

**OFFICE OF THE SHERIFF
ROCKDALE COUNTY, GEORGIA**


**Eric J. Levett
Sheriff**

**Richard S. Freeman, Ph.D.
Chief Deputy**



**Tel: 770.278.8000
Fax: 770.785.2494**

MEMORANDUM

DATE: APRIL 9, 2013
TO: SHERIFF'S OFFICE PERSONNEL
FROM: ERIC J. LEVETT
SHERIFF 
SUBJECT: REORGANIZATION PHASES

Effective with the date of this memorandum, I am initiating a multi-phase reorganization of the Rockdale County Sheriff's Office. This reorganization will take place over the next month. The reorganization will focus on realigning the Rockdale County Sheriff's Office to utilize its personnel and resources in the most effective manner possible to enhance efficiency and public safety.



To ensure a smooth transition, the reorganization will be divided into three phases:

Phase 1: Consolidation and clarification of divisions of command for service delivery. This phase will be effective immediately with the issuance of General Order 1.13, which accompanies this memorandum.

Phase 2: Promotional testing and assessment to fill vacancies. Promotions and appointments will be made as needed to fill vacancies and to ensure continuity of operations.

Phase 3: Reassignment of personnel to authorized staffing levels/positions within each bureau.

The Sheriff's Office Policy on organizational structure is attached to more specifically define the new organizational structure. For the next phases of the reorganization, the Office of Professional Standards will be moving forward with the testing and assessment of candidates for the positions of Corporal and Sergeant. Chief Deputy Freeman will work closely with Bureau commanders to reallocate personnel to ensure proper staffing.

ROCKDALE COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURE	
GENERAL ORDER NO.: 1.13	NO. OF PAGES: 4	EFFECTIVE DATE: AUGUST 31, 1991	REVISION DATE: APRIL 9, 2013
SUBJECT: ORGANIZATION	REFERENCES: STATE CERTIFICATION: 2.2; 2.3; 2.4; 2.5; 2.6; CALEA: 11.1.1; 11.1.2; 11.2.1; 11.2.2; 11.3.1; 11.3.2; 11.4.5; 12.1.1; 12.1.2		
 BY ORDER OF THE SHERIFF:		 Eric J. Levett, Sheriff of Rockdale County	

PURPOSE:

The purpose of this policy is to establish and define the organizational structure of the Rockdale County Sheriff's Office and to establish the authority, responsibility and line of succession of each organizational component and to ensure that components are grouped by function. Additionally, this policy shall serve as an outline to enhance the efficiency and effectiveness of the Rockdale County Sheriff's Office through the use of acceptable principles of organization and to ensure that each employee will be able to readily identify the chain of command from his/her bureau, through the ranks, to the Sheriff.

POLICY:

The Rockdale County Sheriff's Office (RCSO) is a law enforcement agency organized in a manner that reflects the formal lines of authority and communication within the agency. It shall be the policy of the RCSO to utilize sound organizational principles to establish and maintain a clearly-defined organizational structure and chain of command. Additionally, it is the policy of the RCSO that all personnel understand and follow the chain of command.

The RCSO will be structured at the sole discretion of the Sheriff. The Sheriff may, at any time, reorganize the agency's organizational structure, service delivery or any other operation or process in accordance with the authority granted by law to the Office of the Sheriff.

I. ORGANIZATION

- A. The Sheriff is the chief executive officer of the RCSO. The Sheriff shall formulate RCSO policies and see that the rules and regulations and all General and Special Orders are understood and enforced.
- B. The RCSO operates under the direct supervision of the Sheriff, and may, at the Sheriff's discretion, include a Chief Deputy. The Sheriff shall so regulate the office that when he is absent from the county, or unable to attend to the duties of the office, the RCSO shall be under the command of the Chief Deputy (if applicable) or designated bureau commander.
- C. The RCSO organizational chart provides a graphic representation of the chain of command within the RCSO. The organizational chart shall be reviewed on a continuous basis and updated as needed to insure efficient and effective operations. The organizational chart will be updated as changes occur and be made available to all RCSO employees.
- D. The RCSO is organized into the following bureaus: Sheriff's Administration, Criminal Investigations Bureau, Field Services Bureau, Jail Bureau, Judicial Services Bureau, Office of Professional Standards and Support Services Bureau. Each bureau performs separate and distinct activities that are inter-related. Bureau commanders shall report to the Chief Deputy. The tasks assigned are as follows:

1. SHERIFF'S ADMINISTRATION

The Sheriff's Administration shall include the Sheriff, the Chief Deputy, the RCSO finance staff and assigned administrative staff. The Sheriff will appoint chaplains on an as-needed basis and all chaplains will serve at the discretion of the Sheriff.

2. CRIMINAL INVESTIGATIONS BUREAU

The Criminal Investigation Bureau shall be commanded by a deputy with the rank of captain. Supervisor(s) will be assigned on a workload demand basis. Primary responsibilities of the Criminal Investigation Bureau are follow-up and in-depth investigation of criminal activity. Additional divisions or units may be formed as needed or required. The bureau consists of the following:

- a. Investigations Division;
- b. Vice/Narcotics Unit;
- c. Crime Scene Unit;
- d. Property and Evidence; and,
- e. Drug Enforcement Agent Assignment.

3. FIELD SERVICES BUREAU

The Field Services Bureau shall be commanded by a deputy with the rank of captain. Each shift shall have a shift supervisor (lieutenant, sergeant and corporal) based on workload demands. When both a lieutenant and a sergeant are available, the lieutenant will be primarily responsible for direct supervision activities. Primary responsibilities of the Field Services Bureau are initial response to calls for service and preliminary investigation of criminal activity. Additional divisions or units may be formed as needed or required. The bureau consists of the following:

- a. Uniform Patrol Division; and,
- b. Special Operations Division;
 - i. School Resource Unit, including school crossing guards
 - ii. Community-oriented Policing Unit (COPS)
 - iii. Criminal Interdiction Unit
 - iv. Task Force, including Crime Suppression Unit and Traffic Enforcement Operations
 - v. Auxiliary Units, including but not limited to the following:
 - (1) Reserve Unit; (2) Explorer Program and interns; and,
 - (3) Sheriff's Citizen Alumni.

4. JAIL BUREAU

The Jail Bureau shall be commanded by a deputy with the rank of major. The major shall be assisted by at least one deputy with the rank of captain. Each shift will have a shift supervisor (lieutenant, sergeant and corporal) and shall be assigned according to workload demands. The primary responsibility of the Jail Bureau is proper maintenance of the detention facility within the realm of constitutional safeguards. Additional divisions or units may be formed as needed or required. The bureau consists of the following:

- a. Jail Operations; and,
- b. Inmate Services.

5. JUDICIAL SERVICES BUREAU

The Judicial Services Bureau shall be commanded by a deputy with the rank of captain. The captain shall be assisted by at least two deputies with the rank of lieutenant. This bureau handles the service of warrants and civil papers of the RCSO. Deputies assigned to the courthouse shall act as court bailiffs. Additional divisions or units may be formed as needed or required. The bureau consists of the following:

- a. Courthouse Security Division;
- b. Warrants and Civil Division;
- c. Transport Unit;
- d. GCIC Staff;
- e. Fugitive Investigations;
- f. Sex Offender Registry; and,
- g. Marshal Office Assignment.

6. OFFICE OF PROFESSIONAL STANDARDS (OPS)

The Office of Professional Standards (OPS) shall include internal affairs and training responsibilities for the RCSO. OPS shall be commanded by a deputy with the rank of lieutenant, who shall report to the Chief Deputy and/or Sheriff.

7. SUPPORT SERVICES BUREAU

The Support Services Bureau shall be commanded by a deputy with the rank of captain. The captain shall be assisted by a deputy with the rank of lieutenant. Additional divisions or units may be formed as needed or required. The bureau consists of the following:

- a. Logistics Division, which shall include the following:
 - i. Building and Grounds Maintenance
 - ii. Inmate Work Detail
 - iii. Quartermaster
 - iv. Vehicle Fleet Support
- b. Accreditation / Certification;
- c. Crime Analysis;
- d. Records Division / RCSO Human Resources;
- e. Emergency Management Operations; and,
- f. RCSO Technology Liaison.

II. COMMAND

A. Command Staff

The Sheriff's command staff shall consist of the following:

1. Chief Deputy (at the discretion of the Sheriff)
2. Respective bureau commanders
3. Sheriff's designees/appointees

B. Chain of Command

There are times when the chain of command must be temporarily circumvented or adapted to unusual situations, to include the Sheriff's open door policy. This policy identifies situations and provides guidance about supervisory authority and the responsibility employees have for following orders and other directives.

