



**OFFICE OF
SHERIFF, CUSTER COUNTY**
702 Rosita Avenue, Westcliffe, Co. 81252
Phone (719)783-2270 Fax (719) 783-9085



SHANNON K. BYERLY
SHERIFF

ROBERT K. HILL
UNDERSHERIFF

SHERIFF'S OFFICE DETENTION DEPUTY

Description

Under limited supervision, performs the duties of a detention deputy of an assigned shift or unit of the Custer County Sheriff's Office, to assist and protect the lives and property of Custer County residents, business owners, visitors and offenders. Provides safety and security of offenders, staff and citizens of Custer County.

Duties

The following statements are illustrative of the duties and responsibilities of the job. The organization retains the right to modify or change the duties and responsibilities of the job at any time.

Supervises activities of offenders of an assigned unit or shift and posse members.

- Determines offender needs, trains employees, writes and conducts inspections of detention areas for security and cleanliness, and recommends general actions.
- Schedules training for job enhancement and required yearly training.
- Guides and develops offenders in their daily routines.
- Inspects appearance and equipment of assigned detention areas and other personnel.
- Stay current on policy changes, daily training bulletins, and general directives by command staff legislative updates, and relevant Sheriff's Office business.
- Coordinates the handling of high risk, complex, or sensitive incidents or cases.
- Reviews reports and general orders prepared by detention supervisor, Undersheriff or Sheriff and completes any necessary follow-up work.
- Provides guidance and mentorship with regard to performance, next steps, and judgment issues.
- Performs the full range of duties of detention deputies, such as offender management, booking, drug screening, intervening in disputes, cleaning and organizing detention areas, safety security of jail operations, writing reports, preparing legal paperwork and victim notification.
- Performs general jail operations such as cooking, cleaning and organization of jail, collection of fees, computer entry in record management system supervision of offenders in court, and transporting offenders to court and to medical appointments.
- Performs fingerprinting for various aspects such as Concealed Weapon Permits or Sex Offender Registration.
- Some positions may conduct offender investigations.



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- Some positions conduct training in areas such as arrest control, Taser, less lethal munitions, jail operation, and medication distribution.
- Some positions maintain training needs of jail personnel. Some positions maintain daily operation of detention areas. Some positions perform as court liaisons.
- Some positions provide support to dispatch during emergent situations.
- Performs related duties as established by law or ordinance or as reasonably directed by the County.

Knowledge, Skills, and Abilities

- Clearly understands the mission, policies, goals and procedures of the Custer County Sheriff's Office.
- Understands federal, state, and local laws, statutes, ordinances, rules, and regulations pertaining to law enforcement /Jail operations in Custer County.
- Understands theory, principles, practices, and methods of criminal justice.
- Knows theory, principles, practices, and methods of performing detention deputy of an assigned shift or unit of a Custer County Sheriff's Office.
- Clearly understands and demonstrates theory, principles, practices, and methods of offender supervision.
- Successfully completes required training such as arrest control, CPR/First Aid, Taser.
- The safe use of equipment used in the performance of detention work such as restraints, restraint chair, less lethal munitions, Taser, pepper spray, voice recorder, flashlight, two way radios, detention security equipment such as cameras, security door operation,
- Supervises activities of offenders of an assigned unit or shift.
- Prepares documentation, including reports and other legal paperwork.
- Oversees and responds to emergencies related to detention operations, booking, drug screening and prisoner management
- Reviews reports and general directives.
- Performs duties of detention deputies, such as booking, release of offenders, general jail management.
- Supervises offenders and maintains safe secure operations.
- Investigates and resolves complaints by offenders.
- Utilizes office equipment, including personal computers, word processing, spreadsheet, and data base applications, calculators, and adding machines.
- Communicates in person and in writing.



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- Establishes and maintains effective working relationships with County officials, employees, other agencies, contractors, and the public.
- Safely uses of equipment used by detention deputies in the performance of their duties including restraints, restraint chair, security doors and cameras, vehicles, less lethal equipment such as Taser and munitions, two way radios.
- Performs other duties as performs.

Qualifications

High School diploma or equivalency
Successful completion of arrest control, Taser, CPR/First Aid (within six months of hire)

Physical Requirements

- While performing the duties of this job, the employee is regularly required to sit, talk, hear, and see, using close and medium range vision.
- The employee is frequently required to view computer keyboards and monitors.
- The employee is sometimes required to perform repetitive motions typing on computer keyboards.
- The employee is sometimes required to drive, including marked and unmarked police vehicles.
- The employee is occasionally required to lift up to 175 pounds.
- The employee is occasionally required to subdue persons in custody.
- The employee is occasionally exposed to hazardous and potentially lethal situations and individuals, including exposure to weapons and combative persons.
- The employee is required to have knowledge of cooking and cleaning duties. The employee is required to have knowledge of security operations of detentions.

Pay Schedule

Minimum Hourly Wage	Maximum Hourly Wage
17.50	22.00



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FLSA Status: Exempt-Hourly Non-Exempt Hourly

Prepared by Sheriff Byerly
Date Adopted: 1/01/2021