



JEFFERSON COUNTY (CO)
invites applications for the position of:
Department Certified
Detention Deputy Sheriff
2021-1

An Equal Opportunity Employer

SALARY: \$26.47 - \$42.64 Hourly
 \$2,117.28 - \$3,411.52 Biweekly
 \$55,049.28 - \$88,699.52 Annually

OPENING DATE: 08/05/20

CLOSING DATE: 09/14/20 12:00 AM

DIVISION: Sheriff-Detention Services Division

DEPARTMENT: Sheriff's Office

PURPOSE:



**The Jefferson County Sheriff's Office is now accepting applications for the position of
 Department Certified Detentions Deputy Sheriff.**

THIS IS NOT A COLORADO POST CERTIFIED POSITION

Apply now to be a Detentions Deputy Sheriff with the Jefferson County Sheriff's Office to Protect, Serve and Enforce with the best agency in the country!

We are looking for:

- Individuals with integrity, excellence, and respect who have been called to a life of service, and have lived their lives accordingly
- Good people who represent the vibrant diversity of the community we serve and measure up to the high standards our community expects
- Men and women willing to learn law, policy, and procedure, and apply those in a fair, impartial, and equitable manner

Qualified applicants will be vetted through written testing, interviews, credit and background checks, a polygraph test, and physical and psychological screenings. Once selected, recruits will attend a 9 week detentions academy that combines classroom learning with physical fitness and skills training in driving, defensive tactics, arrest control, firearms and much more.

Those who successfully complete this process will join one of Colorado's oldest and largest sheriff's offices to help make Jefferson County a safe place for all people to live, learn, work, and play.

The entry-level Department Certified Detention Deputy Sheriff's works to maintain the safety, security, and control of an assigned area of the Jefferson County Sheriff's Office Detention Facility. This includes supervising inmate activities, preventing violence, supervising distributions of meals and services, classifying and assigning inmates to jail housing, explaining rules and regulations, and conducting periodic inspections of the facility.

Work also includes operating control panels, preparing various reports and logs, collecting and submitting evidence related to criminal activity, testifying in court regarding criminal activity, directing and assisting visitors and completing all other duties of a Deputy Sheriff as directed by policy, procedure and post orders.

Work requires that the employee cooperate and work closely with other investigators, deputy sheriffs, line supervisors, other law enforcement agencies and the public. Employee is subject to the usual hazards of general law enforcement and corrections work.

If you are called to the Jefferson County Sheriff's Office, you will find the duties, qualifications, and information on how to apply below.

ESSENTIAL DUTIES:

- Maintains control of inmates' activities, including supervising distributions of meals, commissary, razors, medications and other items to inmates; supervises visitations of inmates and assists visitors; inspects items brought to jail for inmates.
- Communicates with inmates, giving information and directions, mediating disputes, listens to and investigates inmates' complaints; resolves inmates' conflicts and problems; and makes recommendations to Disciplinary Board or Administrative Sergeant, as appropriate.
- Attends to additional areas of detention/corrections facility, maintaining security and control of inmates and jail; prevents inmate violence, breaking up fights and subduing combative inmates, as necessary; performs crisis intervention as needed, including suicide prevention, etc.; reviews incident reports from previous shift; and conducts cell searches for contraband, as required.
- Escorts inmates within the detention facility and maintains safety and security of the Minimum Security Facility and Work Release Unit.
- Utilizes computerized data entry equipment and various word processing and database programs to enter, store and/or retrieve information on inmates. Summarizes data in standard reports. Prepares various logs, forms and reports, documenting movement and activities of inmates, grievance allegations, incidents of violation of rules, notable behavior, potential safety hazards, problems with facility hardware, criminal activity, etc.
- Operates central control center panel and monitors security cameras and television monitors to view areas of detention facility, as assigned; performs visual and audio surveillance of doors and activities of inmates and staff; receives inquiries and provides information as requested; controls outside entries, elevators, doors, etc., ensuring entry and exit of authorized persons; and responds to fire alarms and radio panic alarms, determining the location of the Deputy Sheriff in need of assistance and directing other Deputies to help.

