

# Organization of the Office of the Sheriff

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## 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 Undersheriff 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.

### B. Undersheriff

The Undersheriff is designated by the rank of Major and is the Chief Deputy of the Office of the Sheriff. In the Sheriff's absence, the Undersheriff assumes all authority vested in the Sheriff. The Undersheriff reports directly to the Sheriff.

## 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 four workgroups, working 12 hour shifts. The actual hours may vary depending on scheduling needs. A sergeant is normally in command of each workgroup with a corporal serving as second in command. Including the sergeant and corporal, a minimum of seven deputies are assigned to each workgroup when fully staffed.

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 Senior 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).

The Canine units report to the Field Operations Commander who is responsible for their effective deployment.

## VII. Administrative Services Division

The Administrative Services Division is normally commanded by a Lieutenant and/or a First Sergeant if applicable, who are responsible for providing security at the Circuit Court for Queen Anne's County, Fleet coordination, Human Resources assistance, Quartermaster supervision and clerical supervision.

### A. Court Security Unit

The Court Security Unit is a component of the Administrative Services Division, and is commanded by a sergeant or corporal who reports through the chain of command to the commander of the Administrative Services Division. Deputies assigned to the Court Security Unit are primarily responsible for providing security at the Circuit Court for Queen Anne's County, 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.

### B. Clerical Staff

The Clerical Staff consists of non-sworn employees who report directly to the First Sergeant in charge of Administrative Services. The Clerical Staff is primarily responsible for incoming telephone calls, mail, 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 Undersheriff.

### D. Human Resources

The Human Resources Manager is responsible for maintaining personnel records for the Office of the Sheriff and facilitating all personnel activities for the office.

### E. Chaplain

The Chaplain(s) is/are volunteer clergy with the Office of the Sheriff who report(s) directly to the Senior 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 provided class "A" jacket and pants and be identified by a provided badge, name plate and "chaplain" lapel pins.

## F. Fleet Management

The Fleet Manager reports through the chain of command to the commander of the Administrative Services Division and is responsible for all matters related to the operation and care of the agency fleet.

## VIII. Support Services Division

The Support Services Division is normally commanded by a Lieutenant and/or a First Sergeant if applicable, 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 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.

**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 sergeant who serves as the Unit Supervisor who reports through the chain of command 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 assign 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 Commander of that Division. 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 is a component of the Support Services Division, whose personnel report through the chain of command to the commander of that division.

Personnel assigned to this function do not 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 Training and Standards Commission (MPTSC)

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

The Commander of the Support Services Division facilitates and participates 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 PTSC annually and as required for certifications.

#### G. Office of Professional Standards

The Office of Professional Standards normally consists of a non-sworn employee who reports directly to the Undersheriff, whose primary duties consist of policy updates, accreditation compliance and other functions as assigned by the commander.

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

**X. Proponent Unit: Sheriff**

**XI. Cancellation:** This directive cancels Index Code 201 dated 04/14/04 and 2/15/13.

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Sheriff Gary Hofmann