

KIT CARSON COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURE MANUAL

<i>Effective Date:</i> 1 Feb 2011	<i>Approval:</i> Sheriff T. Belden	<i>Number:</i> 101
<i>Subject:</i> ORGANIZATION		
<i>Reference:</i>		<i>Standard:</i>
<i>Chapter:</i> I	<i>Reevaluation Date:</i> 11/08/2022	<i>No. Pages:</i> 4

- I. PURPOSE:** To provide employees of the Sheriff's Office with the guidelines for determining the order of rank, the chain of command and the organizational structure.
- II. POLICY:** It will be the responsibility of the Kit Carson County Sheriff's Office to provide all personnel/members with guidelines needed for the proper identification and clarification of the rank structure within the organization.

III. DEFINITIONS:

OFFICE: A public position normally obtained through an election process.

DEPARTMENT: A specialized group or division of a large organization that is headed by an appointed person.

IV. PROCEDURE:

A. Sheriff's Office Organization:

The Sheriff's Office consists of personnel designated as POST certified and non POST certified, as defined by CRS 16-2.5-101.

- (1) A person who is included within the provisions of this article and who meets all standards imposed by law on a peace officer is a peace officer, and, notwithstanding any other provision of law, no person other than a person designated in this article is a peace officer. A peace officer may be certified by the peace officers standards and training board pursuant to part 3 of article 31 of title 24 CRS, and , at a minimum, has the authority to enforce all law of the state of Colorado while acting within the scope of his or her authority and in the performance of his or her duties.
- (2) A peace officer certified by the peace officer standards and training board shall have the authority to carry firearms at all times, concealed or otherwise, subject to the written firearms policy created by the agency employing the peace officer. All other peace officers shall have the authority to carry firearms concealed or otherwise, while engaged in the performance of their duties or as otherwise authorized by the written policy of the agency employing the officer.

CRS 16-2.5-103

(1) A sheriff, an Undersheriff, and a deputy sheriff are peace officers whose authority shall include the enforcement of all laws of the state of Colorado. A sheriff shall be certified by the P.O.S.T. board pursuant to section 30-10-501.6 CRS. An Undersheriff and a deputy sheriff shall be certified by the P.O.S.T. board.

A deputy working as a jailer, is by statute classified as a peace officer.

1 Certified Personnel

Certified personnel possess a State of Colorado Certificate and are commissioned a Deputy Sheriff by the Sheriff of Kit Carson County

- A) Sheriff: Elected position required by State Constitution and Statute
- B) Undersheriff: Appointed position required by State Statute.
- C) Captain: Section Commander, appointed by Sheriff
- D) Sergeant: First line supervisor, appointed by Sheriff
- E) Deputy I: Officer with more than one year experience
- F) Deputy II: Officer with less than one year experience
- G) Special (Certified) Deputy: A certified officer who is employed by a town within Kit Carson County. They have been given a County commission by the Sheriff.

2. Non-certified Personnel

Non-certified personnel are Sheriff's Deputies who do not hold a commission, and are assigned to Administration, Communication or Detention.

B. ORGANIZATIONAL STRUCTURE

The Sheriff's Office is organized into Five (5) sections

- 1. ADMINISTRATION
 - A) Command Section
- 2. LAW ENFORCEMENT
 - A) Patrol Section
- 3. DETENTION
 - A) Jail Section
- 5. VICTIMS ASSISTANCE
 - A) Advocate Section

ORGANIZATIONAL COMPONENTS

- 1. OFFICE OF SHERIFF
 - The Office includes all personnel and functional areas and components that are within the direct or indirect control or responsibility of the Sheriff of Kit Carson County.
- 2. SECTION:
 - A section is a primary functional area or group subordinate to the Office of the Sheriff.
- 3. SHIFT:
 - A shift is a person or group of persons assigned to a certain task or function during a specific time.

C. OFFICE COMPONENTS AND RESPONSIBILITIES

The functional responsibilities of Office components are set forth to define the areas of Responsibilities within the Sheriff's Office. The designated responsibilities are not all inclusive but only incorporates the major functional areas.

1. **Office of the Sheriff:**

The responsibilities and functions of the Sheriff are set forth in State Statutes, and the Constitution of the State Of Colorado. The Sheriff is responsible for the overall function

of the Sheriff's Office.

2. Undersheriff:

The Undersheriff is responsible for the overall coordination of Office functions. The Undersheriff has direct supervision over Section Commanders. The Undersheriff represents the Sheriff when designated. Other functions of the Undersheriff are designated in the State Statutes.

3. Administration Section:

The administration section is a section consisting of teams, or individuals from one of the five sections of the Sheriff's office. These are, but not limited to records and reports, training, evidence, warrants, civil, internal affairs, fleet management, data processing, and other office functions as directed by the Sheriff or Undersheriff. This section is under the direct supervision of the Undersheriff.

- A) Records and Reports: Responsible for maintaining case report files, maintaining card files as required, processing correspondence, maintaining statistic data records as required, and collecting and recording data required for the Uniform Crime Reports.
- B) Training: Responsible for coordinating and scheduling of all training within the Sheriff's Office to include the training academies. All training conducted outside the Sheriff's Office will be coordinated through the Training Section. The Training Section will maintain equipment issue records.
- C) Evidence: Responsible for obtaining, processing, storing, and retrieving, for court purposes, all evidence taken into custody by members of the Office. This Section is also responsible for the storage, safekeeping, and ultimate release or disposal of all property found or acquired by this Office.
- D) Warrants: Responsible for entering, updating, maintaining, and removal of all warrants issued by the Courts of Kit Carson County. This section is also responsible for arranging for transportation of prisoners for extradition to Kit Carson County.
- E) Civil: Responsible for the service of all papers involving civil process received by the Office. The section is responsible for the execution of the court orders involving civil process, safekeeping of all fees collected for civil service, arranging and conducting Sheriff's sales.
- F) Internal affairs: Responsible for the investigation of alleged violations of Office members. Violations may be, but not limited to criminal, civil, or policy violations. This section can, at the discretion of the Sheriff or Undersheriff, be someone from outside the Office.
- G) Fleet management: Responsible for the preventive maintenance of all Sheriff Office vehicles. Section will keep records of maintenance performed, and update Undersheriff of problems with any vehicle.
- H) Data processing: Responsible for the overall coordination of the Sheriff's Office computer system. This includes software and hardware considerations for short and long range planning levels.

Law Enforcement:

Law enforcement is the responsibility of the Patrol Section. The patrol section will perform the basic law enforcement line function for the Office. In doing so, it will fairly and impartially enforce the laws of the State of Colorado, and the Model Traffic Code of Kit Carson County. The patrol section will assist the civil section by delivering civil papers while performing their patrol

duties in the county.

4. Detention Section:

The Detention Section is responsible for the operation of the Kit Carson County Jail. This includes the care and security of all minimum, medium and maximum-security inmates who are in the law-ful custody of the Kit Carson County Sheriff. The section is responsible for performing all detention-related activities. This includes but not limited to, intake and release, prisoner classification, court, transportation, commissary services, the inmate fund account, medical and food service.

5. Victims Assistance Section:

The Victims Assistance Section is responsible for rendering assistance and providing referrals to victims of crime that occurred in Kit Carson County. The Section also will help persons who have been involved in accidents that do not have family in the area to assist them. The Section has a full time Director who is assisted by Volunteers thought out the County.

A handwritten signature in black ink, appearing to read "Travis Belden", with a long horizontal flourish extending to the right.

Sheriff Travis Belden