

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> 104
<i>Subject:</i> RANK STRUCTURE AND RESPONSIBILITY		
<i>Reference:</i>		<i>Standard:</i>
<i>Chapter:</i> I	<i>Reevaluation Date:</i> 11/08/2022	<i>No. Pages:</i> 3

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

II. DEFINITIONS:

CERTIFIED PERSONNEL: Those employees that possess a Deputy Sheriff's Commission.

NON-CERTIFIED PERSONNEL: Those employees that do not possess a Deputy Sheriff's Commission

MEMBERS: Any employee of the Kit Carson County Sheriff's Office.

III. POLICY: It is the responsibility of the Kit Carson County 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.

IV. PROCEDURE:

A. DEPUTY SHERIFFS:

1. Deputy Sheriffs are always subject to orders from a supervisory Deputy and to calls from private citizens as situations conform to other sections of this policy and procedure manual.
2. Deputy Sheriffs will obtain the assistance of supervisory Deputies in the interpretation of any action which is not clearly understood.
3. Deputy Sheriffs are required to know and abide by Office rules, regulations, special orders, and the provisions of the operations manual. Deputy Sheriffs will study and have considerable knowledge of all state and federal laws which they may be required to enforce.
4. Deputy Sheriffs will abide by and enforce the laws of the State of Colorado and uphold the Constitution of the State of Colorado and of the United States of America. 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.
5. 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.
6. Deputy Sheriffs will use office equipment and supplies for official use only in the manner for which it was designed or intended.

B. OFFICE OF THE SHERIFF:

1. The Sheriff is the highest ranking member of the Office and, as an elected official, is responsible to the citizens of the county.
2. The Sheriff's responsibilities are to maintain peace and order in Kit Carson County, provide general law enforcement services to unincorporated and incorporated areas of the County, operate all jails within the county, serve criminal warrants and civil process throughout the entire county as directed by the District and County Courts, coordinate search and rescue efforts, suppress prairie and forest fires in Kit Carson County and perform other duties as directed by Colorado State Statutes and the Courts.

C. OFFICE OF THE UNDERSHERIFF:

1. The Undersheriff is the second highest ranking official in the Sheriff's Office. He will assume the responsibilities of the Sheriff in his absence.
2. He performs duties as required by State Statute and other duties as directed by the Sheriff.
3. The Undersheriff is responsible for the overall internal operation of the Office. All supervisors are accountable to the Undersheriff.

G. SUPERVISORY PERSONNEL:

1. Supervisory personnel are those individuals designated as unit supervisors, section supervisors, or personnel in the rank of Corporal or above.
2. Supervisory personnel must accept responsibility in matters of procedure.
3. Supervisory personnel are responsible for their own conduct and the conduct of their subordinates. They shall set a high standard with regard to the three characteristics of this Office: Honesty, Loyalty and Unity; as well as leadership. They shall at all times be neatly attired, clean in person and equipment, setting the example for subordinates to follow.
4. Supervisory personnel are responsible for the proper execution of orders given to their subordinates. They shall also ensure that orders or other information is disseminated in an accurate and timely matter and ensure the information is clearly understood.
5. Supervisory personnel will report any incidences or observations of willful neglect of duty or misconduct by a member of the Sheriff's Office not assigned to their command. In the event that 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.
6. Supervisory personnel will concern themselves with the morale and welfare of their subordinates at all times. They will train, counsel, advise, and discipline subordinates as needed.

H. ALL DEPUTIES:

1. All Deputies will be knowledgeable in all aspects of their assigned duties and maintain adequate levels of proficiency to perform their assigned tasks. Deputies will perform their duties with firmness and determination.
2. Deputies will not release any official office information to persons not authorized to receive the information.

3. Personnel will treat all citizens and co-workers with appropriate courtesy and render respect due to the individual's rank and position.

A handwritten signature in black ink, appearing to read "Travis Belden". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Sheriff Travis Belden