



Job Title: Deputy Sheriff – Law Operations
Department: Sheriff’s Office
Reports To: Sergeant
FLSA Status: Non-Exempt

Driving Classification: Essential
Management: Non-Supervisory Responsibility

JOB SUMMARY:

Performs responsible law enforcement functions as determined by the incumbent's position assignment. Depending on the position assignment, incumbents conduct general and complex criminal investigations, provide security at County facilities, provide field training to new employees, may serve as undercover narcotics agents, serve civil and criminal warrants, provide lead direction specialized teams.

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.)

Patrols a designated area of the county in a radio cruiser vehicle to preserve law and order, to prevent and discover the commission of crime, to direct traffic, and to enforce motor vehicle operation and parking regulations.

At the scene of an accident or crime, administers first aid, conducts preliminary investigations, gathers evidence, obtains witnesses, makes arrests, and takes prisoner into custody.

Answers calls and complaints regarding fires, automobile accidents, robberies and other misdemeanors and felonies; answers questions and gives information to the general public.

Assists in the search for missing persons; answers calls for rescue in emergencies; handles riots, civil disorders, or demonstrations.

Develops an area of expertise in order to be a team specialist. Areas of assignment include: S.W.A.T. Team, Diver, Field Training Officer, Firearms Instructor, Bike Team, KOGA Instructor, and other areas as requested.

Deal with the public daily.

May be required to supervise the work of others.

When assigned to field operations and criminal investigations:

Conducts forgery and fraud investigations.

Performs duties associated with the extradition of suspects.

Conducts juvenile apprehensions.

Conducts fugitive investigations.

Maintains detailed case notes and prepares daily and weekly case status reports.

Closes out cases by completing proper forms.

When assigned as a field training officer:

Designs, administers, reviews and updates a variety of new officer and existing officer training programs related to jail and/or warrant service assignments, including policies and procedures, communications, vehicle operations, officer safety and tactics, transportation of inmates and committed persons, weapons control and qualifications, and stress control.

Teaches new deputies responsibilities using an established training program.

Supervises the activities of new officers while they are being trained.
Designs and administers a variety of job related tests to both new and existing deputies.

Operates a variety of audio visual equipment.

Trains all personnel in the emergency procedures and the use of emergency equipment.

Trains new personnel to issue and serve arrest warrants, civil processes, committal/probate orders, and family violence orders.

When assigned to the jail transport:

Transports inmates to and from court, state system facilities, other counties, medical and dental appointments and compassionate visits.

Transports bond and commissary monies to appropriate destinations.

Transports blood and other medical supplies to and from the jail.

Transports parts, mail, sentences, uniforms, etc. both on scheduled and as needed basis.

Operates, inspects and maintains the cleanliness of the transport vehicles.

Prepares a variety of reports related to this work.

When assigned to provide security at the County facilities:

Operates electronic detection equipment and applies visual skills to ensure that weapons are not being brought into county buildings.

Provides foot patrol of county facilities to detect security problems and to deter potential security problems.

Provides information to the public concerning the location of county facilities.

Provides emergency assistance in the event of physical confrontations, medical emergencies and need to evacuate County facilities.

Provides security to jurors and others leaving County facilities after dark.

Maintains daily law enforcement officer weapons log.

Ensures that alarms in County buildings are in proper working order.

When assigned to Professional Standards & Training Unit:

Communicate with Human Resources to coordinate scheduling activities such as entry level exams, promotional exams and physical testing.

Serve as a member of various committees and other groups as directed; develop and distribute informative training videos.

Serve as a liaison with the POST Board, outside law enforcement agencies and other organizations.

Assist in conducting professional standards or internal affairs investigations.

Ensure that all divisions and sections are in compliance with the appropriate operating standards.

May investigate complaints against other members of the department.

Maintain an "open door" policy for all employees who wish to discuss complaints or training needs.

Respond to calls on cases with major degrees of complexity and severity; respond to crime scenes and receive initial reports from officers.

