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DOUGLAS COUNTY
SHERIFF S OFFICE

JOB TITLE: DETENTION SPECIALIST (Includes Classifications Specialist)

Exempt: No	**Job Type**: 4410E
Pay Grade: E440	**Department**: Office of the Sheriff
Approved/Reviewed By: Sheriff Darren Weekly	**Date:** 01-10-23

General Duties: Performs a variety of administrative, detention, and clerical tasks, including information collection, statistical computation, and verification duties in recording and maintenance of official department records. Extensive use of computers in initiating and updating critical inmate files is required. Duties include data entry, filing, updating records, basic bookkeeping, operation of multiple office machines and instruments. Operates detention-based equipment, such as security cameras (both photographic and video), security access and control systems, alarm systems, ten printer, and digital equipment. Duties involve direct contact with prisoners and the general public as well as contact with Sheriff's Office employees, public officials, and medical and legal professionals.

Supervision Exercised: None towards other department members. Does exercise some supervision of inmates and visitors to the jail.

Supervision Received: Works under general supervision of the shift supervisor. Work assignments will vary according to the operational demands of the department.

Examples of Duties:

- Types correspondence, reports, records, memos, and forms.
- Utilizes jail computer to generate various reports.
- Computation of Sheriff's fees.
- Computation of inmate funds, as well as the maintenance of those funds.
- Assists the shift supervisor with public contacts.
- Informs the general public and others of jail practices as well as related legal requirements.
- Assists detention deputies with booking of prisoners, to include direct contact with prisoners during the booking process.
- Takes fingerprints and photos of inmates as they are being processed into the facility.
- Assembles and distributes a wide variety of reports to both department staff and various courts.
- Assists detention staff with visitation, to include direct contact with visitors and inmates.

- Assists with necessary health, religious, and educational services.
- Operates a wide variety of security and safety devices.
- Operates devices controlling the movement of inmates in and around the jail, and in such capacity is directly responsible of the safety and security of inmates, Sheriff's Office members, and the public.
- Responsible for calling appropriate assistance in the event of a major incident, to include total responsibility for the operation of the jail and all communications until relieved.
- Performs many detention-related duties commonly associated with commissioned personnel, but with less frequency and generally under a more controlled environment.
- Performs other related duties as assigned.

These duties are intended to be illustrative only and are not all-inclusive.

Examples Additional Duties – Classifications Specialist:

- Classification interviews to determine housing for inmates.
- Compilation of pod configuration for staff.
- Answering of kites related to housing and classification.
- Attendance at weekly ICC meetings.
- Management of courtesy holds for other agencies.
- Processing of disciplinary boards.
- Management of trusty applications and assignments.
- The Detention Facility houses co-located professionals from the Douglas County Dept. of Human Services who work with Classifications Specialists to ensure that all hospitalized incarcerated persons are enrolled into Medicaid to ensure payment for incurred hospital expenses and that all eligible incarcerated persons have access to indigent services or other needed services, and ensures that the released inmates Medicaid benefits are reinstated upon release from the Douglas County Detention Center.
- Requires working with multiple agencies and their administrators for the coordination and delivery of services (hospitals, Department of Human Services/Social Services/Social Security/ State of Colorado Medicaid Office, etc.).
- Complete Medicaid applications for hospitalized inmates.
- Ensure the medical facility has the Medicaid information for correct billing.
- Track hospitalized inmates and complete follow up with the medical facility to ensure Medicaid was properly billed.
- Assist inmates with Medicaid applications. Interview inmates to determine Medicaid eligibility.
- Assist Department of Humans Services with access to inmates and placement of Medicaid documentation into inmate property.

These duties are intended to be illustrative only and are not all-inclusive.

Examples Additional Duties – Central Shipping & Receiving/Mail Clerk

- Operation of x-ray scanning equipment to examine all incoming mail and deliveries for contraband and security purposes.
- Implements practices to maintain physical building safety & security.
- Maintains security of sheriff's office documents and assures that inmates have zero access to sheriff's office information.
- Receive all deliveries for the sheriff's office and deliveries for all entities within the justice center.
- Provides mail service for all divisions of the sheriff's office; to include pickups, mail inspection, deliveries, sorting, and routing all mail. This includes special, urgent pickups and pickups or deliveries to storage sites.
- Determines correct postage, weight, and type of class. Monitors use of bulk mail and pre-sort rates.
- Maintains logs of postage expenditures on 1st class pre-sort permit for the sheriff's office.
- Operates a County vehicle for the purpose of delivery and pickup of special and/or unusual mail and/or operation supplies.

Minimum Requirements:

- High school graduate or GED.
- Additional clerical, secretarial, legal, or law enforcement education is highly desired.
- Understanding of a functional file system.
- Good physical and mental condition.
- Ability to deal with confidential information.
- Entry-level computer skills.
- Ability to remain calm and effectively communicate under adverse conditions.
- Ability to perform required duties in an intimidating environment in which some potential for physical danger is present.
- Ability to deal with high job stress.
- Ability to think and react appropriately under emergency conditions with little or no supervision.
- Ability to relate in an effective and professional manner with prisoners who may be highly agitated and undergoing a life crisis.
- Ability to adopt and project the desired philosophy and code of conduct of the Douglas County Sheriff's Office.
- Ability to interact effectively and professionally with the broad range of individuals encountered in a correctional environment.
- Develop expertise in a wide range of detention and jail related subjects, such as Constitutional rights, rights of persons in custody, and the judicial process.
- Must be willing to work rotating shifts and assigned days off.
- Able to pass qualifying exams and background investigation.
- Ability to multitask.
- Possession of a valid Colorado Drivers License.

Essential Functions:

Emotional Abilities: Controls personal emotional responses and acts appropriately under high levels of personal stress. Demonstrates sensitivity to feelings of others; listens with empathy towards others; and displays compassion to those in distress. Controls personal aggressive responses and acts in a manner designed to calm volatile persons.

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.

Physical Skills: The employee must possess the ability to frequently stand, sit, walk, operate general office equipment, reach with hands and arms, talk, hear, and tolerate a moderate noise level in the workplace. Ability to lift 50 pounds.

Public Interaction: Possess the ability to verbally relay bonding information to citizens, bondsmen and courts. Ability to explain relevant information to citizens and court personnel regarding visitation, jail rules and policies.

Shift Preparation: Possesses and maintains ability to work rotating shifts. Participates in roll call. Maintains awareness of assignment activities. Maintains personal and departmental 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.

Verbal Skills: Speaks English clearly and converses effectively with persons of divergent ethnic, cultural and educational backgrounds. Projects voice clearly and forcefully, when necessary, while under personal stress. Able to communicate effectively on the radio systems and maintain a positive working relationship with those we dispatch for.

Computer Skills: Must have basic user-level competency with Windows PC operating systems.

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

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.