

**DOUGLAS COUNTY
SHERIFF'S OFFICE**

JOB TITLE: DIVISION CHIEF

Exempt: Yes	Job Type: 4010E
Pay Grade: E401	Department: Office of the Sheriff
Approved/Reviewed by: Sheriff Darren Weekly	Date: 01-10-23

GENERAL DUTIES: Coordinates, plans, manages, and administers divisions for the Sheriff's Office. Performs a variety of technical, administrative, and supervisory duties, and establishes policies and procedures necessary for the protection of life, health, safety, welfare, and property of persons. This position is distinguished from other positions by the broad range of administrative responsibilities assigned, the degree of delegated authority, and the required job knowledge.

SUPERVISION EXERCISED: Commands the assigned division. The division chief has direct supervision over supervisors and indirect supervision over subordinate employees and vendors. Supervises subordinate personnel to include training, performance evaluation, and discipline in accordance with Sheriff's Office policies and procedures.

SUPERVISION RECEIVED: Appointed by the sheriff and may report to the Undersheriff or Sheriff as directed.

EXAMPLES OF DUTIES AND RESPONSIBILITIES: (In addition to Deputy/Corporal, Sergeant/Commander duties - the following examples are illustrative only and are not intended to be all-inclusive.)

- Identifies and prepares short-term and long-range plans and goals affecting personnel, operations and equipment upgrades, and technological changes to ensure adequate service delivery.
- Develops strategies for enhancing staff capabilities.
- Prepares division's budget, establishes budgetary controls, and monitors expenditures.
- Monitors legislative and technical developments that may affect the Sheriff's Office and community. Evaluates the impact and recommends policy or procedural changes as necessary.
- Helps prepare intergovernmental agreements.
- Administers divisional private and/or law enforcement contract services.
- Creates, implements, and maintains division SOP, P&P, and GOP as assigned.
- Negotiates contracts within their division or as assigned.
- Administers applicable accreditation programs.
- Cultivates a working relationship with other agencies, divisions, courts, and community.
- Creates and maintains programs to solve the current and future problems of the community related to division responsibilities.

- Conducts evaluations and internal audits of division and subordinate supervisors and self through daily inspection of the line and staff, both formally and informally.
- Responsible for supervision and discipline. Recommends discipline of subordinates to the chief deputy in cases of significant discipline consistent with policy.
- Participates in civic organizations as it relates to the division and public relations for the Sheriff's Office.
- May conduct and coordinate press releases for the division.
- May coordinate, lead, manage, or administer over task forces, special teams, or special units.
- Performs other duties as necessary and required by law and assignment.
- On-call and responds to calls or circumstances as required by the Sheriff.

Investigations:

- Commands the victim assistance, crime lab, evidence, vehicle impound, investigative task forces, investigation units, sex offender registrations, and supervision of the sworn and non-sworn personnel of the division and coordination with the coroner's office.

Patrol:

- Commands the division's administrative function; patrol; traffic; law enforcement contract services.
- Commands other units as may be assigned.

Highlands Ranch:

- Commands the division's administrative function; administers the functions that report out of the Highland Ranch Substation (e.g., School Resource Officers, YESS, desk officer, Metro Districts rangers, etc.).
- Liaises with various community groups representing the citizens of Highlands Ranch.

Detentions:

- Commands the division's administrative function responsible for sworn and non-sworn personnel, detention facility operations, court security, work release, building security, contract services, and prisoner transportation.

Support Services:

- Commands the division's administrative functions, responsible for sworn and non-sworn personnel in Communications, Records, Civil/Warrants, and Technology Services sections.

Professional Standards:

- Commands the division's administrative functions, responsible for sworn and non-sworn personnel in Professional Standards, Training, Accreditation, IAU, and Wellness. Acts as the liaison with County HR.

EDUCATION/EXPERIENCE:

- A G.E.D, high school diploma, or an equivalency certificate.
- Six (6) years of experience as a POST-certified peace officer, including a minimum of five (5) years of experience in law enforcement supervision and management *
**Additional related education may count towards required experience.*
- FBI National Academy, PERF Senior Management Institute, FBI LEEDA Executive Leadership Institute (40 Hours), NSA National Command & Staff College, CSOC Command Staff Institute (80 Hours), FBI Rocky Mountain Command College, AELE Jail & Prisoner Legal Issues Workshop (Detentions), NTOA SWAT Command Decision Making & Leadership, Douglas County Leadership Academy.**
***Must have attended one of the above asterisked courses.*

CERTIFICATION(s):

- Must be a Colorado Peace Officer Standards and Training (POST) certified peace officer. *(must be at least 21 years old).*
- Possesses a valid Colorado driver's license.
- Able to pass qualifying exams and background investigation, including federal, state, and local background clearances.
- No felony convictions or decertifying misdemeanor convictions under the CO POST certified peace officer rules.
- A U.S. citizen or a qualifying non-U.S. citizen that can obtain a POST certification and may be subject to passing a federal secret background clearance.
- Current first aid and cardiopulmonary resuscitation certificates or equivalents.

PREFERRED QUALIFICATIONS:

- A bachelor's degree (BA), (BS), or (BAS) in Criminal Justice, Criminology, Public Safety Leadership, Sociology, Psychology, Law, Computer Science, Finance, Accounting, Forensics, Political Science, or Homeland Security or other related fields.
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***Additional related job experience may count towards preferred qualifications.*

REQUIRED SKILLS/ABILITIES:

- Prior management and administration experience in a law enforcement organization.
- Knowledge of personnel issues, budget management, law enforcement practices and trends.
- Ability to develop policies, procedures, budgets, and individual performance standards.
- Ability to prioritize and delegate tasks.
- Demonstrated strong leadership skills.
- Ability to manage crisis conditions.
- A high degree of skill in written and oral communication. Excellent public speaking skills.
- Ability to create and present ideas along with budgets in various formats.
- Ability to appropriately handle confidential information.
- Ability to pass the basic requirements as a CO POST certified deputy sheriff.

- Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.
- Ability to establish and maintain effective working relationships with County government, subordinates, and the public.
- Must have basic to intermediate levels of competency with MS Office 365 operating systems, the use of a smartphone, laptops, tablets, MDTs, and other computer programs and hardware.

PHYSICAL DEMANDS:

Work is performed in an office environment, in a vehicle, and outside in all types of weather and conditions. This position requires the individual to function at times for long hours and at all hours and days of the week as needed by events occurring both inside and outside the County.

Must be able to physically perform the duties of a deputy sheriff.

ESSENTIAL FUNCTIONS:

Must meet all essential functions of a deputy sheriff.

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

WORK ENVIRONMENT: Work is primarily performed in a standard office environment with some exposure to outdoor environments under hazardous conditions. Work may be performed under highly stressful conditions and/or with assigned deadlines. Must be able to manage time effectively and manage several tasks at the same time. Work requires the ability to listen and communicate effectively. Must be able to maintain confidentiality. Must have the ability to analyze issues, facts, dates, solve problems and persuade others by using reason and logic. Work requires the ability to work effectively in the team environment.