



# EL PASO COUNTY SHERIFF'S OFFICE

## Policy Manual

POLICY 102

### Rank Structure and Responsibility

### POLICY 102

EFFECTIVE DATE: 1/4/21

SUPERSEDES DATE: 3/5/19

ACCREDITATION STANDARD: CALEA 1.1.1; 1.1.2; 1.2.1

#### 102.1 PURPOSE AND SCOPE

To provide members with guidance for the duties and general responsibilities of each rank.

#### 102.2 DEFINITIONS

**Civilian Personnel:** Employees who do not possess a Deputy Sheriff's Commission.

**Member:** A sworn employee, a civilian employee, or a volunteer (e.g. Cadet, Reserve) of the Sheriff's Office.

**Sworn Personnel:** Members who possess a Deputy Sheriff's Commission issued by the Sheriff.

**Executive Personnel:** An employee who does not possess a Deputy Sheriff's commission and who is selected by the Sheriff to be a member of the Sheriff's personal staff or who is selected to serve on a policy making level or who is an immediate advisor to the Sheriff. Executive personnel serve "at-will" and at the sole discretion of the Sheriff and may be removed or reassigned at any time.

#### 102.3 POLICY

It is the policy of the Sheriff's Office to provide all members with the clarity required to understand the duties and responsibilities of each rank identified in the ranking structure of the organization.

#### 102.4 PROCEDURE

1. Deputy Sheriffs Generally:
  - a. Deputy Sheriffs are always subject to orders from a supervisory deputy, calls for service from private citizens, and will comply to rules and regulations stipulated in this policy manual.
  - b. Deputy Sheriffs will obtain the assistance of supervisory deputies in the interpretation of any action, which is not clearly understood.
  - c. Deputy Sheriffs are required to know and abide by Sheriff's Office rules, regulations, special orders, the Law Enforcement Code of Ethics, the Police Code of Conduct, and the provisions of the applicable standard operations manuals. Deputy Sheriffs will study and have considerable knowledge of all state and federal laws which they may be required to enforce.
  - d. Deputy Sheriffs will abide by and enforce the laws of the Constitution of the United States of America as well as the State of Colorado. They will preserve the peace, protect life, and property, prevent crime, apprehend criminals, recover lost or stolen property, and enforce all laws in a fair and impartial manner.
  - e. Deputy Sheriffs will report all crimes, suicides, attempted crimes, and important happenings or other information of concern to the Office that may come to their attention. They shall not repress, conceal, or distort the facts of any incident or information that comes to their attention.
  - f. Deputy Sheriffs will use office equipment and supplies for official use only in the manner for which it was designed or intended.
2. Office of the Sheriff:
  - a. The Sheriff is the highest-ranking member of the Sheriff's Office. As an elected official, he/she is responsible to the community.
  - b. The Sheriff's responsibilities are to maintain peace and order in El Paso County, provide general law enforcement services to unincorporated areas of the County, operate all jails within the county, serve criminal warrants and civil



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process throughout the entire county as directed by the District and County Courts, coordinate search and rescue efforts, suppress prairie and forest fires in El Paso County and perform other duties as directed by Colorado State Statutes and the Courts.

