



Office of Human Resources  
Deputy Sheriff Captain - CU1056  
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### General Statement of Duties

Performs second level supervisory protective services work directing subordinate supervisors on an assigned shift and/or in a specialized unit in the Denver Sheriff Department.

### Distinguishing Characteristics

This class is the third level in the Deputy Sheriff class series. The series consists of Deputy Sheriff, Deputy Sheriff Sergeant, and Deputy Sheriff Captain. This class is distinguished from the Deputy Sheriff Sergeant class that performs first-level supervisory protective services work over City and County of Denver Deputy Sheriffs who work in a specialized unit and/or who provide for the security, care, custody, and safety of prisoners and the public in detention, medical, court, and transportation settings. The Deputy Sheriff Captain class is distinguished from the Deputy Sheriff Major class that performs first-level managerial work assisting a Deputy Sheriff Division Chief and performing management level protective services work for the Sheriff Department.

### Level of Supervision Exercised

Supervises two or more Deputy Sheriff Sergeants.

### Essential Duties

Reviews, develops, or modifies work plans, methods, and procedures, determines work priorities and develops work schedules to provide adequate staff coverage.

Provides work instruction and assists employees with difficult and/or unusual assignments and encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems and mediates conflicts encountered during daily operations and determines appropriate solutions and promotes teamwork. Encourages regular communication, informs staff of relevant business issues, and their impact on the organization.

Directs the development of performance evaluation standards for employee development and training requirements managed within the guidelines set by management. Formally evaluates the work of subordinate supervisors and/or staff.

Encourages and guides others toward goals.

Ensures quality, effectiveness, and efficiency of unit activities and safety measures.

Documents causes for disciplinary action and initiates letters of reprimand and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

Resolves operational problems associated with the work function assigned, formulates tactical approaches to potential crisis situations, recommends modifications or new procedures as needed, and represents the Sheriff Department to other agencies, jurisdictions, and community groups.

Monitors overall prisoner activity, classification, accident/incident reports, property accounting, and time credit reports; meets with inmate representatives to make decisions about prisoner housing and legal disposition; orders inmate population counts, inspections, and searches; and notifies supervisors of critical incidents.

Prepares reports and correspondence for budget planning and other assigned matters.

Requires meeting certification standards and qualifications in the use of firearms and other tactical weapons.

By position, participates in planning and managing budget systems, prepares and presents budget recommendations to higher management, operates within budget parameters, and adjusts work plans/activities as a result of budget changes.

By position, may be assigned administrative duties in property impoundment and control or in court services or in other functional areas within the department.

By position, may perform Major level duties in the absence of the Major.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

**Decision Making** - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

**Delivering Results** - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

**Influencing** - Collaborates with, persuades and influences others.

**Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Coaching** - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**Written Communication** - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

### Knowledge & Skills

Knowledge of safety practices and precautions sufficient to be able to supervise, train, and possess knowledge of blood borne pathogen regulations and universal precautions sufficient to be able to protect oneself and others from possible infection.

Knowledge of the methods of basic first aid sufficient to be able to render assistance until medical personnel arrive.

Knowledge of investigation techniques sufficient to be able to gather information, conduct research, and interpret facts.

Knowledge of correctional policies and practices sufficient to be able to provide satisfactory conditions of confinement and adequate inmate supervision as well as staff and inmate safety.

Knowledge of mathematics sufficient to be able to perform a variety of calculations.

Skill in reacting calmly and effectively in emergency or stressful situations.

Skill in using defensive tactics.

Skill in basic computer operations.

### **Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate plus 30 semester hours of coursework in Criminal Justice and/or core academic classes including math, english, social sciences or science from an accredited college or university (coursework in criminal justice, criminology, corrections, and/or business administration is desirable).

### **Experience Requirement**

Three (3) years of experience as a Denver Deputy Sheriff Sergeant.

### **Education & Experience Equivalency**

An additional year of experience as a Denver Deputy Sheriff Sergeant may be substituted for the minimum education requirement. Additional appropriate education may be substitute for one year of the experience requirement.

### **Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

### **Working Environment**

Potential exposure to infections and contagious diseases  
Potential exposure to the risk of blood borne diseases  
Potential exposure to hazardous anesthetic agents, bodily fluids, and wastes  
Potential exposure to housekeeping/cleaning agents/chemicals  
Potential exposure to hazardous/toxic chemicals  
Potential exposure to offensive inmates or public  
Contact with inmates and public under a wide variety of circumstances  
Potential exposure to unpleasant elements (accidents, injuries and illness)  
Subject to varying and unpredictable situations  
Handles emergency or crisis situations  
Potential exposure to odors in jail facility, inmate or public areas  
Subject to many interruptions  
Subject to long, irregular hours  
Subject to traffic, roadways, and pedestrians  
Pressure due to multiple calls and inquiries  
Potential exposure to dangers of assaults/hazards from investigating alarms  
Potential exposure to sufficient noise to cause distraction or possible hearing loss  
Potential exposure to conditions where there is danger to life, body, and/or health  
Potential exposure to hot and cold and adverse weather conditions.

### Level of Physical Demand

3-Medium (20-50 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Physical tolerance to effectively work under adverse environmental conditions, extended or disrupted work schedules resulting in loss of sleep and meals, the stress of interacting with hostile or dangerous people, of assisting victims of violence or injury, and the changing parameters of legally-mandated job responsibilities and limitations.

May be required to physically subdue violent prisoners and chase inmates or the public on foot to apprehend them.

Explosive strength and stamina sufficient to run a distance of up to 300 meters.

Carries lethal and less-than lethal weapons and must qualify in the use of those weapons.

Ability to utilize force when necessary to maintain order in the course of assigned duties.

Static strength: may be required to wear body armor & carry duty weapons weighing up to 25 lbs.

Ability to lift, drag, or carry children and adults (dead, alive but injured, or resistant dead weight) with or without assistance.

Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.

Standing: remaining on one's feet in an upright position

Walking: moving about on foot

Sitting: remaining in the normal seated position

Carrying: transporting an object, usually by hand, arm, or shoulder

Pushing: exerting force upon an object so that the object is away

Pulling: exerting force on an object so that it is moving to the person

Climbing: ascending or descending objects usually with hands/feet

Balancing: maintaining body equilibrium to prevent falling over

Stooping: bending the body by bending spine at the waist

Kneeling: bending legs to come to rest on one or both knees

Crouching: bending body downward and forward by bending legs

Crawling: moving about on hands and knees or hands and feet

Reaching: extending the hand(s) and arm(s) in any direction

Handling: seizing, holding, grasping, or otherwise working with hand(s)

Fingering: picking, pinching, or otherwise working with fingers

Talking: expressing or exchanging ideas by means of spoken words

Hearing: perceiving the nature of sounds by the ear

Sense of smell sufficient to detect illegal drugs, alcoholic beverages, ether, fuels (e.g., natural gas, gasoline), fire, and corpses.

Repetitive motions: making frequent movements with a part of the body

Eye/hand/foot coordination

Far Acuity: ability to see clearly at 20 feet or more with or without corrective lenses.

Near Acuity ability to see clearly at 20 inches or less with or without corrective lenses.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

### Background Check Requirement

Criminal Check

Employment Verification

By position, Motor Vehicle Record

**Assessment Requirement**

Assessment Center

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: U-712**

**FLSA Code: N**

**Established Date: 3/1/2019**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**