- Assigns inmates to housing locations in the detention facility; supervises inmates during booking process and advises inmates of rules and regulations; and escorts inmates and locks prisoners in assigned housing locations.
- May provide field training and evaluate new deputy sheriff recruits, planning and coordinating training through regular meetings of field training instructors.
- Attends seminars, classes, training and lectures, etc., as appropriate, to enhance and maintain knowledge of trends and developments in the field of corrections.
- Will develop skills in the use of firearms and other law enforcement equipment.
- Appears in court as a witness to give testimony.

QUALIFICATIONS:

Minimum Qualifications:

- High School Diploma or GED
- Must be 21 years of age by hire date
- Must have valid Colorado driver's license by hire date

Preferred Qualifications / Attributes:

- Sixty semester or ninety quarter hours from an accredited college/university.
- Active volunteer work in your local community.
- Ability to speak a second language.
- Honorable military service
- Law enforcement preparation to include criminal justice classes, detention facility tours, study of law enforcement/detentions publications, etc.

Each applicant must be willing to submit to:

- Written testing
- Oral interviews
- Polygraph exam
- Background investigation to include a criminal, driving, reference, work, and credit history checks
- Medical exam (job specific testing)
- Psychological exam
- Work rotating shifts, weekends, and holidays
- Applicants must be able to lawfully purchase and carry a firearm under Federal and State laws.

BY COMPLETING THIS APPLICATION, YOU CONSENT TO THE PROCESS NOTED ABOVE AND ATTEST TO THE TO TRUTHFULNESS AND ACCURACY OF THE INFORMATION YOU PROVIDE. INACCURATE INFORMATION MAY BE GROUNDS FOR REMOVAL OF YOUR APPLICATION FROM CONSIDERATION.

For Additional Info please visit our website @ <https://www.jeffco.us/561/Join-The-JCSO>

ADDITIONAL INFORMATION:

- PLEASE COMPLETE THE APPLICATION IN ITS ENTIRETY INCLUDING EDUCATION AND WORK EXPERIENCE. PROOFREAD FOR ACCURACY AND COMPLETENESS.
- Please include all jobs and volunteer work for the last 10 years
- All applications must be submitted prior to the closing date and time
- Notifications for this hiring process will be made via e-mail. Some e-mail providers (gmail, hotmail, msn, live, etc.) block e-mails from GovernmentJobs.com or NeoGov.com. If you have one of the mentioned e-mail providers, please consider switching to a different e-mail provider to ensure you receive these important notifications. The e-mail notifications will include:
 - Instructions on how to self-schedule written testing and/or interviews, including date, time, and location.

- Status updates

- IF YOU HAVE NOT RECEIVED AN EMAIL CONFIRMATION TO YOUR APPLICATION WITHIN ONE WEEK OF SUBMISSION, CHECK YOUR EMAIL SPAM FOLDER

The starting salary for this position is \$55,049.28. This will be your salary while attending the Detentions Academy as Deputy Sheriff Trainee. Upon successful completion of the Academy your salary will be adjusted to 62,291.84 with a top salary of \$88,699.52 after merit and time in grade based pay increases.

Upon hire, new Deputy Sheriffs will be provided uniforms but must purchase some equipment of their own, including footwear, flashlight, and agency-approved pistol/magazines.