3. The Undersheriff:
  - a. The Undersheriff is the second highest-ranking official in the Sheriff's Office and performs duties as required by state statute and other duties as directed by the Sheriff. He/She will assume the responsibilities of the Sheriff in his/her absence.
  - b. The Undersheriff is responsible for the overall internal operation of the Office and for the development and implementation of policy and procedures affecting the bureaus and divisions within the Sheriff's Office.
  - c. The Undersheriff directly supervises the bureau chiefs within the Office.
4. Bureau Chiefs:
  - a. The Sheriff appoints bureau chiefs.
  - b. The qualification for a bureau chief position shall include, at a minimum, a bachelor's degree and/or five years of experience and training at a supervisory level.
  - c. Bureau chiefs will manage each respective bureau. Bureau chiefs will conduct necessary inspections and audits of their respective bureau to ensure compliance with applicable laws, policies, procedures, and directives.
  - d. Bureau chiefs are responsible for formulating annual goals for their respective bureaus and translating them into more specific objectives, which are prioritized for accomplishment by the staff.
  - e. Bureau chiefs will participate in budget deliberations and present justification to support the budget request.
  - f. Bureau chiefs will review space and equipment requirements at least annually and report deficiencies and plans for the effective use of space and equipment to the Undersheriff.
  - g. Bureau chiefs will provide an annual assessment of positions presently assigned to their respective bureau and future personnel needs required for performing the bureau's objectives to the Undersheriff.
  - h. Bureau chiefs will provide a review of their operations to assess their compliance with policies and procedures.
  - i. Bureau chiefs will ensure all divisions and units under their command operate in an efficient manner.
5. Division Commanders:
  - a. The Sheriff appoints Division Commanders.
  - b. Division commanders are responsible to support the division to which they are assigned and are responsible for the efficient function and operation of the sections and units under them.
  - c. Division commanders will develop and implement policy and procedure as necessary to accomplish their assigned functions.
  - d. Division commanders will enforce and carry out policies established at higher levels of command.
  - e. Division commanders will organize their division for efficient operation of all activities.
  - f. Division commanders will critically observe procedures affecting the operation of their division and recommend changes designed to increase their effectiveness.
  - g. Division commanders will evaluate the level of services provided by the division and strive to continually improve the quality of the service.
    1. Division commanders will evaluate their personnel on a continuing basis. They will train, counsel, and discipline their personnel as required. Division commanders will always concern themselves with the care and welfare of their assigned personnel.
    2. Division commanders will be responsible for the process of preparation and execution of the strategic plan, annual budget, and monthly/quarterly/annual reports for their division, and the deployment of assets and resources to ensure the completion of the Sheriff's Office mission.
6. Command and Staff Personnel:
  - a. All personnel in the rank of lieutenant or above are designated as command personnel and staff deputies. They are responsible for their assigned personnel, division, and sections, on a 24-hour basis and shall be available and responsive by cell phone, text, email or any other form of communication after business hours unless otherwise approved by the Undersheriff or Sheriff.
  - b. Command personnel have direct supervision and control of all sworn and civilian personnel assigned to their command. They are responsible for the efficiency and effectiveness of their command and shall coordinate the functions and activities of the various sections within their command. They shall promote harmony among the



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members of their command and are responsible for the cooperation of their command with all other sections, units, and divisions within the Office.

- c. Command personnel will, without specific instruction, establish the required duty assignments and functions necessary to carry out their assigned responsibilities.
- d. All command personnel will, when notified either on or off duty, respond to any emergency or incident of a serious or unusual nature, which arises within the scope of their responsibilities.
- e. All command personnel are responsible for the efficiency, discipline, and morale of all personnel assigned to their command. They shall investigate, or cause to be investigated all complaints by citizens, reports of misconduct, incompetence, neglect of duty, or any violation of rules and regulations, by any personnel of the Sheriff's Office. They shall report any incompetent employee to the appropriate supervisor.
- f. Command personnel will frequently conduct general inspections of all personnel and equipment. They are responsible for the good order and condition of their assigned work areas and will insure they are always maintained and presentable in appearance .
- g. In addition to command responsibilities, command or staff personnel may be designated to such duties as policy formulation, procedure development, special staff studies, advise the Sheriff's staff on a particular area, prepare specialty reports as directed, represent the Sheriff as directed on boards, meetings, or other special events and perform any other staff functions as directed by the Sheriff or Undersheriff.

### 7. Supervisory Personnel:

Supervisory personnel are those individuals designated as unit supervisors, section supervisors, or personnel in the rank of sergeant or above.

- a. Supervisory personnel must accept responsibility in matters of procedure.
- b. Supervisory personnel are responsible for their own conduct and the conduct of their subordinates.
- c. They shall set a high standard with regard to the three (3) characteristics of this Office: Honesty, Loyalty and Unity; as well as leadership.
- d. They shall be neatly attired at all times, clean in person and equipment, setting the example for subordinates to follow.
- e. Supervisory personnel are responsible for the proper communication, execution and compliance of orders given to their subordinates.
- f. Supervisory personnel will ensure that orders or other information is disseminated in an accurate and timely matter and ensure the information is clearly understood.
- g. Supervisory personnel will report any incidents or observations of willful neglect of duty or misconduct by a member of the Sheriff's Office not assigned to their command. If conduct presents an immediate threat to the welfare of the community or the reputation of the Office, they will take immediate and direct corrective action.
- h. Supervisory personnel will always concern themselves with the morale and welfare of their subordinates.
- i. They shall train, counsel, advise, and discipline subordinates as needed.

### 8. Civilian Personnel:

- a. Civilian personnel will be knowledgeable in all aspects of their assigned duties and maintain adequate levels of proficiency to perform their assigned tasks. Civilian personnel members will perform their duties with firmness and determination.
- b. Civilian personnel will not release any official office information to persons not authorized to receive the information. Civilian personnel will use County owned equipment for official use only.
- c. Civilian personnel will treat all citizens and co-workers with appropriate courtesy and render respect due to the individual's rank and position.
- d. Civilian personnel in command positions are responsible for compliance with duties and responsibilities set forth for supervisory personnel.