



<p>Pueblo County Sheriff's Office General Order Policies and Procedures Manual Pueblo County Section 1</p>	
Chapter: Part 1	Subject: Office Structure
<p>Related CALEA Standards: 11.1.1, 11.2.1, 11.3.1, 11.3.2, 12.1.2, a, b, c, and d, 12.1.3, 12.1.4, 12.2.1 h, 21.2.2</p> <p>CALEA COMM Standards: 1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.1.5 a, b, 1.1.6, 2.1.3</p>	Related ACA Standards:

Authority

This policy is issued pursuant to Sheriff David J. Lucero's directive in which authority to manage and directs all activities connected with the office structures delegated to the Sheriff, Undersheriff and Bureau Chiefs.

Purpose

To maintain an orderly operation of the office there are certain guidelines and state statutes that allow for a structure to better facilitate daily usual and uncommon, unusual events. [C.R.S. 30-10-506](#) indicates the sheriff may appoint as many deputies as the sheriff may think proper. Further people may also be deputized by the sheriff or undersheriff in writing to do acts. In order to maintain order in the statutory requirements to keep the peace, maintain a jail, provide emergency services, fight fires and other listed or unlisted but expected duties of the sheriff, the sheriff provides these guidelines.

Office Structure

Authority of Manual

The Policies and Procedures set forth in this manual are for the guidance and direction of all members of the Pueblo County Sheriff's Office. Effective on the date of implementation, the policies and procedures contained herein supersede any and all existing policies and procedures relevant to the same content or material. These policies supersede Pueblo County policies and procedures but for those policies specifically referenced herein. All subsequent revisions thereto will be dated on the date of revision.

These general orders, policies, procedures and / or guidelines are not intended to create, nor should they be construed to create a contract between the member and the Pueblo County Sheriff nor the member and the County of Pueblo. Pursuant to Colorado Revised Statute (30-10-506), employment with the Pueblo County Sheriff is "at will".

Definition of Terms

1. **Civilian Member:** Any regularly compensated member of the Office not commissioned as a peace officer.
2. **Exempt Member:** Full time employee members (FTEM's) who are classified as executive, administrative or professional and exempt from the Fair Labor Standards Act.
3. **Master Deputy:** Full time commissioned deputy. Master deputy is a position consisting of the 15% most senior deputies in each respective bureau. This position was developed to recognize the most senior deputy in a bureau. However, this position does not derive supervisor authority nor was it

established with any compensatory pay. The top 15% most senior deputies in a bureau as identified from human resources may wear the master deputy stripes and carry this title.

4. **Member/Employee**: When used alone shall mean any regularly compensated member of this Office, both commissioned and civilian.
5. **May**: When used in instructions it means permissive, optional or discretionary, not mandatory.
6. **Personnel**: Includes all Office members, reserve personnel and volunteers.
7. **Peace Officer**: All members of the Office commissioned by the Sheriff pursuant to authority of Colorado Law CRS 16-2.5-103 Regular,
8. **Deputy**: Any regularly compensated commissioned personnel of this Office.
9. **Reserves / Posse Members / Volunteers**: Includes all commissioned non-compensated members of this Office. Includes all reserve organizations that are authorized by the Sheriff. A reserve deputy sheriff shall be those people (s) conforming to CRS 16-2.5-110.
10. **Resource Pool Member**: A paid part-time member accepted into the Resource Pool Member (RPM) program authorized by the Sheriff or his designee. RPMs are compensated at a fixed per hour rate determined by the office and are limited to a maximum 29-hour work week. RPMs are not eligible for county employee benefits or overtime compensation.
11. **Shall**: When used in instructions means mandatory.
12. **Specialized Section**: Background Investigations, Civil Fugitive, CSU- Pueblo Campus Security, D.A.R.E. / School Resource Officer, Investigations, Narcotics, Training, K-9, Fire Safety, Intake, Main Jail Intake, Judicial Intake, Judicial Control, Classifications, Fire Safety, Intake, Master Control, Property, and Transportation.
13. **Supervisory Personnel**: Commissioned personnel of Sergeant rank or higher, or anyone acting in the place of, or in a position, which functionally or directly supervises any other person(s), may also be deemed supervisory personnel.
14. **Volunteer**: Non-paid commissioned or non-commissioned members affiliated with the agency.
15. **Sworn member**: A deputy sheriff or reserve deputy sheriff with the authority under state statute and officer policy to effect an arrest.

Use of Terms

Tense: The present tense shall also include the past and future.

Plurality: The singular includes the plural, and the plural includes the singular.

Discretion: "Shall", "will", and "must" are mandatory; "should" and "may" are permissive.

Office Succession- In Order of Succession

Sheriff (Executive Officer)
Undersheriff (Executive Officer)
Bureau Chief (Command Staff)
Captain (Command Staff)
Lieutenant
Sergeant
Deputy Sheriff
Civilian Personnel (all sworn) supervisory range.
Civilian Personnel (all sworn) varies range.
Special Trained: Reserves / Volunteers

Rank

Office personnel are distinguished by rank. Responsibility is accompanied by commensurate authority, which is assigned in terms of the level of responsibility within the Chain of Command. <11.3.1 a>

Individuals in charge of the scene shall be the members having the highest rank who are on duty and who have been given direct responsibility for handling the situation.

Authority of Rank

The authority delegated or granted to Office personnel is generally confined to their respective area of responsibility but may include supervision over any subordinate members of the Office when necessary for

efficient administration or when the conduct of the subordinate members is contrary to Office Policy and Procedures. This authority will be exercised with utmost discretion. Supervisors having rank should avoid giving direct commands to personnel not assigned to their control, except when required to do so in an emergency or for the good of the Office. When such action is required, the respective supervisor shall be informed as soon as practical. <11.3.1> <12.2.1 h>

Office personnel shall exercise the authority of their position under all conditions that require the use of such authority for the best interest of the Office. They will not unnecessarily countermand any orders of a subordinate supervisor or needlessly interfere with the specific duties of any subordinate members.

Supervisors

Members designated as supervisors by virtue of their rank shall, in conformance with Office Policy and Procedures, be responsible and accountable for the activities of employees under their immediate control and each employee is accountable to only one supervisor at any given time. <COM 1.1.6>, <11.3.2>

Delegation of Functions

Office functions which are similar or related in purpose, process, or methods, when possible, shall be grouped together in one or more sections, or divisions, under the control of an Office supervisor.

Delineation of Functions

Lines of separation between the divisions are clearly drawn by a precise definition of duties which are made known to all members so that responsibility is accurately placed.

Organization for Command

Lines of control are established in conformity with the official organization of the Office to permit delegation of authority, place responsibility, provide for supervision of operations, and to provide for coordination of effort.

Chain of Command

The chain of command shall be respected in all matters. Information and communication shall move up and down through channels, or horizontally with prior approval. It shall be the responsibility of each level to forward information and communications to the next higher or lower level, together with approval, disapproval, recommendation, or action taken unless indicated otherwise by office policies or procedures.

Unity of Command

Each individual, station, organizational component, office, and situation is under the immediate control of one person. <COM 1.1.4>, <11.2.1>

Each executive and supervisor are responsible for the acts of his subordinates. The number of employees under the immediate control of supervisors under normal operations will be adequate to ensure that normal day-to-day operations are properly directed and controlled. Each member is accountable to only one supervisor at any given time. <COM 1.1.3>, <COM 1.1.5 b>

Manner of Exercising Authority

Authority in the Office shall be exercised in a courteous, fair, firm, and impartial manner.

Delegation of Commensurate Authority

Supervisors shall make suitable and clearly defined delegation of authority so that maximum efficiency may be achieved.

Members directed to act in capacities above their ordinary rank or classification shall possess the authority of the higher rank or classification for the necessary period.

Each member is accountable for the use of delegated authority <COM 1.1.5 a>, 11.3.1 b>

Conflict of Orders

All members will obey any lawful order of a superior, including any order relayed from a superior by an employee of the same or lesser rank. <12.1.3>.

In the event of a conflict of orders, members shall respectfully call such a conflict to the attention of the supervisor giving the last order. Should the latter not change his / her order, the order shall be obeyed. The employee shall not be held responsible for disobedience of any former order or for any violation of procedures in obeying the last order given. <12.1.3> <COM 2.1.3>

Responsibility for Completion

The supervisor is responsible for achieving essential objectives. A supervisor may delegate authority, but not the responsibility associated with completing the assigned task(s).

Organizational Structure

[Organizational Chart - Pueblo County Sheriff's Office Organizational Chart](#)

This chart describes the agency's organizational structure and functions, is depicted graphically, and is reviewed and updated as needed. The organizational chart is available to all personnel via PowerDMS.

