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## Organizational Structure and Responsibility

### 200.1 PURPOSE AND SCOPE

The organizational structure of this office is designed to create an efficient means to accomplish our mission and goals and to provide for the best possible service to the public.

### 200.2 OFFICE OF THE SHERIFF

The Office of the Sheriff consists of the Sheriff and Undersheriff. The Undersheriff is second in command of the Kitsap County Sheriff's Office and is subordinate only to the Sheriff. The Undersheriff is the Sheriff's chief administrator and has duties as assigned by the Sheriff. During the Sheriff's temporary absence from duty, the Undersheriff automatically assumes all duties and responsibilities of the Sheriff.

The Office of the Sheriff includes the, Public Information Officer,, Honor Guard, and administrative staff including the Sheriff's Administrative Office Manager and the Fiscal Management Team.

### 200.3 DIVISIONS

The Sheriff is responsible for administering and managing the Kitsap County Sheriff's Office. There are three divisions in the Sheriff's Office as follows:

- Patrol Division
- Detective and Support Services Division
- Corrections Division

The Divisions are under the command of a Division Chief appointed by the Sheriff. The Chiefs direct the activities of their division in accordance with policies of the Sheriff. Chiefs may set policies and procedures that do not conflict with policies in this manual for personnel under their command.

#### 200.3.1 PATROL DIVISION

This Patrol Division is under the command of the Chief of Patrol. The division is responsible for:

- Criminal investigations
- Traffic enforcement and collision investigations
- K-9
- Marine Unit
- Search and Rescue
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- School Resource and Community Resource programs
- KCSO emergency response coordination

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- Field training program
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- Cadet Program
- Bicycle Unit
- Crisis Intervention Team
- Employee Peer Support Program
- Special Weapons and Tactics (SWAT) Team
- Crisis Negotiation Team
- Homeland Security

### 200.3.2 DETECTIVE AND SUPPORT SERVICES DIVISION

The Detective Section is under the command of the Chief of Detectives and Support Services.

The section is responsible for:

- Criminal follow-up investigations
- Sex Offender Registration Program
- Truth Verification program
- Crime scene investigations

The Support Services Section is under the Command of the Chief of Detectives and Support Services. The section is responsible for:

- Civil functions
- Agency records
- Reception and Dispatch
- Agency facilities
- Equipment and quartermaster responsibilities
- Chaplain Program
- Awards / Recognition Committee
- Property and evidence handling

The Professional Standards Section is under the command of the Chief of Detectives and Support Services. The section is responsible for:

- Pre-employment background investigations
- Administrative investigations
- Training

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- Policy management
- Accreditation management

### **200.3.3 CORRECTIONS DIVISION**

The Corrections Division is under the command of the Chief of Corrections. The division is responsible for the maintenance and safe operation of the Kitsap County Jail and Work Release Facility and other related programs. These include:

- Reentry Services
- Food service management
- Prisoner transport
- Medical and mental health services
- Training
- Court Security

### **200.4 COMMAND PROTOCOL**

The chain of command describes the office's authority structure in routine circumstances. Division Chiefs' delegated authority is not confined to their respective divisions. Chiefs maintain authority over all employees and volunteers as may be necessary for the efficient administration of the office, however direct commands to personnel not assigned to their control should be avoided, except where necessary.

During emergencies, the chain of command structure may be temporarily modified.

When personnel from more than one division are engaged in a single operation, the following command protocol shall apply:

- The assigned division supervisor shall maintain command of operations until it is determined that the primary task responsibility should be transferred to another division.
- When an operation is transferred to another division, the new divisions shall assume command of the operation.
- The Division Chief, whose division has task responsibility, may assume command when present.

In some situations, the supervisor in command may temporarily grant command authority to employees with special skills or knowledge to resolve the situation. At any time, such authority may be rescinded. During unusual occurrence operations, authority over officers may be given to supervisory personnel of another agency. In these extreme cases, officers will be given prior notification, if possible.

