



# DESCHUTES COUNTY SHERIFF'S OFFICE

Policy Title: <b>Organizational Structure and Chain of Command</b>	Effective Date: October 15, 2014	Policy Number: <b>2.03</b>
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Attachments:	L. Shane Nelson, Sheriff	

## I. PURPOSE

The purpose of this policy is to provide a written description of the organizational structure of the Sheriff's Office and its chain of command.

## II. POLICY

It is the policy of this agency to develop and maintain an organizational structure and chain of command that is as efficient as possible in its use of manpower and effective as possible in meeting the mission statement of the Sheriff's Office. This organizational structure and chain of command will be available to all members of the agency and subject to review as needed to maintain its accuracy.

### Job Descriptions

The County Personnel Director shall maintain a job task analysis detailing the positions of the Sheriff's Office.

## III. SHERIFF'S OFFICE COMMAND

The Sheriff's Office Command Staff is composed of the Sheriff, one Patrol Captain, one Detective Captain and one Corrections Captain.

The responsibilities of the Sheriff's Office Command will include, but are not limited to:

1. The Professional Standards and Community Relations functions;
2. Planning, directing, and evaluating programs of the Sheriff's Office;
3. Managing financial and human resources of the agency;
4. Establishing policy and procedures of the agency;
5. Assignments of personnel throughout the agency; and
6. Coordination, maintenance and control of grievance procedures.

The Sheriff may delegate any of the above responsibilities to a subordinate.

## IV. CORRECTIONS DIVISION

The Corrections Captain is responsible for the Corrections Division and reports directly to the Sheriff.

Both sworn and non-sworn members hold positions in the Corrections Division.

In addition to the captain, the command structure in the Corrections Division consists of four corrections lieutenants, one administrative lieutenant, one behavioral health supervisor and one administrative analyst who report to the captain or his designee. All other staff report to their designated unit supervisor.

In addition to the command staff, positions include:

1. Sergeant
2. Deputy
3. Program and Classification Specialists
4. Registered Nurse
5. Behavioral Health Specialist
6. Administrative Analyst
7. Office Assistant
8. Technician
9. Building Maintenance Specialist

The Corrections Division consists of three primary sections: the Jail, the Work Center and Court Security/Transports. Units within the Corrections Division include:

1. Administration
2. Booking and Release
3. Building Maintenance
4. Custody
5. Transportation
6. Control Center
7. Court Security & Transports
8. Inmate Programs
9. Medical and Behavioral Health
10. Records
11. Food Service
12. Work Center
13. Volunteers

Human Resources reports to the Corrections Captain.

## **V. PATROL DIVISION**

The Patrol Captain is responsible for the Patrol Division and reports directly to the Sheriff.

Both sworn and non-sworn members hold positions in the Patrol Division. Units/Positions within the Patrol Division include:

1. Accreditation
2. Automotive
3. CERT
4. Civil

5. Communications/Radio
6. Field Law Enforcement Technicians
7. Honor Guard
8. K-9
9. Patrol
10. Reserves
11. School Resource Deputy
12. SOT
13. Special Events
14. Volunteers

The patrol division includes one captain, four patrol lieutenants and one administrative lieutenant.

The remainder of the patrol division is comprised of at least four teams, each consisting of one lieutenant, two sergeants and seven or more deputies.

1. The lieutenant is in charge of each team and reports directly to the patrol captain.
2. The sergeants report directly to a lieutenant.
3. Deputies on a particular team report directly to the team sergeants. When a sergeant is not available, the deputies report to the team lieutenant.

## **VI. DETECTIVE DIVISION**

The Detective Captain is responsible for the Detective Division and reports directly to the Sheriff.

Both sworn and non-sworn members hold positions in the Detective Division. Units/Positions within the Detective Division include:

1. Building Security/Access
2. CODE
3. Cold Case
4. COLES
5. Computer Forensics
6. Concealed Handgun Licenses
7. Detectives
8. Emergency Management
9. Evidence
10. HIDTA
11. I.T.
12. Records
13. Special Services
14. Street Crimes
15. Training

The Detective Division is composed of a Criminal Detective Unit and a Street/Property Crimes Unit. Each unit is comprised of deputies to act as detectives and a sergeant.

Detectives shall report to their respective sergeant or, in the absence of their sergeant, to the other unit sergeant or the division lieutenant. The sergeants shall report directly to the division lieutenant or, in the absence of the lieutenant, to the detective captain. The division lieutenant reports directly to the detective captain.

The Records Unit has a non-sworn supervisor.

#### **CODE Team**

The Central Oregon Drug Enforcement (CODE) team is a separate entity from the Sheriff's Office, entered into by virtue of an interagency agreement. The Sheriff's Office participates in the Team through the assignment of detectives to the Team.

Detectives within this unit report to the CODE Team lieutenant for both operational matters and administrative matters. For administrative matters not associated with the Team, they report to the detective captain.

## **VII. VOLUNTEER SERVICES**

Volunteers are a vital part of all of the Sheriff's Office divisions. Volunteers serve as Reserve Deputies, Search and Rescue (SAR) Volunteers, Cold Case Squad Members and Auxiliaries. Each volunteer is responsible to the designated supervisor of his particular sub-unit.

#### **Reserve Deputies**

Reserve deputies are volunteer citizens who have met the necessary criteria for appointment to that position and who will perform the same general duties as uniformed deputies. During the time they are working in the field, they are under the supervision of the watch commander on duty for that particular shift.

