



Career Service Authority

Deputy Sheriff Sergeant

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GENERAL STATEMENT OF CLASS 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, Deputy Sheriff Captain, Deputy Sheriff Major, and Deputy Sheriff Division Chief. 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.

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of stated objectives for the section, unit, function, or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit, or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability, and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs, or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.

Interpersonal Communications and Purpose:

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion, judgment, and specialized knowledge are required in carrying out the programs and policies of an organization.

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 the performance enhancement plans, documents performance, provides performance feedback, and formally evaluates the work of the employee. Provides rewards and recognition for proper and efficient performance.

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.

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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.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Internal Controls/Integrity - Assures that effective internal controls are developed and maintained to ensure the integrity of the organization. Identifies needed resources and develops plans for carrying out work in a timely manner. Monitors and evaluates progress to ensure that policies are implemented to accomplish the organization's mission.

Oral Communication - Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas.

Problem-Solving - Identifies and analyzes problems, uses sound reasoning to arrive at conclusions, finds alternative solutions to complex problems, and distinguishes between relevant and irrelevant information to make logical judgments.

Written Communication - Expresses facts and ideas in writing in a succinct and organized manner.

Technical Competence - Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise (for example, engineering, physical science, law, or accounting) and maintains credibility with others on technical matters.

Leadership - Inspires, motivates, and guides others toward goals, coaches, mentors, and challenges staff, adapts leadership styles to various situations, and models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.

Flexibility - Is open to change and new information, adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacle, and effectively deals with pressure and ambiguity.

Supervising a Diverse Workforce - Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce. Implements diversity policies for subordinate staff; supports opportunities to recruit, develop, and retain a diverse workforce, and promotes teamwork, acceptance, and productivity among diverse persons.

Human Resources Management - Empowers and mentors staff by sharing power and authority, develops lower levels of leadership, shares rewards with staff, and ensures staff are appraised, developed, and are otherwise treated fairly.

Interpersonal Skills - Considers and responds appropriately to the needs, feelings, and capabilities of others and adjusts approaches to suit different people and situations.

Self Direction - Demonstrates belief in own abilities and ideas, is self-motivated and results-oriented, recognizes own strengths and weaknesses, and seeks feedback from others and opportunities for self-learning and development.

Team Building - Manages group processes, encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Decisiveness - Makes sound and well-informed decisions and perceives the impact and implications of decisions. 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.

Conflict Management - Manages and resolves conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative personal impact.

Client Orientation - Anticipates and meets the needs of clients, achieves quality end-products, and is committed to improving services.

Knowledge of supervisory principles and practices sufficient to be able to perform all the elements of supervision.

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 applying existing guidelines or creating new approaches to the development, modification, prioritization, and scheduling of work plans, methods, and procedures for the efficiency and effectiveness of the work unit or function.

Skill in reviewing work for accuracy and completeness.

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

Skill in using defensive tactics.

Skill in basic computer operations.

Skill in preparing written documentation, utilizing correct grammatical form, and clearly expressing ideas.

Skill in communicating clearly and concisely to elicit and/or present explanatory or interpretive information.

Skill in establishing and maintaining effective working relationships with other employees, organizations, and the public in emergency and other situations.

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 and inmate or public areas.

Subject to many interruptions.

Subject to long, irregular hours.

Makes home 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 conditions where there is danger to life, body, and/or health.
Exposed to hot, cold, and adverse weather conditions.

Education Requirement

Possession of a high school diploma or a GED Certificate plus 15 semester hours of coursework in Criminal Justice and/or core academic classes including math, English, social sciences, and/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 and/or Certification:

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

CLASS DETAIL

FLSA CODE: Non Exempt

ESTABLISHED DATE: 08/01/1994

REVISED DATE: 06/08/2008

REVISED BY: Hameed Pousti

CLASS HISTORY: 6-2006 - 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 - The education, experience, and equivalency statements were updated and clarified.

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”.