



Office of Human Resources
Deputy Sheriff Sergeant - CU1059
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General Statement of Duties

Provides 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.

Distinguishing Characteristics

This class is the second 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 classification which performs entry-level to full performance level protective services work for Denver County by providing for the security, care, custody, and safety of Denver County prisoners and the public in detention, medical, court, and transportation settings. The Deputy Sheriff Sergeant is distinguished from the Deputy Sheriff Captain class which provides second level supervisory protective services work directing subordinate supervisors on an assigned shift and/or in a specialized unit in the Denver Sheriff Department.

Level of Supervision Exercised

Supervises two or more Deputy Sheriffs.

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.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

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.

Supervises emergency response to serious incidents and directs and coordinates activities of the work unit using departmental policies and procedures.

Prepares, completes, and reviews reports and correspondence including the processing, execution, and interpretation of court documents for quality and adherence to guidelines.

Resolves problems with staff members, work procedures, security inmate behavior, accidents, and illness.

Develops and implements staff training and development plans to provide cross training of employees, specific job related training, and other approaches to provide opportunities for staff flexibility and development.

Reviews and evaluates inmate classification by type of criminal charge and other relevant factors to determine correct placement in facility.

Implements and interprets policies and procedures developed by higher level managers or supervisors. Assists in developing, recommending, and coordinating the implementation of new procedures for the assigned functions or unit.

Performs inspection of facilities such as inmate housing, officer work location, food service, and infirmary for sanitation, fire, and safety hazards.

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

By position, picks up and escorts prisoners from other jurisdictions for extradition or to and from hospital or clinic to jail facility, and monitors transportation and security of prisoners.

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

Decisiveness - Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.

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.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

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 Certification plus 15 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.

Experience Requirement

Three years of experience at the type and level of a Denver Deputy Sheriff including one year as a Deputy Sheriff with the Denver Sheriff Department.

Education & Experience Equivalency

An additional 6 months of appropriate experience may be substituted for the minimum education 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-711
FLSA Code: N
Established Date: 3/1/2019
Established By: LS
Revised Date:
Revised By:
Class History: