Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

This policy establishes the organizational structure of the Office and defines general responsibilities of office members.

200.2 POLICY

The St. Mary's County Sheriff's Office will implement and maintain an organizational structure that provides clear and identifiable roles for command, control and guidance of the Office. 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 St. Mary's County Sheriff's Office. There are seven divisions in the sheriff's office:

- Executive Division
- Administrative Division
- Patrol Division
- Criminal Investigations - Vice/Narcotics Division
- Special Operations Division
- Technology & Operational Support Division
- Corrections Division

200.3.1 ADMINISTRATIVE DIVISION

(a) The Administrative Division is commanded by a Captain whose primary responsibility is to provide general management, direction and control for the Administrative Division. The Administrative Division consists of the Property Unit, Accreditation, Fiscal, Personnel, Police Services, Fleet Services, and Records.

(b) The Administrative Division maintains concise, accurate and secure records; recruits and retains qualified personnel; purchases and issues equipment to agency personnel; procures and maintains the agency fleet consisting of over 200 vehicles; develops, implements, and maintains the agency annual budget; administers the PowerDMS program and maintains the accreditation process; maintains secure custody and control of property/evidence.

200.3.2 PATROL DIVISION

(a) The Patrol Division is commanded by a Captain whose primary responsibility is to provide general management, direction and control. The Patrol Division

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consists of uniformed deputies, Canine, Community Oriented Policing, Station Clerks, Administrative Coordinator, and Crime Analyst.

(b) The Patrol Operations section consists of uniformed deputies assigned to Patrol Squads who respond to and investigate general calls for police service throughout St. Mary's County; investigates motor vehicle violations and traffic accidents; provides proactive patrol techniques to prevent potential crimes, and works with community leaders and local businesses on crime prevention initiatives. Also assigned to each Squad is a canine team.

(c) The Patrol Division also includes a Community Services section consisting of District Lieutenants, each responsible for their assigned geographical area (Districts 1,2,3 and 4). Community events are planned, crime reports are examined, trends are developed and proactive enforcement strategies are implemented in coordination with Patrol Operations and other agency divisions. Community Oriented Policing (COPs) deputies work flexible schedules and are deployed to all four Districts to foster community relationships and/or conduct proactive enforcement.

200.3.3 CRIMINAL INVESTIGATIONS DIVISION

(a) The Criminal Investigations Division is commanded by a Captain whose primary responsibility is to provide general management, direction and control for the Criminal Investigations Division. The Criminal Investigations Division consists of the Crime Lab, Domestic Violence Unit, Persons/Property Crimes, Sex Offender Compliance Unit, Digital Forensics Examiner, Overdose and Drug Awareness Coordinator, Vice/ Narcotics Unit, SMIC (Southern Maryland Information Center), Special Victims Unit, and Victim Services.

(b) The Criminal Investigations Division investigates major crimes against persons, and crimes against property; processes, packages and maintains chain of custody of evidence for prosecution; coordinates with the State's Attorney's Office and makes referrals on behalf of crime victims to other support services within St. Mary's County.

200.3.4 SPECIAL OPERATIONS DIVISION

(a) The Special Operations Division is commanded by a Division Commander whose primary responsibility is to provide general management, direction and control for the Special Operations Division. The Special Operations Division consists of the Armorer, Automated Traffic Enforcement, Alcohol/Tobacco Enforcement, Cadets, Child Support Enforcement Unit, Judicial Services, Circuit Court Security, Traffic Safety, School Resource Officer (SRO) Program and Training to include the Southern Maryland Criminal Justice Academy (SMCJA).

(b) The Special Operations Division provides a variety of specialized services to the agency such as personnel training, maintaining the agency's firearms and armory, providing for the service of judicial processes, and security for the Circuit Court as mandated by law.

200.3.5 TECHNOLOGY AND OPERATIONAL SUPPORT DIVISION

The Technology & Operational Support Division is commanded by a Captain whose primary responsibility is to centralize the Sheriff's Office's technology, information systems, analytical,

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and operational support functions. The division oversees the agency's continued research into emerging technologies and staffing needs. It also manages the sUAS program, serves as the liaison with County IT, supports agency hardware and software programs, CJIS security/ system administration, and radio and communications systems. The division includes Information Systems & Analytics, including crime analysts and systems administration, as well as Station Clerks. Overall, the division is intended to bring technology planning, data and intelligence capabilities, and critical operational support functions under a single command to improve coordination, efficiency, and long-term strategic development.

200.4 COMMAND PROTOCOL

During regular operations, the St. Mary's County Sheriff's Office will follow the command structure as outlined in the agency organizational chart. When personnel of different commands are engaged in a joint operation, the Sheriff or Assistant Sheriff will designate a commander who will have primary responsibility for the operation. The commander will determine the chain of command for the joint operation.

200.4.1 SUCCESSION OF COMMAND

The Sheriff exercises command over all members of the St. Mary's County Sheriff's Office.

The order of command authority in the absence or unavailability of the Sheriff is as follows:

(a) Assistant Sheriff/Major

(b) Division Commander

(c) Lieutenant

(d) Sergeant

(e) Corporal

(f) Deputy First Class

(g) Deputy

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200.4.2 UNITY OF COMMAND

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

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