

BOULDER COUNTY SHERIFF'S OFFICE



EMPLOYMENT INFORMATION

for

DEPUTY SHERIFF JAIL, PATROL, AND SECURITY DEPUTY

The salary range for both Jail Deputy and Patrol Deputy is \$4313-6211per month
Security Deputy Salary range: \$3278-4720
Competitive benefit package

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The Boulder County Sheriff’s Office is an Equal Opportunity Employer and welcomes applications from women and men of all races and ethnic backgrounds.

Boulder County, Colorado covers 750 square miles of suburban development, rural plains, high-tech business and rugged mountain areas at the northwest edge of the Denver metropolitan area. Boulder County's population is over 290,000 and growing.

The Boulder County Sheriff's Office, headed by Sheriff Joe Pelle, consists of four divisions: Jail, Field Operations, Administrative Services, and Support Services. The Sheriff's Office has approximately 325 full time employees, including 200 commissioned deputies. Reserve Deputies and Civilian Volunteers provide support in several areas.

The Sheriff's Office is located at 5600 Flatiron Parkway in east Boulder. Sheriff's Patrol Substations are located in Nederland, Superior, and Lyons. The jail is located in northeast Boulder.

The Jail Division is responsible for providing a safe and secure environment for inmates, staff, visitors and the community. The facility currently houses approximately 400 inmates. Designed as a Podular/Remote Surveillance Facility, the jail is managed using the principles of Direct Supervision. This requires extensive interaction with inmates by deputies. The jail promotes involvement of inmates in educational and work activity with the Productive Day Program.

The Field Operations Division provides primary law enforcement services to approximately 57,000 citizens in the diverse, unincorporated areas of the county and contract police services to the towns of Lyons and Superior. A variety of public safety and crime prevention functions are handled in a proactive manner. Problem solving, innovation and community participation contribute to the effectiveness of the Division.

In addition to the jail and criminal enforcement functions, the Sheriff's Office provides civil process and evictions, warrants and extraditions, animal control, hazardous material response, coordination of search and rescue and wild land fire suppression, and several special programs.

Deputy Positions

New hires with relevant experience in similar positions are eligible for a higher salary after completion of training and Sheriff's Staff approval. Applicants should submit in writing their relevant job experience.

Jail Deputy

Jail Deputy positions do not require Peace Officer Certification.

Jail Deputy duties include:

- X Jail rule and Criminal Code Enforcement and investigation;
- X Dispute resolution;
- X Basic jail security, including inmate supervision, housing area management and booking/release functions;
- X Assistance with inmate transports, court security, and inmate work crews;

- X Incident and crime reporting;
- X Working with other divisions, agencies, and programs.

Jail Deputies start their employment in a twelve-week training program. Upon successful completion of training, they are assigned to a shift. Shifts are twelve hours, with three and four days off on alternate weeks, and are bid on a yearly basis.

As Deputies gain experience they can become eligible for a variety of specialty assignments, including Booking, Training Officer, Courts/Transports, Classification Officer, Alternate Sentencing Supervisor, Life Skills and Productive Day Programs.

Patrol Deputy

Newly hired deputies are not required to begin in the jail. Those with Colorado State Peace Officer Certification may apply directly for Patrol Deputy positions.

Patrol Deputy duties include:

- X Criminal and traffic enforcement and investigation;
- X Dispute mediation and resolution;
- X Response to and coordination of wild land and structure fires, and search and rescue;
- X Assistance with traffic accidents, medical emergencies and other public safety duties;
- X Community oriented policing;
- X Working with other law enforcement agencies and Sheriff's Office Divisions;
- X Other varied calls for service addressing quality of life issues.

Patrol Deputies start their employment in a twelve-week Field Training Officer Program. After successful completion of training, they are assigned to a district working out of the Criminal Justice Center, or a substation located in one of the communities we serve. Shifts are twelve hours, with three and four days off on alternate weeks, and are bid on a yearly basis.

As deputies gain experience they become eligible for many specialty assignments including Traffic/DUI Enforcement, Detectives, Boulder County Drug Task Force, SWAT Team, Hostage Negotiations, K-9 Program, County Parks and Open Space, Field Training Officer, Mounted Patrol, Crime Prevention, Community Service/School Resource Officer and Bomb Technician.

The Boulder County Sheriff's Office also has a variety of civilian positions available. These include Law Enforcement Technician for the Records Section, Operation Division, or Jail Booking, Communications Dispatcher, and Security Officer for county buildings.

Deputy Sheriff Qualifications

Minimum Requirements:

- X U.S. Citizen
- X 21 years old
- X High School Diploma or GED
- X Integrity, responsibility, and good judgment, demonstrated by personal, work and criminal histories
- X Physically capable of performing all essential job demands of a Deputy Sheriff
- X Patrol Only - Colorado State Peace Officer Certification

The following will disqualify an applicant:

- X Any felony conviction
- X Commission of any felony, including illegal drug use, in the previous three years
- X Marijuana use in the last year
- X Any domestic violence conviction or restraining order
- X A DUI/DWAI conviction or driver's license suspension/revocation in the previous two years; more than one DUI/DWAI conviction in lifetime
- X Falsification of information on the application or elsewhere in the process

Preferred qualifications:

- X College education (Criminal Justice, Psychology, or Social Sciences are most applicable)
- X Bilingual (particularly Spanish)
- X Work and life experiences that develop communication and problem solving skills
- X Computer and typing skills
- X Law enforcement, military or Emergency Services experience

Colorado Peace Officer Certification

Peace Officer Certification is obtained by attending a Basic Training Academy and passing the State Certification Exam. There are several private academies and community colleges offering training. Academy training includes a minimum of 435 hours of academic and skills training.

Persons who are Certified Peace Officers with experience in other states may be eligible to receive certification in Colorado without completing a full basic academy. This requires successful completion of the certification examination and meeting POST standards for skills training.

To be eligible to apply for Patrol Deputy with the Boulder County Sheriff's Office, applicants must have current certification, or a scheduled certification date. An offer of employment will not be made for Patrol Deputy until basic certification is received.

