

**DOUGLAS COUNTY  
SHERIFF'S OFFICE**

**JOB TITLE:** DEPUTY SHERIFF – JD6 (Includes ranks of Corporal/Investigator and Sergeant)

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<b>Exempt:</b> No	<b>Skill Code:</b> 4202, 4100/4101, 4030
<b>Skill Levels:</b> Deputy EII Corporal/Investigator EI Sergeant EMIV	<b>Department:</b> Office of the Sheriff
<b>Reviewed By H/R:</b>	<b>Date:</b>
<b>Approved By:</b> Sheriff David A. Weaver	<b>Date:</b> 06-01-02

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**General Duties:** Performs a variety of 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/Corporal).

**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 department 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 in order to obtain pertinent facts, statements of involved parties and witnesses, gathers and preserves facts, evidence, and secures and processes crime scenes.

CORPORAL/INVESTIGATOR

**Supervision Exercised:** Investigators have no supervisory authority. Corporal positions may have shift supervisory responsibilities.

**Supervision Received:** Reports directly to the on duty supervisor (Lieutenant/Sergeant).

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

- May act as patrol shift supervisor in absence of sergeant.
- May be assigned as an investigator responsible for conducting in-depth inquiries into criminal cases. This requires the ability to develop leads and objectively analyze data necessary for solution of assigned cases.

### 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 duties)

- Is responsible for assigned subordinates as shift supervisor.
- Supervises and directs the work activities of assigned personnel; monitors, verifies and evaluates subordinate personnel. Make work assignments and schedules.
- Reviews reports of subordinates to ensure accuracy and completion.
- Collects and summarizes department activity data.
- Responds to crime or emergency scenes, which may require backup or supervision.
- May invoke discipline on subordinate personnel for deficient performance. Serves as a counselor and tries to assist in problem solving. May assist or conduct internal investigation at direction of bureau chief.
- Conducts briefings and assists in training administration.
- Interprets, conveys, and ensures the policies of the department are followed. May provide input into the policy-making.
- Participates in community or public relations programs for the department.

### **Minimum Requirements:**

#### DEPUTY

- Must be a U.S. Citizen.
- At least 21 years of age.

- High school graduate or G.E.D
- Possess Colorado Drivers License at time of employment.
- Ability to perform under stress and perform physical tests consistent with law enforcement requirements.
- Ability to pass various qualifying exams and intensive background investigations.
- Ability to pass polygraph/CVSA, psychological, and medical exams.
- Be a certified Peace Officer in any state.
- Possess a certificate of completion from a P.O.S.T. recognized basic academy or fulfill requirements under P.O.S.T.
- Have no convictions for felonies or crimes of moral turpitude.

CORPORAL/INVESTIGATOR (Additional Requirements)

- 3 years employment as a peace officer of which 2 years must have been with this agency.
- Must have received a satisfactory performance evaluation in the most recent rating period.

SERGEANT (Additional Requirements)

- 4 years employment as a peace officer of which 1 year must have been as a corporal with this agency.
- Must have received a satisfactory performance evaluation in the most recent rating period.

**Essential Job Functions:**

Arrest/Detain/Search: Approaches and detains persons; makes arrests; restrains and/or subdues persons when necessary to effect physical arrests; searches persons for physical, visual and auditory evidence, using hands, eyes, and ears. Utilizes necessary level of physical or deadly force when appropriate under law and procedure.

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

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.

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 utilizing verbal and physical interview techniques. Gives legal admonishments. Takes verbal and written statements. Takes photographs, 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 persons. Maintains awareness of own locations and that of others to include fellow officers.

Physical Skills: Possesses and maintains ability to safely: utilize verbal and physical control techniques; fire a departmentally approved handgun (revolver or semi-auto), shotgun and rifle; and drive sedans, vans and 4X4 vehicles. Ability to lift 50 pounds.

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

Report Writing: Prepares written reports, memos, citations, activity logs, etc. This includes the documentation of own observations and actions; statements of victims, witnesses, and suspects. Writes legibly using acceptable grammar, punctuation and spelling.

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.

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 divergent ethnic, cultural and educational backgrounds. Projects voice clearly and forcefully when necessary while under personal stress.

**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 requirement.