



# DETENTION DEPUTY

Apply by  
Open Until Filled

Hiring Rate: \$32.50 - \$38.24/hour  
Non-Exempt, Full Time, Full Benefits

## SUMMARY:

Under immediate and then general supervision, maintains facility security and providing for inmate welfare in a Routt County detention facility; maintains custody and control of inmates during court and other appointments as well as during structured work situations at the detention facility and/or in the community; prepares clear, accurate, and comprehensive reports and other written materials, including records, logs, and files; and performs related duties as assigned.

## SHERIFF'S OFFICE – SERVING OUR COMMUNITY

Welcome to the Routt County Sheriff's Office. The Sheriff's Office is responsible for law enforcement, investigations, and detentions within Routt County, Colorado. We work hand-in-hand with community members to provide protection and service to our community as a whole. We strive to provide the highest qualified law enforcement officers and maintain their skills through ongoing training in the latest law enforcement practices. Routt County is a large area, covering 2,231 square miles.



**Sheriff Garrett Wiggins**

## QUALIFICATIONS:

Minimum requirements include a High school diploma or a combination of education, training, and experience which provides the knowledge, skills and abilities required for the job.

### Employment is contingent upon passing the following:

- Physical fitness test
- Doctor's physical
- Psychological evaluation
- Background investigation
- Written test
- Public speaking
- Report writing
- Oral Board review
- Detention training

## ESSENTIAL FUNCTIONS:

- Maintains security and provides for inmate welfare in a Routt County detention facility; maintains inmate security in accordance with laws, regulations, and institutional philosophy; monitors inmate activity, documents inmate incidents, and searches the facilities and inmates for contraband and weapons.
- Processes new or released inmates; enters and maintains all inmate arrest, court, sex offender, and release information in computerized record systems; processes juvenile offenders in accordance with State codes.
- Performs searches of people, mail items, and objects capable of concealing contraband, buildings, housing units, kitchen, and large outdoor areas; inspects unclothed inmates to search for contraband materials.
- Monitors and controls inmates in assigned housing areas as well as during exercise, recreation, visiting, and other special periods; recognizes abnormal behaviors and implements appropriate intervention actions; takes actions as needed to prevent inmate violence and suicide; conducts visual and audio surveillance of inmates for extended periods of time.
- Pursues and effectively restrains and subdues fleeing or resisting inmates; performs rescue operations and other duties, which may require quickly entering and exiting secured areas.
- Monitors and controls the activities of detention center volunteers, visitors, and other civilian personnel and provides for their security and safety; screens inmate requests for medical attention and refers/escorts inmates as appropriate; assists medical staff in the distribution of medications; administers emergency first aid as required.

- Oversees inmate workers in the daily upkeep of the detention facility and the exterior of the Sheriff's office, as well as inmates working on road crews and various projects around the community; transports prisoners and other personnel by vehicle, plane, and/or other forms of travel.
- Documents and promptly notifies a supervisor of incidents; gathers information in inmate disciplinary investigations and recommends appropriate actions based on findings.
- Operates control room security systems and equipment.
- Inspects facilities and reports the need for maintenance or unusual situations; submits issues with and/or requests for clothing and supplies.
- Surveys and evaluates emergency situations; provides immediate response with proper action; communicates with inmates one-on-one, or in groups.
- Provides security for courts or other areas as assigned; may perform other ancillary duties such as serving civil documents, performing Vehicle Identification Number (VIN) inspections, assisting the K-9 unit at training, assisting with traffic control during various events or situations, assisting with prisoner transports, and searching/dressing out inmates.
- Testifies competently in court and/or other formal settings as required.
- Performs fingerprinting and other identifying processes as assigned.
- Reads and complies with a variety of legal and non-legal documents and instructions, including medical instructions, commitment orders from the court, summons, and other legal writs.
- Prepares accurate and logical reports and other documents using manual or computerized forms and systems.
- Performs other related duties as assigned.

**LICENSES AND CERTIFICATIONS:**

- Valid Colorado Driver's License may be required to operate a County vehicle.
- Additionally, have an opportunity to participate in POST Academy and become Colorado POST Certified.

**CURRENT 2021 BENEFIT PACKAGE:**

Full-Time employees that work 30+ hours per week are eligible for the following benefits:

- Comprehensive Medical Plan
- Life/Long Term Disability Benefits
- 401(a) 6% match, 457 and Roth IRA
- Pre-Tax Medical Spending Account
- Pre-Tax Dependent Care Spending Account
- Voluntary Comprehensive Dental Plan
- Voluntary Comprehensive Vision Program
- Worker's Compensation
- Routt Federal Credit Union
- Supplemental Insurance
- Old Town Hot Springs Discount
- Merchant Ski Pass Program
- Paid Sick, Vacation, Holiday and Personal time accrued
- Employee Assistance Program

**FOR FULL JOB DESCRIPTION PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT.**

**FOR MORE INFORMATION OR TO SUBMIT YOUR APPLICATION, COVER LETTER AND RESUME FOR THIS POSITION GO TO: <https://selfservice.co.routt.co.us/ess/employmentopportunities/default.aspx>**

**DEADLINE FOR APPLICATIONS IS OPEN UNTIL FILLED.**

*Routt County will provide reasonable accommodation to all applicants who require assistance completing the online application process. If you are an individual with a disability and require a reasonable accommodation to complete any part of the application process, or are limited in the ability or unable to access or use this online application process, and need an alternative method for applying, please email [humanresources@co.routt.co.us](mailto:humanresources@co.routt.co.us) for assistance or call 970-879-0181.*

*Routt County is an equal opportunity employer and political affiliation, age, color, disability, gender identity, genetic information, military or veteran status, national origin, race, religion, sex, sexual orientation or any other applicable status protected by federal, state or local law, are not taken into account in any employment decision. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job related factors.*