The office allocates and distributes personnel within all organizational units in accordance with the needs of the Kitsap County Sheriff's Office.

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### 200.4.1 ORDERS

Members shall respond to and make a good faith and reasonable effort to comply with the lawful order of superior officers and other proper authority.

### 200.4.2 CONFLICTING ORDERS

Employees who are given an order, which is in conflict with a previous order, policy, or directive, shall respectfully inform the supervisor issuing the order of the conflict. If the supervisor issuing the order does not correct the conflict, the conflicting order stands. The responsibility for the conflict lies with the supervisor. Employees who are compelled to follow a conflicting order shall not be held responsible for disobedience of the previous order, policy, or directive. Employees are not required to obey an order that they know would require them to commit any illegal act. If the legality of an order is in doubt, employees are to request the issuing supervisor to clarify the order or to confer with higher authority.

### 200.4.3 SUCCESSION OF COMMAND

The Sheriff exercises command over all personnel in the Sheriff's Office. During planned absences the Sheriff and the Undersheriff, a Division Chief will be assigned to serve as the acting Sheriff.

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

- (a) Undersheriff
- (b) Chief of Patrol
- (c) Chief of Detective / Support Services
- (d) Chief of Corrections
- (e) Fully commissioned Lieutenant's by date of promotion

### 200.4.4 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Office. Generally, each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., K-9, SWAT), any supervisor may temporarily direct any subordinate if an operational necessity exists.

## **200.5 SPAN OF CONTROL**

Each organizational component of the office is under the direct command of a supervisor. Individual employees may be responsible for many different duties and job responsibilities in a given period; however employees are responsible to only one supervisor at a specific place and/or time.

A job description of each agency position shall be on file in both the Kitsap County Personnel and Civil Service Offices. Supervisors of specialized units shall work with an employee's regularly

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assigned supervisor to ensure there are no conflicting orders or assignments. Multiple supervisors on the same shift shall work together to ensure there are no conflicting orders or assignments.

### **200.6 SUPERVISION AND RESPONSIBILITY**

Supervisors are responsible and accountable for the work performance of employees under their immediate and direct control. Although supervisors may delegate the actual performance of tasks, responsibility and accountability for the accomplishment of these tasks is not transferable.

Both civilian and commissioned supervisors share the responsibility for assuring that all employees:

- Live up to the agency mission and values statements
- Follow professional ethics rules
- Follow county rules and ordinances
- Observe agency rules of conduct

Supervisors who observe an employee, not under their direct control, whose behavior is in violation of any of these proceeding rules, should immediately intervene to stop the violation and provide corrective action. After doing so, supervisors should bring the violations to the attention of the employee's immediate supervisor.

Though commissioned supervisors provide direction to commissioned officers, and civilian supervisors provide direction to civilian employees, both supervisors are empowered to direct any combination of employees in administrative and planning activities.

The Kitsap County Sheriff's Office policy is to ensure that proper supervision is available for all shifts. The Kitsap County Sheriff's Office intends to balance the employee's needs against the need to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the paramount concern is the need to meet operational requirements of the office.

Minimum staffing levels should result in the scheduling of at least one regular supervisor on duty whenever possible. If no supervisor is available, a deputy/officer will be temporarily assigned to a supervisor role.

#### **200.6.1 EMPLOYEE RESPONSIBILITIES**

Employees and volunteers are empowered to make the decisions necessary for the effective execution of their responsibilities. Employees are delegated the authority to perform their duties by the Sheriff. Each employee is held accountable for his or her performance and the appropriate use of delegated authority.

Employees shall accept the responsibilities placed upon them. Officers are further held accountable to their commission and oath of office. Employees shall obey all laws of the United States and the State of Washington, Kitsap County Ordinances, and lawful orders issued by a supervisor or superior officer, including orders relayed from the supervisor.