

Organization of the Office of the Sheriff

Index Code:201

Effective Date:04/15/04 (Revised 7/29/2021)

I. Purpose

The purpose of this directive is to describe the organizational structure of the Office of the Sheriff, and establish the basic functions of its various Divisions and Units. The organizational structure is depicted graphically in Appendix "A" of this directive.

II. Policy

It is the policy of the Office of the Sheriff to maintain an organizational structure conducive to serving the public in the most efficient and expeditious means possible. An updated organizational chart and description of functions is made available to all personnel, which depicts the formal lines of authority, communication, and responsibility within the Office of the Sheriff.

III. Definitions

A. Workgroup

For purposes of this directive, the term "workgroup" is intended to denote the organization component of personnel grouped together for scheduling purposes who perform similar duties.

B. Shift

For purposes of this directive the term "shift" is intended to denote a period of time during which personnel are scheduled for duty. Depending on assignment, personnel may work an 8 hour, 10 hour, or 12 hour shift.

IV. General Organization

The major organizational divisions (components) within the personal span of control of the Sheriff are grouped primarily by function. The three divisions are the Field Operations Division, Administrative Services Division, and Support Services Division. The three divisions are further divided into units and workgroups.

v. Office of the Sheriff

The Sheriff and the Chief Deputy are collectively known as the Office of the Sheriff, supported by command staff personnel.

A. Sheriff

The Sheriff is the chief law enforcement officer in Queen Anne's County and the chief executive officer (CEO) of the Office of the Sheriff. The Sheriff is elected by the registered voters of Queen Anne's County and serves a four-year term.

The Public Information Officer (PIO) reports directly to the Sheriff with the Field Operations Commander responsible for his/her evaluations.

The Administrative Assistant reports directly to the Sheriff with the Administrative Services Commander responsible for his/her evaluations.

B. Chief Deputy

The Chief Deputy is designated by the rank of Major, is synonymous with the title of "Undersheriff" and is appointed by the Sheriff as a Professional and Executive Service employee. When designated in the Sheriff's absence, the Chief Deputy assumes administrative authority vested in the Sheriff. The Chief Deputy reports directly to the Sheriff.

C. Operations Commander

The Operations Commander is designated by the rank of Major and is appointed by the Sheriff as a Professional and Executive Service employee, oversees the Field Operations and Support Services divisions and reports directly to the Sheriff.

D. Senior Commander

The Senior Commander is designated by the rank of Captain. The Captain will report directly to the Operations Major and shall primarily be tasked with overseeing the Field Operations and Support Services Divisions.

VI. Field Operations Division

The Field Operations Division is normally commanded by a Lieutenant and/or a First Sergeant if applicable who are responsible for the uniformed patrol function. The Field Operations Division is subdivided into workgroups. The actual shift hours may vary depending on scheduling needs. A sergeant is normally in command of one or more workgroups with a corporal serving as second in command or group supervisor.

The Field Operations Division provides the capability for initial response, investigation, and resolution of public safety and law enforcement needs, as well as other public service functions as directed by the Operations Commander. Deputies assigned to this division are also responsible for the Process of Service function, locating and serving persons with various outstanding civil and criminal documents issued by court officials (except those enumerated under the duties of the Courts and Investigative Services Division, Court Security Unit).

Canine units can be members of this Division or any of the other Divisions and report to their assigned group supervisors for normal functions. Canine units report to the K-9 coordinator for K-9 related duties.

Cadets and the Public Safety Assistant report to the Field Operations Division commanders.

VII. Support Services Division

The Support Services Division is normally commanded by a Lieutenant and/or First Sergeants if applicable and is responsible for several specialized functions in support of the Field operations Division and the Administrative Services Division. The Support Services Division is comprised of several specialized units.

