

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
General Administration		P&P-A-102
Executive Authority		
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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 command staff are:

- Undersheriff
- Deputy Chiefs of Support Services, Law Enforcement, and Detention Bureaus
- Captains of Support Services, Patrol, Detentions, Investigations, Highlands Ranch, and Professional Standards Divisions

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 and directs the Internal Affairs Unit.

III. CHIEF DEPUTY OF SUPPORT SERVICES BUREAU<COM 1.1.1>

The Chief Deputy of the Support Services Bureau serves as an executive officer of the Office. He/she is assigned to supervise and direct the Support Services Division, Professional Standards Division, the Office of Emergency Management, and the Budget Section.

The Chief Deputy of Support Services is also responsible for office procedures, budgeting, purchasing equipment, staffing, inter and intra-departmental relations, and other duties and responsibilities as assigned by the Sheriff.

Within the respective bureau, hiring recommendations, termination recommendations, and transfers in line with policy are within the scope of responsibility, subject only to appeal by the Sheriff.

IV. CHIEF DEPUTY OF LAW ENFORCEMENT BUREAU

The Chief Deputy of Law Enforcement Bureau serves as an executive officer of the Office. He/she is assigned to supervise and direct the Patrol, Highlands Ranch and the Investigation Divisions.

The Chief Deputy of Law Enforcement Bureau is also responsible for the directing of crime related programs, budgeting, purchasing equipment, staffing, inter and intra-departmental relations, and other duties and responsibilities as assigned by the Sheriff.

Within the respective bureau, hiring recommendations, termination recommendations, and transfers in line with policy are within the scope of responsibility, subject only to appeal by the Sheriff.

V. CHIEF DEPUTY OF DETENTIONS BUREAU

The Chief Deputy of Detentions Bureau serves as an executive officer of the Office. He/she is assigned to supervise and direct Detentions.

The Chief Deputy of Detentions Bureau is also responsible for office procedures, budgeting, purchasing equipment, staffing, inter and intra-departmental relations, and other duties and responsibilities as assigned by the Sheriff.

Within the respective bureau, hiring recommendations, termination recommendations, and transfers in line with policy are within the scope of responsibility, subject only to appeal by the Sheriff.

VI. DIVISION CAPTAIN<COM 1.1.1>

The division captain 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 captains for Support Services, Patrol, Detentions, Investigations, Highlands Ranch, and Professional Standards.

The division captain is also responsible for the directing of crime related programs, budgeting, staffing, inter and intra-departmental relations, and other duties and responsibilities as assigned by the Sheriff. <7D-10>

VII. EXECUTIVE STRATIFICATION IN ORDER OF SUCCESSION<COM 1.1.1>

- Sheriff (Executive Officer)
- Undersheriff (Executive Officer)
- Chief Deputy of Support Services (Executive Officer)
- Chief Deputy of Law Enforcement (Executive Officer)
- Chief Deputy of Detentions (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, any one to assume command when all those named before him are absent. When the Sheriff and Undersheriff are present, Chief Deputies authority is equal, respective to their command responsibility and assigned function. <LE 12.1.2a> <7D-04> <COM 2.1.2a>

VII. 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 captains. All other Office members requiring such legal assistance shall first obtain permission from an executive officer or division captain 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