APPLICATIONS MUST BE FILLED OUT ONLINE AT:
<http://www.jeffco.us/jobs>

Job #EPNCD1 2021-1
 DEPARTMENT CERTIFIED DETENTION DEPUTY SHERIFF
 2021-1
 MS

OUR OFFICE IS LOCATED AT:
 100 Jefferson County Parkway, #4530 (303-271-8400)
 200 Jefferson County Pkwy (Sheriff - 303-271-5332)
 Golden, CO 80419
 (303) 271-8400
careertalent@jeffco.us

An Equal Opportunity Employer

Department Certified Detention Deputy Sheriff 2021-1 Supplemental Questionnaire

- * 1. *(Part 1 of 3)* **AFFIDAVIT APPLICANT ACKNOWLEDGMENT OF TERMS AND CONDITIONS OF THIS APPLICATION. IT IS IMPORTANT THAT YOU READ THIS SECTION CAREFULLY AND THAT YOU FULLY UNDERSTAND IT BEFORE YOU SUBMIT IT. THIS SECTION AFFECTS YOUR LEGAL RIGHTS. IF YOU HAVE ANY QUESTIONS, PLEASE ASK AN ASSIGNED RECRUITER OF THE JEFFERSON COUNTY SHERIFF'S OFFICE (HEREIN REFERRED TO AS "OUR OFFICE") BEFORE YOU ACCEPT THIS APPLICATION.** It is the policy of Jefferson County and the JEFFERSON COUNTY SHERIFF'S OFFICE to not discriminate on the basis of race, color, religion, creed, sex, age, national origin or disability unless related to a bona fide occupational qualification. By clicking on the 'Accept' button, you promise that all information you have supplied in this application and any other form, oral or written, is complete, true and accurate. Any misstated, misleading, incomplete, or false information is grounds for rejection of this application form, refusal to hire, withdrawal of an offer of employment, or immediate discharge without recourse, whenever and however discovered. Your promise is made with the understanding that your statements will be relied upon in the hiring process. An incomplete application will delay the hiring process. If you disagree with the statements, policies and procedures below, you should not fill out an employment application form and should not seek employment with the JEFFERSON COUNTY SHERIFF'S OFFICE.

- Accept
- Do Not Accept

- * 2. *(Part 2 of 3)* In the event of my employment to a position with the JEFFERSON COUNTY SHERIFF'S OFFICE, I will comply with all rules and regulations of the office. I further understand that the office may obtain, or cause to be obtained, public records, including court records, criminal history, polygraph examination reports, Department of Motor Vehicles records, credit reports and educational records about me as part of a background investigation and that in certain circumstances I may waive my right to receive a copy of such public records. To the extent that a background investigation is to be conducted by a

third party, I understand that the applicable documentation and certification required by the Federal Credit Reporting Act and the State will be provided to me. I understand that the entire process may include post conditional testing such as medical and psychological examinations and may take up to six months to complete. After the completion of a hiring process, any applicant who is not hired is encouraged to apply for any other position within the Sheriff's Office.

- Accept
 Do Not Accept

- * 3. *(Part 3 of 3)* I further understand that the office may contact my previous employers. I authorize those employers to disclose to the office all records and information pertinent to my employment with them. In addition to authorizing the release of any information regarding my employment, I hereby waive any rights or claims I have or may have against my former employers, their agents, employees, and representatives, educational institutions, as well as other individuals who release information to the office, and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me. I authorize the persons named herein as references to provide the office with any pertinent information they may have regarding myself. **IF YOU HAVE ANY QUESTIONS REGARDING THIS APPLICANT ACKNOWLEDGEMENT OF TERMS AND CONDITIONS OF THIS APPLICATION, PLEASE ASK AN ASSIGNED RECRUITER BEFORE ACCEPTING AND SUBMITTING THIS APPLICATION. DO NOT SUBMIT THE APPLICATION UNTIL YOU HAVE READ THE ABOVE TERMS AND CONDITIONS AND UNDERSTAND THEM.** I hereby acknowledge that I have read the above terms and conditions and understand the same. I further acknowledge by clicking on the 'Accept' button below that no promise or offer of employment has been made to me at this time.

- Accept
 Do Not Accept

- * 4. **ACKNOWLEDGEMENT OF THIS DUTY POSITION:**

It is important that you as the applicant understand that the position of Department Certified Detention Deputy Sheriff is a **Non-Certified POST Position**.
 - Upon completion of the In-House training academy, you will **not** be Colorado POST certified.