A. Sheriff's Resource Unit

The Sheriff's Resource Unit is a component of the Support Services Division. The Sheriff's Resource Unit is normally commanded by a Sergeant and/or Corporal who report through the chain of command to the commander of the Support Services Division. The School Resource Unit is comprised of deputies assigned as School Resource Officers who are specially trained to provide initial response, investigation and resolution of public safety and law enforcement issues within Queen Anne's County public schools. They also serve as mentors and law enforcement liaisons to school administrators, school staff and students. When schools are not in session, those deputies are assigned to accomplish other tasks to support the mission of the Sheriff's Resource Unit and assist other divisions and units within the Office of the Sheriff as needed. The Sheriff's Resource Unit also serves a lead role in community partnerships by representing the Office of the Sheriff at public venues and events. The unit also serves to promote pro-active problem-solving and sheriff- community partnerships to address the causes of crime and fear, as well as address other quality of life issues. The unit is also responsible for marine assets, bicycles, utility trailer, generator and ATV management.

The Sheriff's Community Oriented Policing Enforcement (S.C.O.P.E) group reports through the Sheriff's Resource Unit chain of command and will address the concerns of the community, while partnering with shift personnel, allied agencies and community associations and groups. S.C.O.P.E. personnel shall have the scheduling flexibility to address long term community concerns and crime that patrol units may not have the scheduling or dedicated time to completely resolve. These responsibilities will supplement assigned officers' agency responsibilities regarding patrol, speed enforcement, etc.

The S.C.O.P.E group will use high visibility techniques to address concerns while resolving community issues and will report to command staff and members of the community on the results.

This group will have uniform insignias, if available, that identify them as part of this team with patrol cars indicating the group's name.

This group will consist of designated deputies and/or K-9 units.

B Criminal Investigations Unit

The Criminal Investigations Unit (C.I.U) is a component of the Support Services Division. The C.I.U. is normally commanded by a First Sergeant or Sergeant who serves as the Unit Supervisor and reports to the commander of the Support Services Division. The C.I.U. provides specialized and follow-up investigative services for the Field Operations Division, and conducts various administrative functions as

needed to support other Divisions/Units.

1) Drug Task Force

The Queen Anne's County Office of the Sheriff assigns detectives to the Queen Anne's County Drug Task Force. The detectives assigned to this task force report on a daily basis to a supervisor assigned to the task force, however, they remain under the supervision of the CIU supervisor. Personnel assigned to the Drug Task Force are primarily responsible for the investigation of drug related crimes (i.e. manufacturing, distribution, and possession of drugs and drug paraphernalia), and work closely with other law enforcement personnel under the guideline set forth by a Memorandum of Understanding (MOU).

C. Evidence Room (Property Held Room) is a component of the Support Services Division, whose personnel report directly to the Investigations Supervisor. The Evidence Manager is primarily responsible for the safe and secure storage of evidence and recovered or seized property, along with any additional duties as assigned.

D Training and Certification

Training and certification are a component of the Support Services Division, whose personnel report through the chain of command to the commander or Assistant Commander of the Support Services Division.

Personnel assigned to this function may not necessarily work full time within a designated training unit and may be assigned to other Divisions or Units; however, they work collectively as a team when necessary to fulfill this function. The training function serves to ensure well trained knowledgeable personnel as well as to facilitate and maintain the certification of all sworn personnel through the Maryland Police and Corrections Training Commission (MPCTC)

All employees newly promoted to the rank of Corporal are required to attend an MPCTC approved first line supervisor course. Employees newly promoted to the ranks of First Sergeant or Lieutenant are required to attend an MPCTC approved administrator's course.

The Commander and Assistant Commander of the Support Services Division facilitate and participate in the training of Office personnel utilizing both in house and outside personnel and resources. This component also collects and records information regarding training attended by personnel conducted at other locations outside the Office of the Sheriff. Records of training are submitted to the MPCTC annually and as required for certifications.

A. Court Security Unit

The Court Security Unit is a component of the Support Services Division and is commanded by a sergeant or corporal who reports through the chain of command to the commander of the Support Services Division. Deputies assigned to the Court Security Unit are primarily responsible for fulfilling the Constitutional duties of providing security at the Circuit Court for Queen Anne's County, serving warrant and civil process orders, providing transports to the Queen Anne's County Department of Corrections

and providing other services as assigned by the presiding judge.

