



## **General Order 11.1 - Organization**

**PURPOSE:** Define the organizational structure of the department; indicate the sheriff's personal span of control; provide an organization chart and procedures for updating of same; and define the responsibilities of the various primary components of the department.

DATE OF APPROVAL: 6/20/2024

DATE OF ISSUE: 6/20/2024

EFFECTIVE DATE: 6/20/2024

REVIEW DATE: Annual

AMENDS: 11.1.1, 11.1.2, 11.1.3, 11.1.4

THIS ORDER CANCELS: 11.1 Approved 10/23/19, 12/30/2020

ISSUED BY: Sheriff Jeffrey T. Easter

REVIEWED BY: Standard Review Committee

A handwritten signature in black ink, reading 'Jeffrey T. Easter', is positioned below the text of the order.

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### **11.1.1 ORGANIZATIONAL STRUCTURE**

- A. The Sedgwick County Sheriff's Office is composed of three (3) primary components: Administration Bureau, Law Enforcement Bureau, and Detention Bureau.
1. The Administration Bureau is headed by an Undersheriff and consists of the Support Division, and the Administrative (clerical) Unit.
  2. The Law Enforcement Bureau is headed by an Undersheriff and consists of the Judicial Division, Patrol Division, and Investigations Division.
  3. The Detention Bureau is headed by a Jail Administrator and consists of the Operations and Support Services Divisions.

### **11.1.2 SHERIFF'S PERSONAL SPAN OF CONTROL**

- A. The Sheriff is responsible for all aspects of the Sedgwick County Sheriff's Office.
- B. The following persons shall report directly to the Sheriff:
  - 1. Undersheriff(s)
  - 2. Jail Administrator
  - 3. Sheriff legal advisor
  - 4. Professional Standards Unit (PSU)

### **11.1.3 ORGANIZATION CHART**

- A. An organization chart of the department can be located at the end of this section.
- B. This chart will undergo annual review and be updated as necessary for accuracy.
- C. A copy of the organization chart will be placed in the Sheriff's Office shared drive in the General Share folder.
- D. The organization chart will be displayed in each division, where it will be accessible to all personnel.

### **11.1.4 COMPONENT RESPONSIBILITY**

- A. The Sheriff's Administration is responsible for the following tasks:
  - 1. The Sheriff is responsible for supervising all Bureaus and the Professional Standards Unit.
    - a. The Professional Standards Unit will investigate complaints of personnel misconduct as they arise, supervise and perform research affecting departmental procedures, and work with the sheriff's legal advisor investigating lawsuits and claims against the department
  - 2. The Undersheriffs are responsible for supervising their respective Bureaus, assuming command in the sheriff's absence as required, and personnel issues.
  - 3. The Administration Undersheriff is responsible for the Support Division of the Sheriff's Office, equipment procurement, supply purchases, supervising the Administrative Units, Senior Administrative Officer, and assuming command in the Sheriff's absence as required.
    - a. The Administrative Unit handles the input and payment of purchase requisitions and other financial records, payroll and personnel changes to the County system, reconciliation of the

inmate checking account, revenue deposits, tax sales, and mortgage sales.

- b. The Support Division consists of the Special Projects Unit (manages and supports projects and programs that affect the entire Sheriff's Office, performs research influencing product selection or safety training and coordinate Homeland Security Operations), Training Section (basic training, in-service training, firearms range, recruitment), the Records Section (central repository for various official records,), and the Property and Evidence/Supply Section (storage of evidentiary and other property, central supply for uniforms and equipment).

B. The responsibilities of the Law Enforcement Bureau include:

- 1. The Judicial Division, which provides civil and criminal process, court liaison and prisoner escort to and from court, and extraditions of felons throughout the United States wanted in the 18th Judicial District.
- 2. The Patrol Division, which provides initial call response, preventative patrol, traffic enforcement, initiation of criminal and accident investigations, crime prevention, community policing, community liaison unit and police service dogs.
- 3. The Investigations Division, which provides follow-up investigations, collating intelligence information, and specialized crime investigations (vice, narcotics, EMCU, Offender Registration Unit, DEA Task Force, Joint Terrorism Task Force, and crime scene investigations).

C. The responsibilities of the Jail Administrator and Detention Bureau include:

- 1. The Support Services Division consisting of:
  - a. Medical Clinic
  - b. Commissary
  - c. Detention Clerical
  - d. Inmate Coordinators
  - e. Inmate Programs (AA, Anger Management etc)
  - f. Chaplain Services

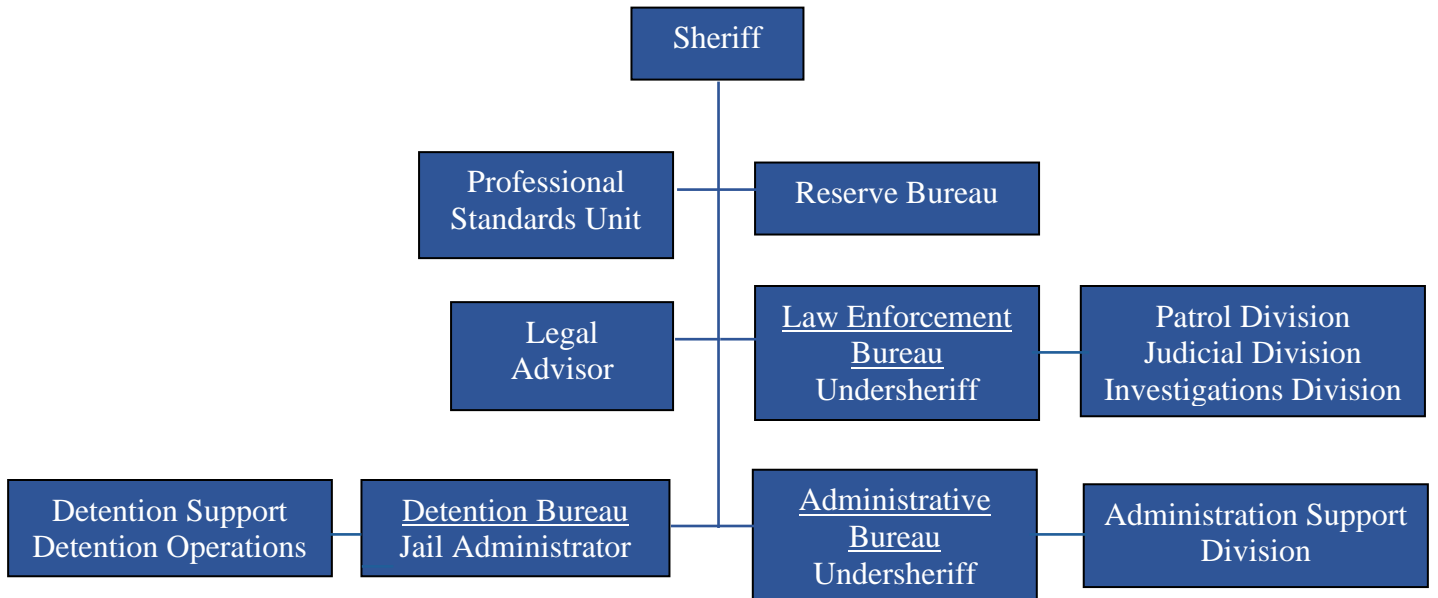
- g. Quartermaster
- h. Kitchen
- i. Classification
- j. Population Control – management of inmate population
- k. Intelligence
- l. Phone and visitation vendor
- m. Flex Team

