



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: *Detentions Deputy*

GENERAL DESCRIPTION OF DUTIES:

- Monitors inmates' visits with attorneys, bondsmen and other persons.
- Escorts inmates throughout facility.
- Collects and distributes all correspondence from and to assigned inmates.
- Performs first-line supervision over assigned inmates.
- Maintains care, custody, control and strict accountability of assigned inmates.
- Conducts timely security and welfare checks of assigned inmates and areas of responsibility.
- Prepares detailed incident reports, ward logs, property supplements, inter-office memorandums and other forms.
- Responds to inmate questions and provides information on topics concerning the judicial process, facility rules and procedures and referrals to social agencies, as appropriate.
- Inspects physical area within his or her responsibility and reports safety, security, sanitation, fire or maintenance deficiencies.
- Communicates with the central control room and other offices via two-way radio, intercom and telephone.
- Performs searches of inmates' person, possessions and quarters.
- Supervises the issuance of inmate meals and eating utensils. Accounts for utensils.
- Supervises the issuance and exchange of inmate linen and laundry.
- Conducts inventories of assigned equipment and supplies and inspects for signs of tampering.
- Supervises the cleaning of assigned areas.
- Pursues fleeing suspects or prisoners on foot or vehicle; climbs, crawls, jumps and runs to pursue suspects and protect life; pushes, pulls, lifts or carries persons or suspects/prisoners who may be incapacitated; effects forceful arrest.
- 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, Psychological exam 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 first year of employment.
- High school diploma or equivalent; college degree in criminal justice or related field is desirable.
- Knowledge of federal and state laws concerning inmate rights and local regulations, ordinances and laws concerning areas of responsibility is preferred.
- Must be 18 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.

- Valid Colorado Driver's License.
- CPR / First Aid certification within the first year of employment.
- National Sheriff's Association Jail Officer's Certification within the first six (6) months of employment.
- Must live within Kit Carson County or the surrounding Colorado Counties (Cheyenne, Lincoln, Yuma or Washington).
- 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.
- Ability to use standard office equipment, including computers and word processing functions, fax machine and copier.
- Will be on a six (6) month trial period from date of hire.

SUPERVISION RECEIVED:

The Deputy of Detentions works under the direct supervision of the Captain, Sgt. or Cpl. of Detentions.

KNOWLEDGE, SKILLS, ABILITIES:

- Ability to quickly and rationally make critical decisions during times of stress.
- Good observation skills and ability to work with criminal element that is dangerous, threatening, demanding and manipulative.
- Ability to prioritize duties under stressful conditions.
- Ability to perform the general description of duties.

WORK ENVIRONMENT:

- Work is generally confined to an indoor correctional facility.
 - May be asked to respond to emergency situations 24 hours per day.
- Walking 75% of the time, sitting 25% of the time, and stair climbing several times a day.
- Face to face contact with inmates.
- Occasional work outside in harsh weather conditions.
- Occasionally in a transport vehicle for extended periods of time.
- Work performed in a highly stressful, closed environment with minimal exposure to windows.
- 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 - 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, Detention 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

