

Job Title: Alternative Sentencing Officer

Department: Sheriff's Office

Reports To: Manager – Alternative Sentencing

FLSA Status: Non-Exempt

Driving Classification: Essential

Management: Non-Supervisory Responsibility

JOB SUMMARY:

Supervises and monitors inmates placed under a court ordered custody or alternative sentencing program.

ESSENTIAL JOB FUNCTIONS:

(The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Mesa County reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

Supervise and monitor inmates in work release facility, work-ender program, off-site work crews, or in transporting inmates between detention facilities, or work sites.

Monitor inmate living areas; assign and supervise work assignments; supervise meal service.

Monitor the safety and security of the facility and control of contraband, including searches of inmates and living areas, conducting security checks of facility, facility perimeter, windows, doors, inmate possessions, mail.

Perform intoxilyzer tests maintaining quality control standards in the handling of samples; completes required documentation; accounts for analysis performed for other agencies; maintains inventory and orders supplies

Investigate minor and major program violations; write incident reports; determine and carry out appropriate sanctions up to and including revocation and return to a more secure detention facility; prepare reports and recommendations.

Executes random and regular monitoring of inmates; performs formal and informal head counts; completes security rounds while on duty; supervises inmate behavior and activity; checks inmates in and out of the facility. May conduct on-site and employment checks.

May testify in court regarding specific inmate information or program progress

Receive and process inmate payments/funds, process fees, and balance accounts.

Monitor inmate medication

Performs computer applications and data entry to obtain and record information.

When assigned to Work-Enders:

Supervise large work crews in the performance of manual labor such as painting, landscaping, building trails, trash pickup, graffiti removal, and other tasks.

Comprehend and apply basic manual labor and general trade skills when working with inmate work crews for various job assignments. Ensure proper safety equipment is utilized.

Identifies projects and coordinates, schedules, transports and supervises the inmates completing work assignments.

Oversees and participates in:

Operation of light equipment such a lawn mowers/weed eaters/transport vehicles

Trim trees and bushes

Removal of graffiti

Hand-sweep, shovel and removal of debris

Construct and repair fences

Trash cleanup

Pulling trailers with transport vehicle for various jobs

Hauling debris to the landfill

Perform minor and routine maintenance on equipment such as checking oil/fluid levels, tire pressure and belts. Ensures that assigned equipment is properly maintained and repaired as needed.

Oral and written communications must be clear and effective.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or equivalent; supplemented by training programs in the area of assignment.

Any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT:

This position requires standing, stooping, sitting, bending, twisting, and lifting up to 60 pounds.

The incumbent's working conditions are usually moderate to loud and occasionally hectic and noisy.

Occasional exposure of work time to hazardous situations which involve physically violent persons, interviewing mentally or emotionally disturbed persons or bodily injury from biohazards, infections, or blood-borne pathogens.

Requires irregular hours, and shifts including weekends and holidays.

When assigned to Work-Enders:

The employee is frequently exposed to dirt, smoke, fumes, extreme heat and cold for long duration, outside atmospheric conditions, traffic noise, and dust for sustained periods of time. Occasional exposure to mud/rock/snow/slide conditions and flash flooding.

The employee is frequently exposed to possible bodily injury from moving mechanical parts of equipment, tools, and machinery.

The employee is occasionally exposed to possible bodily injury from electrical shock, falling from high places, and toxic or caustic chemicals.

While performing the essential functions of this job, shaking objects or surfaces; conditions such as fumes, noxious odors, mists, gases, and poor ventilation that affect the respiratory system eyes, or the skin.

The employee is frequently exposed to loud noise, high speed and high volume road conditions and other traffic hazards.