2. Operations consists of the following:

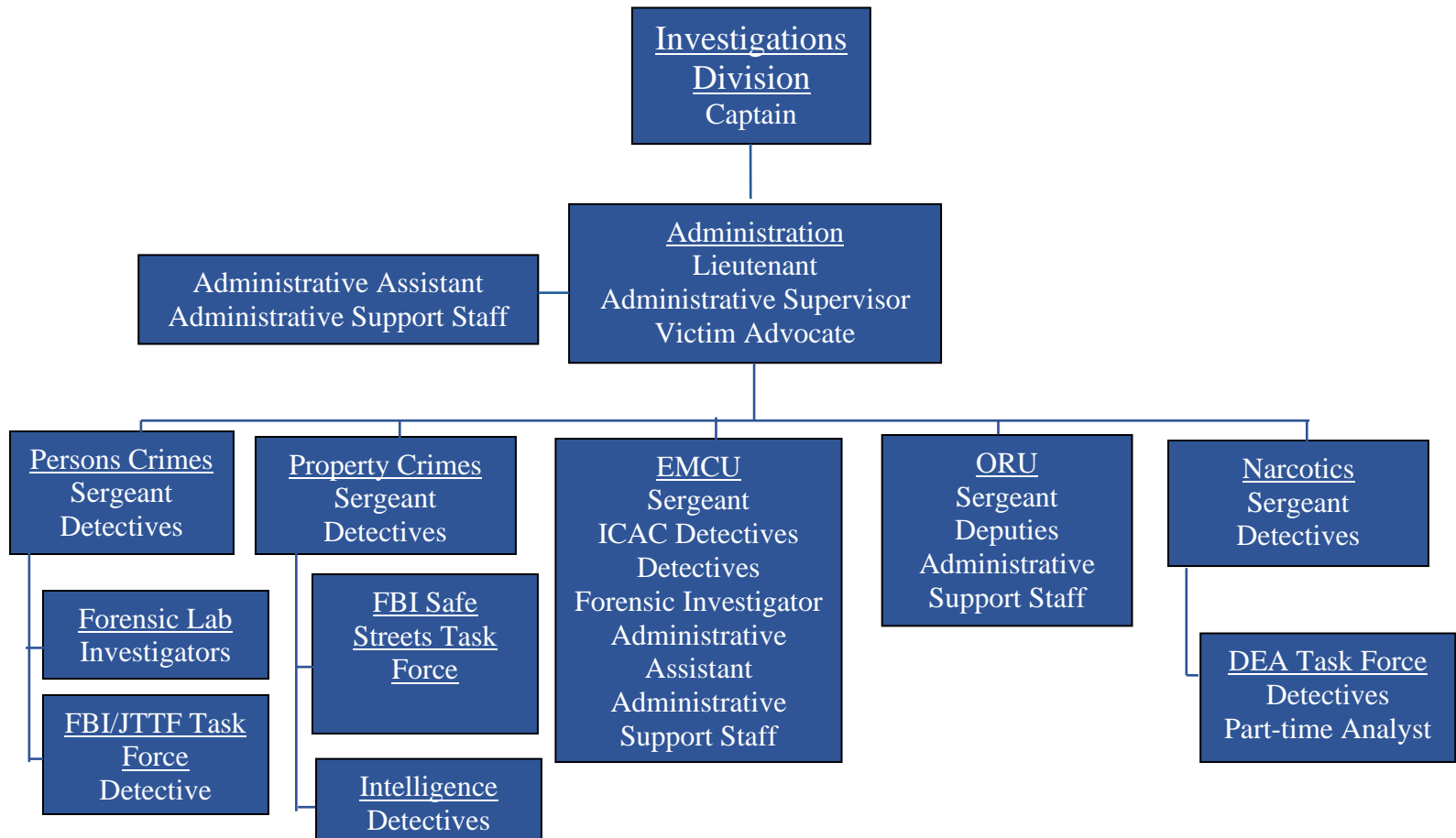
- a. Booking/Release Operations
- b. First, Second, Third, and twelve-hour Watch Personnel
- c. Jail annex

D. While personnel may be assigned to a specific component as their normal duty assignment, nothing in this general order intends to limit personnel from taking appropriate action or preclude them from being re-assigned to other duties based on the circumstances and needs of the public and the Sedgwick County Sheriff's Office.

