



Career Service Authority

Deputy Sheriff Division Chief

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GENERAL STATEMENT OF CLASS DUTIES

Directs and manages an operational and/or functional area in the Denver Sheriff Department including developing objectives, implementing strategies, managing plans, programs, and projects, and directing operations and support services at the Denver County Jail, the Pre-Arrestment Detention Facility/Court Services, and/or Administration/Training.

DISTINGUISHING CHARACTERISTICS

This classification is the fifth level in the Deputy Sheriff class series. The series consists of Deputy Sheriff, Deputy Sheriff Sergeant, Deputy Sheriff Captain, Deputy Sheriff Major, and Deputy Sheriff Division Chief. This class performs second-level managerial work and is distinguished from a Deputy Sheriff Major that manages an operational and/or functional area in the Denver Sheriff Department by performing some elements of supervision and recommending and implementing plans, procedures, policies, programs, and projects, assists a Deputy Sheriff Division Chief, and performs management level protective services work for the Sheriff Department directing operations and support services at Denver County Jail, the Pre-Arrestment Detention Facility/Court Services, Technology Support/Special Projects, and/or Internal Affairs. The Deputy Sheriff Division Chief is also distinguished from the Director of Corrections - Undersheriff that 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.

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of stated vision and objectives for the division or department.

Work assignment is unstructured and employee is responsible for implementing and managing a variety of objectives, resources, and strategies to achieve the goals of the division or department. Duties performed include operational and organizational planning; developing standards, schedules, priorities, guidelines, processes, and measurement (evaluation) systems; implementation of production and performance management standards; and allocating resources.

Employee is responsible for implementing operational goals and objectives and for the management of a complex division and overall functions in which several projects and programs may be in progress with simultaneous, multiple resource involvement. Develops solutions to organizational and operational problems, responsible for organizational management (development, staffing, and conflict), and allocating resources.

Level of Supervision Received and Quality Review:

Under managerial direction, the employee has personal accountability for carrying out the work objectives of a division within the scope of established guidelines and the mission of the Denver Sheriff Department. Employee is expected to resolve problems that arise in the normal course of

the work. Work may be discussed with higher level managers, reviewed for soundness of judgment, and feasibility of decisions.

Interpersonal Communications and Purpose:

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems are encountered and where exceptional degrees of discretion, judgment, and knowledge are required. Contacts where the exchange of information, support, influence, and cooperation may have a very significant impact on the division, programs, and/or policies of the organization.

Level of Supervision Exercised:

Supervises two or more first level managers.

ESSENTIAL DUTIES

Communicates, influences, supports, negotiates and integrates the Denver Sheriff Department's long term strategic plan into functional and operational areas providing regular communication and presentations to decision makers, the public, and subordinate staff.

Researches financial impacts, efficiencies, innovations, and consequences of proposed projects and programs and provides recommendations and justifications to the Director of Corrections - Undersheriff or decision makers as part of the review/approval process.

Participates in collaborative processes with stakeholders to develop budget recommendations and secure resource allocations for functional and/or operational areas.

Works with the Director of Corrections - Undersheriff to institute goals and objectives, identify causes, and recommend solutions to short and long-term service and/or operational issues, and prioritizes and assigns staff/resources accordingly.

Represents the Director of Corrections – Undersheriff and may perform director's duties in the director's absence, assists the director in drafting or revising legislation, and implements and maintains policies and procedures set forth by the director.

Creates, discovers, and/or incorporates best practices.

Makes decisions that directly impact subordinate staff in designated functional and/or operational areas and delegates decision-making responsibility and authority to subordinate staff as appropriate.

Acts as a major contributor to and participates in the department's strategic planning process.

Plans, designs, and develops programs, projects, procedures, and standards utilizing functional/technical expertise and directs and manages their implementation.

Designs and supports the creation and execution of departmental strategies for grievances and discipline, employee development, evaluation, training, and other departmental goals and objectives.

Responds to personnel issues, conferring with the Director of Corrections – Undersheriff, human resources staff, and/or legal advisors to determine appropriate decision/action.

Initiates and implements activities to develop and encourage performance, identifies the strengths of subordinate managers, supervisors and staff, and provides guidance and advice to subordinate managers regarding human resource matters.

Initiates and implements hiring procedures, oversees and/or conducts interviews, and approves subordinate staffs' candidate selection decisions/recommendations.

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

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.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Oral Communication - Clearly communicates and explains agency/departmental policies and work assignments to staff, and communicates information about the assigned functional and/or operational area's activities to peers, higher-level managers, administrative staff of other organizations, internal and external customers of a localized function, and local stakeholder groups.

Written Communication - Composes, reviews, edits and issues written materials for diverse audiences; communicates purpose in a succinct and organized manner that is appropriate for context, time and place. Written materials are of a routine nature and affect the immediate functional and/or operational area.

Financial Responsibility - Recommends, administers, allocates, reallocates, negotiates, and monitors revenue and/or expenditures to ensure cost-effective management of programs, projects and policies for a functional and/or operational area.

Decision Making - Commits to action, even in uncertain situations, by making sound and timely decisions necessary to carry out programs, ideas, systems or policies that affect a functional and/or operational area. Legal, public and financial consequences are generally limited to assigned area(s).

Leadership - Initiates and sustains action to accomplish the goals of a functional and/or operational area by guiding and motivating others and gaining the confidence and active support of subordinates, peers, administrative staff of other organizations, internal and external customers of a localized functional and/or operational area, and local stakeholder groups. Achieves voluntary commitment to shared values and goals and adapts leadership style to different situations.

