



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

Driving Classification: Essential
Management: Non-Supervisory Responsibility

JOB SUMMARY:

Provides safety, security and care to the inmates in the detention facility; provides safety and security to staff and visitors to the facility, upholds the civil and constitutional rights of inmates, provides security to the County and District Courts and transports prisoners. Duties and responsibilities depend upon assignment.

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.)

Processes new inmates into the detention facility to include: reviews the paperwork to insure validity of commitment papers, performs custodial searches, takes fingerprints and mug shots, inventories and stores personal items/property, receives inmate monies for inmate accounts, detects potential medical/mental health problems which may require attention, completes intake/booking forms.

Monitors inmate living areas for fights, arguments, destruction of property and other types of undesirable behaviors; takes appropriate action when such undesirable behaviors are noted; conducts headcounts and security checks both at scheduled times and intermittently throughout assigned shift; supervises housing unit cleaning activities; issues and/or exchanges inmate clothing, linen, bedding and hygiene items; addresses other inmate needs as appropriate.

Supervises inmate meals to include: accounting for utensils, monitoring servers, ensuring all inmates are offered/provided a meal, ensuring equitable portion control, ensuring special dietary needs are addressed, monitoring clean-up.

Monitors inmate participation in special activities and programs.

Prepares reports of actions/incidents in accordance with training and policy. Makes computer entries to log routine, unusual and emergency activities. Composes, reviews, finalizes and files administrative paperwork/reports as required.

Monitors all security sensitive areas of the interior and exterior of the detention facility (including the Sheriff’s Office administration/law enforcement areas) to ensure the safety and security of staff and inmates, including, but not limited to: electric locks, gates, fences, doors, control areas, riot gear, weapons storage, common areas, administrative areas, classrooms, commissary, control stations, booking area, visitation area, supply and storage areas, kitchen and laundry areas, etc.

Monitors all movement of inmates and visitors entering and departing the detention facility; controls inmate, visitor and employee movement within the facility; ensures unauthorized persons are not admitted to the detention facility; ensures items of contraband are not introduced into the facility; takes appropriate actions if contraband is located within the facility.

Provides security assistance to medical, food service, booking, maintenance, or other staff, volunteers or visitors as appropriate.

Conducts various types of searches.

Determines the level of security to which an inmate should be classified for housing. Assess appropriate programs and services needed for all inmate classifications and meet the needs of inmates requiring special considerations.

Accounts for all keys and equipment; checks for equipment reliability; issues keys, radios and equipment to staff.

Monitors radio transmissions for routine and emergency transmissions; coordinates with outside agencies for necessary response; uses appropriate radio procedures when transmitting information by radio.

Receives, sorts and distributes inmate mail, checks for contraband, scans for information regarding escape, illegal activity or other security issues.

Responds to verbal and written requests from inmate population; counsels inmates, answers questions, verbally disciplines inmates for minor violations; participates in inmate disciplinary hearings.

Uses appropriate levels of force to control/contain prisoners, inmates, arrestees or others.

Provides training to newly assigned detention officers; assists with specialized teams.

May assist in transporting inmates to court proceedings, medical and dental appointments, other detention/corrections facilities, hospitals, funerals, work details, etc.; when necessary, provides appropriate levels of security for all inmate transports.

Conducts necessary investigations and apprehension procedures should an inmate escape; may effect an arrest under the authority of an arrest warrant or other court order; may effect an arrest on probable cause; assists certified officers in the performance of law enforcement duties; conducts interviews, reviews evidence, prepares initial reports, handles evidentiary materials, develops sources or information, prepares documents for signature.

Prepares for and testifies effectively in court proceedings.

Interacts with citizens and business concerns to respond to inquiries and complaints, provides information as appropriate regarding detention/court security related matters.

May deliver subpoenas, summonses, warrants, and other legal documents to individuals subject thereto.

May assist in securing the courthouse including processing entrants through metal detection equipment, assisting in clearing the building in emergency situations, or as dictated by the situation. May assist in enforcing safety regulations, rules and laws to ensure the safety of judges, court personnel, attorneys, other law enforcement personnel, prisoners, inmates, visitors and the public.

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 all Jail Operations positions)

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.

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