Each employee of the RCSO will be accountable to only one supervisor within their respective chain of command. This unity of command is essential to ensure that all employees are aware of what is expected of them and to promote efficiency and responsibility. However, it is understood that there may be times when an employee may be given a command or be responsible to someone other than their immediate supervisor. Under ordinary circumstances, each employee should be able to identify one, and only one, supervisor to whom the employee is accountable.

C. Command Protocol at Scenes Involving More than One Component

In public safety incidents, there may be an occasion for more than one component of public safety to be at a scene. Should a situation such as this arise, the ranking deputy of the bureau, division or unit with primary responsibility of a specific incident will be in command at the scene (i.e., at the scene of a fire, the ranking fire officer will be in command; at a Sheriff's scene, the ranking Sheriff's deputy of the bureau, division or unit with primary responsibility will be in command; at any scene involving injury, the ranking paramedic will be in command). This concept will also apply downward through the chain of command within a particular bureau (i.e., within the RCSO, the ranking investigator will be in command at a major felony crime scene where higher-ranking deputies are present; at a traffic accident, the ranking traffic deputy will be in command; at a crime scene, the ranking Investigations Division deputy will be in command; at a courtroom escape, the ranking Courthouse Security Division deputy will be in command).

In situations where more than one component of public safety is required at a scene, cooperation between members of different bureau, divisions, units and ranks within the RCSO is essential. To facilitate the most efficient and effective incident management, the RCSO, in conjunction with other local, state and federal agencies, will utilize National Incident Management System (NIMS) standardized procedures for managing personnel, communications, facilities and resources. Therefore, all employees are strictly charged with establishing and maintaining a high spirit of cooperation.

- D. In order to achieve effective direction, coordination and control, each bureau, division or unit commander should not place an excessive number of employees under the immediate control of any given supervisor. Unusual or emergency situations may warrant a larger span of control.

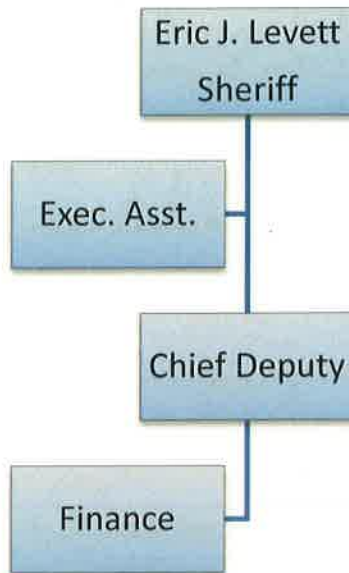
III. AUTHORITY AND RESPONSIBILITY

- A. To achieve effective direction, coordination and control, responsibility and accompanying authority are delegated through the chain of command.
- B. All RCSO law enforcement personnel shall be given the authority to effectively complete all law enforcement functions.
- C. Personnel will not be given responsibility for a function or task without the commensurate authority to carry it out.
- D. All RCSO members will be accountable for the use of the delegated authority given to their position.
- E. Supervisory personnel are accountable for the performance of employees under their immediate control.

IV. PROCESSING MATTERS THROUGH THE CHAIN OF COMMAND

- A. Whenever any employee of the RCSO has reason to believe that a situation of an official nature requires the attention of the Sheriff, including but not limited to questions as to the RCSO's liability or incidents which may result in heightened community interest, the employee should refer the matter to his/her immediate supervisor.
 - 1. If the immediate supervisor cannot adequately resolve the matter, it should be forwarded through the chain of command to the Sheriff.
 - 2. All official matters should follow the chain of command. In most cases, this may consist of a corporal, sergeant, lieutenant, captain, major (if applicable), Chief Deputy and Sheriff.
 - 3. In some instances, one or more of these ranks may be missing from the normal rank structure.
- B. If the situation is one of a very personal and confidential nature and cannot be discussed with the immediate supervisor, employees may go directly to the Sheriff or present written information for his consideration.

