



**Denver Sheriff Department  
City and County of Denver  
2012  
Security Specialist Information Booklet**

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[www.denvergov.jobs](http://www.denvergov.jobs)**

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It is the applicant's responsibility to read the information contained in this booklet. It will provide you with important facts and requirements for employment with the Denver Sheriff Department.



**DENVER SHERIFF DEPARTMENT**  
**Security Specialist**  
**SALARY AND BENEFITS SUMMARY**

Salary: \$33,597-\$49,038

**BENEFITS**

- Paid Sick Leave and Vacation
- Medical, Dental and Life Insurance
- 10 Paid Holidays + 1 Personal Holiday
- Shift Differential
- Retirement Plan Funded By Employer and Employee
- Tuition Reimbursement for Education
- Tax Deferred Compensation
- Paid Training
- Paid Military Leave (National Guard and Reserve)

**SECURITY SPECIALIST POSITION SUMMARY**

Security Specialists are responsible for a variety of challenging and rewarding assignments and duties which may include:

- **Observing the movement of Deputy Sheriffs and any medical and counseling staff within the detention facility to ensure their safety and security through the use of closed captioning television (CCTV)**
- **Monitor and control inmate movement within the detention facility's secured areas by operating devices to control elevators and doors**
- **Monitor and control radio traffic within the detention facility and Denver Sheriff Dispatch, which includes shutting down non-emergency traffic during a crisis situation**
- **Monitor emergency alarms for notification and location**
- **Inventory and issue equipment from within the control centers**
- **Prepare various reports and logs**
- **Operate security controls and other detention-based equipment**
- **Provide administrative support in areas of inmate management and control where no contact with inmates is required, including the maintenance of records and files**



All entry level Security Specialists begin their careers in a three (3) week training academy followed by three (3) weeks with a Field Training Officer (FTO) at one of the two detention facilities: the Denver County Jail or the Van Cise-Simonet Detention Center.

### **SECURITY SPECIALIST MINIMUM QUALIFICATIONS**

Security Specialist must, at the time of application:

- Be at least eighteen (18) years of age
- Have a High School Diploma or a General Equivalency Diploma (G.E.D.)
- Have never been convicted of a felony
- Have absolutely had no use of soft drugs in the last 36 months
- Have absolutely had no use of hard drugs in the last 60 months
- Have had no alcohol related traffic offenses in the last 36 months
- Have no domestic violence related convictions
- Possess skills with Microsoft office products
- A valid driver's license may be required

### **BACKGROUND/CRIMINAL DISQUALIFICATIONS INFORMAL SUMMARY**

**Applicants will be disqualified for factors including but not limited to the following:**

- Felony Convictions
- Domestic Violence Related Convictions
- Sexual Assault
- Harassment
- Negative Employment History
- DUI or DWI conviction in the last 36 months or two or more DUI/DWI convictions
- Illegal Drug Activity
  - Selling, delivering, distributing or manufacturing
  - Hard drug use anytime within the last 60 months
  - Other use of illegal drugs within the past 36 months



**Dishonesty or falsification of records by an applicant during the testing process or the background investigation will result in disqualification from the hiring process**

### **RESIDENCY REQUIREMENTS**

Effective January 1, 2003 The City and County of Denver has no residency requirement.

### **APPLICATION PROCESS**

A City and County of Denver, Career Service Authority employment application must be completed by every Denver Sheriff Security Specialist applicant.

The on-line application can only be filled out when the position is posted at:

[www.denvergov.org/jobs](http://www.denvergov.org/jobs)

Failure to fill out application completely and accurately will result in processing delays or rejection. Upon acceptance of the application, Career Service Authority will notify qualified applicants of the written test date.

### **TESTING PROCESS**

All applicants must take a written general knowledge test that measures skills in:

- Reading Comprehension
- Following Instructions and Procedures



- Grammar
- Legal Terminology and Vocabulary
- Basic Math
- Memory

The test utilizes material derived from actual departmental procedures as well as the routine duties of a Deputy Sheriff. This information is provided at the time of the test. A passing score of 70% must be achieved to advance to the next level of testing. The written test normally lasts about 2 hours.

### **INTEGRITY INTERVIEW**

Upon achieving a passing score on the written test the applicant will be required to participate in an integrity interview. Applicants must complete a personal history statement before the scheduled interview. The integrity interview consists of a one on one interview that is designed to ascertain the applicant's integrity and basic background.

### **BACKGROUND INVESTIGATION**

Security Specialist Applicants will undergo a comprehensive background investigation as part of determining suitability for employment with the Denver Sheriff Department. The completed personal history statement will be utilized during this investigation.

This statement describes:

- Applicant's Personal Habits
- Criminal History
- Driving Record
- Credit history
- Illegal Drug Use

An investigator from the Denver Sheriff Department will conduct an investigation into the applicant's background and verify information from the personal history form.



## **POLYGRAPH EXAMINATION**

The applicant will be required to participate in a polygraph examination.

## **PSYCHOLOGICAL EXAM AND INTERVIEW**

Applicants will undergo a two-part psychological exam that is designed to determine suitability for a position with the Denver Sheriff Department. The results of the written exam are reviewed by a Psychologist and then discussed with the applicant in a one on one interview

## **CONDITIONAL OFFER OF EMPLOYMENT**

After preliminary background information is obtained by the department's background investigation, the department selects suitable applicants to continue the testing process and eliminates all other applicants from further testing.

Those that are chosen to continue further testing will:

- Receive a "Written Conditional Offer of Employment"
- Then be scheduled for a medical examination
- Be given second half of psychological testing and interview



## **MEDICAL EXAMINATION**

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The medical examination is required before any applicant is hired to determine the physical health of the applicant. The examination will include a hearing and vision test.

The medical examination is conducted at:

- Employee Health Clinic for the City and County of Denver  
601 Bannock Street or
- The employee clinic at Denver International Airport

Applicants must:

- Have hearing within normal range
- Possess vision that is 20/20 or correctable to 20/20 with glasses or contact lenses.

### **APPOINTMENT AS A DENVER SHERIFF SECURITY SPECIALIST**

Once the applicant has successfully completed all the testing phases, they are placed on the eligible hire list. This list is used to select the best qualified applicants for appointment as a Denver Sheriff Security Specialist.

Those applicants that are selected will begin their employment with the Denver Sheriff Department and attend the Denver Sheriff Academy.

Upon successful completion in all test areas, the new Security Specialists will be assigned to either the County Jail or the Van Cise-Simonet Detention Center

### **JAIL TOURS**

For qualified applicants, tours of the Denver County Jail & The Van Cise-Simonet Detention Center can be arranged by contacting Deputy Sheriff Recruiter Lanceferd Alexander at (720) 913-3397

[lanceferd.alexander@denvergov.org](mailto:lanceferd.alexander@denvergov.org)