



CHAFFEE COUNTY GOVERNMENT Job Description

POSITION TITLE: Detention Deputy
REPORTS TO: Detention Corporal
CLASSIFICATION: Full-time

DEPARTMENT: Sheriff
FLSA STATUS: Non-exempt
DATE: October 2024

POSITION SUMMARY:

Maintains the security of Chaffee County Detention Center while preserving order to ensure the safety and welfare of staff, visitors, and inmates. The Detention Deputy performs a full range of correctional duties and works under general supervision. Under the umbrella of emergency services, is able to work varying shifts and on-call circumstances where short-notice coverage is required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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. The County reserves the right to modify, change or add duties or essential functions of this job at any time, with or without advance notice.

- Responsible for detention security activities during an assigned shift. Ensures that the wellbeing, care, security and containment of all inmates are being achieved in accordance with established correctional guidelines.
- Understands “duty to report” and notifies concerns regarding staff to chain of command.
- Ability to work all shifts, reply when off-duty within a reasonable time frame to agency needs for coverage and response.
- Processes and release inmates, including taking photographs and obtaining a serviceable set of fingerprint impressions.
- Supervises the inmate population within the Detention Facility housing and recreational units and during transportation to and from the facility.
- Sets clear expectations with inmates, using positive reinforcement techniques; holding inmates accountable for their behavior; treating inmates with respect and consideration; and administering fair and just treatment.
- Manages the inmate population by walking around the housing units and talking to inmates, planning and supervising unit activities, serving as a role model for the inmate population, and encouraging inmates to take responsibility for themselves.
- Conducts visual and audio surveillance of inmates.
- Performs crisis intervention functions to include inmate counseling, suicide prevention, and recognizing aberrant behavior. Implements appropriate intervention action.
- Responds to emergency situations including accidents and injuries, and inmate conflicts, which may require administering basic emergency medical aid; lifting, dragging and carrying people away from dangerous situations; and securing and evacuating people from confined areas.
- Physically breaks up fights and skirmishes. Effectively restrains and/or subdues inmates, forcibly if necessary, using handcuffs and other restraint methods consistent with established policy, procedures and rules.
- Pursues fleeing inmates both within and outside the confines of the detention facility as required. Performs rescue operations and other duties, which may involve quickly entering and exiting secured areas.
- Uses radio, intercom, and telephone communications systems to communicate effectively and coherently with office personnel and inmates.

- Patrols complex and physically secures doors, windows, and other areas to ensure security is maintained. Reports security and safety concerns to supervisor.
- Performs basic snow removal around facility.
- Reads, interprets, and processes legal and non-legal documents, including such documents as medical instructions, commitment orders, summons, and other legal writs and court documents.
- Ensures appropriate security classification of inmates and assesses and responds to the needs of special populations.
- Detects and collects evidence and substances that provide the basis of criminal offenses or administrative violations.
- Prepares reports for incident documentation and possible prosecution. May personally appear in court to present evidence and testimony.
- Reviews and updates daily logs and reports of inmate activity and movement within the booking and detention units. Communicates problems to supervisors and other shift staff.
- May transport and escort prisoners, detainees, and committed mental patients to court, medical facilities, and other detention facilities as required.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to read and understand written materials and compose information/instruction in written and oral form.
- Ability to apply problem solving skills in developing solutions for unanticipated issues and challenges and make quick and appropriate decisions.
- Ability to establish and maintain effective working relationships with inmates, peers, supervisors, representatives of cooperating agencies, and the public.
- Ability to conceptualize and apply analytical skills is essential.
- Ability to communicate clearly and precisely, both verbally and in writing, as necessary for providing information and directions, mediating disputes, and advising of rights and processes.
- Ability to operate computers, utilize various programs and software, Control Room facility board, communication systems, surveillance system and standard office equipment independently without direct supervision.
- Ability to react quickly to changing conditions, stimuli, people and situations.
- Able to operate various law enforcement equipment such as restraints, communication devices, pepper spray, and other less lethal weapons.
- Able to wear provided safety equipment.
- Ability to operate a motor vehicle in a variety of weather conditions and emergency situations.

MINIMUM EDUCATION AND EXPERIENCE:

- High School diploma or GED equivalent.
- Must be at least age 18.
- First Aid and CPR certification.
- Valid motor vehicle driver's license with acceptable driving record.
- Ability to pass various psychological, physical and background examinations.

PREFERRED EDUCATION AND EXPERIENCE:

- POST certification.

PHYSICAL REQUIREMENTS:

- Must possess sufficient physical capabilities to pursue, overcome, and restrain a combative

or resistive subject.

- Ability to lift, carry, push or pull heavy burdens up to 100 lbs. on a regular basis.
- Ability to conduct activities requiring climbing, stooping, kneeling/bending, crawling, crouching, twisting, and reaching on a substantial basis.
- Ability to hear and respond to a wide range of sounds to distinguish types of sounds and where it originates. Ability to hear cries for help or potentially dangerous versus non-threatening sounds. Ability to hear and respond to routine conversation, to distinguish various signals, alarms and radio tones on a daily basis.
- Ability to distinguish small objects at a distance. Ability to identify objects in low light or bright light, and to see and distinguish close objects, such as in reading detailed documents. Ability to see movement in a wide field of vision, distinguish color and depth. Vision must be correctable to 20/40.
- Emotional stability enabling exposure to threatening situations and individuals, long periods of stress, injury and death, and difficult persons.
- Ability to perform activities requiring substantial standing, sitting and walking.

ENVIRONMENTAL CONDITIONS:

The majority of this position's duties are performed within an indoor or a protected environment.

Position has exposure to temperature and climate extremes and is exposed to loud sounds of firearms training and sirens. Exposure to fumes, odors, dust, mists and gases under poorly ventilated conditions on a daily basis. Exposure to mechanical and electrical hazards, working at heights, burns, radiant energy, explosives, toxic/caustic chemicals, and combative subjects with weapons can run a continuum from nonexistent to extensive depending on the circumstances.

The employee is required to work or be on-call for weekends, evenings, nights and rotating shifts on a regular basis.

This position has been determined to be an EXTREME exposure risk to biohazards associated with blood-borne pathogens, HIV, AIDS, hepatitis A, B, and C; and air-borne transmissions of tuberculosis. Employees are advised that exposure to biohazards may result in severe illness or death. Employees are required to use protective equipment and clothing, although circumstances may limit an employee the time to take precautionary and protective measures. Inoculation may be required to prevent or treat exposures to biohazards.

Personal contact with any individual of the public, inmates, or arrested persons is a daily situation. This position requires physical contact of touching, controlling, sitting next to as well as examining an individual's extremities and body cavities.

EQUAL OPPORTUNITY EMPLOYER