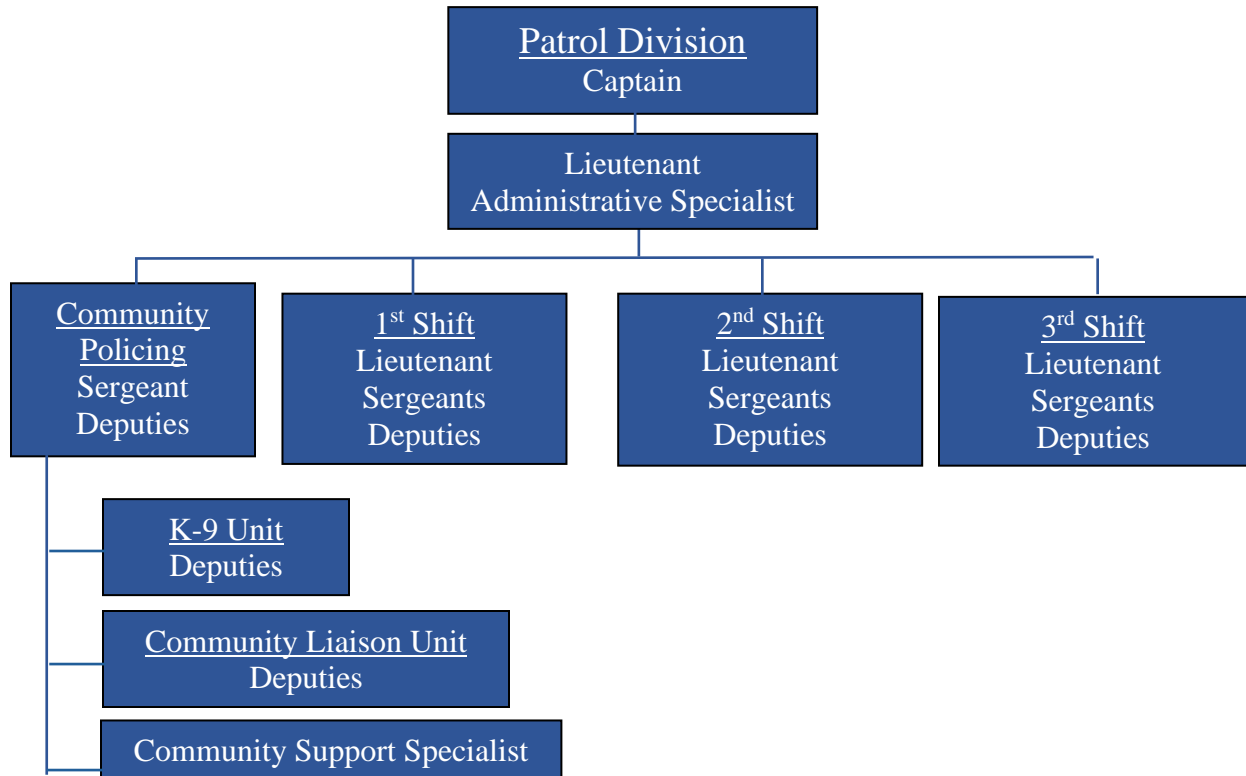
# Administration



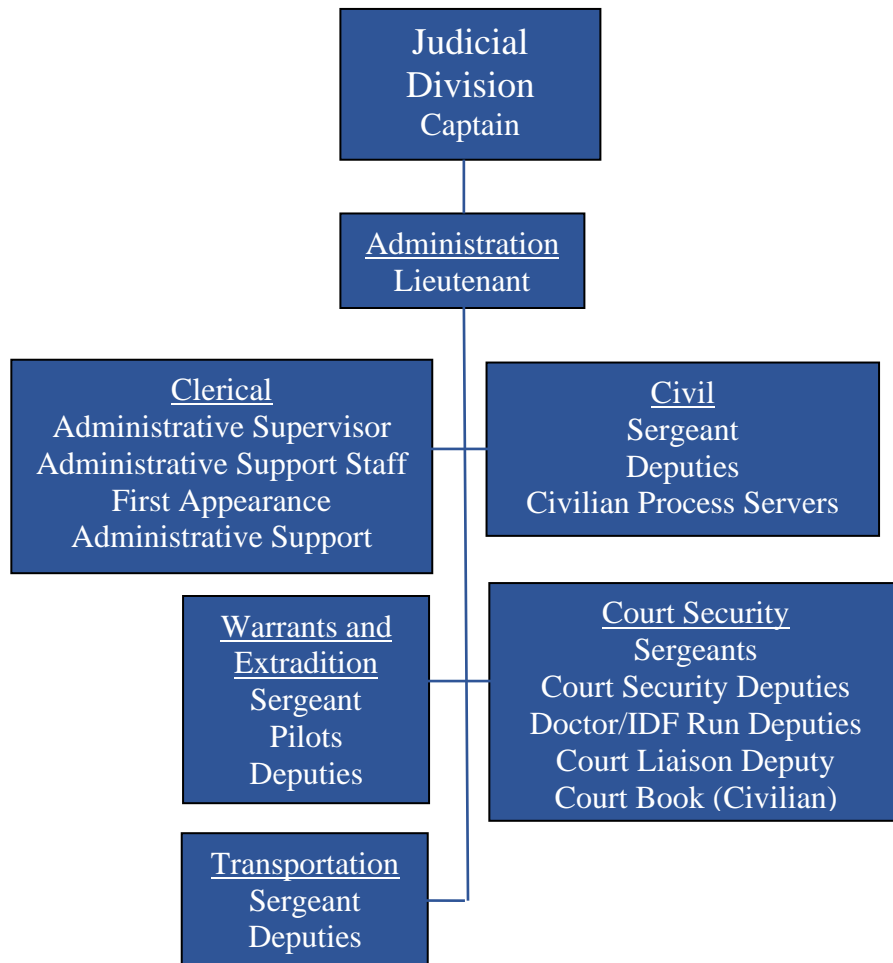
