



Office of Human Resources
Dep Sheriff - CY1054
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General Statement of Duties

Performs entry-level to full performance level protective services work for Denver County by providing for the security, care, custody and safety of Denver County prisoners and the public in detention, medical, court and transportation settings.

Distinguishing Characteristics

This classification is the first level in the Deputy Sheriff class series. The series consists of Deputy Sheriff, Deputy Sheriff Sergeant, and Deputy Sheriff Captain. This classification is distinguished from the Deputy Sheriff Sergeant class which has first level supervisory duties and responsibilities.

Essential Duties

Enforces departmental and post orders to ensure prisoner security in detention, medical, court and transportation settings including activities such as conducting inspections for contraband, maintenance and safety hazards; taking charge of work details; observing prisoner health and behavior and controlling movement of prisoners and the public within the facility.

Transports prisoners between detention centers, police stations, courts, feeding areas, medical facilities and other destinations.

Verifies prisoner identity, authority to transport and confirms proposed route of travel.

Processes prisoners for book-in by reviewing inmate charges, court orders and legal status to ensure proper custody and disposition and prepares records for necessary classification and probation.

Inventories and receipts for inmate property and personal clothing and for equipment, supplies, uniforms, keys and weapons.

Computes good time and release dates, informs inmates of means of release and detention policies and verifies satisfaction of all charges.

Prepares and processes work release orders, bonds, census reports and other records and reports.

Investigates fights, theft, accidents and other incidents occurring within the institution by preserving the crime scene, maintaining the chain of evidence and giving Miranda rights and other warnings.

Prepares various legal documents and provides testimony in court.

Requires meeting certification standards and qualifications in the use of firearms and other tactical weapons.

By position, may be assigned to dispatch sheriffs and vehicles and monitor their movement and current location.

By position, may be assigned to search vehicles towed to the car pound and inventory contents.

By position, may be assigned to perform administrative duties, such as performance of in-service and academy training; service of civil process for County and District court; conduct research to develop new policies and procedures or participate on hiring panels or in internal investigations.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Decisiveness - Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.

Influencing/Negotiating - Persuades others to accept recommendations, cooperate, or change their behavior; works with others towards an agreement; negotiates to find mutually acceptable solutions.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Knowledge of safety hazards, blood borne pathogen regulations and universal safety precautions sufficient to be able to protect oneself and others from possible infection and maintain a safe working environment.

Knowledge of inventory techniques sufficient to be able to maintain asset inventory.

Knowledge of mathematics sufficient to be able to perform a variety of calculations.

Knowledge of the methods of basic first aid sufficient to be able to render assistance until medical personnel arrives.

Skill in basic computer operations.

Skill in using defensive tactics.

Skill in conducting searches of persons and facilities for contraband.

Skill in reacting calmly and effectively in emergency or stressful situations.

Skill in remembering and recalling inmate identity and other facts.

Level of Supervision Exercised

This classification has no supervisory responsibility.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

None

Education & Experience Equivalency

None

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Applicants must meet the certified physical fitness standards adopted by the Department.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Potential exposure to infections and contagious diseases
Potential exposure to the risk of blood borne diseases
Potential exposure to hazardous anesthetic agents, bodily fluids, and wastes
Potential exposure to housekeeping/cleaning agents/chemicals
Potential exposure to hazardous/toxic chemicals
Potential exposure to offensive inmates or public
Contact with inmates and public under a wide variety of circumstances
Potential exposure to unpleasant elements (accidents, injuries and illness)
Subject to varying and unpredictable situations
Handles emergency or crisis situations
Potential exposure to odors in jail facility, inmate or public areas
Subject to many interruptions
Subject to long, irregular hours
Subject to traffic, roadways, and pedestrians
Pressure due to multiple calls and inquiries
Potential exposure to dangers of assaults/hazards from investigating alarms
Potential exposure to sufficient noise to cause distraction or possible hearing loss
Potential exposure to conditions where there is danger to life, body, and/or health
Potential exposure to hot and cold and adverse weather conditions.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Ability to lift, drag, or carry children and adults (dead, alive but injured, or resistant dead weight) with or without assistance.

Ability to utilize force when necessary to maintain order in the course of assigned duties.

Carries lethal and less-than lethal weapons and must qualify in the use of those weapons.

Explosive strength and stamina sufficient to run a distance of up to 300 meters.

May be required to physically subdue violent prisoners and chase inmates or the public on foot to apprehend them.

Physical tolerance to effectively work under adverse environmental conditions, extended or disrupted work schedules resulting in loss of sleep and meals, the stress of interacting with hostile or dangerous people, of assisting victims of violence or injury, and the changing parameters of legally-mandated job responsibilities and limitations.

Static strength: may be required to wear body armor & carry duty weapons weighing up to 25 lbs.

Accommodation: Ability to bring objects into focus.

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Climbing: Ascending or descending an object or ladder.

Color vision: Ability to distinguish and identify different colors.

Crawling: Moving about in a low or crouched position.

Crouching: Positioning body downward and forward.

Depth Perception: Ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Kneeling: Assuming a lowered position.

Lifting: Moving objects weighing no more than 50 pounds from one level to another.

Pulling: Exerting force upon an object so that it is moving to the person.

Pushing: Exerting force upon an object so that it moves away from the person.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Smell: Ability to perceive or detect a variety of odors.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another.

Background Check Requirement

Criminal Check

By position, Motor Vehicle Record

Assessment Requirement

REACT

Probation Period

Twelve (12) months.

Class Detail

Pay Grade: U1-710

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: