POLICY

It is the policy of the Douglas County Sheriff's Office (DCSO) to establish a formal organizational structure and principles in accordance with the mission of the agency and the limitations of available resources and members. The structure of the DCSO will be clearly defined and provide the public and members with a clear understanding of the organization's components and functions. (11.1.1)

DEFINITIONS:

Corps: The largest organizational subdivision within the agency, separating the primary functions of the agency. Each corps is headed by a Chief Deputy.

Bureau: A subdivision within a corps that is headed by a Captain.

Division: A sub-organization within a Corps or Bureau, headed by a Sergeant, Lieutenant, Supervisor, or Manager.

Unit/Group: A subdivision of a Division.

Team: A subdivision of a Unit/Group.

Command Officer: Comprised of Chief Deputies and Captains (upper command), and Lieutenants (lower command).

Supervisor: Comprised of Sergeants, Acting Sergeants, and Civilian Managers/ Supervisors/Coordinators.

PROCEDURE

I.   **DCSO Mission and Values**

      A.   The DCSO Mission Statement is as follows:

            1.   As a member of the Douglas County Sheriff's Office, I commit myself to ensuring the safety and trust of all people, with integrity and respect; and to having the courage to uphold the law, professionally and with sensitivity and fairness. I take responsibility for the protection of the citizens of Douglas County, and am accountable for my actions in serving them. (12.2.1a)

      B.   The Core Values of the DCSO include: (12.2.1a)

            1.   Sensitivity.

            2.   Excellence.

            3.   Integrity.

4. Professionalism.

5. Accountability.

6. Efficiency.

7. Service.

8. Protection.

9. Public Trust.

II. Organizational Structure (11.1.1)

A. The DCSO is headed by a Sheriff and consists of an Operations and Administration corps. The Operations and Administration corps are headed by appointed Chief Deputies.

1. The Operations Corps consists of three Bureaus headed by Captains assigned by the Sheriff.

   a. The assigned Captain is responsible for the management and operations of their assigned Bureau.

2. The Administration Corps consists of five Divisions and is headed by the Administration Chief Deputy, Lieutenants, and Division Supervisors.

B. Sheriff

1. The Sheriff is the Chief Executive Officer of the DCSO, and is a statutory elected official of a county government. The Sheriff is responsible for planning, organizing, directing and controlling the activities and members of the DCSO. (12.1.1)

2. A term of office is four years. Sheriffs may serve an unlimited number of terms.

3. All members report to the Sheriff through their respective chain-of-command.

4. All members within the agency work under the direction of the Sheriff.

5. The Sheriff establishes the mission, core values, and direction of the DCSO.

6. The Sheriff may deputize and appoint persons to such positions as necessary to fulfill the Sheriff's obligation to the citizens of Douglas County.

C. Chief Deputy

1. Command

   a. The Chief Deputy is an appointed position that reports directly to the Sheriff.

2. Purpose

   a. The Operations Chief Deputy:

      (1) Coordinates the law enforcement services rendered by the agency.

<blockquote>

(2) Coordinates the agency's Continuity of Operations Plan (46.1.3).

(3) Coordinates the agency's response to critical incidents (46.1.1).

(4) Is responsible for the direct management of the DCSO Technical Operations Division, Recruitment and Retention Division, Special Operations Division, Criminal Investigations Bureau Captain, Courts Services Bureau Captain, and Uniform Services Bureau Captain.

</blockquote>

b. The Administration Chief Deputy:

(1) Oversees the entire agency budgetary process.

(2) Oversees planning and research for the agency, to include the agency's multi-year strategic plan. (15.1.1 & 15.1.3)

(3) Serves as the Succession Planning Program Coordinator. (15.1.4)

(4) Serves as the Volunteer and Intern Program Coordinator.

(5) Is responsible for the direct management of the DCSO Executive Support Division, Administrative Services Division, Property & Evidence Division (PED), Records Division, and Internal Affairs Division.

D. Operations

1. Technical Operations Division (TOD)

a. TOD Command

(1) TOD is supervised by a TOD Manager who reports directly to the Operations Chief Deputy.

b. TOD Staffing

(1) TOD is staffed by a TOD Manager and Technical Support Specialists.

c. TOD Purpose

(1) The TOD is responsible for the following activities:

(a) All computer based hardware, software and network applications.

(b) Purchase, installation, and maintenance of computer hardware.

(c) Purchase, installation, and maintenance of software.

(d) Maintenance of the DCSO computer network.

(e) Maintenance of the DCSO website.

(f) Maintenance of the order and directive software system.

(g)   Research and development of new software applications.

2.   Recruitment and Retention Division (RRD)

a.   RRD Structure

(1)   The RRD includes the Recruiting Unit (RU) and Mentor Unit (MU).

b.   RRD Staffing and Command

(1)   RRD is staffed by Coordinators and Deputies who report to the Operations Chief Deputy.

c.   RRD Purpose

(1)   The RRD is responsible for supporting the agency's recruitment and retention objectives.

d.   Recruiting Unit (RU)

(1)   Command

(a)   The Recruiting Unit is supervised by an appointed Recruiting Unit Coordinator who reports directly to the Operations Chief Deputy.

(2)   Staffing

(a)   The Recruiting Unit is staffed by volunteer Deputies from across the agency who must be in good standing and approved by the Operations Chief Deputy.

(3)   Purpose

(a)   The Recruiting Unit is responsible for supporting the agency's recruitment objectives by representing the agency at and conducting various recruitment events and efforts. (31.1.1)

e.   Mentor Unit (MU)

(1)   Command

(a)   The Mentor Unit is supervised by a Mentor Unit Coordinator who reports directly to the Operations Chief Deputy.

(2)   Staffing

(a)   The Mentor Unit is staffed by Deputies from various areas within the agency who have volunteered.

(3)   Purpose

(a)   The Mentor Unit is responsible for ensuring a successful transition of new employees, both sworn and non-sworn, into the DCSO by

supporting new employees in their assimilation into the agency (see the DCSO "Career Development" policy).

3. Special Operations Division (SOD)

    a. SOD Structure

        (1) The SOD includes the Special Response Unit (SRU), the Emergency Response Unit (ERU), and Homeland Security Unit (HSU).

    b. SOD Staffing and Command

        (1) SOD is staffed by Commanders and Deputies who report to the Operations Chief Deputy.

    c. SOD Purpose

        (1) The SOD is responsible for performing specialized operations and tasks for the agency.

    d. Special Response Unit (SRU)

        (1) Command

            (a) The SRU is supervised by a Unit Commander (Lieutenant) who reports to the Operations Chief Deputy and a Squad Leader (Sergeant) who reports to the Unit Commander.

        (2) Staffing

            (a) The SRU is staffed with Deputies from various Bureaus/Divisions within the agency.

            (b) The SRU includes a Unit Commander (Lieutenant), Squad Leader (Sergeant), and Deputies assigned as Squad members and/or Grenadiers.

        (3) Purpose

            (a) Supports the DCSO and other law enforcement agencies during major emergencies, to include crowd management and assessment (see the DCSO "Special Response Unit (SRU)" policy).

            (b) Supports the DCSO SWAT and CID with various operations, mobile surveillance, and pre-operational surveillance.

    e. Emergency Response Unit (ERU)

        (1) ERU Command

            (a) The ERU will be supervised by a Team Commander who reports to the Operations Chief Deputy.