The Colorado Peace Officer Standards and Training (POST) Board is responsible for issuance of certification. For information on the requirements and process call 303-866-5692, or visit their web site at www.ago.state.co.us/post/posthome.html

Application Process

Applications for Deputy Sheriff positions are accepted at all times and will be kept on file for the next testing process. Tests are administered two or more times per year depending on our needs.

Applicants must fill out a Boulder County Sheriff's Office application and a Notarized Authorization for Release of Information to be given consideration. Applications must be completed according to the instructions. Incomplete applications, or applications not received or postmarked by a published due date (if any); will not be considered for that process.

Applications can be requested by contacting the Boulder County Sheriff's Office Personnel Section at 303-441-3633, or by e-mail at scullen@bouldercounty.org; or download it from our website: www.bouldercounty.org/sheriff; or pick one up at the Boulder County Sheriff's Office at 5600 Flatiron Parkway, Boulder, Colorado, 80301. Completed applications should be sent to Personnel at this address.

The Boulder County Sheriff's Office has personnel standards that are higher than you will encounter with most employers. We believe such high standards are necessary because of the nature of our work, high level of public trust, and the legal obligations of the Sheriff. Applicants must pass each phase in the selection process to receive further consideration.

Selection Process:

Phase I

1. **Initial Screening** - Upon receipt a completed application will be reviewed for completeness, neatness, and qualifications. After review a decision is made whether the applicant is eligible for further testing. Applications passing the screening will be kept on file until the next testing process. Letters will be sent to those whose applications are rejected.
2. **Essential Job Demand Evaluation** - An essential job demand evaluation is required of all Deputy positions. This test is a combination of a physical assessment, obstacle course, job function simulation and maximum physical effort testing (quarter-mile run). This helps determine if the applicant meets the physical demands and essential job function requirements of the position.
3. **Written Entrance Test** - Written tests are required for all Deputy positions. The testing covers problem solving, personality traits, and writing skills. Applicants will be notified by mail approximately three weeks in advance of a scheduled test date.

4. **Interview** - Generally, applicants who pass written tests receive an interview conducted by a panel or a team. This is to establish the applicant's integrity, document background and assess suitability for the position. Applicants should be willing to disclose all relevant information. The interviewers evaluate such things as communication skills, demeanor, self-confidence, maturity, and general knowledge. The interview takes approximately 60 minutes. A separate oral board with members of the division with the opening may also be required.
5. **Polygraph Examination** - Polygraphs are required for all positions in the Sheriff's Office. Areas of inquiry include thefts from employers, serious undetected crimes, illegal drug use, falsification of application, paying or receiving bribes, falsifying official reports, using excessive force, alcohol use on the job, and being fired from previous jobs.
6. **Suitability Assessment** – A battery of tests and questionnaires and an interview administered by a psychologist will assess personality traits and attributes essential to the position.
7. **Background Inquiry** - Background inquiries are thorough and will verify pertinent information about you and your character. They will include employment history, criminal activity, character references, credit check, prior residences, military service record, driving history, and education verification, and other investigation determined necessary by the investigator.

The applicant(s) deemed most suitable after Phase I will be considered for a Conditional Offer of Probationary Employment (COPE) if there is a current opening, or may be placed into an applicant pool from which we draw as openings occur. When we have an opening, applicants in the pool will be evaluated considering current departmental needs, overall qualifications and application date. The Sheriff's Office reserves the right to test and expand the applicant pool and to consider other candidates at any time.

Phase II

1. **Conditional Offer Of Probationary Employment** - When positions become available, the candidate best meeting the needs of the Sheriff's Office, in the judgment of the Sheriff's Administrative Staff and affected division, will be selected. The individual selected will be given a COPE and proceed to final testing. The COPE will be withdrawn at any stage of the process if the applicant is deemed unsuitable for hire as a Deputy Sheriff.
2. **Psychological Assessment** – Applicants will be required to complete additional psychological testing and health history to evaluate emotional stability, mental health and psychological suitability for a Deputy Sheriff position.

3. **Medical Examination** - Applicants must have a medical examination with a physician of his/her choosing, at his/her own expense, to determine if he/she meets the functional requirements of the position, and that overall health status is adequate to take the Essential Job Demand Evaluation.

Phase III

1. **Final Selection** - A date to start employment will then be set if the applicant passes all of the above described testing.
2. **Introductory/Probationary Period** - An introductory or probationary period of at least 12 months is part of the selection process. During the introductory period employees will be required to meet the training and performance standards of the position. Employees who fail to meet these standards within the introductory period may be dismissed or reassigned.

All information provided or discovered through the selection process becomes the property of the Boulder County Sheriff's Office and will be kept confidential. Applicants may be eliminated from further consideration at any stage in the process and may or may not be given the specific reason therefore. The results of the testing and investigation are confidential and will not be disclosed to the applicant, or anyone else. Applicants should make copies of any documents before submitting them.

JOB DESCRIPTION

Deputy I – Jail

SUPERVISES:

Reserve Deputies, Volunteers, and Jail Inmates

POSITION SUMMARY:

The Jail Deputy assigned to the jail is primarily a security officer. The major job emphasis is on the security aspects of working with incarcerated individuals. This includes exercising physical control over violent and uncooperative inmates; breaking up fights and restraining violent and uncooperative inmates; booking of prisoners which includes taking fingerprints and photos and conducting strip searches; hand cuffing and escorting prisoners to and from court; writing reports and testifying in court.

Working varying shift assignments with varying days off is required to provide staffing twenty-four hours a day, seven days a week, including recognized holidays. Shifts and days off are bid for on a seniority basis. Working overtime is frequently required. Minimal restriction (non-compressible) on-call is required once a month.

In some positions, Deputies must carry a firearm, which will required them to maintain qualification and training standards with the firearm. Some assignments (transport) require motor vehicle operation. Approximately twenty percent of the job involves some formal and informal counseling with prisoners.

