Effective Date: 02-14-02
Revised Date: 02-21-24
Reviewed Date: 05-15-24

DOUGLAS COUNTY
SHERIFF'S OFFICE

JOB TITLE: UNDERSHERIFF

FLSA Status: Exempt
Pay Grade: E000
Approved by: Sheriff Darren Weekly

Job Type: 4001E
Department: Office of the Sheriff
Date: 01-10-23

GENERAL DUTIES

Undersheriff is a position appointed by the Douglas County Sheriff. The Undersheriff is second in command and is responsible for acting as the Sheriff in the Sheriff's absence. The Undersheriff has command authority over all deputies. This position has specific statutory authority and duties, in part, under *C.R.S § 30-10-504* and *C.R.S. § 30-10-505*.

SUPERVISION EXERCISED

The Undersheriff has command authority over all deputies and civilian staff at the Sheriff's Office. Directs and oversees the Sheriff's Office administration and operations, including all bureaus, divisions, sections, and units within the Sheriff's Office.

SUPERVISION RECEIVED

Appointed by and reports directly to the Sheriff.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Manages numerous functions across all bureau and division lines in the Sheriff's Office.
- Responsible for Office personnel issues and administration by overseeing staffing.
- Reviews field operations along with other members of Command Staff and responds to questions related to Office operations.
- Develops and monitors the Office budgets and establishes accountability procedures.
- Manages the Internal Affairs Unit (IAU), overseeing investigations of alleged employee misconduct and coordinates all disciplinary actions and outcomes.
- Works closely with the Sheriff to develop, implement, and review policies, procedures, goals, and objectives.
- Collaborates with other leadership within the County, metro area(s), and state to establish effective relations and partnerships to serve the public as a whole best.
- Efforts to maintain organizational harmony within the Office.
- Analyzes Office statistics for problem-solving and effectiveness.
- Assumes a management role and responsibilities during significant events, such as fire, flood, civil disturbances, etc.
- Prepares and administers performance evaluations of subordinate supervisory and non-supervisory members assigned directly to this position.
- Directs special projects and tasks as assigned by Sheriff.
- On-call and responds to calls or circumstances as required by the Sheriff.

- May be reassigned in case of emergency.
- Performs other related duties as assigned.

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

EDUCATION/EXPERIENCE:

- A G.E.D, high school diploma, or an equivalency certificate.
- Current first aid and cardiopulmonary resuscitation certificates or equivalents.
- Ten (10) years of experience as a POST certified peace officer, including a minimum of three (3) years of experience in a command level position. *

**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).*
- 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:

- 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 function as the Sheriff upon the Sheriff's absence, to include managing crises 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 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 perform the duties of a deputy sheriff physically.