(b)   The assigned Team Leaders report to the Team Commander.

(2)   ERU Staffing

(a)   Deputies will be assigned to the ERU as Team Operators/Negotiators under the supervision of a Team Leader.

(3)   ERU Purpose

(a)   The ERU supports the DCSO and other requesting agencies with a tactical response to critical incidents (see the DCSO "Emergency Response Unit (ERU)" policy).

(4)   ERU Structure

(a)   The ERU includes the Crisis Negotiations Team (CNT) and the SWAT Team.

(5)   Crisis Negotiations Team (CNT)

(a)   CNT Command

i.   The ERU Team Commander will designate a CNT member as the Team Leader.

ii.   The CNT Team Leader will report to the ERU Team Commander.

(b)   CNT Staffing

i.   Members will be assigned as Primary / Secondary Negotiators and Electronics/Intelligence/Recorder specialists under the supervision of the CNT Team Leader.

(c)   CNT Purpose

i.   Securing the safe release of hostages.

ii.   Securing the safe surrender of suspects.

iii.   Preserving the lives of all persons involved in situations involving hostages and/or armed, barricaded, and/or suicidal persons.

iv.   Responding to any other situation requiring the skills of a trained negotiator.

(6)   SWAT Team

(a)   SWAT Team Command

i.   The ERU Commander will designate SWAT Team members as Team Leaders.

ii.   The Team Leaders will report to the ERU Team Commander.

(b) SWAT Team Staffing

i.   The SWAT Team is staffed by Deputies who are specially trained in SWAT operations.

ii.   The SWAT Team includes members who are qualified as Snipers.

(c) SWAT Team Purpose

i.   Providing primary or secondary support for the agency and the CNT in critical incident, tactical operations.

ii.   Providing support for the agency in VIP protection details.

f.   Homeland Security Unit (HSU)

(1) The HSU is supervised directly by the Operations Chief Deputy.

(2) Structure and Staffing

(a) The Homeland Security Unit includes the Joint Terrorism Task Force.

(b) The Joint Terrorism Task Force position is staffed by Deputies from various Bureaus/Division within the agency in accordance with the DCSO "Specialized Assignments" policy).

(3) Purpose

(a) The Homeland Security Unit serves as a liaison with other organizations, to include the Federal Bureau of Investigations (FBI), for the exchange of homeland security-related, to include terrorism-related, information (see the DCSO "All Hazards – Terrorism" policy).

4.   Criminal Investigations Bureau (CIB)

a.   CIB Command

(1) CIB is commanded by a CIB Captain and supervised by Lieutenants, Sergeants, and a non-sworn Director. The CIB Captain reports directly to the Operations Chief Deputy.

b.   CIB Staffing

(1) CIB is staffed by a Captain, Lieutenants, Sergeants, Deputies, a non-sworn Director, and non-sworn members.

c.   CIB Purpose

(1)   The primary responsibilities of CIB are to provide investigative law enforcement services, including follow-up investigations of reported criminal activity, and to provide top-quality forensic services in a timely and objective manner.

d.   Criminal Investigations Division (CID)

(1)   CID Staffing and Command

(a)   CID is staffed by a CID Lieutenant, Sergeants, Deputies, Investigative Services Specialist, and a Crime Analyst. CID is supervised by a Lieutenant and Sergeants who report to the CIB Captain.

(2)   CID Purpose

(a)   The Criminal Investigations Division is responsible for the follow-up investigation of criminal activity, including crimes against persons, property, and response to crime scenes.

(3)   Criminal Investigations Division Structure

(a)   The Criminal Investigations Division includes Deputies and non-sworn members assigned to the criminal investigative function as well as the Crime Analysis Team, Polygraph Team, and the Threat Management Team.

(4)   Crime Analysis Team

(a)   Command

i.   The Crime Analysis Team is supervised by a CID Sergeant.

(b)   Staffing

i.   The Crime Analysis Team is staffed by one or more non-sworn Crime Analysts. CID Deputies may assist the Crime Analysis Team as needed.

(c)   Purpose

i.   The Crime Analysis Team is responsible for conducting crime analysis and statistical research to assist the agency in operational, tactical, and strategic planning.

ii.   The Crime Analysis Team is also responsible for producing the quarterly Crime Analysis Report (see the DCSO "Crime Analysis" policy). (40.1.1)

iii.   The Crime Analysis Team is responsible for examining and enhancing audio/video evidence received by the Criminal Investigation Division.

(6) Polygraph Team

    (a) Command

        i. The Polygraph Team is supervised by the CID Sergeants.

    (b) Staffing

        i. The Polygraph Team is staffed by one or more Investigators/Deputies that are trained polygraphists. These Deputies may be assigned outside of CID for their main assignment.

    (c) Purpose

        i. The Polygraph Team is responsible for conducting polygraphs on persons involved in criminal investigations in accordance with the "Polygraphs – Criminal Investigations" policy, pre-employment screening in accordance with the "Hiring" policy, and administrative investigations in accordance with the "Administrative Investigation of Complaints" policy.

(7) Threat Management Team (TMT)

    (a) Command

        i. TMT is supervised by CID Sergeants.

    (b) Staffing

        i. TMT is staffed by one or more Investigators/Deputies. These Deputies may be assigned outside of CID for their main assignment.

    (c) Purpose

        i. TMT is responsible for reporting and investigating threats against public officials.

(8) Investigative Services Specialist

    (a) Command

        i. The Investigative Services Specialist is supervised by the CID Lieutenant.

    (b) Purpose

        i. The Investigative Services Specialist is responsible for:

            A. The advanced review and processing of reports and legal documents.

B. Preparing support documents, such as information reports and Memorandum for Investigators.

C. Researching and verifying background aspects of low level criminal investigations.

D. Maintaining the Sex Offender Registry and tracking statistics on non-compliant offenders.

E. NCIC validations.

F. RMS management.

G. Data entry.

H. Callbacks on low level cases.

I. Other duties as assigned.

e. Special Investigations Division (SID)

(1) SID Structure

(a) SID consists of Deputies assigned to the Special Operations Group and the Vice, Intelligence, Narcotics, and Organized Crime Unit.

(2) SID Staffing and Command

(a) SID is staffed by a Lieutenant, Sergeants, and Deputies. SID is supervised by a Lieutenant and Sergeants who report to the CIB Captain.

(3) Special Operations Group (SOG)

(a) Command

i. The Special Operations Group is supervised by Sergeant(s).

ii. The Sergeant(s) will be ERU Team Leaders.

(b) Staffing

i. The Special Operations Group is staffed by Sergeants, and SWAT Team Deputies (see the DCSO "Emergency Response Unit" policy).

NOTE: Although Deputies must be on the ERU SWAT Team to be assigned to SOG, the Deputies' primary assignment is SOG and they will report to the SOG Sergeant as their primary Supervisor.

(c) SOG Structure

i.   SOG includes the Metro Fugitive Task Force.

(d)   Purpose

        i.   The Special Operations Group is responsible for utilizing intelligence-based, data driven methods to proactively address crime trends in order to prevent and suppress criminal activity and apprehend violators of Nebraska State Statutes.

        ii.   Assist the Emergency Response Unit (ERU) with operations as needed.

(6)   Vice, Intelligence, Narcotics, and Organized Crime Unit (VINOC)

(a)   Command

        i.   VINOC is supervised by a Sergeant.

(b)   Staffing

        i.   VINOC is staffed by a Sergeant and Deputies.

(c)   Purpose

        i.   VINOC will be responsible for the undercover/covert investigation of narcotics, vice, human trafficking, and organized crime activity as well as the collection and evaluation of intelligence.

(d)   VINOC Structure

        i.   The VINOC Unit includes the Technical Response Team.

(e)   Technical Response Team

        i.   Command

                A.   The Technical Response Team is supervised by a CIB Sergeant(s).

        ii.   Staffing

                A.   The Technical Response Team is staffed by qualified Deputies and a Sergeant.

        iii.   Purpose

                A.   The Technical Response Team assists investigators with technical and equipment support as needed.

f.   Forensic Services Division (FSD)

(1) FSD Command

    (a) The FSD is commanded by the FSD Director who reports directly to the CIB Captain.

    (b) The DCSO will provide the FSD with a work environment that is free of any undue influence or pressure to ensure quality results through unbiased, objective analyses. The DCSO and its members will not:

        i. Influence FSD members to unnecessarily rush/expedite the documentation processing, collection, and/or the examination of evidence.

        ii. Influence or pressure FSD members to discard established policies and procedures regarding documentation or evidence collection.

        iii. Influence FSD members' analysis, expert opinion, or overall results.

    (c) Any observed incidents of undue influence by FSD members will be reported to the FSD Director via a Blue Team entry. Any observed incidents of undue influence by sworn members will be reported to the Operations Chief Deputy via chain of command via Blue Team/IA Pro.

        i. All incidents will be reviewed and/or investigated by the Operations Chief Deputy or designee who will provide results to the FSD Director.

(2) FSD Staffing

    (a) The FSD is staffed by the Forensic Services Director, Quality Assurance Specialist, CSI Field Supervisor, Law Enforcement Technician(s), Crime Scene Investigators, and Latent Print Examiners.

(3) FSD Purpose

    (a) The purpose of the FSD is to provide top-quality forensic services in a timely and objective manner. The FSD is comprised of the Crime Scene Investigations Unit (CSIU), the Latent Print Unit (LPU), and the Quality Assurance Unit (QAU).

(4) Crime Scene Investigations Unit (CSIU)

    (a) Command

        i. CSIU is supervised by the CSI Field Supervisor who reports to the Forensic Services Director.

    (b) Staffing

            i.   CSIU is staffed by a CSI Field Supervisor and Crime Scene Investigators (I, II, and III).

    (c)   Purpose

            i.   CSIU responds to various crime scenes to document the scene and process the scene for evidence.

(5)   Latent Print Unit (LPU)

    (a)   Command

            i.   The LPU is supervised by the Forensic Services Director.

    (b)   Staffing

            i.   The LPU is staffed by Latent Print Examiners (I, II, and III).

    (c)   Purpose

            i.   The LPU processes submitted evidence for fingerprints and completes fingerprint comparisons.

(6)   Quality Assurance Unit (QAU)

    (a)   Command

            i.   The QAU is supervised by the Forensic Services Director.

    (b)   Staffing

            i.   The QAU is staffed by the Quality Assurance Specialist.

    (c)   Purpose

            i.   The QAU is responsible for overseeing and maintaining FSD's accreditation, conducts and oversees audits and other quality related activities, maintains the division's manuals and directives, and conducts fire debris analysis.

    (d)   QAU Structure

            i.   The QAU includes the Fire Debris Team.

    (e)   Fire Debris Team

            i.   Command

                   A.   The Fire Debris Team is supervised by the Forensic Services Director.

            ii.   Staffing

A.   The Fire Debris Team is staffed by the Quality
                                   Assurance Specialist.

                     iii.   Purpose

                            A.   The Fire Debris Team is responsible for conducting
                                   fire debris analysis.

   5.   Court Services Bureau (CSB)

      a.   CSB Command

         (1)   CSB is commanded by a Captain and supervised by Lieutenants,
                Sergeants, and non-sworn Supervisors. The CSB Captain reports directly
                to the Operations Chief Deputy.

      b.   CSB Staffing

         (1)   CSB is staffed by a Captain, Lieutenants, Sergeants, Deputies, non-
                sworn Supervisors, Entrance Screening Officers, Building Security
                Officers, Civil Process Servers, and Law Enforcement Technicians.

      c.   CSB Purpose

         (1)   The primary responsibility of the CSB is security within the Courthouse,
                Douglas County Courthouse Annex, Civic Center, Douglas County
                Justice Center, 1723 Building (Probation), and the service of Civil and
                Criminal Process.

      d.   CSB Structure

         (1)   The CSB consists of the Public Security Division and the Court Services
                Division.

      e.   Public Security Division (PSD)

         (1)   PSD Structure

            (a)   PSD consists of Building Security Officers assigned to the Building
                   Security Unit and Entrance Screening Officers assigned to the
                   Entrance Security Unit.

         (2)   PSD Staffing and Command

            (a)   PSD is staffed by a PSD Lieutenant, Sergeants, Deputies, non-
                   sworn Building Security Officers and Entrance Screening Officers.

            (b)   The PSD Lieutenant reports directly to the CSB Captain.

         (3)   Entrance Security Unit (ESU)

            (a)   Command

        i.   The ESU is supervised by the PSD Lieutenant and a Sergeant.

    (b)   Staffing

        i.   The ESU is staffed with a Sergeant and Entrance Screening Officers (ESOs).

    (c)   Purpose

        i.   The ESU is responsible for the safe entry of all persons and property entering the Hall of Justice during normal working days.

        ii.   At each Hall of Justice entry/exit Entrance Screening Officers (ESO's) screen persons and property for contraband by use of a magnometer and x-ray machine.

        iii.   ESO II's are armed, but not sworn. ESO II's are required to have law enforcement training. ESO I's are not armed.

                A.   ESO's must qualify with their firearms.

(4)   Building Security Unit (BSU)

    (a)   Command

        i.   The BSU (including both a sworn Deputy and Building Security Officers) is supervised by the PSD Lieutenant, a Sergeant, and non-sworn Building Security Supervisors.

    (b)   Staffing

        i.   The BSU is staffed by a Sergeant, non-sworn Supervisors, and Building Security Officers.

    (c)   Purpose

        i.   The BSU is responsible for the general safety and security of the Civic Center and parking areas during working hours and the overall security of the Hall of Justice/Civic Center (HJCC) complex during non-working hours.

        ii.   The BSU is staffed 24 hours a day, seven days a week.

        iii.   The BSU's services are provided under contract with the Public Building Commission.

        iv.   The BSU monitors HJCC intrusion, fire, and panic alarms, and dispatches appropriate first responders.

        v.   The BSU monitors closed circuit surveillance cameras installed in various locations that are critical to the safety and security of the HJCC complex.

f.   Court Services Division

(1)   CSD Structure

(a)   CSD consists of the County Security Unit and Court Operations Group.

(2)   CSD Staffing and Command

(a)   CSD is staffed by a CSD Lieutenant, Sergeants, Deputies, non-sworn Supervisor, and Civil Process Servers. The CSD Lieutenant reports directly to the CSB Captain.

(3)   County Security Unit (CSU)

(a)   Command

i.   The CSU is supervised by the CSD Lieutenant and Sergeants.

(b)   Staffing

i.   The CCU is staffed with a Sergeant, Deputies, and Law Enforcement Technician.

(c)   Purpose

i.   The Court Security Unit is responsible for court security, the transport of in-custody prisoners between local correctional facilities and institutions for the various courts, and the daily operations of the DCSO's court holding facilities.

(d)   Structure

i.   The Court Services Unit includes the County Court Team (CCT), District Court Team (DCT), and the Juvenile Court Team (JCT).

(e)   County Court Team

i.   Command

A.   The County Court Team is supervised by the CSD Lieutenant and a Sergeant.

ii.   Staffing

A.   The County Court Team is staffed with a Sergeant, Deputies, and a Law Enforcement Technician.

iii.   Purpose

A. The County Court Team is responsible for:

    1. The court room and daily transportation of in-custody prisoners to and from local correctional facilities and institutions for the County Courts.

    2. The daily operations of the Hall of Justice temporary holding facilities on the second floor of the Hall of Justice.

    3. General duties of court security.

(f) District Court Team (DCT)

  i. Command

    A. The DCT is supervised by the CSD Lieutenant and a Sergeant.

  ii. Staffing

    A. The DCT is staffed with a Sergeant, Deputies, and a Law Enforcement Technician.

  iii. Purpose

    A. The District Court Team is responsible for:

      1. Courtroom security for the District Courts.

      2. Transportation of in-custody defendants to and from federal, state (both in-state and out of state), and local corrections facilities and various local and regional institutions as directed by court order, judgement, and sentence.

      3. Transportation and security of prisoners to and from the various District Courts in the Hall of Justice.

      4. The security of sequestered and grand juries.

      5. General duties of court security.

(g) Juvenile Court Team

  i. Command

    A. The JCT is supervised by the CSD Lieutenant and a Sergeant.

ii. Staffing

   A. The JCT is staffed with a Sergeant, Deputies, and Law Enforcement Technician.

iii. Purpose

   A. The Juvenile Court Team is responsible for:

      1. Courtroom security for the Juvenile Courts.

      2. Transportation of in-custody juvenile defendants to and from corrections facilities and various local institutions as directed by court order, judgement, and sentence.

      3. Transportation and security of juvenile prisoners to and from the various Juvenile Courts in the Douglas County Justice Center.

      4. General duties of court and trial security.

(4) Court Operations Group

(a) Command

   i. The COG is supervised by the CSD Lieutenant and Sergeant(s).

(b) Staffing

   i. The COG is staffed with Sergeant(s), Deputies, and Law Enforcement Technicians.

(c) Purpose

   i. Assist with the transportation of in-custody defendants to and from federal, state (both in-state and out of state), and local corrections facilities and various local and regional institutions as directed by court order, judgement, and sentence.

   ii. Conduct Board of Mental Health warrant pick-ups and Board of Mental Health transports between hospitals and secure facilities.

   iii. Upon the request of the courts, conduct compliance checks on individuals who are on pre-trial release or probation and serve arrest warrants as needed for those who have absconded.

   iv. Assist with the execution of criminal and civil process as noted below.

       v.   Provide assistance to the Problem Solving Courts.

       vi.   Assist with general duties of court security as needed.

(d)   Structure

       i.   The COG includes the Fugitive Warrants Team, the Civil Process Team, and the Court Process Team.

(e)   Fugitive Warrants Team

       i.   Command

            A.   The Fugitive Warrants Team is supervised by the COG Sergeant.

       ii.   Staffing

            A.   The Fugitive Warrants Team is staffed with Law Enforcement Technicians, Deputies, and a Sergeant.

       iii.   Purpose

            A.   The Fugitive Warrants Team acts as minister of the Courts and is responsible for the execution, service, data entry, and return of arrest warrants, and other custody orders.

            B.   Warrants and orders primarily include felony and misdemeanor arrest warrants, bench warrants, and orders for immediate custody (juveniles).

            C.   The Fugitive Warrants Team will be responsible for the data entry of warrant information including the input of the status of warrants in the local, state and NCIC databases.

(f)   Court Process Team

       i.   Command

            A.   The Court Process Team is supervised by the COG Sergeant.

       ii.   Staffing

            A.   The Court Process Team is staffed with Law Enforcement Technicians, Deputies, and a Sergeant.

       iii.   Purpose

A.   The Court Process Team assists courts with the service, execution, and return of writs and juvenile-related process. The team is also assigned to assist Problem Solving Courts.

iv.   Structure

A.   The Court Process Team includes the Proceeds Service Function, Juvenile Investigation Function, and the Problem Solving Court Function.

B.   The Proceeds Service Function acts as a ministerial officer to the Courts and is responsible for the service, execution and return of writs. The Proceeds Service Function also executes Distress Warrants that are issued by the County Treasurer in the same manner as an execution.

NOTE: Although somewhat similar to civil process, the execution of a writ requires a demand and/or the seizure and sale of goods and chattels (tangible property or money) to satisfy a judgment or order.

C.   The Juvenile Investigation Function works with the Juvenile County Attorney's Office, Fugitive Warrants Team, and Civil Process Team to serve court orders related to juvenile custody and hearings. Such orders include, but are not limited to, Immediate Custody Orders, Juvenile Parental Subpoenas, and Termination of Parental Rights Summonses.

D.   The Problem Solving Court Function works with the Problem Solving Courts to screen applicants, monitor the progress of participants, assist with executing warrants issued for participants, and assist with home visits as needed.

(g)   Civil Process Team

i.   Command

A.   The Civil Process Team is supervised by a Sergeant who reports directly to the CSD Lieutenant.

ii.   Staffing

A.   The Civil Process Team is staffed with Law Enforcement Technicians and Civil Process Servers (I and II) who are under the direction of a Sergeant.

iii.   Purpose

A. The Civil Process Team acts as a minister of the Courts and is responsible for the service of process and return (disposition of service) to the Courts.

B. Civil process primarily includes the service of subpoenas, summons, protection orders, and other civil process that requires delivery.

iv. Civil Process Team Structure

A. The Civil Process Team includes the Delinquent Tax Function.

v. Delinquent Tax Function

A. The Delinquent Tax Function is staffed by Civil Process Server II's who are responsible for delinquent tax service (see the DCSO "Civil Process" policy).

6. Uniformed Services Bureau (USB)

a. USB Command

(1) The USB is commanded by a Captain and supervised by Lieutenants and Sergeants. The USB Captain reports directly to the Operations Chief Deputy.

b. USB Staffing

(1) The USB is staffed by a Captain, Lieutenants, Sergeants, and Deputies.

c. USB Purpose

(1) The primary responsibility of the USB is the enforcement of all state statutes/laws to create a safe environment for the residents of Douglas County.

(2) USB Deputies will utilize all available measures and resources to prevent crime and apprehend violators under the command of Lieutenants and/or Sergeants, and within the scope of the law.

d. Patrol Division

(1) Structure

(a) The Patrol Division includes a Patrol A-Shift Unit and Patrol B-Shift Unit that each include two patrol teams (Teams 1, 2, 3, & 4). The Patrol Division is staffed 24 hours a day, seven days a week.

(2) Staffing and Command

          (a) Each patrol team is staffed by Patrol Deputies and a Patrol Sergeant. Each Patrol Unit is commanded by Patrol Lieutenants.

          (b) USB Sergeants and Lieutenants are responsible for the supervision of their particular team/unit.

     (3) Purpose

          (a) USB Deputies are responsible for:

               i. Preventive patrol oriented toward the prevention of crimes and accidents, maintenance of public order and the discovery of hazards and delinquency-causing situations.

               ii. Initial response to calls for service.

               iii. Preliminary investigation of crimes, interview/interrogation of witnesses and suspects, and documentation/reporting.

               iv. Victim referral.

               v. Traffic collision investigation and enforcement.

               vi. Traffic collision investigation is under the direction of the Patrol Sergeant.

               vii. Duties and responsibilities include providing technical collision, investigation, selective enforcement, radar, and traffic safety education.

  e. Community Resource Division

     (1) Community Resource Division Structure

          (a) The Community Resource Division includes the Community Action Unit (CAU), Community Resource Unit, and Behavioral Health and Wellness Unit.

     (2) Community Resource Division Staffing and Command

          (a) Units within the Community Resource Division will be staffed by Deputies and Sergeants.

          (b) The Community Outreach Team may include Deputies from throughout the agency.

          (c) A USB Sergeant is responsible for the command of the Community Resource Division.

     (3) Behavioral Health and Wellness Unit

          (a) Command

i.   The Behavioral Health and Wellness Unit is commanded by a USB Sergeant.

(b)   Staffing

i.   The Behavioral Health and Wellness Unit is Staffed by a Sergeant, Deputies, and an Imbedded Licensed Mental Health Professional.

(c)   Purpose

i.   The Behavioral Health and Wellness Unit is responsible for:

A.   Responding to behavioral health crises or situations in which there is a social need.

B.   Conducting rapid on-site crisis assessment.

C.   Developing brief, tailored crisis plans based on available resources and support systems.

D.   Providing on-site mental health and/or substance abuse intervention and crisis management.

E.   Providing resources and referrals as appropriate.

F.   Providing follow-up via telephone call or face-to-face contact after a crisis has occurred.

(4)   Community Resource Unit

(a)   Command

i.   The Community Resource Unit is commanded by a USB Sergeant.

(b)   Staffing

i.   The Community Resource Unit is staffed by a Sergeant, School Resource Officers, and Deputies.

(c)   Purpose

i.   The Community Resource Unit is responsible for providing resources, to include SROs, information, and support to community partners in an effort to build community relationships and reduce crime.

(d)   Community Resource Unit Structure

i.   The Community Resource Unit includes the School Resource Officer Team and Community Outreach Team.

(e)   School Resource Officer (SRO) Team

    i.   Command

        A.   The SRO Team is supervised by the Community Resource Unit Sergeant.

    ii.   Staffing

        A.   The SRO Team is staffed by SRO Deputies.

    iii.   Purpose

        A.   The School Resource Officer position (SRO Deputy) is a specialty assignment (see the DCSO "Specialized Assignments" policy).

        B.   Duties and responsibilities include providing law enforcement services and support to the staff and administration of Douglas County Public Schools in the area of school violence preparedness.

(f)   Community Outreach Team (COT)

    i.   Command

        A.   The Community Outreach Team is under the supervision of the Community Resource Unit Sergeant.

    ii.   Staffing

        A.   The Community Outreach Team is staffed by Deputies from various Bureaus/Divisions within the agency who have volunteered.

    iii.   Purpose

        A.   The Community Outreach Team is responsible for the coordination of crime prevention and community outreach events/programs across the agency in cooperation with command staff to ensure the efficient and effective use of agency resources.

        B.   The Community Outreach Team is specifically responsible for overseeing and implementing the Neighborhood Watch Program, childhood passenger safety checks, and providing additional education and crime prevention resources to area organizations as needed.

(5)   Community Action Unit

(a) Command

    i. The Community Action Unit is commanded by USB Sergeants.

(b) Staffing

    i. The Community Action Unit is staffed by Sergeants and Deputies.

(c) Purpose

    i. The Community Action Unit is responsible for supporting the DCSO objectives of reducing crime and improving quality of life as well as providing support to other DCSO functions as needed.

(d) Community Action Unit Structure

    i. The Community Action Unit consists of two Community Action Teams and the K-9 Team.

(e) Community Action Teams

    i. Command

        A. Each Community Action Team is supervised by a Sergeant.

    ii. Staffing

        A. Community Action Teams are staffed by Deputies.

    iii. Purpose

        A. Community Action Teams are multi-faceted, community policing oriented teams that utilize data-driven problem solving strategies to reduce crimes and crashes, and improve quality of life. Team responsibilities may include, but are not limited to:

            1. Traffic enforcement.

            2. Crime suppression efforts.

            3. Community engagement and outreach.

            4. Assisting other DCSO Divisions and Units as needed.

            5. Coordination of resources to address behavioral health issues and homelessness.

            6. Crime prevention education.

(f)   K-9 Team

      i.   Command

          A.   The K-9 Team is supervised by a Sergeant.

      ii.   Staffing

          A.   The K-9 Team is staffed by a certified Police Service Dog Evaluator and Deputies. These Deputies may be assigned outside of the K-9 Team for their main assignment.

      iii.   Purpose

          A.   The K-9 Team is responsible for the training, certification, maintenance, and oversight of Police Canines assigned in various capacities throughout the agency (see the DCSO "Canine Operations" policy).

          B.   The K-9 Team is also responsible for drug interdiction on the highways, at the airport, and other means of public transportation.

f.   Auxiliary Division

(1)   Auxiliary Division Structure

    (a)   The Auxiliary Division includes the Nautical Services Unit (NSU), Accident Investigation Unit (AIU), Motorcycle Unit, Drone Unit, Chaplain Program, Explorer Program, Honor Guard, and Pipe and Drum Corps.

(2)   Auxiliary Division Staffing and Command

    (a)   Units within the Auxiliary Division will be staffed by Deputies, non-sworn members, and may include Sergeants and/or Lieutenants.

    (b)   The NSU, Accident Investigation Unit, Motorcycle Unit, Drone Unit, Honor Guard, and Pipe & Drum Corps may include Deputies and members from throughout the Agency.

    (c)   The USB Captain or designee is responsible for the command of the Auxiliary Division.

(3)   Nautical Services Unit (NSU)

    (a)   Command

      i.   The NSU is under the supervision of the USB Captain or designee and specially trained Operators.

(b)   Staffing

      i.   The NSU has several teams that are staffed with Deputies from the various Bureaus/Divisions within the agency who have volunteered and have been specially trained.

(c)   Purpose

      i.   The Nautical Services Unit's responsibility is patrol of the Missouri River, primarily during the summer months and navigation season.

      ii.   Under Nebraska state statute the Sheriff enforces all hunting, fishing and boating laws, and may investigate boating accidents.

      iii.   The NSU, under a verbal agreement, will assist the US Coast Guard when requested by the Port Commander in St. Louis.

      iv.   The NSU also has a verbal agreement with the Department of Homeland Security and TSA to provide perimeter security of Eppley Airport under a cooperative terrorism mitigation plan.

(4)   Accident Investigation Unit (AIU)

(a)   Command

      i.   The AIU is under the supervision of the USB Captain or designee and specially trained Team Leader.

(b)   Staffing

      i.   The AIU is staffed with Deputies from the various Bureaus/Divisions within the agency who have volunteered and have been specially trained.

(c)   Purpose

      i.   The AIU may be responsible for investigating crashes in which serious injury exists, there is known potential life-threatening injury, a fatal injury has occurred, fault is not clearly established, and other situations in which the expertise of the AIU is deemed necessary to document the crash scene.

(5)   Motorcycle Unit

(a)   Command

      i.   The Motorcycle Unit is under the supervision of the USB Captain or designee and a Sergeant.

        (b)   Staffing

               i.   The Motorcycle Unit is staffed with specially trained USB Deputies (see the DCSO "Special Purpose Vehicles" policy).

        (c)   Purpose

               i.   The Motorcycle Unit is responsible for conducting traffic enforcement and participating in approved special events such as parades, motorcades, training, and education.

    (6)   Drone Unit

        (a)   Command

               i.   The Drone Unit is under the supervision of a specially trained Team Leader who reports to the USB Captain or designee.

        (b)   Staffing

               i.   The Drone Unit is staffed with Deputies from the various Bureaus/Divisions within the agency who have volunteered and have been specially trained.

        (c)   Purpose

               i.   The Drone Unit may be activated to provide situational awareness, scene documentation, assist with search and rescue efforts, support the tactical deployment of Deputies and equipment, provide criminal intelligence, or provide visual perspective.

    (7)   Chaplain Program

        (a)   Command

               i.   The Chaplain Program is under the supervision of the USB Captain or designee and the Chaplain Liaison.

        (b)   Staffing

               i.   The Chaplain Program is staffed by volunteer, specially trained chaplains.

        (c)   Purpose

               i.   The Chaplain Program provides chaplains who can provide assistance of a spiritual and social nature to both DCSO members and citizens (see the DCSO "Chaplain Program" policy).

    (8)   Explorer Program

(a)   Command

        i.   The Explorer Program is under the supervision of the USB Captain or designee and a sworn Program Manager.

(b)   Staffing

        i.   The Explorer Program is staffed with a sworn Program Manager and volunteer, high-school aged youth.

(c)   Purpose

        i.   The Explorer Program provides high school aged youth with training and experience in various aspects of the law enforcement field within a safe environment.

(9)   Honor Guard

     (a)   Command

        i.   The Honor Guard is under the supervision of the USB Captain or designee and the Honor Guard Coordinator.

     (b)   Staffing

        i.   The Honor Guard is staffed by Deputies and Supervisory/Command Members from various Bureaus/Divisions within the agency who have volunteered and have been specially trained.

     (c)   Purpose

        i.   The Honor Guard is responsible for providing services for funerals of active and retired DCSO members, active officers of other agencies, and other persons designated by the Operations Chief Deputy (see the DCSO "Ceremonial Services" policy).

(10)   Pipe and Drum Corps

     (a)   Command

        i.   The Pipe and Drum Corps is under the supervision of the USB Captain or designee, Pipe Major, and Drum Sergeant.

     (b)   Staffing

        i.   The Pipe and Drum Corps is staffed by sworn and non-sworn members from various Bureaus/Divisions from within the agency who have volunteered and been specially trained.

     (c)   Purpose

i.   The Pipe and Drum Corps is responsible for providing ceremonial services at public events (see the DCSO "Ceremonial Services" policy).

E.   Administration

    1.   Executive Support Division (15.1.1)

        a.   Executive Support Division Structure

           (1)   The Executive Support Division includes the Administrative Coordinator, Policy Coordinator, Purchasing Coordinator, Grant Coordinator, Executive Communications Coordinator, Legislative Liaison Coordinator, and the Asset Forfeiture Program.

        b.   Executive Support Division Staffing and Command

           (1)   Units within the Executive Support Division are commanded by the Administration Chief Deputy and are staffed by non-sworn members and a Lieutenant.

        c.   Administrative Coordinator

           (1)   Command

               (a)   The Administrative Coordinator reports directly to the Administration Chief Deputy for administrative purposes.

           (2)   Purpose

               (a)   The Administrative Coordinator plans and performs complex administrative office coordination for the Operations Chief Deputy, Administration Chief Deputy, and Sheriff to assure smooth, timely, and efficient office operations for the DCSO, to include the approval of payroll.

        d.   Policy Coordinator

           (1)   Command

               (a)   The Policy Coordinator reports directly to the Administration Chief Deputy.

           (2)   Purpose

               (a)   The DCSO is accredited through the Commission on Accreditation for Law Enforcement Agencies (CALEA).

               (b)   The Policy Coordinator is responsible for:

                    i.   Management of the accreditation process by ensuring compliance with accreditation standards and established policies.

     ii. Maintenance of DCSO policies and procedures including managing the revision process of all DCSO policies and procedures.

     iii. Management of PowerDMS.

 e. Purchasing Coordinator

  (1) Command

   (a) The Purchasing Coordinator reports directly to the Administration Chief Deputy.

  (2) Purpose

   (a) The Purchasing Coordinator is responsible for:

     i. Entering requisitions for purchases and invoice payments.

     ii. Maintaining the DCSO purchasing database and physical purchasing records.

     iii. Submitting direct pay forms to the Clerk's Office.

     iv. Processing training requests.

     v. Processing red light permits and maintaining the red light permit database.

     vi. Submitting monthly vehicle registration renewals and maintaining the vehicle database.

     vii. Submitting fixed asset forms to the Clerk's office and maintaining physical records.

     viii. Assisting the Front Desk Unit and performing other administrative tasks as needed.

 f. Grant Coordinator

  (1) Command

   (a) The Grant Coordinator reports directly to Administration Chief Deputy.

  (2) Purpose

   (a) The Grant Coordinator is responsible for researching, applying for, and monitoring local, State and Federal grants that are available to law enforcement.

 g. Executive Communications Coordinator

(1)   Command

    (a)   The Executive Communications Coordinator reports directly to the Administration Chief Deputy.

(2)   Purpose

    (a)   The Executive Communications Coordinator is responsible for:

        i.   Preparing and distributing agency news releases and marketing materials.

        ii.   Coordinating press conferences, statements, interviews, and appearances with DCSO officials.

        iii.   Assisting in managing DCSO's social media platforms and website.

        iv.   Serving as the producer, director, and scriptwriter of DCSO video projects.

        v.   Establishing and maintaining the executive calendar.

        vi.   Supervising the Youth and Family Engagement Specialist.

h.   Youth and Family Engagement Specialist

(1)   Command

    (a)   The Youth and Family Engagement Specialist reports directly to the Executive Communications Coordinator.

(2)   Purpose

    (a)   The Youth and Family Engagement Specialist is responsible for:

        i.   Serving as a liaison between the DCSO, the public, community organizations, key members of the criminal justice system, and at-risk youth and their parents/guardians.

        ii.   Conduct at-risk youth assessments.

        iii.   Develop and support programs that are designed to assist at-risk youth and their families.

i.   Legislative Liaison Coordinator

(1)   Command

    (a)   The Legislative Liaison Coordinator reports directly to the Administration Chief Deputy.

(2)   Purpose

(a) The Legislative Liaison Coordinator is responsible for:

      i.   Monitoring legislative changes that may impact the agency and updating command.

      ii.   Recommending legislative and resolution changes to command.

      iii.   Presenting at the county board and legislature on behalf of the agency as needed.

      iv.   Directing research projects to affected Captains/Managers.

2. Administrative Services Division (ASD)

  a. ASD Command

    (1) The ASD is commanded by the Administrative Services Lieutenant who reports directly to the Administration Chief Deputy.

  b. ASD Staffing

    (1) The ASD is staffed by non-sworn Law Enforcement Technicians, a Supervisor, and non-sworn Title Inspectors.

  c. ASD Purpose

    (1) The Administrative Services Lieutenant is responsible for:

      (a) Supervising the Administrative Services LET, Front Desk Unit, and Title Inspections Unit.

      (b) Maintenance of agency forms (see the DCSO "Forms Management" policy).

      (c) Conducting agency cash audits (see the DCSO "Fiscal Management" policy).

      (d) Overseeing the maintenance and replenishment of agency owned equipment, to include equipment audits as required (see the DCSO "Inspections" and "Fiscal Management" policies).

      (e) Coordinating the administration processes for hiring and separation of employees (see the DCSO "Hiring," "Awards Program," and "Fiscal Management" policies).

      (f) Assisting the Chief Deputy with the budget process and other projects as assigned.

      (g) Coordinating training for newly promoted Sergeants and Lieutenants (see the DCSO "Training Administration" policy).

(h) Coordinating Level III Conditional NCIC training and ensuring that certifications are up to date (see the DCSO "Training Administration" policy).

(i) Coordinating the Volunteer and Intern program on behalf of the Administration Chief Deputy.

d. ASD Structure

(1) The ASD includes the Front Desk Unit (FDU) and the Title Inspections Unit (TIU).

e. Front Desk Unit

(1) Command

(a) The FDU is supervised by the Administrative Services Lieutenant.

(2) Staffing

(a) The FDU is staffed by non-sworn Law Enforcement Technicians.

(3) Purpose

(a) The FDU is primarily responsible for:

i. Initial contact and security of persons entering the Law Enforcement Center's main entrance, and/or persons contacting the Sheriff's Office by telephone, email, or fax, and directing them to the appropriate member.

ii. Dissemination of incoming and outgoing mail, departmental orders, subpoenas/notices for court appearance and other communications.

iii. Providing copies of reports, and issuing Permits to Purchase Firearms to the public.

f. Title Inspection Unit (TIU)

(1) Command

(a) The TIU is supervised by a non-sworn Supervisor who reports directly to the Administrative Services Lieutenant.

(2) Staffing

(a) TIU is staffed by a Supervisor and non-sworn Title Inspectors.

(3) Purpose

(a) The TIU is responsible for:

     i. The inspection of motor vehicles for individuals seeking a Nebraska title.

     ii. Examining vehicles and associated documentation to ensure that vehicles are not stolen or illegally brought into Nebraska.

     iii. Inspecting vehicle identification numbers and titles.

     iv. Approving vehicles for titling.

     v. Referring stolen vehicles and information to law enforcement vehicle theft investigators.

3. Training Division

  (1) Command

    (a) The Training Division is commanded by a Sergeant who reports directly to the Administration Services Lieutenant.

  (2) Staffing

    (a) The Training Division is staffed by a Sergeant, Deputies, and a Law Enforcement Technician.

  (3) Purpose

    (a) The Training Division is responsible for conducting and/or arranging, documenting, evaluating all aspects of the training function. Under the command of the Training Division Sergeant, Deputies perform the following tasks:

     i. Recruit training.

     ii. Manage the FTO Program.

     iii. Conduct and manage agency training as required by State Statute, CALEA accreditation, and/or agency needs (see the DCSO "Training Administration" policy).

4. Property and Evidence Division (PED)

 a. PED Command

  (1) PED is supervised by a Property and Evidence Manager who reports directly to the Administration Chief Deputy.

 b. PED Staffing

  (1) PED is staffed by a Property and Evidence Manager and Property/Evidence Technicians.

 c. PED Purpose

(1) The Property and Evidence Division is responsible for:

(a) The secure storage, preservation and documentation (chain of evidence) of all property /evidence seized by the DCSO.

(b) Receiving, storing, and tracking property and evidence until final disposition.

(c) Transporting forensic evidence to laboratories.

5. Records Division

a. Command

(1) The Records Division is supervised by a non-sworn Manager who reports directly to the Administration Chief Deputy.

b. Staffing

(1) The Records Division is staffed with Law Enforcement Technicians and a Records Manager.

c. Purpose

(1) The Records Division is responsible for:

(a) Reviewing, correcting, imaging, and disseminating all operational reports.

i. Dissemination includes copying and forwarding reports to law enforcement agencies and officers, the Department of Motor Vehicles, and agencies of the criminal justice system.

(b) Preparing and submitting NIBRS reports.

(c) Assisting in the processing of Permits to Purchase Firearms.

(d) Issuing of background checks.

(e) Data entry of all reports, booking citations, NCIC entry of stolen guns and articles.

6. Internal Affairs Division

a. Command

(1) The Internal Affairs Division Lieutenant reports directly to the Administration Chief Deputy.

b. Staffing

(1) The Internal Affairs Division is staffed by a Sergeant and Lieutenant.

c. Purpose

(1) The Internal Affairs Division is responsible for:

(a) Citizen complaint investigations.

(b) Investigation of internal agency matters.

(c) Pre-employment investigations.

(d) Early Intervention System (EIS).

F. Organization Chart (11.1.1)

1. The organizational chart will be reviewed and updated as needed.

2. The chart is accessible to all members in the following locations:

a. The chart is posted on the Sheriffs web site and PowerDMS.

b. The chart may be posted in various locations throughout the DCSO.

III. Organizational Assignment

A. DCSO members will be assigned within the organization in accordance with applicable bargaining agreements, Merit Commission rules, Civil Service Rules, and DCSO policies and procedures (see the DCSO "Specialized Assignments" policy).

B. The DCSO will ensure that all DCSO members have the necessary facilities and equipment required to complete their assigned duties (see the DCSO "Uniforms and Appearance," "Fiscal Management," "DCSO Vehicles," and "DCSO Facilities Security and Maintenance" policies).

C. The Sheriff or Sheriff's designee has the discretion to offer work from home arrangements on a case-by-case basis based on the needs of the agency and the interest of the DCSO member.

1. No DCSO member will be required to work from home. Participation in work from home arrangements are on a voluntary basis. As such, no change in working conditions are implied or expressed.

IV. Command Protocol

A. Unity of Command

1. Unity of Command ensures that all members are aware of what is expected of them. Additionally, it promotes efficiency and responsibility in that each organizational component of the agency is under the direct command of only one supervisor. (11.2.1)

2. Each member of the agency is accountable to only one Supervisor/Command Officer at any given time. There may be times when a Supervisor has to give a command to a member who is outside the chain of command, including: (11.3.2)

a. During an emergency situation when immediate action is required.

        b.   When immediate action is required to prevent embarrassment or discredit to the agency.

B.   Chain of Command

    1.   The chain-of-command is a formal line of communication extending downward or upward within the organizational hierarchy through each successive level of command. The chain-of-command will generally mirror the DCSO's organizational chart.

        a.   The Technical Operations Division is responsible for updating the organizational chart to reflect the current state of the agency.

    2.   Non-sworn and sworn members will be assigned to positions within the organization corresponding to their rank or level of supervision.

    3.   The sworn hierarchy of rank is listed below, from highest to lowest:

        a.   Sheriff.

        b.   Chief Deputy.

        c.   Captain.

        d.   Lieutenant.

        e.   Sergeant.

        f.   Deputy.

    4.   Non-sworn management and supervisory job descriptions include:

        a.   Forensic Services Director.

        b.   Records Division Manager.

        c.   Property & Evidence Division Manager.

        d.   Civil Process Unit Supervisor.

        e.   CSI Field Supervisor.

        f.   Technical Operations Division Manager.

        g.   Entrance Screening Unit Supervisor.

        h.   Building Security Unit Supervisor.

        i.   Title Inspections Division Supervisor.

        j.   Assistant Laboratory Director & Quality Assurance Specialist.

    5.   Decision making within the DCSO must follow the chain-of-command. Therefore, the flow of information will be along the same lines. It is incumbent upon members of the DCSO to keep their respective supervisor informed.

a. Generally, members will not circumvent their immediate supervisor in an effort to report information to a higher-ranking individual.

b. Similarly, no one will withhold information from a supervisor that is needed by that supervisor to make a sound decision.

c. However, there are some exceptions to the above rule where it is permissible to circumvent the chain-of-command:

   (1) Emergency situations where an immediate decision is needed but the immediate supervisor isn't readily available.

   (2) A request is received from a person of higher rank than the member's supervisor. In this case, members will report back to the person making the original request.

   (3) Criminal violations, harassment, or other violations of the Department Code of Conduct where the alleged violator is the immediate supervisor.

6. The various levels within the chain-of-command may not be consistent across Bureaus/Corps. For example, in one particular Bureau/Corps, a Sergeant may report directly to a Captain because an intermediate Lieutenant doesn't exist. Similarly, one Bureau/Corps may be structured so that a Civilian Supervisor reports to a Sergeant, but in another Bureau, a Civilian Supervisor at the same level may report to a Lieutenant or Captain.

   a. In all cases where there is question about who takes up what position in the chain of command within a given Bureau/Corps, the Bureau Captain/Chief Deputy will make the final determination.

   b. When supervisors or ranking officers are absent, the respective Bureau Captain/Chief Deputy may make temporary member adjustments to compensate for the deficiency. These adjustments will be made known to all affected.

   c. The chain-of-command will be respected when dealing with information that a supervisor must possess to make an informed decision.

      (1) Casual conversation is not affected by the chain-of-command, nor is routine operational communication.

      (2) The flow of information discussed in this order pertains to written as well as verbal communication.

7. Acting Sergeant Assignment

   a. Acting Sergeants will be assigned in two scenarios:

      (1) Scenario 1:

         (a) There is no Supervisor at the rank of Sergeant on-duty within the Division/Unit.

(b) There is no Supervisor at the rank of Sergeant on-duty within the bureau.

(c) There are no Command Officers at the rank of Lieutenant or higher on-duty within the Bureau.

-AND-

(d) The absence of the Sergeant/Lieutenant will extend beyond two hours of the Acting Sergeant's shift.

(2) Scenario 2:

(a) The only on-duty Sergeant or Lieutenant within the bureau is involved in a special task/project that will prohibit them from completing incident supervision, answering legal/procedural questions, or completing administrative duties.

-AND-

(b) The special task/project will extend beyond two hours of the Acting Sergeant's shift.

b. If it is determined that an Acting Sergeant will be assigned based on the criteria listed above, the Acting Sergeant will note the criteria that led to the assignment on the Overtime/Premium Pay Report (SF-103) that is submitted and who approved the assignment.

(1) A Bureau Captain or higher will be required to approve the Overtime pay for the Acting Sergeant.

8. During single operations involving members of different Divisions or Units, the ranking supervisor present from the organizational component responsible for the incident is deemed to have supervisory control. (12.1.2c)

a. Another Command Officer's appearance at the scene does not automatically place that Command Officer in charge of that scene unless that Command Officer assumes control by announcement.

V. Authority and Responsibility

A. Command Officers

1. The Sheriff is responsible for the overall management of the DCSO.

a. In the Sheriff's absence, the Operations Chief Deputy assumes responsibility. (12.1.2a)

b. In the absence of the Operations Chief Deputy, the Administration Chief Deputy assumes responsibility. (12.1.2a)

c. In the absence of the Administration Chief Deputy, a designated Bureau Captain will assume responsibility. (12.1.2a)

        d.   If no written designation is made, the senior Captain (time in grade) will assume responsibility. (12.1.2a)

   2.   Any command officer may designate a subordinate to fill the command officer's duties during an absence. (12.1.2d)

        a.   If a specific designation has not been made, the duties rest with the senior member of the preceding rank (time in grade).

        b.   Members will be given the authority to make decisions necessary for the effective execution of their duties at every level within the agency. Commensurate authority will accompany responsibility. (11.3.1a)

        c.   All agency members are fully accountable for use of delegated authority or for the failure to utilize it. (11.3.1b)

   3.   During natural and man-made disasters, civil unrest and other unusual occurrences or exceptional situations, command will be established according to current emergency plans. (12.1.2b)

B.   Supervisors

   1.   Within every rank level of the DCSO, supervisory members have the authority necessary to carry out their duties and responsibilities and are accountable for the use of such authority. (11.3.1a, 11.3.2)

   2.   Supervisory members are accountable for the activities and performance of members under their immediate control. (11.3.2)

   3.   Supervisors have the authority to delegate responsibility, make necessary assignments, issue orders, and enforce DCSO policies, regardless of the subordinate's area of assignment.

   4.   Supervisory Deputies of the same rank will defer to the senior ranking officer (time in grade) for direction.

       EXAMPLE: When there is conflicting direction within a group of two or more Sergeants, the junior Sergeant(s) will defer to the senior Sergeant.

   5.   Acting Supervisors and/or command members assume the same responsibility and will command the same respect and response to command as the supervisor and/or command member regularly assigned. In the absence of delegation, the senior Deputy of rank will assume such responsibility and is accountable for their decisions and actions. (11.3.1b)

C.   Subordinates

   1.   Subordinates are required to obey any lawful order issued by a superior, including any order relayed from a superior by a member of the same or lesser rank in accordance with the DCSO Code of Conduct policy (see the "Insubordination" section). (12.1.3)

REFERENCES:

I.   **Previous DCSO Orders**

       A.   Previous DCSO General Orders include: #82-2023, #7-2023, #55-2022, #39-2021, #15-2021, #95-2020, #24-2020, #49-2019, #97-2018, #3-2018, #6-2017, #13-2016, #11-2016, #4-2016, #1-2016, #5-2015, #1-2015, #16-2013, #18-2012, and #10-2011.

II.   **CALEA Accreditation Standards**

       A.   Applicable CALEA Accreditation Standards include: 11.1.1, 11.2.1, 11.3.1, 11.3.2, 12.1.1, 12.1.2, and 12.1.3.

III.   **Review Schedule**

       A.   Quadrennial.