

## Organizational Structure and Responsibility

### 200.1 PURPOSE AND SCOPE

This policy establishes the organizational structure of the Agency and defines general responsibilities of agency members.

### 200.2 POLICY

The Worcester County Sheriff's Office will implement and maintain an organizational structure that provides clear and identifiable roles for command, control and guidance of the Agency. Each position and assignment should have clearly identified responsibilities and a defined chain of command.

### 200.3 DIVISIONS

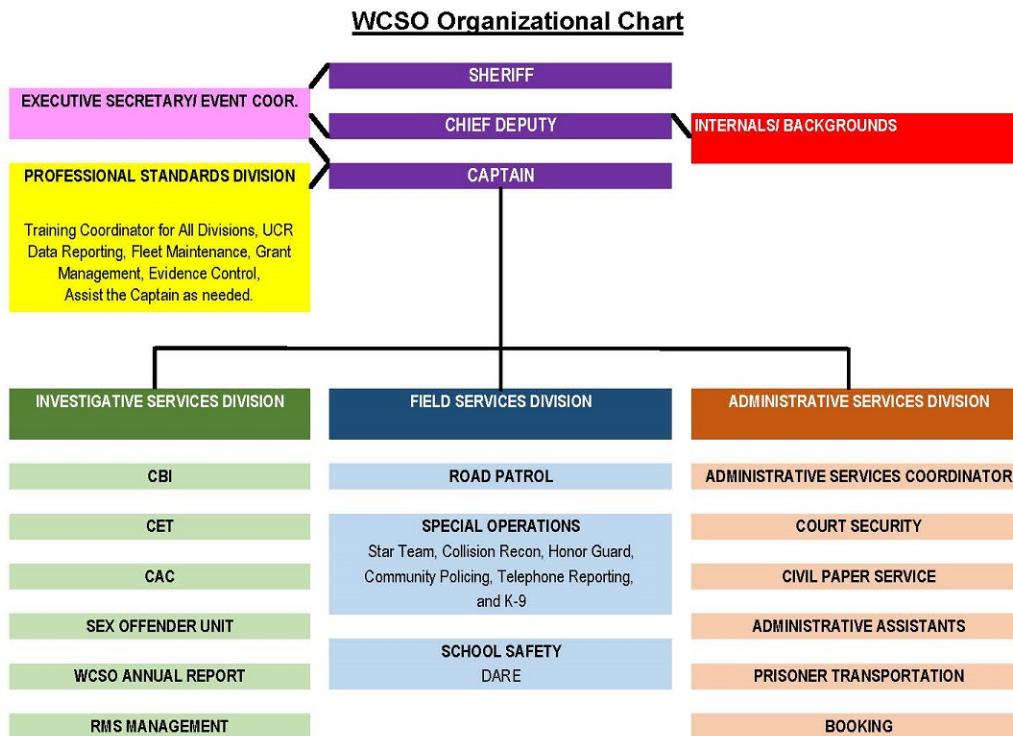
The Sheriff is responsible for administering and managing the Worcester County Sheriff's Office. There are four divisions in the sheriff's agency:

- Administrative Services Division
- Field Services Division
- Investigative Services Division
- Professional Standards Division

# Worcester County Sheriff's Office

Worcester County Sheriff's Office Policy Manual

## Organizational Structure and Responsibility



*Note: Sub-divisions are subject to change at anytime.*

### 200.3.1 ADMINISTRATIVE SERVICES DIVISION

The Administrative Services Division is commanded by a Lieutenant, whose primary responsibility is to provide general management, direction and control for the Administrative Services Division. The Administrative Services Division consists of the Administrative Services Coordinator, Court Security, Civil Paper Service, Administrative Assistants, Prisoner Transport and Booking.

### 200.3.2 FIELD SERVICES DIVISION

The Field Services Division is commanded by a Lieutenant, whose primary responsibility is to provide general management, direction and control for the Field Services Division. The Field Services Division consists of Road Patrol, Special Operations (STAR Team, Collision Reconstruction, Honor Guard, Community Policing, Telephone Reporting, K-9 and Animal Control), School Safety and DARE.

### 200.3.3 INVESTIGATIVE SERVICES DIVISION

The Investigative Services Division is commanded by a Lieutenant, whose primary responsibility is to provide general management, direction and control for the Investigative Services Division. The Investigative Services Division consists the Worcester County Bureau of Investigation, Criminal Enforcement Team and RMS Management.

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Worcester County Sheriff's Office Policy Manual

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### 200.3.4 PROFESSIONAL STANDARDS DIVISION

The Professional Standards Division is commanded by a Lieutenant, who's primary responsibility is to provide general management, direction and control for the Professional Standards Division. The Professional Standards Division consists of Training Coordinator for all divisions, UCR Data Reporting, Fleet Maintenance, Grant Management, Evidence Control, and assist the Command Staff as necessary.

## **200.4 COMMAND PROTOCOL**

### 200.4.1 SUCCESSION OF COMMAND

The Sheriff exercises command over all members of the Worcester County Sheriff's Office. During planned absences, the Chief Deputy will serve as the acting Sheriff.

Except when designated as above, the order of command authority in the absence or unavailability of the Sheriff, the Chief Deputy and the Captain is as follows:

- (a) Field Services Division Commander
- (b) Administrative Services Division Commander
- (c) Investigative Services Division Commander
- (d) Professional Standards Division Commander
- (e) On-duty Shift Supervisor

### 200.4.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Agency. Generally, each member shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., Canine, Bicycle Patrol), any supervisor may temporarily direct any subordinate if an operational necessity exists.

## **200.5 AUTHORITY AND RESPONSIBILITY**

Each member will be assigned duties and responsibilities. Each member is delegated the authority necessary to effectively execute those responsibilities. Each member will also be held accountable for the appropriate application of that delegated authority.