If you disagree with the parameters / level of certification of this duty position, you should not fill out this employment application form. Please apply for the fully certified Deputy Sheriff Trainee position when it comes available in the future. Please call the Recruiting Unit with any further questions, (303) 271-5332.

- Accept
 Do Not Accept

- * 5. Are you able to perform the essential functions of the position for which you applied, with or without reasonable accommodations?
- Yes, without reasonable accommodations
 Yes, with reasonable accommodations
 No
- * 6. The starting salary for this position is \$55,049.28 during the academy. After completion of the academy, salary will be adjusted to \$62,291.84.. The top salary of \$88,699.52 is achieved after merit and time in grade based pay increases. Do you accept the starting salary for this position?
- Accept
 Do Not Accept
- * 7. Are you willing to work days, evenings, nights, weekends, holidays and overtime?
- Yes
 No
- * 8. The Immigration Reform Control Act of 1986 requires both identity and eligibility for employment proof within three business days of employment. **The Jefferson County**

Sheriff's Office does NOT hire or sponsor H-1B Visa holders. Upon offer of employment, are you able to provide proof that you are eligible to work in the United States without sponsorship?

- Yes
 No

- * 9. Are you a Colorado POST Certified Peace Officer? If so what is your PID #?
- * 10. Can you speak a second language FLUENTLY? To be considered fluent, you must be able to speak the second language AND either be able to read OR write the second language proficiently. (Any foreign language to include American Sign Language applies. Only select one response.)
- No, I cannot speak a second language fluently
 Yes, I can speak a second language fluently
 Yes, I can speak a second language fluently AND I can read OR write the language
- * 11. Which best describes your highest level of education COMPLETED? (Only select one response.)
- I did not graduate high school or receive a GED
 High School Diploma or GED
 Some College (less than 45 credit hours)
 Some College (more than 45 credit hours, but no degree)
 Technical College Degree
 Associate Degree
 Bachelor's Degree
 Master's Degree
 Doctorate
- * 12. Have you ever served in the military? (Only select one response.)
- No, I never served in the military
 Yes, I served in the military and received an Honorable Discharge
 Yes, I served in the military and received a General Discharge
 Yes, I served in the military and received one of the following discharges: Bad Conduct or Dishonorable Discharge
 Yes, I served in the military and received an Other Than Honorable Discharge
 Yes, I'm actively serving in the military
- * 13. Have you performed any volunteer work in the last two years, excluding internships? (Examples: coaching youth sports, volunteering at local churches, shelters, food banks, or children's schools, etc. Only select one response.)
- No volunteer work in the last two years
 Less than 25 hours in the last two years
 25 to 50 hours in the last two years
 50 to 100 hours in the last two years
 100 to 250 hours in the last two years
 250 to 400 hours in the last two years
 Over 400 hours in the last two years
- * 14. If you are a male and over the age of eighteen, have you registered for selective service?
- Yes
 No
 I'm a female, not applicable
- * 15. Has your driver's license been suspended, revoked, cancelled, denied, or have you been convicted of DUI/DWAI **in the last three years?** Or have you been convicted of DUI/DWAI **twice or more?**
- Yes
 No