Identify, locate and interview complainants, witnesses, victims and informants to obtain information as to the facts of the case; investigate leads and prepare appropriate reports.

Interview suspects and inform suspects of their rights.

Gather, analyze and evaluate evidence.

Conduct pre-employment background investigations, provide advice and counsel on findings to appropriate officials.

Perform other related duties as assigned.

When assigned to serve civil and criminal warrants:

Locates and arrests suspects for whom criminal arrest warrants are issued.

Locates and serves civil process/complaints of individuals and corporations.

Transports mentally and physically ill persons upon appropriate legal order.

Transports prisoners upon legal order.

Patrols designated problem areas when ordered to do so.

Provides traffic enforcement duties when necessary.

Serves family violence orders issued.

Identifies persons wanted on criminal warrants, notes information on wanted persons on proper forms for entry into the Crime Information Center.

Locates wanted persons through records, telephone, teletype, and field checks.

Arrests wanted persons, searches them, secures them and transports them to jail.

Performs office duties one day per week providing telephone answering and information gathering,

recording and dissemination services for the division.

Investigates County inmates who may be wanted in other jurisdictions, makes positive identification, notifies other jurisdiction to determine if extradition is desired and serves warrant when required so that the individual may be held in custody.

When assigned to narcotics field:

Performs as an undercover or uniformed officer to detect and arrest individuals involved in illegal drug activities.

Investigates assigned narcotics related cases and complaints.

Conducts surveillance, consent and warrant searches, and trash pulls.

Arrests suspected drug dealers and users.

Interviews suspected drug offenders and prepares required reports.

Seizes and logs vehicles, homes, jewelry, cash, weapons and other property and/or evidence; files condemnation forms of confiscated items.

Coordinates efforts between the D.E.A. and municipal, county and state narcotics units.

Provides undercover narcotics services to other agencies.

Prepares and disseminates a large number of required reports and forms.

Composes/authors search warrants.

Receives citizen complaints concerning illegal drug activities, documents this information and determines appropriate response.

Develops leads and follows up on same.

Recruits and cultivates informants.

Patrols highways, stopping violators suspected of criminal activity related to drugs.

Prepares for and testifies in court concerning narcotics violations.
Assists the District Attorney in preparing cases for trial.

When assigned to records and identification:

Photographs and video tapes crime and accident scenes.

Collects evidence, recording pertinent dates, times and locations.

Lifts fingerprints at crime scenes, makes plaster prints of shoe and tire impressions, diagrams scene and may take aerial photos of scene.

Prepares and files written reports concerning crime and accident scenes.

Classifies and compares fingerprints.

Processes evidence submitted including finding and lifting latent fingerprints and completing the "chain of custody" form on each piece of evidence.

Prepares "photo line-ups" to assist crime victims to identify suspects.

Prepares and administers physical line-ups, including arranging for inmate volunteers and arranging for their transportation.

Testifies in court concerning evidence and crime scenes issues.

Provides booking and bonding services to sick and injured inmates who are incarcerated at a hospital.

Teaches booking and arrest procedures, fingerprinting, crime scene information, and evidence handling to departmental personnel.

Processes black and white film.

Administers Intoximeter tests as requested.

Photographs and video tapes County functions as requested.

When assigned to other administrative area:

Serves as liaison officer between the Sheriff's Office and the schools, provides counseling, and coordinates school activities with other law enforcement agencies.

Oral and written communications must be clear and effective.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School graduation or equivalent.

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

Licenses and Certifications:

Colorado Peace Officer Standards and Training (P.O.S.T.) Certification (not required for Jail Operations)

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT:

This position requires standing, stooping, sitting, bending, twisting, and lifting up to 100 pounds. Must be able to restrain violent, disoriented, and/or mentally disabled persons.

May be subject to dangerous situations and/or individuals. May be stressful due to the nature of personal contacts with inmates.

May be exposed to communicable diseases, infections, blood and bodily fluids.

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 loud noise, high speed and high volume road conditions and other traffic hazards.

Must be available for shift/weekend/holiday work and overtime.