On occasion, appropriately qualified Jail Deputies may be required to perform similar job functions which are normally required of Patrol Deputies, i.e., extra duty events, riot/crowd control response, searches for suspects outside the confines of the Jail, augmentation of the patrol force during major criminal events or natural disaster and catastrophic events such as floods, wind storms and forest fires.

DUTIES AND RESPONSIBILITIES:

The duties require all the assignments listed below on a rotating basis.

1. Module Assignment - Works directly with prisoners in the individual living areas, seeing to it that they are fed and that the modules are kept clean; escorts prisoners throughout the facility and sees that interpersonal conflicts are constructively resolved.
2. Booking Assignment - Books in arrestee, takes photos and fingerprints; conducts searches and inventories property, as well as providing a brief orientation to new jail residents.
3. Court Assignment - Escorts prisoners to and from court and briefs them on what will take place. Responsible for providing courtroom security and filling out assorted court paperwork.
4. Master Control Assignment - Watches video monitors within the jail to detect unauthorized movement; responsible for controlling the jail's interior and perimeter security systems.
5. Transport Assignment - Transports prisoners to and from other agencies, medical and dental facilities.
6. Specific individuals after additional specialized training are subject to hazardous duties, i.e., Hostage Negotiation Team, Hazardous Materials Team, etc.

QUALIFICATIONS:

Must be 21 years old and a United States Citizen.

Must not have any felony convictions. Committed no felonies, including illegal drug use, in the past three years. Must not have any domestic violence offense related convictions or domestic violence related restraining orders in effect. Must not have any DUI/DWAI convictions or drivers license suspensions or revocations within 24 months of application or more than one DUI/DWAI conviction in lifetime. Must not have used marijuana within one year of application. A history of excessive use of illegal drugs, or other offenses, could disqualify an applicant. Must have a good driving record.

Education and Experience:

High School Diploma or equivalent (G.E.D.) required. College Degree in the Behavioral Sciences preferred but not required. Corrections, jail or law enforcement experience is helpful but not required. Bi-lingual skills in Spanish are desired but not required.

Knowledge, Skills, and Abilities:

Must be able to complete Jail Officer Training Program. Must have ability to accurately perceive, soundly reason, and correctly judge situations, occurrences and circumstances. Must possess good communication skills and be able to express them clearly and precisely, orally and in writing. Must have a great deal of initiative and tenacity to actively influence events rather than passively accepting them. Must have a proper degree of stress-tolerance, including stability and the ability to perform under pressure. Must have the personality traits conducive to working with superiors, peers, subordinates, and members of the public from all socio-economic and cultural backgrounds. Must possess the following personality traits: Maturity, honesty, integrity, adaptability, sensitivity, compassion, common sense, good self-esteem, patience, wisdom, reliability, self-discipline, creativity, fortitude, assertiveness, pride in work, initiative, dedication to public service, and problem solving skills. Must be a resident of Colorado and possess a Colorado Driver's License at the time of appointment.

PHYSICAL DEMANDS OF THE POSITION

1. **VISION:** Dual vision is not required. Single eye 20/20 vision, natural or corrected, is acceptable. Minimum peripheral vision for single vision is 900 on the ear side and 700 on the nose side. Frequently uses peripheral vision to observe and monitor multiple persons and activity. An individual with single eye vision must adequately demonstrate the ability to compensate for their restricted peripheral vision with increased scan abilities. Dual vision is required if the Deputy is in a job assignment that requires driving a Sheriff's Office/County vehicle.
2. **HEARING:** Dual hearing is required. Good hearing is required in performing a majority of tasks. Jail Deputies are constantly required to listen to multiple audible inputs simultaneously such as portable radio conversations, telephone conversations, conversations with inmates or other noises within the housing units. Frequently listens for audible alarms. Occasionally must hear inmates verbally calling/yelling for help from a distance of fifty feet.
3. **SENSE OF SMELL:** Intact. Occasionally uses olfactory sense to detect illegal use of drugs or chemicals. Occasionally uses the olfactory sense to evaluate the presence of toxic vapors, smoke, or fuels.
4. **SPEECH:** Jail Deputies must have the ability to speak and understand English clearly within normal parameters. Constantly uses voice to communicate with other officers, professionals, prisoners, and the public in person and by telephone and two-way radio. Clear diction and audible volume is required. Frequently verbally directs inmates and citizens using a louder than normal speaking voice. Occasionally must talk or yell while wearing a gas mask or self-contained breathing apparatus.

5. **SITTING:** Sitting is performed on an occasional to frequent basis while in the module and booking areas. The actual amount of sitting varies on a daily and shift basis. Individual preference also influences the amount of sitting as compared to standing. While working in master control, the deputy will sit constantly but with the option to select a standing posture if preferred.
6. **STANDING:** The amount of standing performed by a deputy in the module and booking areas will vary according to individual preference of sitting or standing. While working in master control, a deputy could choose to stand as opposed to sit while performing his/her duties. This is done on a constant basis.
7. **WALKING/RUNNING:** Walking is performed on a constant basis when working as a Module or Booking Deputy. Once per shift a perimeter check is completed involving one Deputy walking around the outside perimeter of the jail. The distance covered is approximately 1/3 mile. The maximum distance Deputy would have to run inside the jail is approximately 1200 feet (1/4 mile).

Deputies are required to demonstrate the ability to complete a maximum effort Essential Job Function Evaluation in the form of an obstacle course, running a distance of approximately 300 feet from a sitting position in a motor vehicle, up and down two flights of stairs, climb a six foot step ladder, crawl through a 2 foot diameter-12 foot long tube, and return to a sitting position in the car.

Deputies are required to demonstrate the ability to run 1/4 mile in 126 seconds+/- 36 seconds.

8. **LIFTING:** The Jail Deputy position is categorized at the Medium Level for the Physical Demands Characteristics of Work. Deputies may be required to lift all the items listed in Appendix A. Deputies may also be required to lift and carry an impaired or combative individual from 20-30 horizontal feet in booking on an occasional basis.

Deputies are required to demonstrate the ability to lift a 35-pound object from the ground to the height of 60 inches and place the object on a shelf.

9. **CARRYING:** The items listed in Appendix A under Lifting are also carried with the same frequency. The maximum distance carried can be up to approximately 1000 feet, except for the air packs, which are worn on the back. These may have to be carried throughout the facility during training or emergencies. A duty belt and 2-way radio are also carried and worn constantly, weighing approximately 8.5 pounds.

Deputies are required to demonstrate the ability to carry 60 pounds for a distance of 25 feet.

10. **PUSHING:** Food carts and doors are pushed on an occasional basis. Tables, chairs, laundry carts and a gurney are pushed on a seldom basis. Pushing a gurney requires a force of 30 pounds over a distance of 225 to 300 feet. Pushing a car may be required on a seldom to occasional basis.

Deputies are required to demonstrate the ability to push a 350-pound sled a distance of 5 feet (simulates car push @ 132 pounds of force).

11. **PULLING:** The items listed above under pushing are also pulled on an occasional basis with the same force requirements.

Deputies are required to demonstrate the ability to pull a 155 pound bag a distance of 25 feet (simulates a body drag).

12. **STOOPING/BENDING:** Stooping is performed on a frequent basis in the module area when performing various tasks throughout the day. Those tasks that specifically require stooping include lifting/carrying-restrained individuals, talking/handing mail to inmates through food ports, and conducting a cell and pat-down search. Stooping is performed on an occasional basis in booking when performing pat-down searches. Stooping is seldom performed in Master Control.

13. **CRAWLING:** Crawling is only done during cell searches/shakedowns on a seldom basis and only for a short distance, such as checking under beds or counter tops.

Deputies are required to demonstrate the ability to crawl through a 2-foot diameter, 12-foot long tube.

14. **CLIMBING:** Climbing stairs is performed on an occasional to frequent basis when completing room checks inside the inmate modules every 15 to 30 minutes. This requires ascending/descending one flight of metal stairs, with handrails, to check inmate cells on the upper level in the modules. Climbing stairs is also required to get to the Master Control room. This requires a walk up 24 metal steps on a narrow spiral staircase. Access to the Penthouse requires climbing a ladder approximately 1.5 flights of stairs. There are several different penthouse areas located throughout the facility. These areas are accessed to shut off the fire sprinkler system, close other vents and valves, or to retrieve a stray volleyball or basketball. Climbing onto beds, toilets, and sinks is also performed while completing room searches.

Deputies are required to demonstrate the ability to climb over fences or walls of at least five feet in height (such as the type encountered during the pursuit of an escaped inmate through residential or industrial areas).

Deputies are required to demonstrate the ability to climb a six-foot stepladder.

15. **TWISTING/TURNING AT THE WAIST AND NECK:** Twisting/Turning at the waist and neck occurs on an occasional to frequent basis for Deputies. This motion is performed while restraining inmates, when completing cell searches, when loading and unloading carts, when buckling inmates in their seats for transport. Turning or twisting to see out of motor vehicles for backing up or lane change purposes is required on an occasional to frequent basis. The amount of twisting will vary on a daily basis.

Deputies are required to demonstrate the ability to twist while seated in a motor vehicle, sufficient enough to see into and out of the back area of the vehicle.

16. **BALANCING:** Good balance is required when restraining/carrying a combative individual.

Deputies are required to demonstrate the ability to walk and turn on a 9-foot balance beam back and forth four lengths allowing for 1(one) fall.

17. **HAND AND ARM FUNCTIONS:**

Reaching at or below shoulder - Occasional to frequent.

Reaching above shoulder - Occasional, when stocking and picking items from shelves, hanging property bags on conveyer, and performing cell searches/shakedowns.

Simple grasping - Occasional to frequent.

Power grip - Occasional, when restraining inmates, performing use of force techniques, pushing/pulling carts.

Gross, finger dexterity - Occasional to frequent, when performing cell and pat down search, performing use of force techniques, driving, using radios, using control panel in modules, using camera and fingerprint equipment, using computer and fax.

Fine, finger dexterity - Occasional to frequent, when performing cell and pat down searches.

Feeling - Occasional to frequent when performing cell and pat down searches.

Deputies are required to demonstrate the ability, while wearing an equipment belt, to remove and return four items (simulated weapon, handcuffs, hand-held radio, and baton) into their appropriate place on the belt in 18 (+/- 6) seconds.

18. **FOOT FUNCTIONS:**

Gross, foot control - Seldom, when transporting inmates via car or van.

19. **Definition of terms:**

Seldom: Activity or condition does not exist on a daily basis.
 Occasionally: Activity or condition exists less than 1/3 of work shift.
 Frequently: Activity or condition exists from 1/3 to 2/3 of work shift.
 Constantly: Activity or condition exists more than 2/3 of work shift.

APPENDIX A
Lifting Requirements by Weight
For Jail/Corrections Deputy

Range	Item(s)	Weight in Pounds	Frequency	Height
1 10	Food tray	5	S	Varies
	Fire extinguisher	10	S	Varies
	Cleaning supplies	0-10	S	Varies
11 25	Trash	11-25	S	Varies
	Mop bucket	11-25	S	Varies
	Garment bag	15	O	65"
	Inmate baskets	18	O	Varies
	Air packs	22.5	S	Varies
26 50	Case of supplies	26-50	S	Varies
	Box of paper	Up to 30	S	Varies
	Trash	26-50	S	Varies
	Misc. files	Up to 40	S	Varies
	Property box	29.5	S	68"
	Coffee urn	50	S	Varies
51 100	Impaired/Combative Individual (2 person lift)	51-100	S	Varies
> 101	Impaired/Combative Individual (<1 person lift)	Varies	O	Varies

APPENDIX B

Jail Division Mission Statement

PHILOSOPHY: The Boulder County Jail will provide a safe and secure environment for those being confined, staff, visitors and the community. This will be accomplished by strictly following the Boulder County Sheriff's Office Mission Statement and the Mission Statement adopted by the Jail Division Captain and the Jail Management Team.

SOURCE: A.C.A. Standard 3-ALDF-1A-02

Public Safety

It is the mission of the Boulder County Sheriff's Office Jail Division to safely and effectively confine those persons removed from the community by the criminal justice system in a secure facility; to protect the community by preventing the escape by any inmate; and to protect the inmate by providing a safe and drug-free environment during their incarceration.

Staff Safety

It is the mission of the Boulder County Sheriff's Office Jail Division to provide a safe environment for its staff through the comprehensive management and objective classification of inmates; by the employment and training of qualified and motivated staff; by adhering to safe staff-to-inmate ratios; and by adhering to humane incarceration standards that discourage violence and dissension.

Inmate Safety

It is the mission of the Boulder County Sheriff's Office Jail Division to provide a safe environment for incarcerated persons by carefully and comprehensively evaluating each individual and classifying him/her to appropriate housing; through intensive observation by staff and interaction between inmates and staff; through proactive intervention when necessary.

Least Restrictive Custody

It is the mission of the Boulder County Sheriff's Office Jail Division to evaluate all newly incarcerated persons, using objective classification standards so that he/she may be housed in the appropriate level of security; to acknowledge that incarceration itself is deemed the punishment; to confine each person with the contention that he/she is innocent until proven guilty.

Consistent, Equitable Classification

It is the mission of the Boulder County Sheriff's Office Jail Division to classify incarcerated inmates fairly according to prescribed criteria and to apply these criteria without bias toward race, creed or lifestyle; and to anticipate that issues of mental and physical health, history of prior incarcerations, and relationships with other incarcerated inmates may affect the outcome of the prescribed classification criteria.

Population Control

It is the mission of the Boulder County Sheriff's Office Jail Division to work in collaboration with the courts and other related agencies to effectively and efficiently utilize the jail beds for those inmates for whom a less secure setting is not appropriate; to utilize less restrictive settings such as Work Release, Home Detention and Day Reporting for those offenders for whom this would be appropriate.

Cost Efficient Management

It is the mission of the Boulder County Sheriff's Office Jail Division to utilize its publicly appropriated budget in the most efficient and effective manner by continually auditing procedures, costs, and manpower appropriations, and by seeking the most cost effective services without sacrificing quality and efficiency.

Staff Retention and Training

It is the mission of the Boulder County Sheriff's Office Jail Division to maintain an excellent staff of qualified officers and by providing a safe environment in which to work; by acknowledgment of their contributions; by establishing clear and consistent expectations; by clear, concise, and timely evaluations; and by investing in training which allows them to expand their level of performance and competence.

Good Order and Discipline

It is the mission of the Boulder County Sheriff's Office Jail Division to ensure a safe environment for inmates and staff by maintaining good order and discipline and by establishing clear rules and expectations through consistent enforcement of all rules, and with clear consequences for failure to comply.

Access to Needed Inmate Programs

It is the mission of the Boulder County Sheriff's Office Jail Division to provide programs conducted by qualified presenters to those inmates who desire to educate themselves and expand their knowledge base; to expand the capabilities of the existing staff by encouraging community agencies to participate in this programming; and to instill this philosophy in the training of the staff so that they may recognize the value of facilitating growth and life enhancement skills for all those who are incarcerated.

Avoid Warehousing

It is the mission of the Boulder County Sheriff's Office Jail Division to provide structure and activities that minimize the boredom and idleness that contribute to negative behavior by the inmate; personal and interpersonal skills; to provide programs that address the addictive behaviors that contribute to recidivistic patterns.

Limit Deterioration

It is the mission of the Boulder County Sheriff's Office Jail Division to provide opportunities for motivated inmates to enhance their life skills through education and self-realization; to provide a safe environment in which change may occur; and to never cause harm or deterioration to any person in the charge of the jail.

JOB DESCRIPTION

Deputy I - Patrol

SUPERVISES:

Reserve Deputies, Volunteers, and other Para-professionals during search and rescue efforts.

POSITION SUMMARY:

The Patrol Deputy promotes and preserves order, investigates crimes and criminal activity, conducts traffic violation enforcement, defends persons from imminent physical harm, responds to request for service and resolves conflicts between individuals and groups. He/she is a protector of constitutional guarantees and an enforcer of County Resolutions, Federal and State statutes.

DUTIES AND RESPONSIBILITIES:

1. Enforces County Resolutions; State and Federal Statutes, and traffic laws.
2. Carries out Court Orders (civil as well as criminal).
3. Investigates criminal and non-criminal cases.
4. Prepares and executes detailed arrest and search warrants.
5. Conducts crime scene investigation and processing (photography, latent fingerprints, crime scene reconstruction, basic ballistic, blood splatter analysis, plaster casting).
6. Prepares cases and testifies in court.
7. Conducts and organizes Search and Rescue efforts.
8. Works closely with other employees, law enforcement agencies, social workers, lawyers, volunteers, professional fire fighters, paramedics, rescue workers, and other members of governmental agencies.
9. Required to complete detailed computer offense and incident reports.
10. Makes arrests based upon probable cause as well as arrests based upon personal observation.
11. Attends a required firearms proficiency testing.
12. Makes entries and queries via the use of an on-line computer system.
13. Operates emergency vehicles and equipment.
14. In addition to the above, specific individuals, after additional training and experience, are assigned to specialized or hazardous duties, i.e., SWAT Team, Hostage Negotiation Team, Explosive Ordinance Disposal, Canine handling, Mountain Rescue, Detective/Investigation, DUI and Traffic Enforcement.

QUALIFICATIONS:

Must have completed a State Certified Law Enforcement Training Academy and be Colorado P.O.S.T. Certified. Must be 21 years old and a United States Citizen. Must not have any felony convictions or committed any felonies, including illegal drug use, in the past three years. Must not have any domestic violence offense related convictions or domestic violence related restraining orders in effect. Must not have any DUI/DWAI convictions or driver's license suspensions or revocations within 24 months of application or more than one DUI/DWAI conviction in lifetime. Must not have used marijuana within one year of application. A history of excessive use of illegal drugs, or other offenses, could disqualify an applicant. Must have a good driving record.

Education and Experience:

High school diploma or equivalent (G.E.D.) required. College Degree in the Behavioral Sciences or Criminal Justice is preferred. Civilian or military law enforcement experience is helpful but not required.

Knowledge, Skills, and Abilities:

Must be able to complete a 14-week in-service recruit-training program. Must have ability to accurately perceive, soundly reason, and correctly judge situations, occurrences and circumstances. Must have good communication skills and be able to express them clearly and precisely, orally and in writing. Must have a great deal of initiative and tenacity to actively influence events rather than passively accepting them. Must have a proper degree of stress-tolerance, including stability and the ability to perform under pressure. Must have the personality traits conducive to working with superiors, peers, subordinates, and members of the

public from all socio-economic and cultural backgrounds. Must possess the following personality traits: Maturity, honesty, integrity, adaptability, sensitivity, compassion, common sense, good self-esteem, patience, wisdom, reliability, self-discipline, creativity, fortitude, assertiveness, pride in work, initiative, dedication to public service, and problem solving skills. Must be a resident of Colorado and possess a Colorado Driver's License at time of appointment.

Physical Demands of the Job

1. **VISION:** Dual vision is required. 20/20 minimum, natural or corrected, in both eyes and have minimum peripheral vision of 700 in both eyes. Frequently uses peripheral vision to observe and monitor multiple persons and activity. Constantly uses vision (day and night) to observe criminal and non-criminal activity as well as drive motor vehicles. Constantly uses visual acuity to distinguish objects such as license plates and people at long distances. Constantly is required to differentiate, distinguish colors, shapes, distances and sizes of objects, people, and animals.
2. **HEARING:** Dual hearing is required. Good hearing is required in performing a majority of the tasks. Constantly uses hearing to detect sounds of criminal and non-criminal behavior. Constantly uses hearing to distinguish source and content of a wide variety of sounds. Constantly uses hearing to monitor and use a police radio, radiotelephone and the standard telephone to communicate with the Dispatch Center, other officers, and the public. Occasionally must hear people verbally calling/yelling for help from a distance of one hundred feet.
3. **SENSE OF SMELL:** Intact. Occasionally uses the olfactory sense to detect illegal use of drugs or chemicals. Occasionally uses the olfactory sense to evaluate the presence of toxic vapors, smoke, or fuels.
4. **SPEECH:** Must be able to fluently speak and understand English. Constantly uses voice to communicate with other persons and dictate reports. Frequently verbally directs suspects, prisoners and citizens what to do using a louder than normal speaking voice. Occasionally must talk or yell while wearing a gas mask or self-contained breathing apparatus.
5. **SITTING:** Sitting is performed on a frequent to a constant basis. Sitting occurs during briefing session and while driving assigned patrol car 4-6 hours/day.
6. **STANDING:** Standing occurs on an occasional to frequent basis depending on the shift assignment, the area patrolled, and the season. Job tasks that require standing include traffic stops, suspicious activity investigation, crime scene investigation, detaining suspect, directing traffic, and various security assignments.
7. **WALKING/RUNNING:** Walking is performed on an occasional to frequent basis depending on the shift assignment, the area patrolled, and the season. The distance covered also varies according to the area patrolled, with the mountain areas requiring longer walks up sloped driveways, around larger houses with greater acreage, and around more obstacles. The flats may involve long walks around the perimeter of a large business, some up to 2500 feet. Running is an activity that is seldom performed. Running may occur when chasing a suspect (approximately 5x/year) or providing backup for an officer or an area. The distance covered again varies according to individual discretion and the area patrolled with longer pursuits in the flats compared to the mountain areas. Overall the average distance covered is 100-400 yards or less.

Deputies are required to demonstrate the ability to complete a maximum effort obstacle course of running a distance of approximately 300 feet from a sitting position in a motor vehicle, up and down two flights of stairs, climb a six foot step ladder, crawl through a 2 foot diameter 12 foot long tube, and return to a sitting position in the car.

Deputies are required to demonstrate the ability to run 1/4 mile in 126 seconds (+/-) 36 seconds.

8. **LIFTING:** The Patrol Deputy position is categorized at the Medium Level for the Physical Demands Characteristics of Work. Deputies may be required to lift all of the items listed in Appendix A. Deputies will also lift various types of briefcases, duffle bags, and gear bags, which contain personal equipment, files, and papers. The number of bags and the weights vary according to the individual and their personal needs, and are not required equipment. The heaviest item that any of the deputies are required to lift other than children, an unruly suspect, a dead body, or evidence/property, is the spare tire at approximately 48 lbs. from the trunk or storage area of the vehicle. The vertical height the tire must be lifted/lowered is 32" - 35" from the ground. Other large items that are greater than 25 lbs. listed in Appendix C would also have to be lifted this distance.

Deputies are required to demonstrate the ability to lift a 35-pound object from the ground to the height of 60 inches and place the object on a shelf.

9. **CARRYING:** The items listed in Appendix A under LIFTING are also carried with the same frequency, except for equipment that the Deputies wear. Equipment such as body armor vest (6-12 lbs.), duty belt (6-9 lbs.), and 2-way radio (1-3 lbs.) are carried and worn constantly. Not all agencies require a Deputy to always wear a vest, but it may be required at any time. The total weight of this equipment ranges from 13-24 lbs. Deputies may also be required to carry children, hobbled suspects, dead bodies, or evidence/property of various weights for various distances.

Deputies are required to demonstrate the ability to carry 60 pounds a distance of 25 feet.

10. **PUSHING:** Pushing occurs on an occasional basis. Pushing is involved when opening/closing windows, doors, and gates; assisting a stranded motorist w/car; shoveling/digging out vehicles; applying use of force techniques; detaining suspects; applying handcuffs; jacking up car; and mounting spare tire. The largest forces required involve assisting a motorist with a stranded car, and detaining suspects. The frequency of these tasks varies according to the season and the work shift. Over a year, a Deputy may be required to push a motorist's vehicle on the average of 2x/month. Detaining a suspect occurs less frequently during day shift (2x/month average) than swing shift (2-5x/week) or graveyard shift (1-2x/week).

Deputies are required to demonstrate the ability to push a 350-pound sled a distance of five feet (simulates car push @ 132 pounds of force).

11. **PULLING:** The items listed above under PUSHING are also pulled with the same frequency and force except for assisting a stranded motorist and shoveling/digging out vehicles. These two tasks primarily involve pushing only.

Deputies are required to demonstrate the ability to pull a 155 pound bag a distance of 25 feet (simulates a body drag).

12. **STOOPING/BENDING:** Stooping is performed on an occasional basis to perform various tasks throughout the day. Those tasks that specifically involve stooping include: talking to motorist during traffic stop; reaching for materials in vehicle cab or trunk; changing vehicle tire; picking up traffic cones; conducting crime scene investigation; lifting/carrying restrained suspect; and performing pat-down search.

13. **CRAWLING:** Crawling is seldom performed- only on rare occasions such as a citizen assist (crawling through window into locked house) or checking underneath a vehicle.

Deputies are required to demonstrate the ability to crawl through a 2-foot diameter, 12-foot long tube.

14. **SQUATTING:** The squatting requirements can be substituted for STOOPING/BENDING with the same frequency.

15. **CLIMBING:** A deputy will be required to climb stairs, uneven terrain, fences or walls of at least 5 feet in height on an occasional to seldom basis, and ladders on an occasional to seldom basis. The amount of climbing will vary depending on the assigned patrol area and shift. Mountain patrol will require more frequent and intense climbing of uneven terrain and tall fences.

Deputies are required to demonstrate the ability to climb over fences or walls of at least 5 feet in height (such as the type encountered during the pursuit of an escaped inmate through residential or industrial areas).

Deputies are required to demonstrate the ability to climb a six-foot stepladder.

16. **TWISTING/TURNING AT THE WAIST AND NECK:** Twisting/turning at the waist and neck occurs on an occasional to frequent basis. This motion is performed while driving vehicles, directing traffic, restraining suspects, buckling suspects in vehicle seats, and various other duties. Turning or twisting in order to see out the back or side, while seated in patrol/motor vehicles is required on a frequent to occasional basis while backing up or making lane changes. The amount of twisting will vary on a daily basis.

Deputies are required to demonstrate the ability to twist, while seated in a motor vehicle, sufficient enough to see into and out of the back area of the vehicle.

17. **BALANCING:** Good balance is required by all departments when restraining/carrying an impaired or combative individual or when walking, running on terrain where footing is not optimum, i.e. icy roads, walkways, stairs, as well as mountain trails and slopes.

Deputies are required to demonstrate the ability to walk and turn on a 9-foot balance beam, back and forth, four lengths allowing for 1(one) fall.

18. **HAND AND ARM FUNCTIONS:**

Reaching at or below shoulder - Occasional to Frequent.

Reaching above shoulder - Occasional, when restraining suspect, performing pat-down search, climbing fences.

Simple grasping - Frequent.

Power grip - Occasional, when using firearms, baton, nun-cha-kus, or use of force techniques.

Gross, finger dexterity - Occasional to frequent when performing pat-down search, using radio, computer, camera or investigation kit.

Fine finger dexterity - Occasional, when performing pat-down searches.

Feeling - Occasional, when performing pat-down searches or touching vehicle to determine temperature.

Deputies are required to demonstrate the ability, while wearing an equipment belt, to remove and return four items (simulated weapon, handcuffs, hand-held radio, and baton) in their appropriate place on the belt in 18 (+/- 6) seconds.

19. **FOOT FUNCTIONS:** Constant, when driving patrol car and other emergency vehicles. Must be able to reach at least 17" from front of seat to gas pedal in Ford Crown Victoria or similar size vehicle.

20. **DEFINITION OF TERMS**

Seldom: Activity or condition does not exist on a daily basis.

Occasionally: Activity or condition exists less than 1/3 of work shift.

Frequently: Activity or condition exists from 2 to 2/3 of work shift.

Constant: Activity or condition exists more than 2/3 of work shift.

APPENDIX A
Lifting Requirements by Weight
For Patrol Deputy

Range	Item(s)	Weight	Frequency
1 10	Evidence	1-10	F
	Hand tools	2-8	S
	Handgun & Bullets	2-8	F
11 25	Car chains	11	S
	Children	11-25	S
	Evidence/Property	11-25	S
	Rifle & Bullets	12-15	O
	Fire Extinguisher	15	S
	Car Jack	17	S
26 51	Spare Tire	26-50	S
	Children	26-50	S
	Evidence/Property	26-50	O
	Road Fang	34	S
	Crate w/supplies	35	S
	Equipment Bag	48	S
51 100	Suspects	51-100	S
	Children	51-100	S
	Evidence/Property	51-100	S
	Foot Locker	60	S
	Road Fangs w/case	64	S
>101 	Evidence/Property	Varies	S
	Suspects	Varies	S
	Dead bodies	Varies	S

Security Officer

JOB DESCRIPTION

POSITION SUMMARY:

The Security Officer provides entrance screening, building security, public assistance and limited enforcement duties related to maintaining a safe and secure environment in various county buildings. Posts include the Criminal Justice Center, Longmont Courthouse, and other contracted service locations. Duties and responsibilities vary depending on assignment. Most shifts are regular county business hours, but some evening assignments are possible. Overtime hours may be required.

Generally, Security Officers are the first line of contact with citizens using the facilities. They are the first time representatives of both Boulder County and the Boulder County Sheriff's Office. It is therefore critical that Security Officers possess skills that require professionalism, approachability, good communication and the ability to rapidly problem solve.

