



# SHERIFF

KIT CARSON COUNTY

Travis Belden, Sheriff | Michael Jones, Undersheriff

Kit Carson County Sheriff's Office • 251 16th Street suite 103 Burlington, Colorado 80807 • Office: 719-346-8934 • Fax: 719-346-7282

## JOB DESCRIPTION

POSITION: *Patrol Deputy*

### GENERAL DESCRIPTION OF DUTIES:

- Deputies will abide by and enforce the laws of the State of Colorado and uphold the Constitution of the State of Colorado and of the United States of America.
- Deputies will preserve the peace, protect life and property, prevent crime, apprehend criminals, recover lost or stolen property, and enforce all laws in a fair and impartial manner.
- Deputies will be knowledgeable in all aspects of their assigned duties, and maintain adequate levels of proficiency to perform their assigned tasks.
- Deputies will report all crimes, suicides, attempted crimes, and important happenings or other information of concern to the Office that may come to their attention. They shall not repress, conceal, or distort the facts of any incidents or information that comes to their attention.
- Deputies will respond to all calls given to them from the communications center, either by responding in person, or returning phone calls.
- Deputies are required to communicate with the communications center via two-way radio and telephone.
- Deputies shall complete all paper work and reports in a timely manner.
- All employees may be asked to assist in preparations for the annual county fair.
- Required to work all shifts, which includes days, nights, weekends, and holidays.

### PRE-EMPLOYMENT TESTING:

- Drug, Alcohol, and Background Testing required prior to employment.

### REQUIREMENTS:

- ICS training
  - Minimum requirement is ICS 100
    - ICS 200 and 700 preferred.
    - This can be completed during the first year of employment.
- High School diploma or equivalent; college degree in criminal justice or related field is desirable.
- Colorado P.O.S.T. certification or the ability to obtain within 6 months of hire date.
- Must be 21 years of age and a U.S. citizen or possess appropriate work visa.
- Must be able to speak, read, write and understand the English language.
- Must be in basic good health.
- Must possess a Valid Colorado Driver's License, or the ability to obtain one within thirty (30) days.
- CPR/First Aid certification within the first year of employment.
- Must live within Kit Carson County.
- Drug and Alcohol random testing required due to safety sensitive nature of job duties.

#### QUALIFICATIONS:

- Must be honest, truthful, and trustworthy, and possess a high degree of personal integrity.
- Knowledge in Local, State, and Federal criminal laws are preferred.
- Will be on a six (6) month trial period from date of hire.

#### SUPERVISION RECEIVED:

Patrol Deputies work under the direct supervision of the Patrol Captain or Undersheriff.

#### KNOWLEDGE, SKILLS, ABILITIES:

- Ability to quickly and rationally make critical decisions during times of stress.
- Good observation skills and ability to work with criminals and general citizens of the county.
- Ability to prioritize duties under stressful conditions.
- Ability to perform the general description of duties.

#### WORK ENVIRONMENT:

- Work is generally confined to a patrol vehicle.
  - May be asked to respond to emergency situations 24 hours per day.
- Work is occasionally confined to a standard office environment.
- Work could be outside for extended periods of time in harsh weather conditions.
- Work performed in a highly stressful environment.
- Some degree of hazard to personal safety with exposure to violent inmates and diseases.

#### PHYSICAL DEMANDS:

- The following are some of the physical demands commonly associated with this position.
  - VISION - Individual must be able to read handwritten or printed material.
  - HEARING - Individual must possess average hearing ability. The noise level in the work environment is usually moderate.
  - LIFTING - Must be able to lift, carry, push or pull a minimum of 45 pounds.
  - MOBILITY - Spends 40% of the time sitting, 40% standing, and 20% walking while at work, although this may vary. Occasionally stoops, kneels, balances, reaches, crawls, and crouches while performing manual duties.
  - DEXTERITY - Frequent use of eye, hand, and finger coordination enabling the use of automated machinery.
  - COMMUNICATION - Individual must be able to clearly understand the English language and be understood while speaking the English language.
  - DRIVING - Individual must be able to operate a motor vehicle.
  - \*Occasionally: Activity exists less than 1/3 of the time.
  - \*Frequently: Activity exists between 1/3 and 2/3 of the time.
  - \*Constantly: Activity exists more than 2/3 of the time.

**BENEFITS:**

Full time employees will receive a full benefit package as provided by the Kit Carson County Board of Commissioners. Part-time, temporary or seasonal employees do not receive benefits.

**EQUAL OPPORTUNITY**

Kit Carson County is an Equal Opportunity Employer. All persons receiving compensation from Kit Carson County through payroll are considered employees of Kit Carson County and are expected to adhere to Kit Carson County's Employment Policies. Employees should consider the liability of Kit Carson County in all decisions made.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.**

*Nothing in this job description restricts Kit Carson 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. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate. This does not constitute a contract, written or implied, between the County and any County employee. No employee should consider these guidelines as a contract. Kit Carson County does not guarantee any specific term or length of employment. All employees of the County are "at will employees".*

I, \_\_\_\_\_ have read the above job description for the Kit Carson County Sheriff's Office, Patrol Deputy. To the best of my knowledge, I am able to perform all duties of the job as described. I also was given a copy of Kit Carson County Policies, Kit Carson County Sheriff's Office policies and Kit Carson County Detentions policies and I'm expected to read and understand all policies.

\_\_\_\_\_  
Employee/Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date