



**EL PASO COUNTY (CO)**  
invites applications for the position of:

# Deputy Recruit - Non-Certified

**SALARY:** \$59,238.40 Annually

**OPENING DATE:** 09/17/22

**CLOSING DATE:** 10/09/22 11:59 PM

**DEPARTMENT:** Sheriff's Office

**JOB TYPE:** Full-Time

**FLSA STATUS:** Non-Exempt

**JOB NUMBER:** 2200635

**ESSENTIAL JOB FUNCTIONS:**

**EL PASO COUNTY**  
COLORADO

## Employment Benefits

**Work Life Balance**

- 12 Vacation days (96 hours)
- 3 Personal days (24 hours)\*  
\*prorated based on start date
- 12 Sick days (96 hours)
- 11 Holidays

**Additional Benefits:**

- Medical, Dental, Vision, and Life Insurance
- Employee Fitness Centers
- 2 Onsite Health Centers
- Defined Benefit Retirement Plan
- 457 Deferred Compensation Plan
- Tuition Reimbursement
- Public Service Student Loan Forgiveness eligible employer
- Employee Assistance Program
- Long & Short-term Disability Benefits

[www.elpasoco.com/benefits](http://www.elpasoco.com/benefits)

**Anticipated Work Schedule(s):**

- Day Shift - 10 hour shifts, 4 days a week (5:00am - 3:00pm)
- Swing Shift - 10 hour shifts, 4 days a week (2:00pm - 12:00am)
- Night Shift - 10 hour shifts, 4 days a week (12:00am - 10:00am)

*Schedule subject to change*

Responsible for attendance in and successful completion of the El Paso County Sheriff's Office (EPSO) Non-Peace Officer Standards Training (POST) Certified Academy. Responsible for the care, custody, and control of inmates and staff at the El Paso County Criminal Justice Center (CJC). Performs duties necessary to ensure safety and welfare of inmates and staff. Resolves and controls inmate crises through prevention and intervention/observation. Provides counseling, guidance, and direction for questions and acceptable inmate behavior. This position is part of the Deputy Sheriff career progression series, which includes Deputy Recruit and Deputy Sheriff. An employee is eligible to advance to the next position within the series when the employee has met the criteria for advancement as notated within the job description and has received a recommendation from the Hiring Authority.

- Performs duties and responsibilities associated with policy driven mandates to include Arrest Control, Firearms, Physical Fitness, and Classroom Instruction. Designees are expected to pass both written and practical exams to determine their comprehension and skills of the presented course work. Provides accurate and timely feedback to instructors and training staff.
- Performs first-line supervision over assigned inmates. Maintains care, custody, control, and strict accountability of assigned inmates. Conducts timely security and welfare checks of assigned inmates and areas of responsibility.
- Prepares detailed incident reports, ward logs, property supplements, inter-office memorandums, and other forms.
- Responds to inmate questions and provides information on topics concerning the judicial process, facility rules and procedures, and referrals to social agencies, if appropriate.
- Inspects physical area within responsibility and reports safety, security, sanitation, fire, or maintenance deficiencies.
- Communicates with the central control room and other offices via two-way radio, intercom, and telephone.
- Conducts inventories of assigned equipment and supplies and inspects for signs of tampering. Supervises the cleaning of assigned areas.
- Performs searches of inmates' person, possessions, and quarters.
- 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.
- Monitors inmates' visits with attorneys, bondsmen, and other persons. Escorts inmates throughout facility. Collects and distributes all correspondence from and to assigned inmates.
- Supervises the issuance of inmate meals and eating utensils; accounts for utensils. Supervises the issuance and exchange of inmate linen and laundry.
- Relieves the Security Technician as necessary.
- Participates in inmate disciplinary proceedings as required.
- Performs other duties as required.

**QUALIFICATIONS:**

- High School Diploma or equivalent education.
- Successful completion of the EPSO Non-POST Certified Academy required.
- Must be at least 21 years of age at time of successful completion of the EPSO Non-POST Certified Academy.
- Successful completion of the Detentions Training Officer (DTO) Program required.
- Must be honest, truthful, trustworthy, and possess a high degree of personal and professional integrity.

- Knowledge of federal and state laws and statutes concerning inmate rights and local regulations, ordinances, and laws concerning areas of responsibility, as well as knowledge of El Paso County Policies and Procedures.
- Must possess good judgment and common sense to make competent decisions, as well as prioritize duties under stressful conditions.
- Good observation skills and ability to work with the criminal population, which is known to be dangerous, threatening, demanding, and manipulative.
- Ability to affect forceful arrest and control the person being taken into custody; ability to qualify with assigned weapon system in a safe manner in compliance with policy and procedure; 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, carry, push, pull, or move objects; ability to climb, crawl, stoop, kneel, crouch, reach, handle, feel, finger, talk, smell, hear, and see (20/20 correctable, depth perception, and near and far acuity).
- Must be able to use and determine the appropriate use of physical and deadly force when required.
- Ability to learn and utilize jail management system software.
- Ability to hear and speak clearly on a police radio.
- Ability to write and type clear, concise, and complete reports.
- Ability to communicate with the public, staff, and other agencies in a professional and courteous manner.
- Ability to use office equipment, including computer, telephone, calculator, fax machine, and copier.
- Maintain regular and punctual attendance.
- Must pass background investigation, motor vehicle check, truth verification examination, psychological evaluation, physical examination, and drug screen.

#### **LICENSES/CERTIFICATES:**

- Must possess and maintain a valid Colorado Driver's License.
- Ability to obtain CPR/First Aid certification upon successful completion of the EPSO Non-POST Certified Academy.
- Must obtain and maintain Criminal Justice Information System (CJIS) Compliance within six months of employment.

#### **WORK CONDITIONS:**

Work may be performed in a secure, stressful environment with minimal exposure to natural light. Some degree of hazard to personal safety with exposure to violent persons and contagious disease. Position requires shift work to ensure coverage for operations in a 24-hour 7-day week: will be required to work days, evenings, and/or overnights depending on shift assignment. Will be expected to work weekends and holidays.

---

**This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position.**

APPLICATIONS MAY BE FILED ONLINE.

For inquiries, call 719-520-7401. Each applicant is considered only for the current vacancy indicated on your application. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. **Incomplete applications will not be considered.** Any new employee and re-hires must provide documentation of authorization to work as required by the Immigration Reform and Control Act of 1986 (PL99-603). **EL PASO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.**

---

## Deputy Recruit - Non-Certified Supplemental Questionnaire

\* 1. How did you learn of this position?

- El Paso County Website
- Indeed.com
- Employee Referral
- Social Media (Twitter/Facebook)
- LinkedIn
- University/College Career Site
- Industry-specific Career Site
- Professional Membership Career Site
- Career Fair
- Other

\* 2. Do you have a high school diploma or equivalent education?

- Yes    No

\* 3. The Sheriff's Office employs a "non-release" hostage policy. This means that in the event you are taken hostage, either inside or outside of a Sheriff's Office facility (vehicles included), we would do everything within our power in order to secure your release; however, we would never release an inmate or prisoner. Can you work in an environment that operates under a policy such as this?

- Yes    No

4. If you were referred by an El Paso County Sheriff's Office employee, please list the employee's name.

\* Required Question