

EL PASO COUNTY SHERIFF'S OFFICE VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Reserve Deputy Sheriff

SUMMARY OF FUNCTIONS: Performs all duties necessary to ensure security and welfare of staff, inmates, and the community of El Paso County. Patrols an assigned district. Enforces applicable civil statutes; answers service calls; conducts criminal investigations; issues summons and complaints; files cases with the District Attorney's Office may be called to testify in court.

<u>ESSENTIAL JOB FUNCTIONS:</u>	<u>FREQUENCY:</u>
1. Conducts security checks on inmates, supervises inmates in assigned unit.	Constant
2. Level IIIa officers are authorized to work only in the presence of a full peace officer level I or; in direct contact by radio or phone with a full peace officer Level 1.	Constant
3. The assignment needs to be sufficiently defined and task specific, with a specific and limited amount of time.	Constant
4. Supervises and assists in movement and pat searches of large number of inmates through the Detention and court facility.	Constant
5. Performs ward shakedowns for contraband.	Frequent
6. Conducts inmate clothing and bedding exchanges.	Occasional
7. Prepares incident and information reports on inmate conduct when necessary.	Frequent
8. Assists in feeding of inmates at morning, noon, or evening meals.	Frequent
9. Communicates through control room to notify other personnel of inmate emergencies and needs for assistance.	Frequent
10. Answers service calls for an assigned district and takes appropriate enforcement action or conducts follow-up investigation, as appropriate. Patrols the County to detect illegal activities and ensures the safety and security of citizens by making arrests, quieting disturbances and using physical and/or deadly force as required. Assists citizens involved in traffic accidents.	Constant
11. Process crime scenes by fingerprinting, photographing, identifying, packaging and processing evidence.	Occasional
12. Serves summons and complaints, warrants and civil processes.	Occasional
13. Writes and files reports by gathering facts, statements, and evidence. Prepares and files affidavits.	Occasional

ESSENTIAL JOB FUNCTIONS:

FREQUENCY:

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| 14. Enforces traffic codes and regulations and writes traffic summons as appropriate, including DUI enforcement. Maintains certification in horizontal gaze nystagmus and intoxilyzer. | Occasional |
| 15. Testifies in court on matters relating to criminal offenses, traffic and civil matters. | Occasional |
| 14. Contacts citizens and businesses in assigned district to identify ongoing problems and recommend solutions for resolution of problems. | Occasional |
| 15. Assists other deputies on service calls when necessary. | Occasional |
| 16. Attends briefings before shift to become aware of any incidents occurring since last duty assignment. Reports to shift Sergeant any critical incidents occurring within the assigned patrol district. | Occasional |
| 17. Pursues fleeing suspects or prisoners on foot or vehicle; climbs, crawls, jumps and runs to pursue suspects and protect life; pushes, pulls, lifts, or carries persons or suspects/prisoners who may be incapacitated; effects forceful arrest. | Occasional |

OTHER JOB FUNCTIONS

Performs other duties as required.

QUALIFICATIONS

- High school diploma or equivalent; college degree in criminal justice or related field preferred.
- Graduation from basic POSSE Law Enforcement Training Academy.
- Must be honest, truthful, trustworthy, and possess a high degree of personal integrity.
- Ability to safely operate a patrol vehicle in stressful situations and in inclement weather.
- Knowledge of state statutes and county ordinances and Sheriff's Office policies and procedures. Ability to conduct investigations and write clear, concise, and complete departmental reports.
- Ability to communicate with the public and other agencies in a professional and courteous manner.
- Must possess good judgment and common sense and make competent decisions under stressful conditions. Must be able to use and determine the appropriate use of physical and deadly force when required.

- Must be able to pass hiring process.
- Must be 21 years of age and a U.S. Citizen.
- Must possess a valid driver's license.
- Ability to effect a forceful arrest and control the person taken into custody. Ability to load and unload handguns and shotguns in a safe manner. Ability to meet the physical demands of the position by maintaining physical condition and fitness; ability to exert 175 pounds of force occasionally and up to 10 pounds of force frequently to carry, push, pull, or move object; ability to climb, crawl, stoop, keel, crouch, reach, handle, feel, finger, talk, smell, see (20/20 correctable, depth perception, near and far acuity) and hear.
- Ability to perform the essential functions of the job.

LICENSES OR CERTIFICATES

Colorado Reserve P.O.S.T. Law Enforcement Certificate
Valid Colorado Drivers License
CPR/First Aid Certification

ORGANIZATIONAL RELATIONSHIPS

Reports to: Sergeant
Supervises: Inmates

WORKING CONDITIONS

Work performed in a highly stressful environment. Some degree of hazard to personal safety with exposure to violent inmates and contagious diseases.