

**DOUGLAS COUNTY  
SHERIFF S OFFICE**

**JOB TITLE:** HRLETF RANGE SPECIALIST – JDC74

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**Exempt:** No

**Skill Code:** 4414E

**Skill Level:** E440

**Department:** Office of the Sheriff

**Approved By:** Sheriff Darren Weekly

**Date:** 01-10-23

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**General Duties:** Is primarily responsible for transporting inmate trustees to and from the jail. Responsible for overall supervision of the inmates while they complete assigned jobs at the Highlands Ranch Law Enforcement Training Facility (HRLETF). Maintains the HRLETF buildings, grounds, academy, and range facilities. Duties involve; direct contact with inmates assigned to the range and the general public, as well as contact with Sheriff's Office employees, HRLETF users and public officials.

**Supervision Exercised:** None towards other department members. Exercises supervision of inmates and ensures overall safety of visitors at the range.

**Supervision Received:** Works under general supervision of the Sheriff's Office. Supervision of the Range Crew Leader will be shared by the sergeant of Classifications and the HRLETF academy director. The sergeant of Classifications is the primary supervisor and will be responsible for the Range Crew Leader's JDE time reporting, time off approvals, employee injury reporting, inmate injury reporting, inmate disciplinary issues, and annual performance evaluation. The HRLETF academy director will be responsible for day-to-day supervision and related needs when at the range. Work assignment will fluctuate in response to operational demands of the Sheriff's Office and the HRLETF Foundation.

**Examples of Duties:**

- Supervises inmate workers assigned to the HRLETF to include conducting safety briefings, training, setting expectations and ensuring their overall compliance with jail and trusty rules and regulations.
  - Transports inmates to and from the jail on a routine basis.
  - Ensures trustees are equipped with appropriate safety equipment for their duties.
  - Types correspondence, reports, records, memos, and forms.
  - Utilizes jail computer to generate various reports.
  - Communicates with a variety of individuals including HRLETF users and the public.
  - Assembles and distributes a wide variety of reports to both Sheriff's Office staff and HRLETF Foundation.
  - Operates a variety of lawn care and heavy equipment and performs landscape maintenance.
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- Operates equipment including pickups, single axle and tandem axle trucks, water tankers, mowers, sweepers, loaders, backhoes, snowplows, sanders and other construction and maintenance equipment.
- Performs snow removal and application of anti-icing and de-icing products.
- Performs manual labor including, but not limited to, shoveling, raking, fence construction, and tree trimming.
- Operates a wide variety of jail facility security and safety devices.
- Performs other related duties as assigned.
- Maintains the HRLETF buildings, grounds, academy, and range facilities.
- Performs small “handyman” type projects to include minor repair and maintenance.
- Performs other related duties as assigned.
- These duties are intended to be illustrative only and are not intended to be all-inclusive.

**Minimum Requirements:**

- High school graduate or GED.
- Possess a valid Colorado driver’s license.
- Must be willing to work a variety of shifts with varying days off, including holidays based on the needs of the HRLETF.
- Must possess or be able to possess a Commercial Driver’s License (CDL).
- 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 where 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 inmates 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 Detention Division.
- Ability to interact effectively and professionally with the broad range of individuals encountered in the correctional environment.
- Develop expertise on a wide range of detention and jail related subjects i.e.: constitutional rights, rights of persons in custody and the judicial process.
- Able to pass qualifying exams and background investigation.
- Ability to multitask.

**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.

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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. Operate general lawn, garden, and landscape equipment. Operate general custodial and janitorial equipment. Operates tools and small equipment.

Public Interaction: Possess the ability to verbally relay information to citizens.

Shift Preparation: 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 and the jail management computer system.

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 that 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.

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