DUTIES AND RESPONSIBILITIES:

1. Works closely with other employees, Law Enforcement Agencies, Lawyers, Volunteers, Professional Firefighters and members of governmental agencies.
2. Act as backup for Deputy I assigned to courts.
3. Operate x-ray, metal detector, radios and video monitors.
4. Screen for weapons and contraband in the possession of building visitors.
5. Unlock the building and courtrooms in the morning and secure them in the evening.
6. Respond quickly to alarms in courts and offices.
7. Question unauthorized persons and escort them from the building.
8. Report unusual behavior and problems to a Deputy.
9. Completes incident reports.
10. Monitor certain client meetings and visitations to keep the peace.
11. Guard against theft and destruction of property.
12. Stay informed of potential problems with individuals, meeting and hearings.
13. Administer first aid to ill and injured persons and call for medical assistance if necessary.
14. Review scheduled court activities each day.
15. Provide information to the public about facilities and services.
16. Carry a firearm, attend and pass required firearms proficiency training and testing.
17. Attend various in-service training classes.
18. Maintain safety and order in county buildings, offices and parking lots.
19. Write parking tickets.

Inform supervisors of anticipated problems or special circumstances

QUALIFICATIONS:**BACKGROUND:**

Must be at least 21 years of age. Must not have any felony convictions, domestic violence offense convictions, or have a domestic violence related restraining orders in effect. Must not have any DUI/DWAI convictions, driver's license suspensions or revocations within previous two years. Integrity and good judgment must be demonstrated by personal, work and criminal histories. Excessive traffic violations or other offenses could disqualify an applicant. Must not be a current user of illegal drugs, or have used illegal drugs within one year of application. A history of excessive illegal drug use could disqualify an applicant.

EDUCATION AND EXPERIENCE:

High school graduate or equivalent required. One-year security or related experience required. State peace officer certification is preferred and will substitute for security experience. Formal training and experience with handguns is also preferred. Ability to speak Spanish is desirable.

KNOWLEDGE, SKILLS AND ABILITIES:

Must have good verbal and written communication skills. Must be able to get along with superiors, peers and diverse members of the public. Must be observant and detail oriented. Must have maturity, honesty, dependability, and problem solving skills. Must have skills and abilities to perform all the duties and responsibilities of job.

Polygraph, drug screen, psychological, and physical testing are required.

Phone Numbers and Addresses

Boulder County Sheriff's Office

5600 Flatiron Parkway
Boulder, CO 80301

Boulder County Jail

3200 Airport Road
Boulder, CO 80301

Personnel	303-441-3638
Deputy Recruiting –Sgt. Lori Cox - lcox@bouldercounty.org	303-441-3633
Records/Main:	303-441-3600
Jail Division:	303-441-4600
Operations Division:	303-441-3650
Communications Center:	303-441-4444

Peace Officer Standards and Training (POST) Board

*Colorado Department of Law
Criminal Justice Section - Colorado POST
Ralph L. Carr Colorado Judicial Center
1300 Broadway, 9th Floor
Denver, Colorado 80203
720-508-6721
720.508.6000 - Main*

http://www.coloradoattorneygeneral.gov/departments/criminal_justice/post_board

Approved Basic Training Programs

Aims Regional Police Academy 970-330 8008 x6313 (Greeley)	Delta Montrose Vo Tec Academy 970-874 7671 (Delta)
Arapahoe Comm. College Academy 303-797 5844 (Littleton)	Northeast Junior College 970-522-6606 x754 (Sterling)
Aurora Community College Academy 303-340 7212 (Aurora)	Pikes Peak Law Enforcement Academy 719-540 7347 (Colorado Springs)
Colorado Mountain College Academy 970-945 7481 (Glenwood Springs)	Pueblo Law Enforcement Academy 719-549 3377 (Pueblo)
Colorado Mountain College Academy 970-870 4424 (Steamboat Springs)	Red Rocks Comm. College Academy 303-914 6462 (Lakewood)
Colo. Northwestern Comm. College 970-675 3306 (Rangely)	Southern C.L.E.T.A. 719-846 5567 (Trinidad)
Colorado Sheriff's Training Inst. 303-683-6540 (Littleton)	

Boulder County Sheriff's Office
Boulder County Home Page:
Boulder Community Network:
State of Colorado Home Page:

<http://www.bouldersheriff.org>
<http://www.bouldercounty.org>
<http://bcn.boulder.co.us/>
<http://www.colorado.gov>

MISSION STATEMENT

We provide the citizens of Boulder County with effective and efficient public safety services. We deliver these services with character, competence, and open communication.

VALUES

We value human life . . .

We expect employees to perform their jobs in a manner, which emphasizes the protection of life and minimizes the risk of unnecessary injury or death to any person.

We value the principles of the constitutions of the United States and the State of Colorado

We value the system of laws which governs us . . .

We respect the dignity and rights of the individual. We are governed by a set of laws, not men; as such, we value the system of laws of the United States, the State of Colorado, and the County of Boulder. We recognize that our role as a member of the Executive Branch of government is to uphold the Constitution and laws.

We value the communities we serve . . .

We believe that the purpose of our organizational existence is to serve our communities. We must be open and responsive to changing conditions and needs, and recognize and respect diversity. We believe it is our responsibility to keep the peace not only by enforcing the law, but also by working with communities to reduce problems by identifying and addressing causes. We believe that community and problem oriented policing is an ongoing process, and not a program with a beginning and an end.

We value the person . . .

We value the diversity of the individual, which stems from differences in race, age, sex, religion, sexual orientation, handicap, or socio economic status. We will treat all individuals with courtesy, respect, and dignity.

We value organizational excellence . . .

We value a working environment in which individuals working as a team strive for superior professional performance focused towards achieving the organizational mission and goals.

We value the strength of personal character in our employees . . .

We value open and honest communicators who display high moral and ethical conduct, integrity, adaptability, and sound judgment. We believe each employee must be a leader in the department and community. We expect employees to be result oriented problem solvers who are responsible and accountable.