

**DOUGLAS COUNTY
SHERIFF'S OFFICE**

JOB TITLE: DEPUTY SHERIFF

Exempt: No	Job Type: 4202E
Pay Grade: E420	Department: Office of the Sheriff
Approved/Reviewed By: Sheriff Darren Weekly	Date: 01-10-23

General Duties: Performs a variety of physical, technical, and administrative duties to act as an instrument of the court. Responds to emergencies and non-emergencies, conduct investigations, apprehend offenders, prepare official reports, and provide credible testimony. Enforces state, federal, and county ordinances, statutes, and codes necessary for the protection of life, health, safety, welfare, and property of persons.

Supervision Exercised: None.

Supervision Received: Reports directly to the on-duty shift supervisor (sergeant).

Essential Duties:

The following statements are not intended to be an all-inclusive list. Duties, responsibilities, and activities are subject to change based on the operational needs of the Office or by the order of the Sheriff.

- Patrols assigned areas of the County to detect and deter illegal actions or activities; acts to ensure the security, tranquility and safety of businesses, residences, roadways, and public spaces.
- Enforces federal, state, and local laws, ordinances, and traffic codes; investigates traffic accidents and issues citations when appropriate.
- Serves writs, subpoenas, warrants, and other criminal and civil court process.
- Responds to dispatched calls or complaints to investigate reported incidents of criminal activity, traffic accidents, suspicious activity, disturbances, and other emergencies.
- Apprehends, detains, and places suspects in custody as required by law; uses reasonable force when necessary to protect life and property.
- Prepares a variety of detailed reports, records, affidavits, citations, and logs as required to document and maintain office activities.
- Books and processes prisoners; supervises jail areas; transports prisoners to and from detention facilities and courts; provides courtroom security.
- Testifies in court as a witness or complainant; prepares cases for prosecution in coordination with the District Attorney's Office.
- Investigates incidents observed or reported, obtains statements from involved parties and

witnesses, gathers and preserves physical evidence, secures crime scenes, and processes evidence according to policy.

- Conducts welfare checks, assists stranded motorists, and provides public assistance services.
- Participates in community policing activities, crime prevention programs, and public safety education events.
- Operates patrol vehicles in emergency and non-emergency situations under varying conditions.
- Maintains proficiency with firearms, defensive tactics, first aid, and all other assigned equipment.

Minimum Requirements:

- Must be a United States citizen or legal permanent resident who is lawfully present in the United States, pursuant to federal law and § 24-76.5-103, C.R.S.
- At least 21 years of age at time of appointment.
- High school diploma or G.E.D. required
- Possess a Colorado Driver's License at the time of employment.
- Possess a certificate of completion from a Colorado P.O.S.T. recognized basic academy or fulfill requirements under Colorado P.O.S.T. Must have a current and active Colorado P.O.S.T. certificate.
- No felony convictions or disqualifying misdemeanor convictions (as determined by the Colorado P.O.S.T. compliance manager).
- Ability to perform physical law enforcement duties under stress; meet established physical agility standards, including running, climbing barriers, jumping over, or climbing under or through obstacles and performing strenuous physical activity.
- Ability to work in hazardous environments and adapt to varying weather, terrain, and lighting conditions.
- Ability to pass various qualifying exams, a comprehensive background investigation, polygraph examination, psychological evaluation and medical examination.
- Ability to communicate effectively, both verbally and in writing, with diverse populations.
- Must be physically and mentally able to work rotating shifts, including days, swings, and nights, weekends and holidays.
- Willingness to work overtime, extended shifts, or emergency call-outs as needed.

Essential Job Functions:

Arrest/Detain/Search: Approaches, detains, restrains and/or subdues, searches, and arrests people as necessary. Uses senses to observe and evaluate people and circumstances. Applies necessary level of physical or deadly force when appropriate under law and procedure.

Office Policies and Procedures: Demonstrates working knowledge of and compliance with all office policies, procedures, and directives.

Emotional Abilities: Controls personal emotions and acts appropriately under high levels of personal stress. Demonstrates sensitivity to others' feelings; listens with empathy towards others; and displays compassion to those in distress.

Incident Evaluation: Responds to calls for service. Obtains appropriate information at the scene. Determines whether it is a civil or criminal matter. Evaluates information and determines priority of actions at scene. Searches persons, places, and things. Protects the scene. Identifies, collects, transports and preserves evidence and personal property.

Investigative Procedures: Gathers information using verbal and physical interview techniques. Gives legal admonishments. Takes verbal and written statements. Take photographs, and measurements and prepares crime scene sketches.

Legal Knowledge: Demonstrates working knowledge of laws, codes, and legal procedures by accurately detecting crimes and violations and applying the appropriate statute to each; complying with legal requirements when making arrests, conducting searches, and seizing evidence; and writing reports that include all necessary legal elements.

Mental Abilities: Applies reason and logic rapidly in a legally correct manner when under physical, emotional, and intellectual stress. Comprehends and processes new information quickly and accurately. Retains relevant information.

Officer Safety: Applies appropriate safety precautions in hazardous and potentially dangerous situations. Maintains a safe position when dealing with people. Maintains awareness of own locations and that of others, including fellow officers.

Physical Skills: Possesses and maintains the ability to safely: utilize verbal and physical control techniques; physically maneuver over, under, and through physical obstacles, as well as drag items weighing 150 lbs.; run, jump, crawl, and lift 50 lbs.; fire and qualify with an office-approved handgun, shotgun, and rifle; and drive sedans, vans and SUV vehicles. Maintains the established office standards for shooting.

Public Interaction: Explains procedures, laws, complaints, and other information as required, verbally and in writing. Mediates disputes and provides a resource for the public for information concerning areas of human services commonly requested by the public.

Report Writing: Writes reports, memos, citations, activity logs, etc. This includes documenting one's own observations and actions as well as statements of victims, witnesses, and suspects. Writes legibly using acceptable grammar, punctuation, and spelling.

Shift Preparation: Possesses and maintains absolute flexibility to work any assigned shift-including days, swings, nights, weekends, and holidays-on a rotation or emergency basis to ensure 24/7 operational continuity and public safety. Participates in roll call. Maintains awareness of assignment activities. Maintains personal and office equipment in satisfactory condition.

Social Skills: Establishes and maintains effective relationships with peers, supervisors, and the public. Asserts self when necessary to confront or exert control over others.

Vehicle Operation: Inspects vehicles. Operates vehicles during routine and emergency operations under varying road, weather, and lighting conditions. Performs minor maintenance when required.

Verbal Skills: Speaks English clearly and converses effectively with persons of diverse ethnic, cultural, and educational backgrounds. Projects voice clearly and forcefully, when necessary, while under personal stress.

Computer Skills: Proficient computer skills, including Microsoft Office applications (Word, Excel, Outlook, PowerPoint, and Teams), records management systems, and the ability to effectively use computer-based systems and software applications required of law enforcement administrative functions.

Testimony: Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

Note: The successful applicant must be able to perform ALL the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements.

Other: In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials, and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.