



Office of Human Resources County Court Marshal - CN1866

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General Statement of Duties

Acts as special police officer with special police powers for Denver County Court by performing fugitive investigation on individuals who failed to appear for court or comply with judicial orders and are named in active arrest warrants; locating individuals and serving legal notices issued by the Traffic, Criminal, General Sessions and Civil Divisions of Denver County Court; coordinating, implementing, and executing arrest attempts; transporting arrestees; performing executive protection duties for Judicial Officers and other government officials; and providing for the security of specific off-site court sessions.

Distinguishing Characteristics

The County Court Deputy Marshal is distinguished from the Denver Police Detective, which performs full performance level fugitive investigations and executive protective services work for the Denver Police Department.

The County Court Deputy Marshal is also distinguished from the County Court Marshal Supervisor, which participates in and performs supervisory responsibilities over County Court Deputy Marshals performing fugitive investigations and locating individuals and serving legal notices; supervises the planning and execution of tactical arrest plans for wanted persons; and supervises a team of officers assigned to the multi-agency Executive Protection Task Force.

Essential Duties

Manages assigned investigatory caseload of persons named in legal process issued by the Traffic, Criminal, and General Sessions Divisions of the Denver County Courts. Primary duty is to locate and apprehend fugitives wanted on active bench warrants, but may also include mittimus, summons, complaints, subpoenas, citations and limited security duties for court operations.

Conducts investigations on the whereabouts and known associates of wanted person. Performs interviews of victims & witnesses, and conducts neighborhood canvases. Conducts undercover stationary and mobile surveillance.

Creates, coordinates and implements tactical plans for arrest attempts of wanted persons.

Maintains and prioritizes case files and prepares activity records and reports.

Performs Executive Protection duties as assigned for Judicial Officers and other City and County of Denver government officials.

Provides assistance to the Denver Police Department and other Law Enforcement Agencies when requested by responding to emergency and non-emergency calls, assisting with motor vehicle accidents and fights officers calling for help or cover, rendering first aid, directing traffic, securing crime scenes, etc.

May provide assistance to other local, city, municipal, county, state, or federal law enforcement.

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

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Information Management - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

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

Oral Communication – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Knowledge & Skills

Knowledge of the laws, policies, and procedures regarding the service of legal processes sufficient to be able to perform duties without violating an individual's rights or compromising the county's legal standing.

Knowledge of safety hazards and necessary safety precautions and accepted police officer safety tactics sufficient to be able to establish a safe working environment for self and others.

Knowledge of the procedures/techniques related to exposure to combative subjects, firearms, edged weapons and blood borne pathogens must be practiced at all times.

Knowledge of the legal procedures and techniques regarding arrests sufficient to be able to arrest individuals without violating their rights or compromising the county's legal standing.

Knowledge of the procedures/techniques of transporting arrestees sufficient to be able to avoid physical harm or liability to any parties involved.

Knowledge of the laws/policies/procedures regarding emergency driving sufficient to be able to safely and effectively perform the duties of a first responder when applicable.

Skills in utilizing communication equipment to communicate information to other officers and the Denver Police Department Combined Communication Center.

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

Level of Supervision Exercised

None

Education Requirement

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

Experience Requirement

Two (2) years of law enforcement experience.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.
Possession of a current Colorado Peace Officer Standards and Training (P.O.S.T.) certification issued by the POST Board of the Colorado Attorney General's Office at the time of application.
Possession/maintaining firearms qualification.
Possession/maintaining Taser Certification.
Possession/maintaining arrest control certification.
Licenses and certifications must be kept current as a condition of employment.

Working Environment

Potential exposure to conditions where there is danger to life, body, and/or health.
Potential exposure to infections and contagious diseases.
Potential exposure to the risk of blood borne pathogens.
Potential exposure to hazardous anesthetic agents, bodily fluids, and wastes.
Potential exposure to unpleasant elements (accidents, injuries, and illness).
Potential exposure to sufficient noise to cause distraction or possible hearing loss.
Potential exposure to adverse weather conditions.
Contact with defendants and public under a wide variety of circumstances.
Subject to varying and unpredictable situations.
Handling emergency and/or crisis situations.
Makes home and business visits where there is a potential danger to life.
Subject to many interruptions and long, irregular hours.
Subject to performing on-call duties during schedule off hours.

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.):

Steadiness: Arm-hand steadiness, while moving arm or holding it in one position, in order to accurately aim and fire a firearm, less than lethal weapon, or pepper spray canister, or operate surveillance equipment (e.g., binoculars, camera equipment).

