



Office of Human Resources  
Deputy Sheriff Major - OU2878  
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### General Statement of Duties

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.

### Distinguishing Characteristics

This class is the fourth 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 Captain class that provides second level supervisory protective services work directing subordinate supervisors on an assigned shift or in a specialized unit in the Denver Sheriff Department. The Deputy Sheriff Major class is distinguished from the Deputy Sheriff Division Chief class that directs and manages an operational and/or functional area in the Denver Sheriff Department by developing objectives while implementing strategies, managing plans, programs, and projects for the Sheriff Department, and directing operations and support services at Denver County Jail, the Pre-Arrestment Detention Facility/Court Services, and Administration/Training. Additionally, the Deputy Sheriff Major class performs a combination of tactical/operational management and supervisory duties and responsibilities; however, the duties and responsibilities are predominately managerial in nature.

### Essential Duties

Provides regular communication to subordinate staff and Division Chiefs regarding status of functions and/or operations.

Responds to subordinates' inquiries and grievances providing guidance, interpretation, resolution, and/or mediation regarding the application of the Denver Sheriff Department's policies, procedures, and standards.

Conducts fiscal analysis and prepares and presents budget recommendations for the functions and/or operations by providing information and input to Division Chiefs to develop the department's budget.

Makes decisions that directly impact subordinate staff in designated functional and/or operational areas and delegates decision-making responsibilities and authority over Denver Sheriff Department functions or operations to subordinate staff as appropriate.

Coaches, mentors, impacts, and leads subordinate supervisors and/or staff in carrying out their responsibilities and to meet the goals and objectives of the Denver Sheriff Department.

Implements plans and represents Division Chiefs using functional/technical knowledge. May perform Division Chief duties in the absence of the Division Chief.

Assists Division Chiefs by revising legislation and/or integrating the organization's strategic plan into functional and/or operational areas, programs, and practices.

Recommends projects, programs, and procedures to achieve organizational/operational objectives.

Prepares staffing plans and submits requests to Division Chiefs to meet organizational, functional, and/or operational requirements.

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.

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

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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**

**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.

**Financial Management** - Prepares, justifies, and/or administers the budget for program areas; plans, administers, and monitors expenditures to ensure cost-effective support of programs and policies; assesses financial condition of an organization.

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

**Strategic Thinking** - Formulates objectives and priorities, and implements plans consistent with the long-term interests of the organization in a global environment. Capitalizes on opportunities and manages risks.

**Technical Competence** - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

**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.

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

Skill in basic computer operations.

### **Level of Supervision Exercised**

Supervises two or more Deputy Sheriff Captains.

**Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

**Experience Requirement**

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

**Education & Experience Equivalency**

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.):

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

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

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

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

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

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.

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

Accommodation: Ability to bring objects into focus.

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Climbing: Ascending or descending an object or ladder.

Color vision: Ability to distinguish and identify different colors.

Crawling: Moving about in a low or crouched position.

Crouching: Positioning body downward and forward.

Depth Perception: Ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Kneeling: Assuming a lowered position.

Lifting: Moving objects weighing no more than 50 pounds from one level to another.

Pulling: Exerting force upon an object so that it is moving to the person.

Pushing: Exerting force upon an object so that it moves away from the person.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Smell: Ability to perceive or detect a variety of odors.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another.

### **Background Check Requirement**

Criminal Check

Employment Verification

By position, Motor Vehicle Record

### **Assessment Requirement**

None

### **Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: U-713**

**FLSA Code: Y**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**