- * 16. Have you received any traffic tickets in the last three years?
 Yes No
- * 17. Have you ever been at fault as a driver in a motor vehicle accident?
 Yes No
- * 18. Have you committed a misdemeanor crime in the last three years or have you **ever** been charged or convicted of a misdemeanor crime?
 Yes
 No
- * 19. Have you committed a felony crime in the last seven years or have you **ever** been charged or convicted of a felony crime?
 Yes
 No
- * 20. Have you ever maliciously slapped, punched, or otherwise injured a spouse or significant other?
 Yes No
- * 21. In the last TWO YEARS have you used or experimented with (even once) any of the following drugs? •Marijuana •Marijuana Edibles (including brownies, gummies, other candy or edible products) •Any marijuana derivative or synthetic marijuana concentrates (Spice) •Any product containing any marijuana derivative (any cannabinoid oil, topical crèmes or oils) •Hashish or Hashish Oil •Illegal Steroids
 Yes
 No
- * 22. In the last five years have you experimented with any of the following illegal drugs? • Cocaine • Crack, Rock, Ice • Barbiturates or Downers • Amphetamines or Uppers • Methamphetamines (speed, crack) • LSD or other Hallucinogens • PCP (Angel Dust) • Psychotropic Mushrooms • Heroin or other Opiates • Ecstasy • Other illegal drugs not mentioned
 Yes
 No
- * 23. In the last five years, have you ever taken any money, merchandise, or other items (that you were not authorized to take) from a company where you worked? (Examples: Miscellaneous office supplies, uniforms, equipment, tools, food or beverages, etc.)
 No, Never
 Yes, total retail value less than \$25
 Yes, total retail value between \$25 to \$100
 Yes, total retail value between \$101 to \$250
 Yes, total retail value between \$251 to \$500
 Yes, total retail value over \$500
- * 24. In the last five years, have you ever stolen or taken any property without permission?
 No, never
 Yes, combined retail value less than \$25
 Yes, combined retail value between \$25 to 100
 Yes, combined retail value between \$101 to \$250
 Yes, combined retail value between \$251 to \$500
 Yes, combined retail value over \$500
- * 25. Have you ever had a professional license or certification that was suspended or revoked?
 Yes No

- * 26. If you answered YES to questions 15 through 25, *please provide a DETAILED explanation below. (Please include the question number you are referencing, the approximate date of occurrence, and as much specific details as possible. "Will discuss in person" is NOT an acceptable answer.)*

- * 27. **In the last five years** have you been fired, asked to resign/forced resignation and/or terminated for cause by any employer (reduction in force, layoffs, and/or company downsizing do **not** apply to this question) **If yes, please provide date, employer and reason.** "Will discuss in person" is NOT an acceptable answer.

- * 28. Have you ever resigned (quit) after being informed your employer intended to discharge (fire) you for any reason, or due to pending internal investigations? **If yes, please provide date, employer and reason.** "Will discuss in person" is not an acceptable answer.

- * 29. Have you ever committed, or threatened to commit physical harm against co-workers or supervisors at any place where you were employed? **(If YES, please explain. "Will discuss in person is not an acceptable answer.)**

- * 30. Are there any incidents in your life, which might disqualify you as an applicant, whether or not you were directly involved? **If yes, please explain.** "Will discuss in person" is not an acceptable answer.

- * 31. Please list any relatives or friends (name, phone, email) who work for the Jefferson County Sheriff's Office that could provide either an employer or personal reference for you.

- * 32. Please list any position you have applied for with the Jefferson County Sheriff's Office, including date of application, and final disposition in each hiring process.

- * 33. Do you have any tattoos or permanent body art visible on your head or neck, or any tattoos that would be considered indecent, political, racist, sexist, or denote any extremist ideology? If yes, please describe below.
 - Yes
 - No

- * 34. Have you completed any Law Enforcement ride a-longs, detention facility tours, a citizen/youth police academy, or taken any classes related to Law Enforcement?
 - Yes
 - No

- * 35. If any of the above questions need further explanation, please use the space below. Please ensure you include the question number you are referencing.

- * 36. The hiring process scheduling is different for out-of-state applicants. To better assist our Recruiting Team's customer service, are you an out-of-state applicant?

- Yes
- No

* 37. Where did you hear about this job opening at the Jefferson County Sheriff's Office?

- Jefferson County Sheriff's Office web page
- GovernmentJobs.com web site
- Indeed.com
- Monster.com
- Career fair
- College web site or flyer
- Personal or Employer Referral
- Social Media (Facebook, Twitter)
- Workforce
- PoliceOne.com
- NCIC / CCIC
- Craigslist.com
- Employment web site
- DenverBlackPages.com
- International Association of Women Policing
- Discover Policing.com
- El Semanario
- Other

* 38. If you answered OTHER to the previous question, please tell us where you heard about the job opening.

* Required Question