

Chief Judge Order 2023-04

Fourteenth Judicial District

State of Colorado

**DELEGATION OF ADMINISTRATIVE AUTHORITY IN THE FOURTEENTH JUDICIAL DISTRICT TRIAL COURTS AND PROBATION**

This Chief Judge Order supersedes any previous Chief Judge Directives or Orders that may exist relating to this subject.

Pursuant to Chief Justice Directive 95-01(1), Chief Justice of the Supreme Court permits the Chief Judge of the District to delegate, without relinquishing ultimate authority and responsibility, the authority for the day-to-day administrative operations of the Trial Court to the Court Executive and permits the Chief Judge to delegate the responsibility of the Probation Department to the Chief Probation Officer.

The Court Executive of the 14th Judicial District shall be delegated the administrative authority for court personnel matters, fiscal and budget management responsibilities, records management, space management, personnel programs, court operations, facilities and equipment management, jury management and other duties as required by statute. Pursuant to Section 4.A of the Budget Allocation and Monitoring Fiscal Rules and Procedures (Chapter 2.1), the delegation of budget authority includes approval of the use of all public funds allocated to the District's trial court organization unit. This authority includes the expenditure of funds for personal services, operating and special programs. The Court Executive may further delegate budget authority so long as the delegation is in writing and complies with applicable fiscal rules. The Court Executive is delegated the authority pursuant to Section 1.A. of the Procurement Fiscal Rule (Chapter 4.1) to make procurement decisions under that rule. The Court Executive is authorized to request memorandums of understanding and approve contracts specifically related to trial court functions in the 14th Judicial District. Further, the Court Executive is authorized to approve Travel Reimbursement requests filed by the Chief Probation Officer of the 14<sup>th</sup> Judicial District Probation Department.

The Chief Probation Officer of the 14th Judicial District shall be delegated the administrative authority for probation personnel matters, fiscal and budget management responsibilities, records management, space management, personnel programs, probation operations, facilities and equipment management, and other duties as required by statute. Pursuant to Section 4.A of the Budget Allocation and Monitoring Fiscal Rules and Procedures (Chapter 2.1), the delegation of budget authority includes approval of the use of all public funds allocated to the District's probation organization unit. This authority includes the expenditure of funds for personal services, operating and special programs. The Chief Probation Officer may further delegate budget authority so long as the delegation is in writing and complies with applicable fiscal rules. The Chief Probation Officer is delegated the authority pursuant to Section 1.A. of the Procurement Fiscal Rule (Chapter 4.1) to make procurement decisions under that rule. The Chief Probation Officer is authorized to request memorandums of understanding and approve

contracts specifically related to probation functions in the 14th Judicial District. Further, the Chief Probation Officer is authorized to approve Travel Reimbursement requests filed by the Court Executive of the 14<sup>th</sup> Judicial District Trial Court.

Dated: May 4, 2023



---

Michael A. O'Hara, III  
Chief Judge