



Rio Grande County Sheriff's Office

Job Title:	Sergeant	Job Category:	Detention/Dispatch
Department/Group:	Sheriff's Office/Jail	Job Code/ Req#:	
Location:	Del Norte	Travel Required:	Yes
Level/Salary Range:	10/\$19.06 - \$19.83 per hour DOE	Position Type:	Full-time, hourly, non-exempt
HR Contact:	Skip Schoen	Date Posted:	
Will Train Applicant(s):	Yes	Posting Expires:	

External Posting URL:	
Internal Posting URL:	

Applications Accepted By:

FAX OR EMAIL:

(719) 657-2514 or
humanresources@riograndecounty.org
Subject Line: Detention/Dispatch Sergeant

MAIL:

Sheriff Anne Robinson
Rio Grande County Sheriff's Office
640 Cherry Street
Del Norte, CO 81132

Job Description

ROLE AND RESPONSIBILITIES

Trains, assigns, schedules, supervises day-to-day operations and formally evaluates the work of detention/dispatch deputies. Participates in jail operations as required. Inspects the jail for proper security and supervises the proper maintenance of jail facilities. Assists in establishing and implementing systems and procedures for the booking, care, detention, release and transport of prisoners.

- Plans, organizes, and coordinates the work of detention/dispatch deputies. Corrects minor work problems and counsels detention/dispatch deputies as needed.
- Supervises County Jail operations and Jail Deputies involved in the processing (in and out) of the County Jail facility, care, and detention of prisoners.
- Acts as property clerk and work furlough supervisor (as needed).
- Plans, coordinates, and/or supervises the conduct of jail searches.
- Coordinates the transport of prisoners to and from jail, doctor appointments, hospital, courts, and other facilities.
- Performs the duties of a detention/dispatch deputy as required, including cell assignment, meal service, and mail collection/distribution.
- Acts as an information source regarding jail operations. Assists the staff by answering questions and handling unusual or difficult situations.



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- Reviews, prepares, and processes a variety of reports related to jail operation. Reviews logs and other paperwork from shifts.
- Communicate effectively in both verbal and written forms.
- Maintain discipline and orderly conduct among inmates.
- Read, interpret, understand and apply laws, rules, and policies with sound judgment.
- Fingerprints the public for permits or applicants as required by law.
- Schedules work assignments.
- Makes and maintains close relationships with other facilities.
- Ability to remain calm and deescalate tense or emotional situations.
- Other duties may be assigned by the Sheriff or designee.

Performs supervisory duties in dispatch areas as well.

- Receives incoming routine and emergency phone calls and radio traffic.
- Documents and broadcasts accurate information to emergency response and law enforcement personnel.
- Reviews work of subordinate deputies responsible for dispatch duties.
- Coordinates police, fire, ambulance, and other responders.
- Monitors facility cameras for illegal activity, safety and security, and inmate security.
- Answers intercom requests from inmates.
- Maintains facility security through the control panel. Controls access, egress, and movement of personnel and inmates.
- Monitors fire and water system alarm board.
- Monitors remote alarm systems and cameras.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Knowledge of the care and custody of inmates; Federal, State, and local laws regarding jail operations, supervisory principles and practices, record keeping and report writing.

- High school diploma or GED equivalent.
- Two years of work experience in a jail system requiring daily supervision of inmates.
- Must have a valid Colorado driver's license upon employment..
- Ability to speak at a level to convey information, talking at a level to exchange ideas, hearing at normal speaking levels.
- Visual acuity at a level to view a computer terminal, analyze data, read extensively, and at a level to determine accuracy and thoroughness of work assigned.
- Skill in computer operations and usage of software systems.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent and to draw and interpret bar graphs.
- Must have the ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to multitask.
- Familiarity with proper radio procedures in compliance with FCC regulations.
- Must pass an extensive background investigation.
- Ability to maintain confidentiality of operations and information obtained during the course of duties.



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- Minimum 21 years of age.

PREFERRED SKILLS

- Supervisory experience with a preference in detentions and/or dispatch.
- Leadership/supervisor training.
- College degree in related field of study and/or experience in supervision.
- Colorado POST certification.
- Current first aid/CPR certification or obtain within 3 months of hire.
- Familiarity of CAD systems.
- Bilingual skills.
- Working knowledge of CCIC/NCIC rules, regulations, and procedures, as well as system security.

ADDITIONAL NOTES

Work is performed in a smoke-free jail environment and external environments with exposure to inclement weather and varying temperatures. Work involves intense concentrating on activities within the facility on a constant basis throughout the entire work shift. Work occasionally involves personal danger, exposure to noise, chemicals, bodily fluids, infectious diseases, and potentially hostile, violent, uncontrollable, and life-threatening situations. Includes working in enclosed spaces for extended periods of time. Work includes rotating shifts, weekends, holidays, and may require unforeseen overtime.

Ability to sit, stand, walk, run, kneel, crouch, bend, stoop, squat, twist, lift, climb, physically restrain persons, conduct activities on uneven surfaces under various environmental conditions, lift and move objects weighing over 100 pounds with help, use hands to touch, handle or feel objects, tools, or controls, reach with hands and arms, use of office equipment including computers, telephones, calculators, typewriters, copiers, and fax machines. May require ability to use special equipment including transport vans, cameras, two-way radios, handcuffs, waist/leg chains, firearms, special locks and keys, protective boy gear, impact batons, and pepper spray.

Employee is regularly required to talk and hear. Must have auditory ability to hear signals, exchange routine conversation, and use two-way radios, phones, and intercoms. May be required to remain seated for an extended period of time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must pass a drug test, inclusive of marijuana.

To Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time