

# RUNNELS COUNTY JAIL



200 S. Hickory Hill  
Ballinger, TX 76821

**Michele (Shelly) Basart**  
**JAIL ADMINISTRATOR**

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## **Runnels County Sheriff's Office** **Jail Lieutenant – Detention Division**

Location: Runnels County Jail – Ballinger, Texas

Position Type: Full-Time, Exempt (40 hours weekly)

Schedule: Hours may vary based on operational needs of the jail

On-Call: Required after hours, weekends, and emergencies

Salary: \$1,825.74 bi-weekly

The Jail Lieutenant is a command-level supervisory position responsible for the daily operation of the detention facility and direct supervision of Sergeants and Jailers. This position serves as a working supervisor and operational authority of the jail when on duty and ensures safe inmate custody, staff accountability, and compliance with the Texas Commission on Jail Standards (TCJS), Texas Administrative Code Title 37, and Sheriff's Office policy. This is not an administrative-only position. The Lieutenant must be willing and able to actively work on the jail floor and perform any duty they supervise.

### ***Essential Responsibilities***

- Supervise shift Sergeants and jail staff
- Maintain safe custody, control, and supervision of inmates
- Oversee intake, housing, release, kitchen, recreation, and inmate movement
- Ensure compliance with Texas Jail Standards and documentation requirements
- Review jail paperwork, reports, logs, and classification decisions
- Respond to incidents, disturbances, medical emergencies, and mental health situations
- Coordinate with courts, parole, probation, and outside agencies
- Work with jail medical and mental health providers
- Provide hands-on training and mentoring
- Assist with inmate classification and housing decisions
- Communicate operational issues to administration

### ***Working Supervisor Requirement***

The Lieutenant must be capable of performing all duties assigned to staff under their supervision, including booking and release, classification, court coordination, transporting inmates, report writing, security rounds, and emergency response. During staffing shortages or emergencies, the Lieutenant is expected to assume line-level duties to maintain minimum staffing and safe operations.

### ***Knowledge and Skills Required***

- Court commitments and release procedures
- Parole and probation processes
- Medical and mental health inmate management

- Jail records and documentation
- Inmate supervision and security procedures
- Use of force and emergency response
- How to locate and apply Texas Jail Standards
- Ability to learn, adapt, and exercise sound judgment under pressure

### ***Minimum Qualifications***

- TCOLE Licensed Jailer (required)
- Correctional experience required; supervisory experience preferred
- Valid Texas Driver's License
- Ability to safely and legally transport inmates
- Ability to pass background investigation

### ***Benefits***

- Texas County and District Retirement System (TCDRS) with 130% employer match
- Vested after 8 years of employment
- Employer-paid employee health insurance (Blue Cross Blue Shield of Texas)
- Optional employee-paid vision, dental, accident, cancer, and heart attack/stroke coverage
- 12 paid holidays per year
- Paid birthday holiday
- 80 hours paid vacation after 1 year of employment
- 3 days emergency leave per year
- 2 days personal leave per year
- Paid sick time (accrues at 1 work day per month)

Applications may be obtained through the Runnels County Sheriff's Office or the Runnels County Jail. Applications will be taken through February 20<sup>th</sup>.