

## MORGAN COUNTY POSITION DESCRIPTION

**TITLE:** Deputy Sheriff (non POST-certified)

**GRADE:** 5

**DEPARTMENT:** Sheriff

**DIVISION:** Public Safety

**SHERIFF DIVISION:** Jail Operations

**SHERIFF SECTION:** Custody

**EXEMPT/NON-EXEMPT:** Non-exempt

**REVISED:** January 3, 2016

### **GENERAL STATEMENT OF DUTIES:**

Maintaining security and order within the county jail, the detention, safekeeping and confinement of persons and prisoners who are lawfully committed, security of the Courts and other agencies within the Justice Center, and transportation of prisoners and persons who are lawfully committed.

### **ESSENTIAL DUTIES:**

Supports, upholds and defends the Constitution of the United States of America and protects the Constitutional rights of others. Supports and upholds the Constitution and laws of the State of Colorado, and as a non-P.O.S.T-certified Deputy Sheriff, enforces laws of the State of Colorado and ordinances of Morgan County per statute and Office policy.

Maintains order, safety and security of the county jail, as well as the building, grounds and parking areas of the Morgan County Justice Center complex and the agencies, personnel and visitors within.

Receives and processes incoming prisoners to the county jail whether from an Arrest Warrant, Mittimus or an order from a Municipal, County or District Court (Colorado, other state, or federal) judge, or arrest by Affidavit In Support of Warrantless Arrest.

Processes prisoners for release, manages prisoner property, oversees and/or delivers meals to prisoners or others confined in/to the county jail.

Moves prisoners in a secure manner throughout the jail, escorts prisoners in a secure manner while attending court appearances to and from those places and their assigned housing areas.

Responds to disturbances, conducts preliminary investigations of criminal activity and/or crimes which occur within the county jail and Justice Center complex and grounds of the county jail, makes physical arrests of persons violating criminal statutes and/or issues summons and complaints to violators, uses reasonable and necessary force to prevent escapes, take persons into lawful custody and/or prevent injury or death to themselves or others.

Conducts perimeter checks around the jail, sheriff's office, communications center and courts and observes for fire or other environmental threats, security lapses or threats, criminal violations and/or suspicious persons or activity and reports to supervisors or Patrol deputies as appropriate.

Conducts searches of prisoners, as well as all areas within the jail and Justice Center complex, to prevent introduction, movement or manufacturing of contraband, weapons or instruments of escape.

Monitor surveillance and other security devices or programs as necessary to provide safety and security to the county jail and Justice Center complex and grounds.

Utilizes various keys, devices or systems to allow passage or ingress/egress to authorized persons within secured areas of the jail, public access areas

Utilizes computerized data entry equipment and various word processing, database and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary; summarizes data in preparation of standardized reports.

Prepares and accurately completes a variety of reports and documents, including use of jail and records management systems, appearance bonds, evidence/property sheets, witness statement, offense/incident reports, and supplemental reports; maintains daily activity reports, as required; prepares and issues summons and complaint forms and written warnings; appears and testifies in court.

Securely and safely transports by vehicle, adult and juvenile persons and prisoners to and from places of lawful confinement, including jails, prisons, medical or mental health care facilities or other places of confinement.

Screens persons and property entering the Justice Center via the public entrance for weapons, dangerous or prohibited items ; fingerprints persons for various applications or per court order ; initial response for disturbances or other situations within the Justice Center complex

Oversees and/or delivers medication or medical services to prisoners or others confined to/in the county jail per jail medical staff. Provides emergency medical care dependant on level of training/certification to those suffering from illness or injury, whether prisoners or general public, until otherwise directed by those with higher levels of medical care.

Monitoring of, searches within and data entry into state and national crime information databases (CCIC/NCIC), to include switched messages, querying, entering, modifying, confirming and cancelling database records, including wanted and missing persons, stolen vehicles and articles.

