

<b>DOUGLAS COUNTY SHERIFF'S OFFICE</b>		<b>Policy and Procedure</b>
<b>General Administration</b>		<b>P&amp;P-A-102</b>
<b>Executive Authority</b>		
Effective Date: 06-02-15 Supersedes: 05-19-11	Approval: Sheriff	Number of Pages: 2
References: 30-10-504 CRS; P&P-A-100	Reevaluation Date: Annually	Standards: COM 1.1.1, 2.1.1, 2.1.5 CALEA 11.1.1, 12.1.1, 12.1.2, 12.2.1ACA 4-ALDF-7A-01, 7A-02, 7D-04, 7D-05, 7D-10

**I. THE SHERIFF**<COM 1.1.1>

The Sheriff is the chief administrator and executive officer of the Office. Upon him rests final responsibility for determining office policies, together with full responsibility for the complete discharge of all duties imposed upon him by the laws of the State of Colorado. <12.1.1><7A-01><7D-05>

As the chief executive, the Sheriff must officially sanction and approve any changes in office organization and written directives before the changes can be implemented. The original direction and final approval and adoption of any principles or written directives rest with the Sheriff. <12.2.1b> <COM 2.1.1> <COM 2.1.5b>

In his capacity as chief executive, the Sheriff maintains administrative control and governs office activities through the other executives who also act in an advisory capacity in matters of general policy and procedure. The other command staff are:

- Undersheriff
- Deputy Chiefs of Law Enforcement and Administrative Services Bureaus
- Division Captains of Support Services, Patrol, Detentions, Investigations, Professional Standards

**II. UNDERSHERIFF**<COM 1.1.1>

In accordance with 30-10-504 C.R.S., the Sheriff is required to '*appoint some proper person undersheriff*'. The Sheriff will appoint the Office member who shall serve as undersheriff. In the absence of the Sheriff, the undersheriff has full responsibility and authority.

**III. CHIEF DEPUTY OF LAW ENFORCEMENT BUREAU**

The Chief Deputy of Law Enforcement Bureau serves as an executive officer of the Office. He/she is assigned to supervise and direct Patrol, Special Operations and the Investigation Division.

The Chief Deputy of Law Enforcement Bureau is also responsible for the directing of crime related programs, budgeting, purchasing equipment, staffing, inter and intra-departmental relations, and other duties and responsibilities as assigned by the Sheriff.

Within respective bureau, hiring, terminations, and transfers are within the scope of responsibility, subject only to appeal by the Sheriff.

**IV. CHIEF DEPUTY OF ADMINISTRATIVE SERVICES BUREAU**<COM 1.1.1>

The Chief Deputy of Administrative Services Bureau serves as an executive officer of the Office. He/she is assigned to supervise and direct Detentions, Support Services Division and all Information Technology Units.

The Chief Deputy of Administration Bureau is also responsible for office procedures, budgeting, purchasing equipment, staffing, inter and intra-departmental relations, and other duties and responsibilities as assigned by the Sheriff.

Within respective bureau, hiring, terminations, and transfers are within the scope of responsibility, subject only to appeal by the Sheriff.

**V. DIVISION CAPTAIN**<COM 1.1.1>

The division captain serves as the chief line officer of the respective assigned division, where he directs and supervises the line functions of the assigned division. There are division captains for Support Services, Patrol, Detentions, Professional Standards, and Investigations Divisions.

The division captain is also responsible for the directing of crime related programs, budgeting, staffing, inter and intra-departmental relations, and other duties and responsibilities as assigned by the Sheriff. <7D-10>

**VI. EXECUTIVE STRATIFICATION IN ORDER OF SUCCESSION**<COM 1.1.1>

Sheriff (Executive Officer)

Undersheriff (Executive Officer)

Chief Deputies (Executive Officers) by continuous service at the Sheriff's Office in that rank

Captains by continuous service at the Sheriff's Office in that rank

The above executives are ranked as shown for purposes of administrative control. In the absence of the Sheriff, they will assume command of the entire Sheriff's Office in the order given, any one to assume command when all those named before him are absent. When the Sheriff and Undersheriff are present, Chief Deputies and Division Captains' authority is equal, respective to their command responsibility and assigned function. <12.1.2a> <7D-04> <COM 2.1.2a>

**VI. LEGAL ASSISTANCE**

Legal assistance related to the performance of their duties is available directly from the Office of the County Attorney to all Sheriff's Office executive officers and division captains. All other Office members requiring such legal assistance shall first obtain permission from an executive officer or division captain before contacting the County Attorney's Office. This permission may be limited to a particular situation or circumstance, or may be an 'open' authorization based on the member's job function or duty assignment. <7A-02>

By Order of the Sheriff