## **VIII. OTHER POSITIONS**

Other positions in the Sheriff's Office include the Sheriff's Assistant, the Business Manager, the Sheriff's Legal Counsel, the Legal Administrative Assistant, and the Accounts Payable Administrative Assistant. The Sheriff's Assistant, Business Manager and Legal Counsel report directly to the Sheriff. The Legal Administrative Assistant reports to Legal Counsel, and the Accounts Payable Administrative Assistant reports to the Business Manager.

## **IX. CHAIN OF COMMAND**

#### **A. Sworn Personnel**

The Chain of Command for sworn personnel of the agency shall be:

1. Sheriff
2. Captain
3. Lieutenant
4. Sergeant
5. Deputy, Recruit Deputy
6. Technician
7. Reserve Deputy (Reserve Deputies follow the Chain of Command listed in [Policy 4.50 Reserve Program](#))

## **B. Civilian Personnel**

Civilian personnel will follow the established chain of command within a division by reporting to the assigned supervisor, sworn or civilian, who will continue the designated chain of command.

## **C. Order of Succession**

The order of succession to the Office of the Sheriff and/or command positions will be as follows:

1. Sheriff
2. Captain
3. Lieutenant
4. On-duty Sergeant
5. On-duty Senior Deputy

## **D. Absences**

In most instances, absences, whether short-term or extended, are anticipated and appropriate notification will be made in writing or through electronic means to all agency personnel.

In the case of the Sheriff's absence, other agency heads will also be notified.

## **E. Unanticipated Absence**

In the event of an unanticipated absence, the order of succession will automatically go into effect.

## **F. Permanent Absence**

If the absence should be deemed permanent, the order of succession will be effective until the County Commissioners and/or the Sheriff, depending on the particular absence, can consider methods and techniques of replacing the absent person.

# **X. ORGANIZATION REVIEW**

The Sheriff's Office organizational chart and service statements shall be reviewed and updated annually as part of the goals and objectives and budget development process. As part of this process:

1. All positions and tasks shall be reviewed. Positions not requiring sworn status shall be identified and duty assignments evaluated. Except for light duty assignments, sworn personnel should not be assigned civilian duties.
2. Specialized assignment positions shall be reviewed to determine if the purpose or justification for which they were created is still valid and whether they should be continued. The review shall include a listing of the agency's specialized assignments, as well as a statement of purpose for each listed assignment.
3. The Office of the Sheriff will maintain a current organizational status that will list the job classifications by division.
4. An organizational chart will be developed, reviewed and updated as needed, and displayed within the Sheriff's Office where it is available to all personnel.
5. The results of the organization review shall be made available to all personnel.

# **XI. UNITY OF COMMAND**

The principles of "unity of command" ensure efficient supervision and control within the agency.

### **A. Structure**

1. Each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. However, any supervisor may direct any subordinate, regardless of who the subordinate's regular supervisor is, given the operational necessity.
2. Each organizational component shall be under the direct command of only one supervisor at any given time.
3. Except in an emergency, no supervisor shall be responsible for more than ten employees at a time.

### **B. On Scene Command**

1. When patrol and investigations personnel are at the same scene simultaneously, the Patrol Division shall remain in charge as long as there is any existing threat to deputies or the public. Once the scene is stable, investigative personnel may assume control by advising the patrol person in charge that they are doing so.
2. Non-sworn supervisors present at a field operation shall not assume command even in the absence of other supervisors.

## **XII. AUTHORITY AND RESPONSIBILITY**

Consistent with the principles of sound supervisory practices, all supervisory personnel shall be held accountable for the performance of their subordinates.

### **A. Development**

To facilitate development, training requirements for supervisory personnel are assigned in the job description and job task analysis, and in-service training for supervisors shall address employee career development.

### **B. Empowerment**

Irrespective of rank, each employee within the organization has clearly articulated duties and responsibilities.

1. Each employee is hereby delegated the authority necessary to effectively execute those responsibilities.
2. Each employee will also be held accountable for the appropriate application of that delegated authority.

## **XIII. JOB CLASSIFICATION AND RECLASSIFICATION**

### **A. Development of Job Classifications**

Development of job classifications for all positions is the responsibility of the County Personnel Manager. The Sheriff's Office and its employees within a particular classification will, however, have a direct and active role in the job task analysis performed for each and every position. The Sheriff's Office and its employees will also be able to recommend language for their job classifications.

### **B. Review of Job Classifications**

Periodic review of all classifications is the responsibility of the County Personnel Manager. In addition, any employee who believes that a particular classification has been outdated by reason of the duties being performed may request an administrative review. The request shall be made in writing, through the chain of command.

When a position is open for recruitment, a Sheriff's Office administrative review will determine if the classification has become outdated and in need of amendment, if the position should be reclassified, or if those duties, which initiated the review, are more appropriately assigned to another position. The Sheriff's Office shall forward the recommendations to County Personnel for review.

### **C. Changes in Job Classifications**

If any change in an existing job classification is a subject of mandatory bargaining, the changes will be provided to representatives of the collective bargaining unit for the Sheriff's Office for its comment and negotiation.

If the creation of a new classification is the subject of mandatory bargaining, it will also be provided to the collective bargaining unit for its comment and negotiation.

### **D. Job Descriptions**

Every employee will be issued a copy of his job description at the time of his hire. A copy of all job descriptions will be maintained by Human Resources and accompany postings for job openings and promotions. An employee may request a copy of a particular job classification from Human Resources at any time.