

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 Talbot 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 COMMANDERS

The Sheriff is responsible for administering and managing the Talbot County Sheriff's Office. There are three divisions in the sheriff's office:

- Administrative Services Division
- Patrol/Operations
- Criminal Investigations Division

200.3.1 ADMINISTRATIVE SERVICES DIVISION

The Administrative Services Division is commanded by a Lieutenant or above, whose primary responsibility is to provide general management, direction and control for the Administrative Services Division. The Administrative Services Division consists of technical and administrative services.

200.3.2 OPERATIONS DIVISION

The Operations Division is commanded by a Lieutenant or above, whose primary responsibility is to provide general management, direction and control for the Operations Division. The Operations Division consists of uniformed patrol and special operations, which includes the Operations Patrol Division, Talbot Center and sheriff's aides/assistants.

200.3.3 CRIMINAL INVESTIGATIONS DIVISION

The Criminal Investigations Division is commanded by a Lieutenant or above, whose primary responsibility is to provide general management, direction and control for the Criminal Investigations Division. The Criminal Investigations Division consists of the Criminal Investigation Division, Drug Enforcement Division, crime analysis and forensic services.

200.4 COMMAND PROTOCOL

200.4.1 SUCCESSION OF COMMAND

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

Talbot County Sheriff's Office

Policy Manual

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

- (a) Administrative Services Commander
- (b) Patrol/Operations Commander
- (c) Criminal Investigations Commander
- (d) Assistant Commanders

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.