

<b>DOUGLAS COUNTY SHERIFF'S OFFICE</b>		<b>Policy and Procedure</b>
<b>General Administration</b>		<b>P&amp;P-A-102</b>
<b>Executive Authority</b>		
Effective Date: 04-07-23 Supersedes: 07-20-22	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
- The Bureau Chiefs of Law Enforcement and Support Services
- The Division Captains of Detentions, Highlands Ranch, 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 Law Enforcement Bureau Chief, the Support Services Bureau Chief, the Professional Standards Division Captain, and the Budget and Logistics Manager.

**III. LAW ENFORCEMENT BUREAU CHIEF**

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

The Law Enforcement Bureau Chief 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.

**IV. SUPPORT SERVICES BUREAU CHIEF** <COM 1.1.1>

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

The Support Services Bureau Chief 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.

**V. 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 Detentions, Highlands Ranch, Investigations, Patrol, Professional Standards, and Support Services.

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>

**VI. EXECUTIVE STRATIFICATION IN ORDER OF SUCCESSION**<COM 1.1.1>

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

**VIII. 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