



Pueblo County Sheriff's Office General Order Policies and Procedures Manual Pueblo County Sheriff's Office Section 1	
Part 2	Subject: Manuals and Authority
Related CALEA Standards: 12.2.2 a-d	
Related CALEA Communications Standards: 2.1.6 a-c	

Authority

This policy is issued pursuant to Sheriff David J. Lucero's directive in which authority to manage and direct all activities connected with manuals and authority is delegated to the Undersheriff.

Purpose

The purpose of this policy is designed to be a reference for the rules and policies of the Sheriff's Office.

Policy

It is the policy of the Pueblo County Sheriff's Office to continually develop and maintain formal written and computerized manuals outlining the office's policies and procedures.

MANUALS

The Policies and Procedures set forth in this manual are for the guidance and direction of all Pueblo County Sheriff's Office members. Additional policy manuals may supplement and augment this manual and will be specific to office responsibilities.

Other manuals may cover, but not be limited to, Emergency Services Bureau, Detention Bureau and Law Enforcement Bureau and the Administrative Service's section.

Office Directives, Standard Operating Procedures, Post Orders and other methods of conveying orders such as memorandums are considered valid under policy and procedure and may be temporary or permanent depending on the perimeters provided by the official author.

Officials are those who are "policy makers" described as captains and above in rank even if such identification is temporary such as an acting official or a person that receives direction from an official.

These general orders, policies, procedures and / or guidelines are not intended to create, nor should they be construed to create, a contract between the Pueblo County Sheriff nor the County of Pueblo. <http://www.lexisnexis.com/hottopics/colorado/> Pursuant to Colorado State Statute (30-10-506), employment with the Pueblo County Sheriff is "at will".

The Sheriff and or designee has the sole authority for approval of all office policy and procedures. The Bureau Chief or designee shall have the authority to create or modify written directives to clarify issues of policy and procedures.

Every new policy and procedure will be reviewed by members of the respective bureau's command staff prior to being approved, implemented and published.

Each office member shall be responsible for reading and understanding the office policy and procedure manual.

All existing, new, and newly revised policies are disseminated through the Administrative Office or respective Accreditation Manager Office via the office's policy management system identified as PowerDMS. Electronic

data contained in PowerDMS is backed up electronically. <COM 2.1.6 a>, 12.2.2 a>

The storage of policies is all computer-based and available at nearly all computer locations within the agency. Written copies will be available upon request. <COM 2.1.6 c>, <12.2.2 b>

It will be the responsibility of each office member to familiarize themselves with the computerized (electronic) policy manuals as well as knowing how to obtain the hard copies of the office's manuals. All policies shall be in stored in the Sheriff's office policy management system, via a computerized documentation system known as PowerDMS. <COM 2.1.6 b>, <12.2.2 c>

The dissemination of the aforementioned policies will require proof of receipt. All new members will be required to sign an "at will" statement.

All members will acknowledge electronically receipt of existing policies, new policies, and policy revisions upon receiving electronic transmission through PowerDMS. <COM 2.1.6 c, <12.2.2 c>

Testing will occur on policies randomly so it is clearly understood members are receiving policies and they are understood.

Policy

Policy consists of principles and values that guide the performance of an Office activity. Policy is not a statement of what must be done in a particular situation; rather, it is a statement of guiding principles that should be followed in activities that are directed toward the attainment of Office objectives.

Procedure

A procedure is a method of performing an operation or a manner of proceeding on a course of action. It differs from policy in that it directs action in a particular situation to perform a specific task within the guidelines of policy.

Both policy and procedures are objective oriented; policy establishes limits of action, while procedures direct response within those limits.

General Understanding

Every member of this Office must understand that no set of policies and procedures can be established that will cover every situation that may arise.

Much must be left to the good judgment and discretion of the individual. Each member should make certain that they are well informed as to the policies and procedures and to the particular job to which they are assigned.

As of December of 2012 the office is moving all policies to electronic format, an internet based policy system. Each member will receive training on the use of the system. Policies, Procedures, and directives published in the system will be the current approved policy to follow.

If a policy, procedure or directive cannot be located in employees are to refer to the Pueblo County Sheriff's Website policy section. All members are able to access the system at the following web site <https://powerdms.com/ui/Login.aspx?SiteID=PUBCSO>.

After logging into the web site members will be required to enter their user name and a password. All members will be required to use the system review policy and sign for the policy by logging their user name and password after they have reviewed the policy.

Confidential Contents

The contents of this manual, and any adjunct manuals, are confidential, and the policies discussed herein shall not be divulged to any person not a member of this Office except upon the direction of the Sheriff or Undersheriff, or when necessary to carry out legal proceedings.

Reproduction of the contents of this or any manual will not be made without the authority of the Sheriff. If there is any reproducing of any manual, a written memorandum will be submitted along with the reason and person to whom the information is released. Changes in content of all guidelines, policies, and standard operating procedures may occur periodically and without notice.

The Sheriff has the final authority in the approval of policies and procedures of the office.

David J. Lucero

By Order Of the Sheriff