The Sheriff's Organization chart is available to the public on the Sheriff's Office Website. <11.1.1>, <COM 1.1.1>,

[Organizational Chart ESB - ESB and COMM center Organizational Chart](#) <COM 1.1.2>

Functional responsibility for each bureau is assigned to the bureau chief, who shall report directly to the undersheriff. The Law Enforcement Bureau has Captains who report to the Bureau Chief. These captains are assigned to supervise the lieutenants, who supervise the sergeants. The lieutenants and sergeants are responsible for supervising the line-level officers. The Director of Administrative Services/Personnel and the Administrative Captain report directly to the Undersheriff. The Office of Professional Standards Inspector reports directly to the Sheriff.

Supervisory Stratification in Order of Authority

1. Sheriff
2. Undersheriff
3. Bureau Chiefs
4. Captains
5. Lieutenants
6. Sergeant
7. Deputy
8. Sworn Civilian Personnel

Seniority

When a question of seniority may arise regarding who shall be in command, such seniority shall be determined:

- First, by rank (county range, although this may differ) and bureau.
- Second, if members are of equal rank, by one member being designated as in command, either by job assignment or by order of an Office Executive Officer.
- Third, by continuous service in the Sheriff's Office, at the rank in question. Seniority shall not be exercised except in an emergency.
- **With seniority relevant to leave requests and shift bidding, such seniority shall be determined by:**
 1. The seniority date used for bidding leave shall be the full-time date of hire as a county employee.
 2. Members will keep this seniority for leave through any transfer unless the member terminates their employment.
 3. The seniority date used for shift bidding for general detention security deputies, patrol deputies, and emergency services deputies, shall be the full-time date of hire into the specific bureau. The seniority date used for shift bidding shall be the full-time date of re-assignment into a specialized section within a bureau. This is not applicable to supervisory personnel who may be transferred / assigned to a different section / division at the discretion of the sheriff. Supervisory personnel will maintain their shift bidding seniority.
 4. If a member transfers to a specialized section within a bureau, then the member's seniority is only used for bidding leave and not for shift bidding. Shift bidding is determined by the member's time in a particular specialized section.

Exceptions

Time in range shall be used for seniority in the case of a promotion.

- Members who accept a voluntary demotion will keep their seniority for leave and shifts.
- Seniority for involuntary transfers will be at the discretion of the sheriff.
- In case of transfer, there will be no "bumping" of leave or shifts. The member transferring will be assigned to a shift that is open at the time of transfer.
- Also, in cases of transfer, a member will keep their originally approved leave if at all possible.
- Introductory periods will be one year for a new hire or transfer from one bureau to another, or six months from division to division or section to section within the same bureau.
- Members will not be permitted to participate in lateral testing (section to section) until their introductory 6-month periods have been completed. For promotional testing, the member may participate.
- Members who transfer from one bureau to another and then back to the original bureau again will retain their original seniority if the transfers occur within less than one year.
- Civilian staff members are considered a separate division within the various bureaus and will not have bureau seniority for shift bidding if transferring.
- These policies were designed as a general guideline to govern seniority issues with regard to leave and shift bidding. Staffing issues will be determined by the needs of the agency.
- The sheriff has the final determination of internal exceptions.

Monthly Section Meetings

All departments of the agency are encouraged to exchange information with specialized and support components for the purpose of coordinating activities. Monthly Sheriff section meetings are designed to cover the exchange of information with members of all divisions that attend. Minutes of office section meetings will be recorded by an assigned meeting scribe. These minutes will be posted electronically, and all personnel will have a chance to read them. <COMM 2.1.4> <12.1.4>

Job Descriptions

The Human Resources Division maintains statements of every job duty and function in the county classification system. The job descriptions are available to all employees in electronic format in the agency's policy-accreditation and training system PowerDMS. Also available upon request through the Human Resources Division of the Pueblo County Sheriff's Office. <21.2.2>

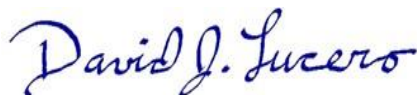
Command Protocol

In the absence of the sheriff, the undersheriff shall be in command for day-to-day operations of the Sheriff's Office. In the event both the sheriff and undersheriff are absent, the sheriff shall appoint a member to assume command. <12.1.2 a>

In the absence of the sheriff, the highest-ranking member at the scene of an exceptional circumstance will be in command. <12.1.2 b>

In situations involving personnel of different functions engaged in a single operation, the supervisor commanding the operation shall have control. <12.1.2 c>

In normal day-to-day operations of the office, the undersheriff shall be in command. In the absence of the undersheriff the bureau chief in the respective bureaus will be in command. <12.1.2 d>



By Order Of The Sheriff