Planning and Organizing - Establishes program objectives and strategies for a functional and/or operational area within an agency/department; identifies required resources and develops plans for carrying out the work in a timely manner. Monitors and evaluates progress to ensure that program and policies are being implemented and adjusted as necessary to accomplish the organization's mission. Program impact is limited to the immediate functional and/or operational area.

Human Resource Management - Works with human resource staff to implement human resource policies for part of an organization to ensure accomplishment of organizational goals through effective recruitment, selection, training, performance appraisal, recognition and corrective/disciplinary action; maintains effective employee relations and complies with government/citywide regulations and policies.

Interpersonal Skills - Establishes and maintains constructive and cooperative interpersonal relationships with staff, peers, higher-level managers, or staff of other organizations, internal customers, and a limited population of external customers of a localized functional and/or operational area, and local stakeholder groups to accomplish the organization's mission. Adapts approaches to different people and situations.

Conflict Management - Minimizes confrontations, disagreements, complaints, and grievances and resolves them in a constructive manner. Works with staff, higher-level managers, peers, and administrative staff of other organizations, internal and external customers of a localized functional and/or operational area, and local stakeholder groups to generate areas of agreement and joint action.

Problem Solving - Uses logic to identify and solve problems for the assigned functional and/or operational area. Considers well-defined choices, where there are a limited number of possible actions and the impact is limited to the assigned functional and/or operational area.

Flexibility - Is open to new ideas and adapts to changing work situations and priorities by modifying existing plans and work methods that affect the assigned functional and/or operational area, internal and external customers of a localized functional and/or operational area, and local stakeholder groups. Remains calm under pressure.

Self-Direction - Sets goals and takes initiative in implementing ideas, systems or policies that affect the assigned operational or functional area. Manages time efficiently; encourages feedback; and invests in self-development.

Client Orientation - Applies quality management principles and processes for delivery of high-quality products and service(s) within a functional and/or operational area, meets routine demands of internal and external customers of a localized functional and/or operational area, and strives for continuous improvement.

Managing Diverse Workforce - Implements diversity policies for part of an organization; supports opportunities to recruit, develop and retain a diverse workforce; promotes teamwork, acceptance and productivity among persons exhibiting cultural, ethnic, gender, and other individual differences.

Team Building - Encourages and facilitates cooperation and open communication; promotes team work at all levels within a functional and/or operational area; cooperates with staff, higher-level managers, peers, administrative staff of other organizations, internal and external customers of a localized functional and/or operational area, and local stakeholder groups to accomplish the organization's goals.

Internal Controls/Integrity - Follows guidelines to implement and maintain accounting and administrative controls for the assigned functional and/or operational area within an agency/department. Exhibits personal integrity and promotes ethical conduct by employees and abides by the City's Code of Ethics.

Technical Competence - Is knowledgeable about the subject matter, procedures, requirements, regulations and policies related to area of responsibility. Provides expert advice to staff, higher-level managers, peers, administrative staff of other organizations, internal and external

customers of a localized functional and/or operational area, and local stakeholder groups. Impact is limited to the assigned functional and/or operational area.

Knowledge of the American Correctional Association standards sufficient to be able to ensure consistent application of requirements to provide satisfactory conditions of confinement.

Knowledge of the criminal justice system and processes, correctional practices, policies, and legal provisions sufficient to be able to manage the division and perform Undersheriff duties in the absence of the Undersheriff.

Knowledge of management principles and practices sufficient to be able to direct the development of the organization's performance evaluation program.

Knowledge of supervisory principles and practices sufficient to be able to determine the most appropriate course of action for handling grievances, discipline and subordinate staff development.

Skill in utilizing the principles and practices of effective and persuasive communication to elicit information, negotiate problem resolution, and/or garner support for various programs or policies.

Skill in establishing and maintaining effective working relationships with employees, various representatives of public or private entities, policy making bodies and the public.

Skill in exercising a high degree of initiative, judgment, discretion, and decision making to integrate organizational priorities, meet deadlines, and achieve objectives.

Skill in basic computer operations.

Physical Demands:

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

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

Employs a continuum of 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.

Lifting: raising or lowering an object of 10 to 25 lbs. 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

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.

Working Environment:

Exposed to infections and contagious diseases

Exposed to the risk of blood borne diseases

Exposed to hazardous anesthetic agents, bodily fluids, and wastes

Exposed to housekeeping/cleaning agents/chemicals

Exposure to offensive inmates or public

Contact with inmates and public under a wide variety of circumstances

Exposed to unpleasant elements (accidents, injuries and illness)

Subject to varying and unpredictable situations

Handles emergency or crisis situations

Exposed to odors in jail facility, inmate or public areas

Subject to many interruptions

Subject to long, irregular hours

Makes community or business contacts

Pressure due to multiple calls and inquiries

Exposed to dangers of assaults/hazards from investigating alarms

Exposed to sufficient noise to cause distraction or possible hearing loss

Exposed to hot, cold and adverse weather conditions

Education Requirement:

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

Experience Requirement:

Two years of experience as a Denver Deputy Sheriff Major.

Education/Experience Equivalency:

Additional appropriate experience may be substituted for the minimum education requirement on a two for one basis.

Licensure and/or Certification:

Possession of a valid driver's license at the time of application and for the duration of employment.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 06/08/2008

REVISED BY: Hameed Pousti

CLASS HISTORY

06/2005-Updating and eliminating out-dated language and addition of competency statements and minimum qualifications as part of the 2004 Deputy Sheriff Maintenance Study.

11/2007-Added an equivalency statement.

06/2008-Updating the Essential Duties section of the spec by eliminating "By position" language from "requirement to meet certification standards in the use of firearms and other tactical weapons".