



Callaway County Sheriff's Office Policy and Procedure Manual



Policy Number & Name 1.1 - Agency Organization and Command Authority	Approved by: Darryl Maylee Sheriff
Effective / Revision Date: 5/16/2024	References: CALEA Standards: 11.1.1, 11.3.1, 12.1.1, 12.1.2, & 21.2.2

Purpose:

The purpose of this written directive is to:

- Recognize the established statutory authority of the Sheriff,
- Establish the designation of command during the absence of the Sheriff,
- Describe the organizational structure and the functions of each organizational component of the agency,
- Require the maintenance and availability of written job descriptions for each job classification covering members of the agency,
- Establish the command protocol in day-to-day operations, in situations involving personnel of different functions engaged in a single operation, and during exceptional situations,
- Recognize that delegated responsibility is accompanied by commensurate authority and each member is accountable for the use of such delegated authority; and
- Establish the agency's adherence to the principle of unity of command.

Policy:

The Callaway County Sheriff, an elected official, is statutorily designated as the chief law enforcement officer of Callaway County and has been statutorily granted the authority to supervise the Callaway County Jail. As such, the Sheriff has the authority to command and delegate authority and responsibilities to any and all subordinates within each organizational component of this agency.

It is the policy of the Callaway County Sheriff's Office to maintain an organizational structure that is consistent with its goal of providing effective and efficient law enforcement services to the citizens of Callaway County. Additionally, the agency shall provide its members with a clear definition of authority and responsibilities.

Agency Organization and Command Authority

It is the policy of the Callaway County Sheriff's Office that written job descriptions for all positions will be kept up to date and will be available to all personnel. This will ensure that all members are made aware of the responsibilities, duties, and obligations of their respective assignments. At minimum, a documented review of all job descriptions for the agency will be conducted every four years.

Procedure:

1. Organizational Structure:

The Callaway County Sheriff, an elected official, has the authority and designation under [RSMo 57.010](#) as the chief law enforcement officer in Callaway County and [RSMo 221.020](#) gives the Sheriff statutory authority to supervise the Callaway County Jail. [Chapter 57](#) of the Missouri revised statutes outlines the authority, duties, and responsibilities of an elected Sheriff in the State of Missouri. Additionally, [RSMo 57.201](#) provides the authority of the Sheriff to appoint such deputies, assistants and other members as deemed necessary for the proper discharge of the duties of the Sheriff's office.

The organizational structure of the Callaway County Sheriff's Office is a formal structure through which the organizational components are arranged, defined, directed, and coordinated. The Callaway County Sheriff's Office is composed of three primary divisions within the span of control of the Sheriff and is grouped by function: (1) Patrol Division; (2) Investigations Division; (3) Administration Division; and (4) Detention Division - Callaway County Jail. The Callaway County Jail operates under a similar, but separate, Policy and Procedure Manual, so their Organizational Structure is not addressed by this written directive.

The Agency's organizational structure shall be depicted graphically on an organizational chart. The organizational chart will be reviewed annually and updated at that time if necessary. It may also be updated at other times if changes in agency structure or organization are made which requires immediate updating. A copy of the up-to-date organizational chart will be made available electronically and/or physically to all agency personnel and members of the public.

2. Job Descriptions:

Each member of the Callaway County Sheriff's Office fills a position that falls into a specified job classification. The Callaway County Sheriff's Office works with Callaway County Human Resources to maintain up to date written job descriptions for each job classification covering a position held by a member of the Callaway County Sheriff's Office. Each job description, which is based on job and task analysis, will set forth the duties and responsibilities of the position, as well as the skills, knowledge, and abilities necessary to perform it.

Once every four (4) years, the Administrations Lieutenant or their designee will review all job descriptions for the agency. This review will help ensure the agency's job descriptions are up to date and current for each position.

Agency Organization and Command Authority

The written job descriptions covering the duties and responsibilities of each position and job assignment within the agency are made available to all personnel on the Callaway County Human Resources [website](#) and by means of PowerDMS. Personnel are encouraged to periodically review their job descriptions and to make suggestions to their supervisor concerning any changes they believe should be made.

3. Unity of Command:

The Callaway County Sheriff's Office adheres to the principle of unity of command to prevent conflict, confusion, and inefficiency in its operations. Each member of the agency shall be accountable to only one supervisor at any given time. When occasions arise requiring a supervisor to issue an order to a member outside the supervisor's immediate responsibility, nothing in this directive shall prevent such action.

In addition, each operational activity or function shall come under the command of a single individual. In most instances, the command assignment will be based on rank and expertise.

In situations where procedures are not clearly defined by agency policy and involve personnel of different functions and/or Divisions engaged in a single operation, in the absence of the Major or Sheriff, the highest-ranking deputy shall assume command and direction of personnel until relieved by a higher-ranking supervisor. In regard to command decisions made in such circumstances, it is expected that the highest-ranking supervisor in command should recognize and consult lower-ranking personnel involved who may possess a higher level of experience and/or training in related matters.

4. Supervisory Personnel and Organizational Function:

a) Sheriff:

The Sheriff is the Chief Executive Officer (CEO) within the agency and reports to the citizens of Callaway County as an elected official. The Sheriff is the administrator of the agency and is a sworn, commissioned peace officer with the final agency authority on all matters of policy, operations, and discipline. The Sheriff is responsible for the planning, staffing, directing, coordinating, and controlling of all agency division, functions, and activities. The Sheriff is a member of the administration and the command staff. The Major (aka – Chief Deputy) reports directly to the Sheriff.

b) Major (aka – Chief Deputy)

The Major answers directly to the Sheriff and directly supervises the Patrol Lieutenants, Administrative Lieutenant, Investigations Lieutenant, and Detention Division Captain. As the Chief Deputy, the Major is responsible for overseeing the day-to-day operations related to the enforcement and investigations conducted by the agency, numerous other functions in the established job description, and other duties as assigned by the Sheriff. The Chief Deputy is a member of the administration and the command staff.

c) Patrol Division:

i. Patrol Lieutenants:

The two Patrol Lieutenants answer directly to the Chief Deputy. Each Patrol Lieutenant is assigned a Patrol Squad that consists of two Patrol Sergeants and numerous deputies on two primary shifts that cover a 24-hour period. Additionally, the Patrol Lieutenants are responsible for numerous other functions listed in the established Lieutenant job description as well as any other duties as assigned. The Patrol Lieutenants are members of the command staff.

ii. Patrol Sergeants:

The Patrol Sergeants are assigned to a squad, either Squad A or Squad B, and answer directly to a Patrol Lieutenant. The Patrol Sergeants are assigned to one of two shifts (1st or 2nd). The Patrol Sergeants each supervise several deputies and are responsible for the day-to-day supervision of their squad and shift. The Patrol Sergeants are each responsible for numerous other functions listed in the established Patrol Sergeant job description as well as any other duties as assigned.

iii. Patrol Corporals:

The Patrol Corporals are assigned to a squad, either Squad A or Squad B, and answer directly to a Patrol Sergeant. The Patrol Corporals are assigned to one of two shifts (1st or 2nd). The Patrol Assist the Patrol Sergeants with supervision or supervise the shift in the absence of the Patrol Sergeant.

d) Investigations Division:

i. Investigations Lieutenant:

The Investigations Lieutenant answers directly to the Chief Deputy and directly supervises the Investigations Sergeants, except that the Investigations Deputy responsible for narcotics investigations answers to the designated Investigations Sergeant. The Investigations Lieutenant is the commander over the Investigations Unit and all personnel assigned to that unit. These personnel include all CCSO investigators regardless of their assignment. The Investigations Lieutenant is responsible for numerous other functions listed in the established Lieutenant job description as well as any other duties as assigned. The Investigations Lieutenant is a member of the command staff.

ii. Investigations Sergeant:

The Investigations Sergeants answer directly to the Investigations Lieutenant. One designated Investigations Sergeant supervises the Investigations Deputy responsible for narcotics investigations. The Investigations Sergeants are responsible for numerous other functions listed in the established job descriptions for Investigator and Sergeant as well as any other duties as assigned.

Agency Organization and Command Authority

e) Administrations Division:

i. Administrations Lieutenant:

The Administrations Lieutenant answers directly to the Chief Deputy and directly supervises the Administrations Sergeants responsible for evidence and records, the School Resource Officers, and the Document Process Deputy. The Administrations Lieutenant is designated as the agency's Accreditation Manager. This involves managing the agency's CALEA accreditation. The Administrations Lieutenant is also responsible for numerous other functions listed in the established job description for lieutenant as well as any other duties as assigned. The Administrations Lieutenant is a member of the command staff.

ii. Administrations Sergeant:

The Administrations Sergeants answer directly to the Administrations Lieutenant.

One Administrations Sergeant is designated as the Property and Evidence Custodian as well as the background investigator/CVSA Examiner for all Patrol and Detention Division new-hires.

One Administrations Sergeant is designated as the Records Custodian and directly supervises all civilian administrative assistants.

The Administrations Sergeants are responsible for numerous other functions listed in the established job description as well as any other duties as assigned.

5. Chain of Command and Command Protocol:

The chain of command within the Callaway County Sheriff's Office is as follows:

- a) Sheriff
- b) Major (aka – Chief Deputy)
- c) Lieutenant
- d) Sergeant
- e) Corporal
- f) Deputy

Under normal conditions, the chain of command shall be adhered to for written and verbal communications passed within the agency and should not be circumvented unless allowed by policy or in descension when initiated or approved by the ranking member. Unless designated otherwise, the highest ranking on-duty member within each respective division shall be considered the on-duty supervisor. This chain of command is not intended to interfere with the normal social interaction between all members, nor is it intended to stifle the forwarding of information between personnel.

If two deputies of equal rank are on a scene together, the deputy assigned as primary on the call/incident, shall take command of the call/incident unless command is relinquished to another deputy or agency or a supervisor

Agency Organization and Command Authority

dictates otherwise. A teamwork approach to the situation is the best approach with case resolution as our ultimate goal.

If an investigator is called to the scene, that investigator would assume command of the scene and shall be responsible for coordinating duties and assignments relative to the investigation unless otherwise directed by the Investigations Lieutenant. The expertise and training of each deputy shall be used as a factor when determining assignments of all personnel.

6. Designation of Command in the Absence of the Sheriff:

The Sheriff will designate who is to be in command of the Callaway County Sheriff's Office in the event of their temporary absence or incapacitation. In the event the Sheriff is temporarily absent or incapacitated and does not designate who will be in command of the agency, the designation of command shall be based on rank or time in rank, excluding personnel assigned to the Callaway County Jail.

The individual designated to be in command, as outlined above, shall possess all of the powers of the Sheriff in conducting the day-to-day operations of the agency and in carrying out the orders and policies of the Sheriff; however, their authority is limited.

- a) The appointed individual will not have the authority to approve personnel actions such as appointments, promotions, terminations, salaries, etc., unless that authority is specifically authorized in writing.
- b) The appointed individual shall not alter, revise, or countermand such orders and policies of the Sheriff, except in the case of emergency or in the event of a unique or extenuating circumstance.

7. Member Authority and Responsibility:

Each commissioned or civilian position within the Callaway County Sheriff's Office falls under the leadership and command of the Sheriff and each position shall be delegated with commensurate authority to make decisions necessary for the effective execution of their responsibilities. This authority is delegated by the Sheriff through the command structure and chain of command to the individual member.

Each member shall be held fully accountable for using, or failing to use, their delegated authority. Members should not be held responsible for the accomplishment of an order or duty unless they have been delegated the authority necessary for it to be accomplished. Any member who has a question concerning their delegated authority should direct their questions to their supervisor in order for the matter to be resolved.

All supervisory personnel, commissioned or civilian, are held accountable for the performance and activities of members under their direct or immediate control. Supervisors are accountable for their authority and responsibility to fairly apply the agency's policies, procedures, rules, and regulations to their subordinates while working to accomplish the goals and objectives of the agency.