

**DOUGLAS COUNTY
SHERIFF'S OFFICE**

JOB TITLE: COMMANDER

Exempt: Yes	Job Type: 4020E
Pay Grade: E402	Department: Office of the Sheriff
Approved/Reviewed By: Sheriff Darren M. Weekly	Date: 01-10-23

GENERAL DUTIES: A Commander at the Sheriff's Office provides leadership and oversight for operational units, supervises subordinate supervisors, and ensures the effective delivery of law enforcement services in alignment with agency goals and community expectations. Commanders are responsible for directing personnel, managing resources, implementing policies, and coordinating with other divisions and external stakeholders. They play a critical role in strategic planning, crisis management, and maintaining accountability within their assigned area of responsibility.

SUPERVISION EXERCISED: Serves as watch commander for patrol and detention assignments. May act as division chief when assigned in the Division Chief's absence. May serve as the section Commander in assigned division.

SUPERVISION RECEIVED: Reports directly to the assigned division chief or as directed by the Sheriff or Undersheriff.

EXAMPLES OF DUTIES AND RESPONSIBILITIES: (In addition to Deputy/Corporal/Sergeant duties)

- Advises the division chief on operational and personnel matters.
- Directs division's functions as assigned.
- Ensures constant and accurate communication between assigned division and other divisions.
- Reviews reports, records, statistical data, and personnel matters to ensure accuracy and completion.
- Review, draft, and analyze use of force, pursuits, service inquiry, personnel conduct reports, and internal affairs reports.
- Develops, drafts, recommends, and approves policy and procedure updates.
- May suspend personnel on disciplinary matters upon direction of the Sheriff, Undersheriff, Division Chief per policy.
- May be required to command disaster/emergency scene.
- Liaises with other divisions, courts, district attorneys, and other LE agencies and or public safety government offices.
- Conduct internal administrative investigations.
- Coordinates, validates, and schedules training for Office personnel.
- Inspects facilities, programs, equipment, and personnel.
- Assembles statistical data.

- Recommends division budgets and expenditures.
- Serves as major case commander.
- Directs communications, data systems, and records functions.
- Trains, coaches, counsels, coordinates, and disciplines subordinates.
- Responsible for legal, ethical, and procedural conduct of subordinates.
- Performs other duties as necessary and required by law and assignment.
- May assist in negotiating contracts and the coordination of vendors and services.
- Support Services Commander is the official records custodian for criminal records.
- Attend and facilitate public and internal meetings.
- May be assigned to internal and external committees and boards.
- On-call and responds to calls or circumstances as required by the Sheriff.
- May coordinate, lead, supervise, or administer over task forces, special teams, or special units.

These duties and responsibilities are intended to be illustrative only and are not intended to be all-inclusive.

EDUCATION/EXPERIENCE:

- A G.E.D, high school diploma, or an equivalency certificate.
- Four (4) years of public law enforcement experience.
- Must have a minimum of (2) two years sworn, supervisory experience at the rank of sergeant at the DCSO.

Northwestern University School of Police Staff & Command (10 weeks), Leadership in Police Organizations (LPO) (3 weeks), FBI LEEDA Command Leadership Institute (32 hours), Leadership Douglas County Program, FEMA G290 Basic Public Information Officer Course, Special Teams supervision.*

**Additional related education may count towards required experience.*

CERTIFICATION(s):

- Must be a Colorado Peace Officer Standards and Training (POST) certified peace officer (*must be at least 21 years old*).
- Current first aid and cardiopulmonary resuscitation certificates or equivalents.
- 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.

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. **

- Law enforcement command schools such as the FBI National Academy (FBINA) and/or the Northwestern University Center for Public Safety's School of Police Staff and Command (SPSC). **

***Additional related job experience may count towards preferred qualifications.*

REQUIRED SKILLS/ABILITIES:

- 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.
- Skilled in written and oral communication to include public speaking.
- Ability to read, write and speak the English language.
- Ability to create and present ideas in a variety of 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.

Other: In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.