

**DOUGLAS COUNTY
SHERIFF'S OFFICE**

JOB TITLE: RMHIDTA ISC MANAGER

Exempt: Yes

Job Type: 4041E

Pay Grade: E405

Department: Office of the Sheriff

Approved/Reviewed By: Sheriff Darren Weekly

Date: 01-10-23

General Duties:

This position serves as the Investigative Support Center (ISC) Manager, responsible for coordinating and overseeing numerous operations at the Rocky Mountain High Intensity Drug Trafficking Area (RMHIDTA). The ISC additionally acts as the RMHIDTA's Fusion and Watch Center. The ISC provides tactical and strategic intelligence services, products, and investigative support to local, state, and federal law enforcement agencies in their operational and investigative efforts against all crimes associated with gangs, drug trafficking, and terrorism in the RMHIDTA region.

The RMHIDTA ISC Manager role is highly responsible, professional work that requires coordinating, planning, managing, and administering the ISC. This position will facilitate a collaborative team environment at the RMHIDTA and within the ISC. The ISC Manager will assess the effectiveness and efficiency of the analyst's existing systems, act as an educational resource when needed, and build meaningful working relationships with the RMHIDTA task force initiatives and ISC analysts.

Supervision Exercised:

This position has direct supervision and indirect supervision over the Intelligence Analysts and others assigned to the RMHIDTA ISC. This includes hiring, promotion, training, performance evaluation, and discipline following the Rocky Mountain HIDTA and the Sheriff's Office policies and procedures.

Supervision Received:

In pursuit of the RMHIDTA mission and without assignment interference, the ISC Manager reports to the RMHIDTA Director for daily supervision, management, and operational goals and objectives – to include work assignments.

The ISC Manager for administrative employment matters, such as times sheets, co-evaluations, and other Douglas County Sheriff's Office routine employment topics, will report to the Sheriff's Office designated Commander. There will be close interaction between the RMHIDTA Director, and the Sheriff's Office appointed Commander to minimize-if not eliminate working under two supervisors' direction. The intent is to have the RMHIDTA Director supervise, manage, provide leadership, mentor, and assign duties to the ISC Manager. The Sheriff's Office appointed Commander acts as the official contact for the ISC Manager and the RMHIDTA Director for Douglas County Sheriff's Office employment benefits and policy and procedure-related questions and actions.

Job Duties and Responsibilities: *(The following examples are illustrative only and are not intended to be all-inclusive)*

- Provide expert guidance and assistance in planning, directing, and coordinating overall RMHIDTA intelligence programs, employing extensive specialized training, experience, and knowledge in the field of criminal investigation and an expert knowledge of intelligence systems, dissemination, and techniques.
- Provide oversight and manage the performance of the RMHIDTA ISC personnel.
- Facilitate the timely and efficient sharing of strategic and operational drug and criminal intelligence.
- Evaluate and analyze the RMHIDTA ISC's progress toward meeting identified objectives and establish guidelines, priorities, and management systems for the day-to-day administration and operations of the ISC.
- Ensure an efficient and effective RMHIDTA ISC operation; develop policies and procedures as they relate to intelligence sharing; and identify and recommend changes to ISC procedures and policies.
- Develop and negotiate memoranda of understanding where necessary with partner intelligence and law enforcement agencies governing personnel, and the use and exchange of criminal intelligence information.
- Provide operational oversight to RMHIDTA event, target and case deconfliction systems, ensuring continual reliable service, and promote full participation by law enforcement agencies.
- Oversee the development of the RMHIDTA Threat Assessment, annual report, drug price surveys and strategic analysis and writing process.
- Ensure compliance with ONDCP Program Policy and Budget Guidance and RMHIDTA policies as they relate to intelligence and information sharing activities.
- Ensure that intelligence priorities and objectives are clearly identified, realistic, and consistent with other RMHIDTA programs and initiatives.
- Serve as primary intelligence liaison, ensuring coordination with and outreach to international, national, and regional intelligence organizations, other HIDTAs, ONDCP, National HIDTA Initiatives and law enforcement agencies.
- Work with federal, state, local, and tribal law enforcement agencies to help develop mutually beneficial law enforcement information sharing and intelligence programs.
- Ensure the RMHIDTA information sharing, and intelligence function provides optimal service to the RMHIDTA participating agencies; identify funding needs to the Director; and recommend reprogramming of funds where needed.
- Provide management and oversight of the ISC budget and preparation of budget plans.
- Analyze regional programs to identify deficiencies, critical problems, progress toward objectives, the need for revision of programs, and methods of operation.
- Develop/oversee implementation and revision of standard operating procedures to ensure timely and effective information sharing and intelligence services and products.
- Develop and maintain system or procedures for tracking various statistics needed by the RMHIDTA and/or participating RMHIDTA agencies, ensuring that performance measures required by ONDCP are recorded in the HIDTA Performance Management Process (PMP) database and to the Director or his/her designee.
- Coordinate and ensure appropriate information sharing and intelligence training for RMHIDTA personnel and participating agencies.

