



Rio Grande County Sheriff's Office

Job Title:	Captain	Job Category:	Jail Commander
Department/Group:	Sheriff's Office/Jail	Job Code/ Req#:	
Location:	Del Norte	Travel Required:	Yes
Level/Salary Range:	14/\$51,979.20 - \$54,059.20 Yearly DOE	Position Type:	Full-time salaried, 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: Jail Commander Position

MAIL:

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

Job Description

ROLE AND RESPONSIBILITIES

This position assists the Sheriff in planning and administering the activities of the jail. The jail commander establishes procedures, equipment needs, and manpower requirements. This position ensures departmental operations are in compliance with local, State, and Federal laws and assists the Sheriff in developing policy and procedures to accomplish this. The Captain will perform other duties as may be assigned by the Sheriff.

- Checks and approves work, overtime, time sheets, and sick/vacation leave.
- Inspects and monitors subordinates' work to ensure operations are in compliance with local, State, and Federal laws, as well as department policies and procedures.
- Researches required standards for detention operations and maintains awareness of changing requirements as set by court decisions, utilizes that information to develop policy drafts within the parameters that will most efficiently and effectively accomplish the facility's goals.
- Assists the Sheriff in preparing the annual jail budget. Researches and recommends purchases of equipment. Orders supplies.
- Responds to questions, requests for services, community awareness, and citizen complaints as they pertain to the jail.
- Oversees data entry of Sheriff records, including warrants into public safety databases. Acts as the Colorado Bureau of Investigations Administrator for the department.
- Responsible for warrant entry and extradition proceedings.
- Maintains the Sex Offender Registry for the Sheriff's Office.
- Ensures the quality and quantity of medical treatment to detention inmates are in accordance with facility, State, and Federal standards.



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- Supervises the detention Lieutenant, jail nurse, kitchen staff, and weekend court administrative assistant.
- Responsible for interviewing applicants for jail positions and recommending qualified candidates for hire.
- Conducts performance planning and evaluation of direct reports, rewards and disciplines subordinates, addresses complaints and solves problems.
- Makes and maintains close relationships with personnel from other facilities.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- High school diploma or GED.
- Ability to read and interpret documents, write reports and correspondence, and communicate effectively with a diverse group of people.
- Ability to calculate figures and amounts.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Valid driver's license. Must have a Colorado license upon employment.
- A minimum of 3 years of Supervisory/leadership training and/or experience.
- Current first aid/CPR certification or obtained within 3 months of hire.
- Must pass an extensive background check.
- Ability to maintain confidentiality of information obtained during the course of their duties.
- Minimum 21 years of age.

PREFERRED SKILLS

- College degree in a related field of study and/or experience in jail administration.
- Ability to apply concepts of basic algebra and geometry.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form.
- Cognitive ability to apply abstract or concrete variables.
- Corrections/jail/detentions academy training.
- Colorado POST certification.

ADDITIONAL NOTES

The physical demands described are representative of those that must be met by an employee to successfully perform essential job functions:

- Regularly required to sit, use hands and fingers to handle, feel, type, grip, grab or other similar functions.
- Required to walk and climb stairs.
- Regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move more than 100 pounds. Reach with hands and arms.
- Must possess the ability and agility to run, as well as the strength to apprehend and control escapees or combative inmates.
- Must possess near sight, far sight, and ability to adjust focus naturally or with lenses.
- Will be trained in the use of communication equipment, arrest control techniques, control tools, reporting systems, and other equipment used in the jail.
- Must be able to control and deal with stressful situations.
- Employee may be exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, unfavorable weather conditions, extreme temperatures, vibration, communicable diseases, and other jail related circumstances.
- The noise level in the work environment is usually moderate.



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