Successfully attend and complete training, continuing education or subjects required by Office policy, state or Federal mandates, or as required to maintain job functions and skills,

Is assigned periods of on-call time where employee is readily available to respond to cover shift vacancies, conduct transports or prisoners or other lawfully confined persons, or assist with any other operations or duties.

Actively participate, or assist, in the training and mentoring of newly-hired or appointed Deputy Sheriffs, volunteers or support staff.

Any other duties as may be assigned by the Sheriff or his designee.

## **ESSENTIAL JOB FUNCTIONS:**

Directly supervises prisoners within the jail to include but not limited to interpersonal management, grievances, supervising facility cleaning, interfacility transportations, trustee control and detention and court shakedowns.

Monitor prisoner and deputy movement in housing areas from Master Control, Satellite Control or other designated locations, including temporary replacement of the Master Control Operator.

Initial response to disturbances and emergencies such as fire, riot, lockdown, escape, medical needs.

Management of juvenile offenders until transportation or placement occurs.

Book arrested persons. This includes computer input and searching of those arrested; accepting bonds; and assistance to outside agencies booking persons arrested.

Basic report writing and incident reporting.

Monitor prisoner movement within the facility, to and from court, and outside transport and documentation of those movements.

Enforcement of all laws and the rules, regulations, policies and procedures of MCDC.

Initial criminal investigation of events that have occurred within the facility to include crime scene investigation.

Basic vehicle maintenance on transport vehicles.

Use of a variety of computer systems, including data entry and those required to access CCIC/NCIC, jail management, law enforcement records management and computer aided dispatch systems, internet navigation and Windows-based systems.

Use of various types of telephones, two-way radios and other communication devices.

Working knowledge of Colorado state statutes as they apply to jail operations, crimes against persons and property.

Complete knowledge and understanding of the sheriff's office policies and procedures, as well as applicable county policy.

Understanding of human behavior.

Ability to keep accurate records.

Keeps assigned equipment and weapons functional, clean and properly maintained and reports any repair or maintenance needs to his/her immediate supervisor.

Ability to communicate verbally and in writing all pertinent information as to duty-related incidents and offenses, deputy activity, and prisoner interactions

Be able to organize, prioritize and act on work product, calls and other duties assigned without specific direction from a supervisor

Any other duties as may be assigned by the Sheriff or his designee.

**SUPERVISION RECEIVED:**

Reports directly to Division Sergeant or Senior Deputy In Charge (SOIC)

**CHAIN of COMMAND:**

1. Jail Sergeant or Senior Deputy In Charge (SOIC)
2. Jail Operations Division Commander
3. Undersheriff
4. Sheriff

**ESSENTIAL JOB SKILLS:**

Ability to organize and complete both scheduled and unscheduled work product, both proactively and reactively, with attention to detail and clarity

Use of understanding of human behavior and interpersonal skills to detect, process, de-conflict or de-escalate persons who are combative, hostile, uncooperative, or in crisis.

Obtaining fingerprints from arrested and other persons, both by electronic and rolling by use of ink, means.

Ability to capture clear and concise images by use of still and video cameras

Ability to communicate verbally and in writing all pertinent information as to the operations and security of a county jail and law enforcement operations in general.

Ability to effectively communicate with, and respond to, people in crisis.

Safe and efficient operation of motor vehicles.

Use of public safety radio and other communications equipment.

Proficiency in computer skills, including data entry and searches within jail management, law enforcement records management and computer aided dispatch systems, internet navigation and Windows-based Office programs.

## ESSENTIAL JOB SKILLS:

Skill and proficiency in handling, retaining and shooting agency-issued or approved handguns, shotguns and rifles.

Skill and proficiency in defensive tactics and arrest control, including searching and handcuff techniques, and the use of any agency-issued or approved defensive devices or weapons.

Interpersonal relationships with fellow staff, law enforcement, criminal justice staffs, fellow public safety agencies, the general public and those who are lawfully committed and/or charged with criminal violations.

## QUALIFICATIONS:

Be a citizen of the United States and a resident of the State of Colorado.

Must live within a reasonable distance of the workplace and agree to report for duty at a scheduled or approved time without interference from weather, vehicle operations or other foreseen conditions or situations.

Be twenty-one (21) years of age or older (Detention Specialists assigned exclusively to Master Control may be eighteen (18) years of age or older).

Have a high school diploma or its equivalency

Possess a valid Colorado driver's license and an acceptable driving record.

Have no convictions for any offenses which would be cause for revocation or denial of a P.O.S.T. certificate, including convictions for like offenses in municipal or out of state courts

Not be a current user of illegal drugs within the past five (5) years. NOTE: this includes the use of marijuana and/or THC-containing products.

Be able to perform essential functions of the position.

Be able to obtain and maintain security clearances necessary to access National Crime Information Center and Colorado Crime Information Center databases

Will complete all assigned training and requirements as mandated by the Morgan County Sheriff's Office.

## PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position. Public safety is far from routine, law enforcement especially. The frequency in which the below physical demands are encountered vary from day to day, hour to hour. Depending on activity and assignment each of these may range from **OCCASIONALLY** (activity exists less than 1/3 of the time) to **FREQUENTLY** (activity exists between 1/3 and 2/3 of the time) to **CONSTANTLY** (activity exists more than 2/3 of the time).

**VISION** – Individual must be able to read handwritten or printed material, and read from a variety of computer, radio or technological displays. Vision may be compromised by bright sunlight, low-light or darkness, bright flood/spot/emergency lighting, blowing particles, hazardous situations or materials and fatigue.

**MOBILITY** – In public safety and emergency response, percentages vary greatly from day to day in the amount of time sitting, standing, walking and strenuous physical activity, which can include stooping, kneeling, balancing, reaching, crawling, lifting, crouching, lifting, pushing.

**DEXTERITY** – Frequent use of eye, hand, and finger coordination enabling the use of radio and other communications devices, computer technology, emergency medical care, self-defense or restraint techniques, driving and use of various equipment, tools, instruments, controls or weapons.

**LIFTING** – Must be able to lift or carry a minimum of fifty (50) pounds. Must be able to push, pull or drag a minimum of one hundred fifty (150) pounds. Lifting, carrying, pushing or pulling in emergency situations often occur in less than optimal conditions and may be compounded by extreme weather conditions, poor or irregular footing/ground conditions, hazardous environmental conditions (snow/ice, heat, wind, lightning or severe weather), physical danger (hazardous materials, fire, assaultive/homicidal/suicidal persons, dangerous animals), fatigue and physical stress.

**COMMUNICATION** – Individual must be able to clearly understand the English language and be understood while speaking the English language. Individual must be able to clearly enunciate and convey in simple language or designated terms or codes.

**DRIVING** – Individual must be able to operate a motor vehicle in normal traffic, driving and weather conditions, as well as during emergency vehicle operation and during times of heavy vehicular, pedestrian and animal traffic, along with darkness and extreme weather conditions.

**PHYSICAL WELL-BEING** – Individual will be subjected to various physical stressors such as environmental dangers, exposure to high-speed traffic, extreme weather, hazardous materials, blood-borne/communicable diseases, dangerous substances and materials. Individuals may be faced with the real or threatened acts of violence against others and/or the individual. These exposures can lead to illness, disease or injury, which can be long-term, incapacitating and debilitating, or fatal.

**EMOTIONAL WELL-BEING** – Individuals working in the public safety/emergency response fields are exposed to various emotional and psychological stressors. Ill and injured, abused and neglected, dead and dying animals, adults and children are common events, along with unwanted or upsetting sensations, sights, sounds and smells are inherent in this position, along with exposure to real, perceived or potential danger, may bring about any number of emotional or physical symptoms of stress.

Employee Signature:	Date:
Human Resources Signature:	Date: