

**DOUGLAS COUNTY
SHERIFF'S OFFICE**

JOB TITLE: DEPUTY SHERIFF –

Includes Deputy, Acting Sergeant, Corporal, Detective, and Sergeant.

Exempt: No	Job Type: 4202E, 4202E, 4030E
Pay Grade: Deputy: E420 Detective: E420 Sergeant: E403	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. Enforces state, federal, and county ordinances, statutes, and codes necessary for the protection of life, health, safety, welfare, and property of persons.

DEPUTY

Supervision Exercised: None.

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

Examples of Duties:

- Patrols County to detect illegal actions or activities. Acts to ensure the security, tranquility and safety of businesses, homes, and the County in general.
- Serves writs, subpoenas, warrants, and other criminal and civil court process.
- Responds to dispatched calls or complaints to investigate reported incidents of criminal activity, accidents, and emergency calls.
- May place suspects in custody as required by law.
- Prepares a variety of reports, records, affidavits, and logs as required to maintain office activities.
- Books and processes prisoners; supervises jail and provides security for courts.
- Testifies in court as a witness or complainant.
- Investigates incidents observed or reported to obtain pertinent facts, statements of involved parties and witnesses, gathers and preserves facts, evidence, and secures and processes crime scenes.

DETECTIVE

Supervision Exercised: Detectives have no supervisory authority.

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

Examples of Duties: (In addition to deputy duties)

May be assigned as a detective responsible for conducting in-depth inquiries into criminal cases. This requires the ability to develop leads and objectively analyze data necessary for the solution of assigned cases.

CORPORAL

Corporal is a supervisory position that has full responsibility for subordinates and programs as described below, except for evaluations and discipline. This position can be in smaller, specific program units, uniformed divisions, or any unit the Sheriff deems appropriate. A new corporal position not originally authorized must be approved by the Undersheriff. A Corporal is acting supervisor during the sergeant's absence in certain special duty assignments, e.g., Patrol and Detentions teams, School Resource Officers (SROs), Training, and specific others. This position is not a promotion but is similar to a special assignment as long as the employee is in the specific position. Corporals will be chosen by a position process and the results published by Professional Standards. A Corporal may report to a civilian manager or Director, sergeant, lieutenant, or captain.

ACTING SERGEANT

An acting sergeant can be appointed in certain units/teams by the division captain with the approval of the Undersheriff. Acting sergeants are supervisors only in the absence of the assigned sergeant and may be responsible for any or all the duties below, with the exception of evaluations and discipline. Acting sergeant is not a promotion but is similar to a special duty assignment during a prolonged absence of a team Sergeant, as long as the employee is on the specific team they were chosen for. An acting sergeant typically reports to a lieutenant.

SERGEANT

Supervision Exercised: Shift supervisor for assigned subordinates.

Supervision Received: Reports directly to the lieutenant assigned to the shift.

Examples of Duties: (In addition to deputy sheriff duties)

- Is responsible for assigned subordinates as a shift supervisor.
- Supervises and directs the work activities of assigned personnel; monitors, verifies, and evaluates subordinate personnel. Makes work assignments and schedules.
- Review subordinates' reports to ensure accuracy and completion.
- Collects and summarizes office activity data.
- Responds to crime or emergency scenes, possibly requiring backup or supervision.
- May invoke discipline on subordinate personnel for deficient performance. Counsels subordinates and assists in problem-solving. May assist or conduct an internal investigation at the direction of the division commander.
- Conducts briefings and assists in training administration.
- Interprets, conveys, and ensures office policies are followed. May provide policy-making input.
- Participates in community or public relations programs for the Sheriff's Office.
- May be assigned to Professional Standards and work at the direction of the Professional Standards commander.

Minimum Requirements:

- 3 years paid peace officer in state, county, or municipal law enforcement agency.
- 1 year as a commissioned deputy sheriff with Douglas County Sheriff's Office.

DEPUTY:

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.
- High school graduate or G.E.D.
- Possess a Colorado Driver's License at the time of employment.
- Ability to perform under stress and perform physical tests consistent with law enforcement requirements to include running, climbing barriers, jumping over, or climbing under or through obstacles and performing strenuous physical activity; organized testing of these abilities with successful completion in a predetermined time period will be required for all new commissioned employees hired after January 1, 2012.
- Ability to pass various qualifying exams and intensive background investigations.
- Ability to pass polygraph, psychological, and medical exams.
- 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.
- Have no convictions for felonies or disqualifying misdemeanors (as determined by the Colorado P.O.S.T. compliance manager).
- Must be physically and mentally able to work rotating shifts, including day shift, swing shift, and night shift. Shift work also includes working weekends and holidays.

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. Takes 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 the ability to work rotating shifts. 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: Must have basic user-level competency with Office 365 PC operating systems and all other programs and applications used.

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.