Fingering: Manual and finger dexterity to quickly make skilled, coordinated movements of the fingers and/or hands to fire a firearm, to load/unload firearms, to operate a police radio, to discharge a less than lethal weapon, to handle minute or delicate evidence, to type on a computer keyboard, tablet, or smartphone, and to write.

Talking: Sufficient use of voice to speak loudly and clearly enough to be easily understood during in-person or telephone conversation or radio transmissions over a noisy background and to project authority and command presence via volume, tone, clarity, and assertiveness.

Hearing: Ability sufficient to understand general in-person and telephone conversation, and understand radio transmissions, commands, cries for assistance when obscured by background noise, and discriminate among non-speech sounds (e.g., action of weapons), and to recognize the direction from which a sound is coming (e.g., footsteps, voices, or alarms), and understand whispered conversation.

Eye/Hand/Foot Coordination: Ability to safely handle a firearm while crawling, walking, or running, to aim and accurately fire a weapon, use police tools, and write.

Near Acuity: Ability to identify and distinguish among objects (arm's length or closer) such as fingerprints, serial numbers, trace evidence (e.g., lint, fibers, hair) and read fine print on items (e.g., reports, driver's license, containers, legal documents and forms, books, citations).

Depth Perception: Ability to identify license plates and vehicle makes at a distance and under various light and weather conditions, and distinguish one person from another, identify objects on a person or held in a person's hand, distinguish a weapon from an object other than a weapon, identify and describe clothing, height, weight, and facial characteristics from a distance and under various light and weather conditions.

Color Vision: Ability to identify and distinguish between colors and shades of color to identify narcotics, describe subjects and vehicles, recognize, and describe hazardous material placards on vehicles, identify evidence tagging.

Static Strength sufficient to:

- wear body armor, duty weapons and other equipment weighing up to 30 lbs.
- lift and carry objects weighing up to 50 lbs. (e.g., duty bag, equipment)
- lift, drag or carry children and adults (dead, alive but injured, or resistant dead weight) with or without assistance.
- push/pull/drag objects such as furniture, mattresses, and other household items to conduct searches, maneuver people during arrests or when injured (e.g., pull from a car or onto a gurney) or assist another officer over a wall.

Explosive Strength sufficient to:

- jump over obstacles (e.g., hedge, hood of car, ditch, culvert, retaining wall) as high as four feet and wide as four feet.
- sprint short distances to pursue suspects, to escape hazards (e.g., fire, gunfire, toxic elements), or to assist victims requiring emergency assistance.
- control/restrain combative individuals.
- use the body to force entry into a structure.
- run a distance of over 50 yards.
- run a distance of under 50 yards.
- pull self-up and over obstacles.

Dynamic Strength sufficient to:

- climb up and over objects (e.g., steep, uneven grades, hills, sandy areas, trees, fences, poles, extension ladders, sides of buildings) up to six feet.
- walk up and down flights of stairs
- crawl in confined areas (e.g., attics, cellars).
- climb through small openings (e.g., windows).
- pull self through openings.

Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.

Ability to physically react quickly in situations such as drawing a weapon, defensive driving, physical confrontations (e.g., fending a blow or preventing flight), or dodging traffic.

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, and repetitive, routine working conditions that require driving, riding or sitting for extended periods in a car.

Sense of smell sufficient to detect illegal drugs, alcoholic beverages, ether, fuels (e.g., natural gas, gasoline), fire, and corpses.

Physical ability to pursue (on foot and/or by vehicle), subdue and arrest a resisting/attacking individual.

Physical ability to effectively handle opposition during an arrest or emergency situation.

Physical ability to effectively handle an armed confrontation with a suspect.

Ability to recover weapon(s) from a suspect.

Physical ability to perform an evasive maneuver to recover a weapon from a suspect.

Ability to sit or stand for long periods of time.

Required to carry lethal and less-than-lethal weapons and must qualify in the use of those weapons.

Employs a continuum of force when necessary to maintain order in the course of assigned duties.

Background Check Requirement

Full Police Officer Background Investigation including fingerprint based Criminal Check
Employment Verification
Licenses/Certification
By position, Motor Vehicle Record

Assessment Requirement

Polygraph Examination
Police Psychological Assessment
Medical Exam to evaluate physical fitness, vision, hearing and drug screening.

Probation Period

Twelve (12) months.

Class Detail

Pay Grade: NE-18

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By: GT

Class History: The following sections have been revised: General Statement of Duties, Distinguishing Characteristics, Essential Duties, Working Environment, Background Check Requirements and Assessment Requirements.