# Investigations Division



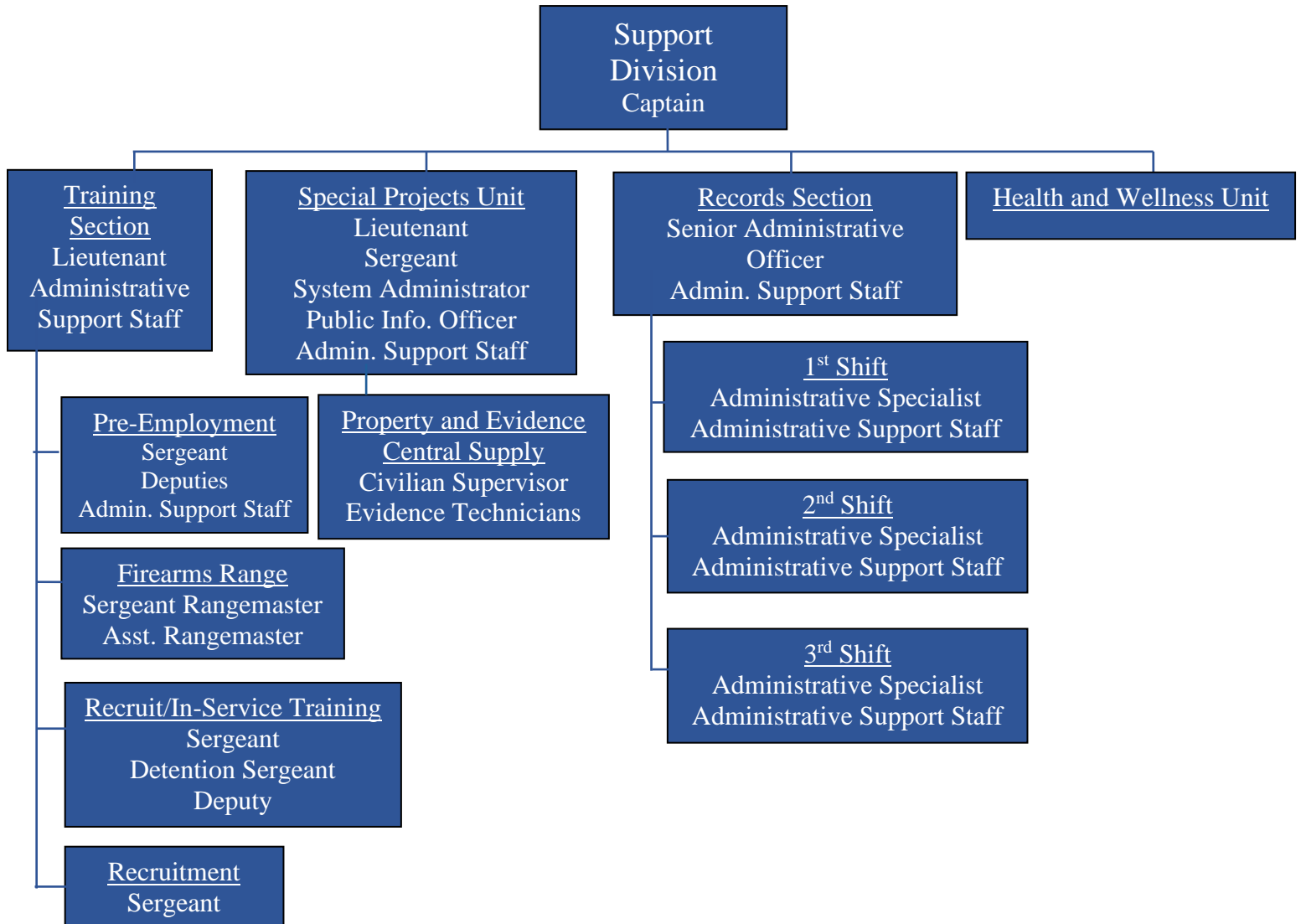
# Patrol Division



# Judicial Division

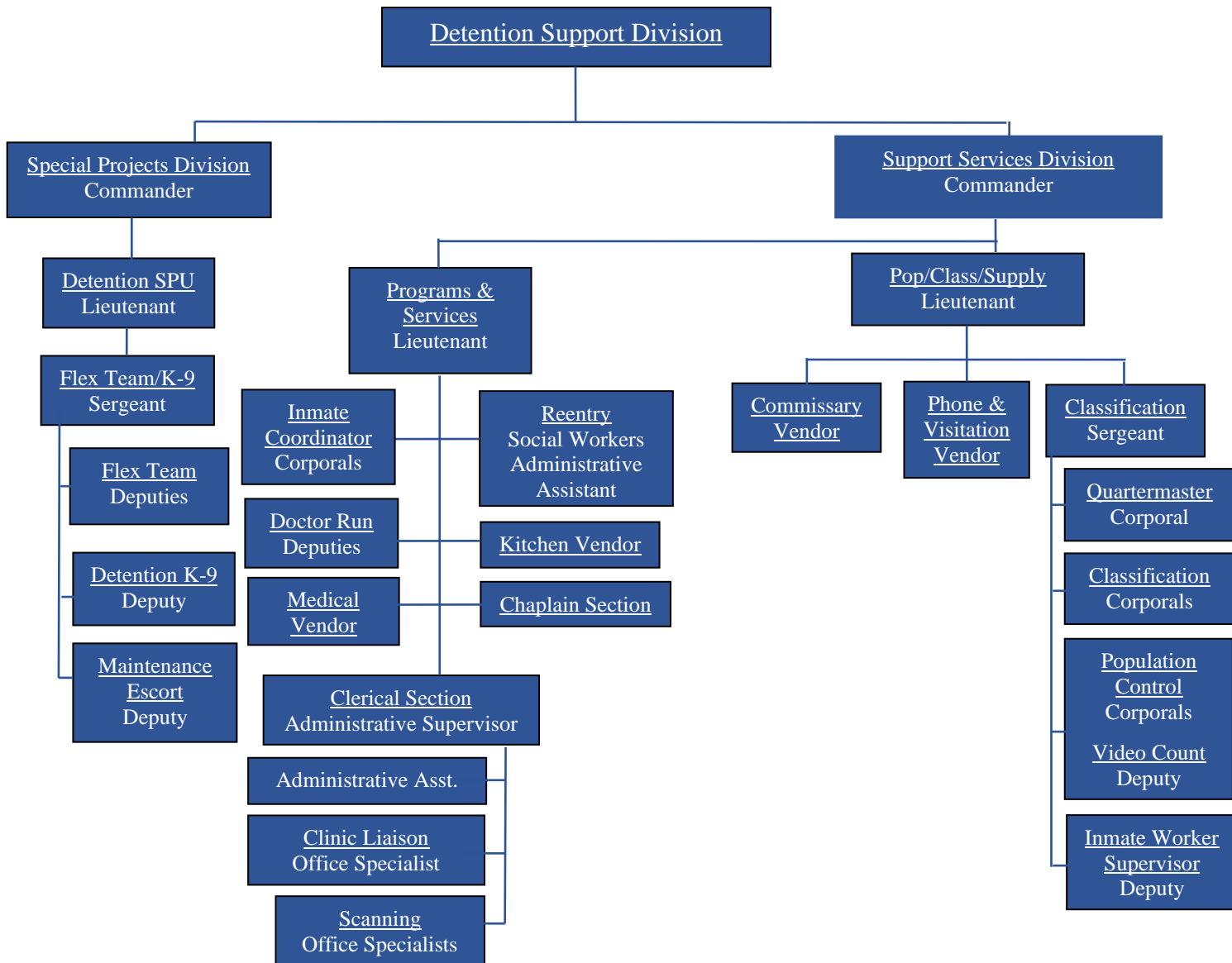


# Administration Support Division





# Detention Support Division



# Detention Operations

