schedule to work is subject to change at any time with little or no advance notice.

## **AUTHORITY TO RELEASE INFORMATION**

TO WHOM IT MAY CONCERN:

I hereby authorize the **Scurry County Sheriff's Office** and its authorized representatives bearing this release, or a copy thereof, within one year of its date, to obtain any information in your files pertaining to my employment, military, credit, education or medical records, including but not limited to academic, achievement, attendance, athletic, personal history, and disciplinary records, medical records, and credit records.

I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for official use. Consent is granted to all parties to furnish such information, as described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as custodian of such records, and any school, college, university, or other educational institution, hospital, or other repository of medical records, credit bureau, lending institution, consumer reporting agency, or retail business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or attempt to comply with it.

I am furnishing my Social Security Number on a voluntary basis with the understanding such is not required by any law or regulation. I have been advised that all parties will utilize this number only to facilitate the location of employment, military, credit, and educational records concerning me in connection with this application. Should there be any question as to the validity of this release, you may contact me as indicated below:

Applicant's Printed Full Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Applicant's Notarized Signature: \_\_\_\_\_

Sworn to and before me, on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, in and for \_\_\_\_\_  
County, in the state of \_\_\_\_\_.

Signature of Notary Public: \_\_\_\_\_

NOTARY SEAL

Printed Name of Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_