



Office of Human Resources
Sheriff - OU2187
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General Statement of Duties

Directs and manages the Denver Sheriff Department by providing leadership and direction, including defining the organization's mission, vision, positions, initiatives and interests over a variety of complex departmental divisions.

Distinguishing Characteristics

This classification is appointed by the Mayor and reports to the Manager of Safety. It is distinguished from the second level managerial classification of Deputy Sheriff Division Chief which directs and manages an operational and/or functional area in the Denver Sheriff Department by developing objectives while implementing strategies and managing plans, programs, and projects for the Sheriff Department directing operations and support services at Denver County Jail, the Pre-Arrest Detention Facility/Court Services and Administration/Training. This class is also distinguished from the Manager of Safety classification which is predominately strategic in nature and oversees the entire Department of Safety.

Level of Supervision Exercised

Supervises Deputy Sheriff Division Chiefs as well as the indirect supervision of subordinates within the Denver Sheriff Department.

Essential Duties

Represents the Denver Sheriff Department's positions, initiatives, perspectives, and interests with other agencies and departments, community and business groups and legislative officials at the request of, or on behalf of the Manager of Safety.

Cultivates, fosters and maintains positive working relationships with representatives from other agencies and departments, community and business groups and elected officials to gain their cooperation and support to further organizational or operational interests and objectives.

Participates in and/or conducts budget and fiscal policy-setting discussions for the department.

Collaborates and interacts with managers and/or executives and others internal or external to the City and County to secure funds and resources for the Denver Sheriff Department.

Participates in discussions as the departmental representative, provides support in the decision-making process and advocates and defends final decisions.

Discusses and recommends solutions to issues potentially affecting others beyond the scope of the Denver Sheriff Department and those issues with major consequence (i.e., legal, social, or economic) with higher-level managers/executives.

Delegates decision-making responsibility and authority over assigned areas to subordinate Division Chiefs as appropriate.

Creates strategies for the department and/or the assigned sub-components of the department to meet overall goals and objectives.

Maintains external awareness, monitoring conditions, trends, innovations and practices that may have implications for the Denver Sheriff Department. Incorporates systems thinking to help lead change that supports continuous improvement.

Makes recommendations for and participates in developing and modifying the organization's strategic plan, establishing objectives and strategies for assigned areas.

Fulfills the Manager of Safety's requests to chair and/or serve on committees and task forces on behalf of or for the department.

Ensures programs and projects keep to schedules and are accomplished within budget projections.

Approves staffing plans and programs.

Sets performance standards/objectives for assigned functional or operational areas.

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.

Confers with higher-level managers/executives, human resource and/or legal advisors to determine appropriate decision/action with discipline and/or grievance matters.

Influential contributor for establishing framework and adopting policies for the Denver Sheriff Department. May contribute to and provide strategic advice toward development of policies applicable Citywide.

Approves standards, procedures, practices and guidelines that impact assigned functional and/or operational areas and directs their implementation.

Implements and maintains policies and procedures set forth by the Manager of Safety and other policy-making bodies.

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

Thinking Strategically - Thinks strategically and promotes best practices and leading-edge ideas.

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

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

External Awareness - Identifies and understands economic, political, and social trends that affect the organization.

Persuading and Political Influence - Gains clear agreement and commitment from others by persuading, convincing and negotiating. Makes effective use of political processes to influence others.

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

Knowledge & Skills

Knowledge of the American Correctional Association standards sufficient to be able to ensure consistent application of requirements to provide satisfactory conditions of confinement and to oversee multiple plans, programs and projects, operations or functions.

Skill in interacting with courts and legal professionals in responding to litigation against the department or City related to Denver Sheriff Department matters and provides testimony on a variety of issues in the County, State and Federal Courts as required.

Skill in working effectively with labor leadership and bargaining in good faith with union members, yet maintain the position of the elected leadership of the City.

Education Requirement

Bachelor's Degree in Criminal Justice, Criminology, Corrections, Business Administration or a related field.

Experience Requirement

Five (5) years of management level experience in a criminal justice agency of the size and complexity of the City and County of Denver correctional facility.

Education & Experience Equivalency

Two (2) years of the appropriate type and level of experience may be substituted for each required year of post-high school education.

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure & Certification

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

Applicants must meet the certified physical fitness standards adopted by the Department.

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
Education Check
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

None

Class Detail

Pay Grade: U-715
FLSA Code: N
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: