

Garfield County
Job Description

Title:	Deputy: Trainee, Deputy I, II		
Department/Office:	Sheriff	Reports to:	Corporal
Division:	Patrol, Emergency Operations, Detention, Professional Standards	Pay Grade:	Deputy Trainee: 4 Deputy I: 5 Deputy II: 6
FLSA Status:	Non-Exempt	Driving Classification:	Essential.
Supervision Exercised:	None	Licenses/Certifications:	Deputy Trainee: Colorado Law Enforcement Training Academy (CLETA) Deputy: Patrol, Emergency Operations and Professional Standards only: Colorado P.O.S.T. (Peace Officer Standards and Training). Valid driver's license. Depending on assignment, other certifications may be required.
Minimum Education:	High school diploma or equivalent.		
Minimum Experience:	Trainee and Deputy I: None. Deputy II: 2 years of Law Enforcement experience.		

General Purpose:

Conduct crime prevention and investigation activities; and/or provide care, custody, movement, and control of inmates; and/or provide security to courts; and/or respond to major emergencies.

Essential Functions:

(These duties are a representative sample; position assignments and detailed work instructions may vary.)

Deputy Trainee:

1. Receives instructions through the CLETA program and successfully completes this Academy.
2. Passes the P.O.S.T. required background check.
3. Passes the state of Colorado P.O.S.T. certification examination.

Deputy I:

1. Develops working knowledge of Garfield County Sheriff's Office Policy and Procedures.
2. Prepares, presents and maintains reports and records as required.
3. Participates in required training.
4. Drives vehicle to perform one or more essential functions.
5. Performs other duties of a similar or related level as necessary or assigned.

If assigned to Patrol:

Under close supervision, learns and performs the following essential functions:

1. Enforces Garfield County resolutions, state and Federal statutes and traffic laws.
2. Responds to calls for assistance, complaints, suspicious activity, domestic disputes, disruptive behavior and emergency situations; takes charge of situations and takes whatever legal or persuasive actions are warranted; makes arrests.
3. Investigates criminal and non-criminal cases.
4. Prepares and executes arrest and search warrants.
5. Prepares cases and testifies in court.
6. Participates in search and rescue efforts.

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7. Assists in crime scene investigation follow-up and processing.

If assigned to Detention:

Under close supervision, learns and performs the following essential functions:

1. Processes inmates admitted to and discharged or transferred from Detention facility.
2. Provides courtroom security, provides security for nurses and others in contact with inmates.
3. Supervises the security and conduct of inmates.
4. Promotes acceptable attitudes and behavior of inmates to assist them in adjusting to a confinement setting.
5. Participates in programs to prepare inmates for release.
6. Supervises inmate work details.
7. Transports inmates.
8. Assists medical personnel in providing emergency care to inmates.

Deputy II:

Under minimal supervision, performs the following essential functions:

1. Performs all essential functions of the Deputy I.
2. Provides leadership and oversight to the Deputy I in daily operations; promotes teamwork and professionalism.
3. Exhibits advanced knowledge and provides training for Deputy I when necessary.
4. Performs other duties of a similar or related level and assists with special projects as necessary or assigned.

If assigned to Patrol:

1. Investigates and participates in more complex cases.

If assigned to Emergency Operations:

1. Assumes role of Agency Representative/Incident Commander at wild land fires over five acres until relieved by the Emergency Operations Commander, the Sheriff or Undersheriff.
2. Provides fire cause determination/arson investigation on all wild land fires and other assigned fire investigations.

If assigned to Detention:

1. Arranges for: transportation of inmates; courtroom security; security for nurses and others in contact with inmates; and assistance to medical personnel providing emergency care to inmates.

Job Qualifications:

Must be at least 18 years of age if assigned to Detention; for other Divisions, must be at least 21 years of age. Must pass: pre-employment drug & alcohol testing and post-employment random drug and alcohol testing; background check; physical agility test, written test, oral boards, polygraph, psychological evaluation, medical exam.

Deputy Trainee:

Knowledge of:

1. Basic computer hardware and software applications.

Ability to:

1. Speak, read and write the English language.
2. Communicate effectively verbally and write clearly, accurately, concisely, legibly, and with correct English grammar, construction and spelling.
3. Acquire, through training, knowledge of modern approved law enforcement principles, practices and procedures, state laws, local ordinances and first aid.
4. Demonstrate an aptitude for law enforcement work.
5. Understand and carry out verbal and written instructions.
6. Observe, assimilate, remember, record and recall pertinent facts and details.
7. Apply basic knowledge in collecting organizing and analyzing diverse information in order to decide upon an appropriate and reasonable course of action.
8. Work courteously with the general public and work with various cultural and ethnic groups in a tactful and effective manner.
9. Establish and maintain effective working relationships with others.

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10. Develop skill in the use specialized law enforcement equipment.
11. Work outside normal business hours.
12. Understand and practice safety procedures and precautions.
13. Qualify in firearms use as required.
14. Attend and pass all required training.
15. Maintain a high level of professionalism and confidentiality.

Deputy I:

In addition to knowledge required for Trainee, knowledge of:

1. Relevant Federal, state and local laws, rules, regulations, codes and/or statutes.
2. Sheriff's Office Policy and Procedures.
3. Methods and techniques of dealing with individuals in custody; criminal attitudes and behavior patterns.
4. Self defense tactics and use of law enforcement equipment.
5. First aid methods and techniques.
6. Modern office processes and procedures.
7. Relevant computer hardware and software applications.