- Maintain an effective system to ensure accountability for successful execution of the goals and objectives of the RMHIDTA ISC and the Executive Board.
- Provide leadership and direction that encourages a collaborative and cohesive working environment within the RMHIDTA ISC.
- Display a comprehensive understanding of the issues related to maintaining the highest standards of integrity and utmost need for confidentiality that are central to the work of the RMHIDTA ISC.
- Ensure awareness of and compliance with all laws, policies, and standards relating to the systems and confidential sources of information accessed by the RMHIDTA ISC.
- Perform other duties related to ISC management as assigned by the Executive Board and/or the Director.

Minimum Qualifications:

- A bachelor's degree from an accredited college or university.
- A minimum of five (5) years of program management, operational supervision, or a combination of both is needed. Such work appropriate to the RMHIDTA ISC knowledge is a collaboration of supervisory, law enforcement related, and ultimately similar mission would be an acceptable substitute for direct experience within an ISC.
- Must have a working knowledge of equipment and systems used in the ISC.
- Demonstrate effective written and verbal communication skills.
- Can write reports, business correspondence, and procedural manuals.
- Must have excellent interpersonal skills and the ability to demonstrate diplomacy and credibility when interacting with others.
- Must hold a valid Colorado Driver's License.
- Must be a U.S. citizen.
- Must pass a law enforcement background check, including drug testing, polygraph examination, psychological examination, and medical examination.
- Must qualify for and hold a Federal SECRET Security Clearance.

Knowledge, Skills, and Abilities:

The employee needs to have knowledge, skill, and ability in the principles and practices of leadership and supervision, training and performance evaluations, tactical and strategic intelligence analysis, research and statistics, writing, editing and the use of graphics, preparing and delivering briefings, database management, data collection, collation, analysis, dissemination, and feedback.

Demonstrate knowledge, skill, and ability to analyze data from all sources, including classified and unclassified sources, and present written products, verbal briefings, and research documents to a wide variety of audiences maintaining the appropriate classification level for that audience always. Demonstrate skill and ability to establish and lead community or stakeholder working groups to enhance regional information sharing and capture essential facts and issues concerning the working groups focus and research/develop/disseminate information pertinent to these issues in a timely and appropriate manner.

Demonstrate knowledge, skill, and ability to work with all ethnic and cultural groups tactfully and effectively both in the community and at work. Demonstrate the knowledge and ability to maintain up to date knowledge of and comply with all state and federal Privacy, Civil Rights, and Civil Liberties laws and regulations always. Demonstrate knowledge, skill, and ability to show adaptability and effectiveness within the analytical specialty, especially concerning

taking on responsibility for developing expertise in a new analysis area. Demonstrate a high degree of Emotional Intelligence and self-control in the work environment and show respect for all personnel without exception.