Due to the complex and time-consuming constraints that apply, this unit is also responsible for coordinating writs, levies, evictions, and extraditions. However, it should be noted that process of services is a shared responsibility among all deputies, and that various documents and extraditions may be assigned to other divisions or units as necessary.

VIII. Administrative Services Division

The Administrative Services Division is normally commanded by a Lieutenant and/or a First Sergeant if applicable, who are responsible for Fleet coordination, Human Resources functions, internal investigations, Quartermaster supervision, Chaplain services and clerical supervision.

B. Clerical Staff

The Clerical Staff consists of non-sworn employees who report directly to the Commander of Administrative Services through the Office Coordinator III if applicable. The Clerical Staff is primarily responsible for in-coming telephone calls, mail, Retention Schedule, document retention/destruction (by shredding, burning or other techniques which obliterate record content), walk-in requests for information, records maintenance, accounts receivable and accounts payable, and other duties as assigned. The Clerical Staff is also responsible for assisting with statistical data summaries of agency activities for use in strategic planning as it relates to such topics as crime trends, agency resource allocation, workloads, manpower, crime prevention, and other activities.

C. Quartermaster

The Quartermaster is an employee who reports to the Commander of the Administrative Services Division. The Quartermaster is responsible for the procurement and issuance of uniforms and equipment, and maintains an inventory of all property. The Quartermaster is also responsible for maintaining the building in concert with the Queen Anne's County Department of Public Works, and other such duties as assigned by the Commander of the Administrative Services Division including fleet management.

D. Human Resources/Office of Professional Standards

1. The Human Resources Manager is responsible for maintaining personnel records for the Office of the Sheriff and facilitating all personnel activities for the office. The Human Resources Manager is also the agency CALEA Coordinator.
2. Internal Affairs/Background Investigations/Recruitment Specialist: Conducts and manages internal affairs investigations and applicant background investigations. He/she manages the employee recruitment process. Performs analyst functions as deemed necessary by the Sheriff or designee.

E. Chaplain

The Chaplain(s) is/are volunteer clergy with the Office of the Sheriff who report(s) directly to the Administrative Services Division Commander. The Chaplain(s) provide(s) pastoral care for members of the Office of the Sheriff, and assist(s) deputies dealing with victims of crime and traumatic incidents. There can be more than one Chaplain. When acting in an official capacity, the Chaplain will wear his/her uniform items if provided.

F. Transfer Requests

Any employee requesting an internal transfer to another unit/section will do so in writing and route their request to the agency Human Resources Manager while copying their chain of command.

The agency Human Resources Manager shall maintain an official transfer book which may be reviewed at any time that the agency Human Resources office is open. Employee transfer requests will be valid for one year after which the request(s) will be removed. It is the employee's responsibility to independently resubmit their transfer request(s).

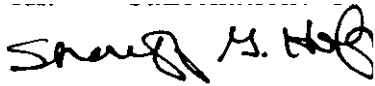
Employees may have more than one transfer request on file but they must be ranked in order of preference. If an employee is transferred according to their top preference, all other transfer requests for that employee will be removed from the transfer book. If an employee is transferred according to a lower preference, the employee may request that all higher preference transfer requests for that employee remain in the transfer book.

Any unit/section vacancies must be confirmed by the Sheriff or his designee prior to the consideration of transfer requests. Employees who have requested transfers to fill vacancies will be considered including interviews for specialized units. Consideration by section commanders and the administration will include the employee's expertise, past performance, disciplinary issues, etc. Following this review process, the Sheriff or his designee **must** approve any specific employee transfer prior to its implementation.

IX. CALEA Reference: 11.1.1, 11.1.2, 12.1.2a & 73.1.1 c.

X. Proponent Unit: Sheriff

XI. Cancellation: This directive cancels Index Code 201 dated Revised 7/13/2021.



Sheriff Gary Hofmann