

**GARFIELD COUNTY  
POSITION DESCRIPTION**

**Position Title:** Community Supervision Officer      **Department:** Community Corrections

**Date Approved:** Upd '1/04 LAM      **Section:** Operations

**Pay Grade Classification:** 4 FT      **Status:** Non - Exempt

**Driving Classification:**       Essential     Marginal     None

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**General Purpose:**

Supervises inmates sentenced by the Garfield County and District Courts as an alternative to traditional incarceration. Provides office coverage as needed and case management for Home Detention, intensive community supervision with contracting agencies and Community Service programs.

**Supervision Received:**

Work under the general direction of the Community Corrections Director and the Case Manager.

**Supervision Exercised:**

Supervise inmates as assigned.

**Essential Duties:**

1. Receive court-referred individuals with Workender sentences requirements.
2. Maintain office files in an organized fashion; prepares follow-up and revocation documents.
3. Conduct visual surveillance of inmates in the completion of community work projects and insures the safety of the community and offenders. Requires offenders to submit to random drug and alcohol screening and random searches for the safety of staff and inmates.
4. Effectively restrain inmates, forcibly if necessary, using handcuffs and other restraints. Subdue resisting inmates by using maneuvers and/or resorting to the use of hands and feet and other approved devises in self defense.
5. Physically break up fights and skirmishes.
6. Pursue fleeing inmates both within and outside confines of the work or office area as required. Perform rescue operations and other duties which may involve quickly entering and exiting secured areas; lifting, carrying, or dragging heavy objects; climbing up to and down from elevated surfaces; climbing through openings; jumping over obstacles; crawling in confined areas; and using physical force to gain entrance.
7. Use radio, intercom, and telephone communications systems to communicate effectively and coherently with department personnel and inmates, and use other department communications systems as necessary.
8. Communicate effectively and coherently with inmates, professional visitors, and the public by providing information and directions, mediating disputes, and advising of rights and processes.
9. Demonstrate competent communication skills in court and other formal settings.

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10. Conduct visual and sometimes audio surveillance of inmates for extended periods of time.
11. Supervise inmate work details.
12. Read and comprehend legal and non-legal documents, including the processing of such documents as appropriate (i.e., files, alphabetize, labels, etc.). Prepare investigative reports using sketches, symbols, and mathematical computations.
13. Perform crisis intervention functions to include recognizing abnormal behavior and implementing appropriate intervention actions.
14. Perform searches of people, objects capable of concealing contraband, buildings, vehicles, and large outdoor areas. Such searches may involve feeling and detecting objects; bending, crouching, and stooping and standing and walking for extended periods of time.
15. Process and release inmates, including taking their photographs and obtaining a serviceable set of fingerprint impressions. Handle cash transactions.
16. Read computer and camera screens, court and other legal and non-legal documents, distinguish colors, and exercise full field of vision while supervising inmates.
17. Endure verbal and mental abuse when confronted with the hostile views and opinions of inmates and other people encountered in an antagonistic environment.
18. Detect the presence of conditions such as smoke, unusual or excessive noise, odors, etc.
19. Transport and escort inmates – may require use of handcuffs and/or other appropriate restraints.

**DESIRED MINIMUM QUALIFICATIONS:**

Must be 21 years or older at the time of employment. Must possess or be able to obtain by date of hire, a valid Colorado driver's license without record of suspension or revocation in any state. Must submit to a background check. Must have no felony convictions or disqualifying criminal histories within the past seven years. Must be able to read, write and understand the English language.

**Education and Experience:**

High school diploma or GED equivalent, two years general office records management experience and one year experience in a supervisory capacity.

**Knowledge of and/or Ability to:**

- Criminal justice and corrections principles, procedures, techniques and equipment.
- Judicial proceeding.
- Learn applicable laws, ordinances and department rules and regulations.
- Follow verbal and written instructions.
- Learn the geography of the County.
- Perform cashier duties accurately.
- Demonstrate knowledge in current corrections and probation practices.
- Principles of supervision and motivation.
- First aid and community cardiopulmonary resuscitation (CPR) techniques.
- Policies and procedures of the Community Corrections Department.
- Colorado State Laws.
- Constitutional case law pertaining to Community Corrections.
- Colorado criminal laws that pertain to the non-residential programs.

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- Supervise people from diverse groups.
- Think and act quickly in emergencies.
- Assess situations and people.
- Read, learn, understand and interpret laws and regulations.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective work relationships with those contacted in the course of work.
- Learn, demonstrate, and apply various self-defense techniques.
- Use independent judgment as to proper course of action.
- Observe accurately and remember names, faces, numbers, incidents, and places.
- Learn and use the Community Corrections computer programs as well as being proficient on the ICON.

**Use of Physical Force:**

The use of physical force may be necessary in certain situations to protect clients, staff or third parties. Physical force will only be used as a last resort and shall be limited to force that would reasonably be used by citizens to protect persons, property, premises or to assist law enforcement officers. Except when absolutely necessary the following actions should be avoided: profane language, loud or threatening comments, physically touching residents.

**COMMENT: STAFF OF COMMUNITY CORRECTIONS PROGRAMS ARE NOT USUALLY PEACE OFFICERS OR STAFF OF A SECURE CORRECTIONAL FACILITY. USE OF OR POSSESSION OF DEADLY WEAPONS IS PROHIBITED. (FROM DIVISION OF CRIMINAL JUSTICE STANDARDS, AS AMENDED AND ADOPTED 2005)**

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment are described here and are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform essential functions.

While performing the essential functions of this job the employee is frequently required to lift up to 30 pounds, is occasionally required to exert up to 50 pounds of force; is occasionally required to maintain body equilibrium while bending at the waist or at the knees. The employee is routinely required to work with the hand or hands in handling, seizing, holding, or grasping motions and with the fingers in fingering, picking or pinching actions. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee is frequently required to sit, stand, talk, and hear. The employee is required to drive, walk, climb, balance, stoop, kneel, bend, crouch and crawl and taste and smell.

While performing the essential functions of this job, the employee is extensively exposed to outdoor weather conditions; occasionally exposed to the possibility of bodily injury from moving mechanical parts of equipment, tools and machinery. The employee occasionally works in and around high volume traffic, high, precarious places, and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and to the risk of electrical shock. The working conditions are typically loud.

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Apply at [www.garfield-county.com](http://www.garfield-county.com) .

***Application required for all applicants. Send Garfield County Application and resume (if applicable) for above positions to Garfield County Human Resources, 108 8th Street, Ste 112, Glenwood Springs, CO 81601, fax to (970) 384-5009 or e-mail [here](#). Applications may be picked up on the 1st floor of the County Administration Building or click [here](#) to download application. ADA/EOE***