Essential Job Functions:

Policies and Procedures

Demonstrate working knowledge of and compliance with all RMHIDTA and the Sheriff's Office policies, procedures, and other associated directives.

Emotional Abilities

Controls personal emotional responses and acts appropriately under high individual and group stress levels—the ability to work while remaining calm and effectively communicates under pressure and unusual circumstances. Demonstrates sensitivity to others' feelings, listens with empathy towards others, and displays compassion to those in distress. Controls individual aggressive responses and acts in a manner designed to calm volatile persons.

Mental Abilities

Applies reason and logic rapidly in a legally correct manner when under physical, emotional, and intellectual stress. Comprehends, processes, and retains relevant new information quickly and accurately.

Work Environment and Physical Skills

On an intermittent basis, sit at a desk for long periods: intermittently walk, stand, bend, squat, twist, and reach while retrieving or returning documents or equipment; perform simple grasping and fine manipulation; use a telephone and use a keyboard to communicate through written means, review information in various formats and enter retrieved data; see and read characters on a computer screen; lift weight up to 50 pounds occasionally.

Work is primarily performed indoors in a carpeted and climate-controlled office environment with fluorescent lighting and moderate noise levels; however, the job performs some work in the field, including site surveys for numerous public safety-related projects. Work with smartphones or laptops for a prolonged period may be required. Some movements may be necessary from office to office, and there is exposure to the external environment when going to outlying offices, meetings, or performing field inspections. Daily work frequently is disrupted by the need to respond in person, by telephone, or a computer program such as email and video conferencing.

Travel

This position can require out of state travel for audits, training, and other offsite RMHIDTA assigned duties.

Social Skills

Establishes and maintains effective relationships with peers, supervisors, others in task forces, law enforcement personnel, and the public. They can assert themselves when necessary to confront or exert control over others in their duties' proper performance.

Verbal/Language Skills

Speaks English clearly and converses effectively with persons of divergent ethnic, cultural, and educational backgrounds. Ability to read, analyze, and interpret studies, reports, professional journals, technical procedures, or governmental regulations. Ability to write

reports, business correspondence, and procedure manuals. Ability to present information and respond to questions.

Testimony

Must be able to provide credible testimony in a court of law (local, state, or federal) or any other legal proceeding or investigation.

Conflicts of Interest

Per The Office of National Drug Control Policy (ONDCP), a HIDTA funded employee may not participate in the selection, award, or administration of a sub-award or contract supported by a Federal award if they have a real or apparent conflict of interest. Such a conflict of interest would arise when the HIDTA funded employee, any member of their immediate family, their partner, or an organization which employs or is about to employ any of the parties indicated herein that has a financial or other interest in or a tangible personal benefit from an organization considered for a sub-award or contract. Also, a HIDTA funded employee may neither solicit nor accept gratuities, favors, or anything of monetary value from sub-recipients, contractors, or parties to sub-awards or contracts.

Per the ONDCP guidelines and following the Mandatory Disclosure Requirement, a HIDTA funded employee will promptly disclose, in writing to ONDCP, all federal criminal law violations involving fraud, bribery, or gratuity violations potentially affecting the HIDTA Federal award.

***Note:** The successful applicant must perform ALL the above job functions, unassisted, and at a pace and performance level consistent with actual proficient job requirements.*

The ISC Manager position is an at-will position with the Douglas County Sheriff's Office-bearing in mind that the Sheriff's Office does not have control over the ultimate decision to fund any RMHIDTA position federally. All RMHIDTA positions are federally funded initiatives from the Office of National Drug Control Policy (ONDCP).

Inasmuch, the position is solely based on the RMHIDTA Board of Directors recommending a budget that includes this position to the National HIDTA. Then the United States Congress must allocate funding each fiscal year towards the RMHIDTA initiative. Should the grant funding not be approved, or the current fiduciary moved, the Sheriff's Office will no longer employ an ISC Manager.