

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
General Administration		P&P-A-102
Executive Authority		
Effective Date: 07-16-25 Supersedes: 04-07-23	Approval: Sheriff	Number of Pages: 3
References: 30-10-504 CRS	Reevaluation Date: Annually	Standards: CALEA LE 11.1.1, LE 12.1.1, LE 12.1.2, LE 12.2.1, COM 1.1.1, 2.1.1, 2.1.5 ACA 7A-01, 7A-02, 7D-04, 7D-05, 7D-10

I. **THE SHERIFF**<COM [1.1.1](#)>

The Sheriff is the chief administrator and executive officer of the Office. Upon him rests final responsibility for determining Office policies, together with full responsibility for the complete discharge of all duties imposed upon him by the laws of the State of Colorado. <LE [12.1.1](#)><7A-01><7D-05>

As the chief executive, the Sheriff must officially sanction and approve any changes in Office organization and written directives before the changes can be implemented. The original direction and final approval and adoption of any principles or written directives rest with the Sheriff. <LE [12.2.1b](#)> <COM [2.1.1](#)> <COM [2.1.5b](#)>

In his capacity as chief executive, the Sheriff maintains administrative control and governs Office activities through the other executives and command staff who also act in an advisory capacity in matters of general policy and procedure. The other members of the command staff are:

- Undersheriff
- Division Chiefs of Detentions, Highlands Ranch Special Operations, Investigations, Patrol, Professional Standards, and Support Services

II. **UNDERSHERIFF**<COM [1.1.1](#)>

In accordance with 30-10-504 C.R.S., the Sheriff is required to '*appoint some proper person undersheriff*'. The Sheriff will appoint the Office member who shall serve as undersheriff. In the absence of the Sheriff, the undersheriff has full responsibility and authority. The Undersheriff supervises the Division Chiefs (Detentions, Highlands Ranch Special Operations, Investigations, Patrol, Support Services, and Professional Standards) the Internal Affairs Commander, and the Budget and Logistics Manager.

III. **DIVISION CHIEF**<COM [1.1.1](#)>

The division chief serves as the chief line officer of the respective assigned division, where he/she directs and supervises the line functions of the assigned division. There are division chiefs for Detentions, Highlands Ranch Special Operations, Investigations, Patrol, Professional Standards, and Support Services.

The division chief is also responsible for office procedures, budgeting, purchasing equipment, staffing, inter and intra-departmental relations.<7D-10>

Within the respective division, hiring recommendations, termination recommendations, and transfers in line with policy are within the scope of responsibility.

IV. EXECUTIVE STRATIFICATION IN ORDER OF SUCCESSION<COM [1.1.1](#)>

Sheriff (Executive Officer)

Undersheriff (Executive Officer)

Professional Standards Division Chief (Executive Officer)

Investigations Division Chief (Executive Officer)

Highlands Ranch Special Operations Division Chief (Executive Officer)

Patrol Division Chief (Executive Officer)

Support Services Bureau Chief (Executive Officer)

The above executives are ranked as shown for purposes of administrative control. In the absence of the Sheriff, they will assume command of the entire Sheriff's Office in the order given, anyone to assume command when all those named before him are absent. When the Sheriff and Undersheriff are present, the division chiefs' authority is equal, respective to their command responsibility and assigned function. <LE [12.1.2a](#)> <[7D-04](#)> <COM [2.1.2a](#)>

V. LEGAL ASSISTANCE

Legal assistance related to the performance of their duties is available directly from the Office of the County Attorney to all Sheriff's Office executive officers and division chiefs. All other Office members requiring such legal assistance shall first obtain permission from an executive officer or division chief before contacting the County Attorney's Office. This permission may be limited to a particular situation or circumstance or may be an 'open' authorization based on the member's job function or duty assignment. <[7A-02](#)>

By Order of the Sheriff