May require knowledge of:

1. Court procedures used in criminal, civil and domestic court.
2. Crime scene investigations.
3. Geographical layout of the County.
4. Firearms safety and use.
5. Processes and procedures for booking inmates.
6. Inmate classification and living area assignments.
7. Fire regulations, self-breathing apparatus and fire extinguishers.

In addition to abilities required for Trainee, ability to:

1. Handle routine incidents following legal and procedural guidelines.
2. Interpret and enforce rules and regulations with firmness, persuasiveness, tact and impartiality.
3. Read and understand legal documents.
4. Prepare and maintain clear, concise and accurate oral and written reports and records.
5. Make quick, effective, responsible and reasonable decisions in emergencies and take appropriate action.
6. Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
7. Organize and prioritize work.
8. Exercise a high degree of tact, courtesy and sound judgment in relationships with citizens and public officials.
9. Handle stressful situations in a professional manner, including angry or difficult individuals; accurately assess situations and people and secure cooperation whenever possible.
10. Endure verbal and mental abuse when confronted with the hostile views and opinions of inmates and other people encountered in an antagonistic environment.
11. Maintain reasonable physical fitness in relation to mission.
12. Achieve and maintain firearms certification (Required for Patrol, Emergency Operations, Professional Standards. Detention Deputies as necessary or required).

If assigned to Detention, ability to:

1. Recognize various types of inmate behavior and supervise and control inmates and secure their cooperation.
2. Control, direct and instruct inmates in groups.
3. Operate remote control security panels.

Deputy II:

Knowledge of:

If assigned to Emergency Operations: knowledge of:

1. Wild land fires policies, processes, procedures and practices.

In addition to abilities required for Deputy I, ability to:

1. Assume and carry out considerable responsibility within established guidelines with limited supervision.

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2. Handle difficult and complex incidents following legal and procedural guidelines.
3. Develop and effectively present material to large and diverse groups of people.
4. Provide leadership, training and oversight in daily operations
5. Promote teamwork and professionalism in others.

If assigned to Emergency Operations, ability to:

1. Plan operations and direct others.

Internal & External Contacts:

Internal Contacts:

Frequently interacts with other Sheriff's Office employees.

External Contacts:

Patrol:

Frequently interacts with the general public; occasionally interacts with court personnel, law enforcement agencies and other organizations.

Emergency Operations:

Frequently interacts with Federal, state and county agencies and local Fire Districts.

Detention:

Frequently interacts with arrestees, inmates and the general public; occasionally interacts with court personnel and law enforcement agencies.

Physical Activities and Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform essential functions.

Required Physical Activities:

While performing the essential functions of this job the employee is frequently required to talk, hear, sit, stand, walk, bend, stoop, kneel; and is occasionally required to run, climb, balance, crouch and crawl; is frequently required to lift and carry up to 25 pounds; is occasionally required to lift and/or move up to 50 pounds and to exert up to 100 pounds of force. The employee is required to perform strenuous tasks requiring muscular strength and coordination. The employee is occasionally required to maintain body balance while ascending or descending ladders or open stairs, and to maintain body equilibrium while bending at the waist or at the knees. The employee is frequently required to stand or sit for an extended period of time without a significant rest period. The employee is routinely required to reach with hands and arms; work with the hand or hands in handling, seizing, holding, or grasping motions and with the fingers in fingering, picking and pinching actions to operate objects, tools or controls. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee is occasionally required to lift, pull, bend or physically restrain a combative or injured citizen, arrestee, or inmate to maintain order.

Work Environment:

Performing the essential duties of this job involves a significant chance of incurring a disabling or life threatening injury.

While performing the essential functions of this job, the employee may be exposed to interactions with physically violent and/or mentally or emotionally disturbed persons. The employee may come into physical contact with a member of the public, an inmate or an arrestee by touching, controlling, sitting by, riding with and body searching the individual. Hand-to-hand exchanges of documents, money, personal property, clothing and other items may be required.

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The employee may be required to provide immediate response to criminal or medical emergencies where blood, body fluids or other medical hazards may be present.

The noise level in the work environment is typically moderately loud; at times the noise level may be loud, with frequent interruptions and multiple demands.

The employee is routinely required to work outside normal business hours.

In times of emergency, the employee may be exposed for prolonged periods of time to outdoor weather conditions that may vary from extreme heat to extreme cold; and to debris, fumes, odors, airborne particles and dust; may be exposed to the possibility of bodily injury from electrical shock or mechanical hazard; and may be exposed to toxic or caustic chemicals.

If assigned to Patrol:

The employee is frequently exposed to outdoor weather conditions that may vary from extreme heat to extreme cold.

If assigned to Detention:

The employee routinely works in a closed environment in close proximity to inmates; is required to conduct visual and audio surveillance of inmates for extended periods of time; and rotates assignments among booking, control room, and inmate pods.

Required Travel:

The employee is frequently required to travel throughout the County; may be required to travel out of state. (Patrol, Emergency Operations, Professional Standards)

The employee is occasionally required to travel throughout the County. (Detention)

Computers and Other Equipment:

Computer and relevant software applications; telephone system; radio communication equipment; facsimile; shredder; copier.

If assigned to Patrol or Professional Standards:

Emergency response vehicle, firearms, restraining equipment and other specialized law enforcement equipment.

If assigned to Emergency Operations:

Emergency response vehicle, firearms; cellular telephone, geographic information system and County maps.

If assigned to Detention:

Transport van; restraining equipment and other specialized law enforcement equipment, security monitoring devices; firearms as necessary or required.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts Garfield County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the County's current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County.