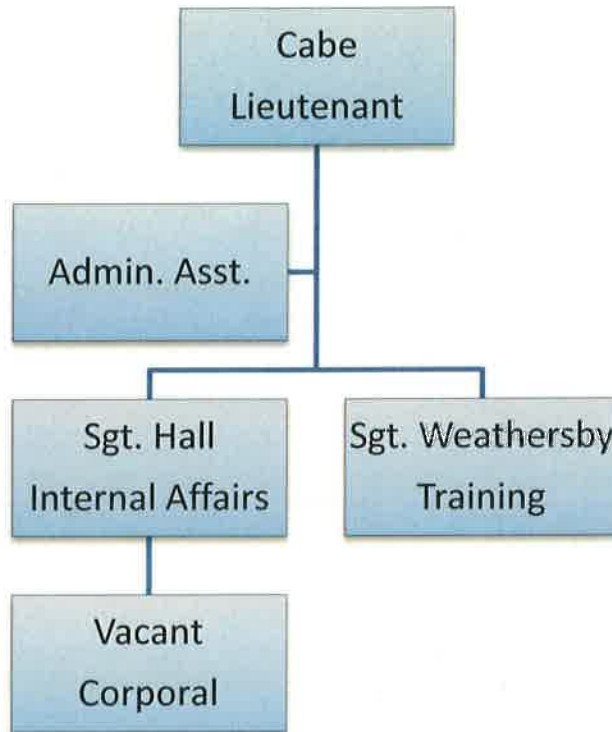
Sheriff's Administration



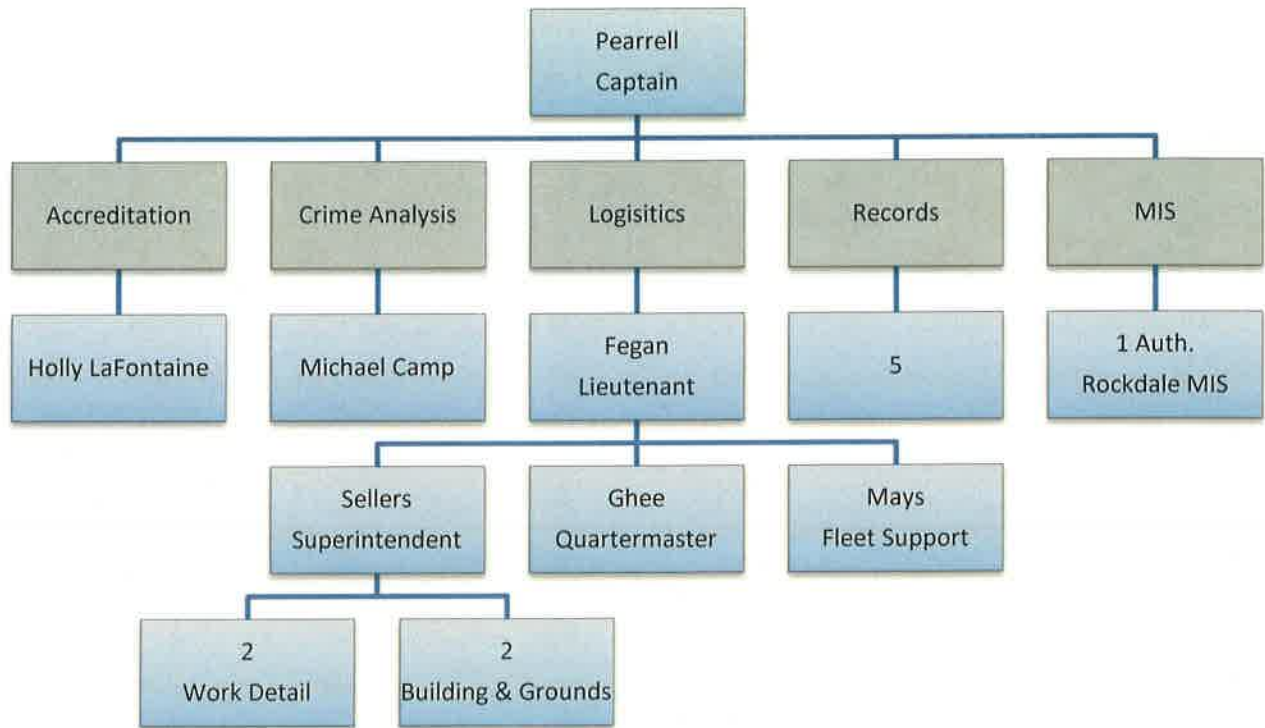
Command Staff



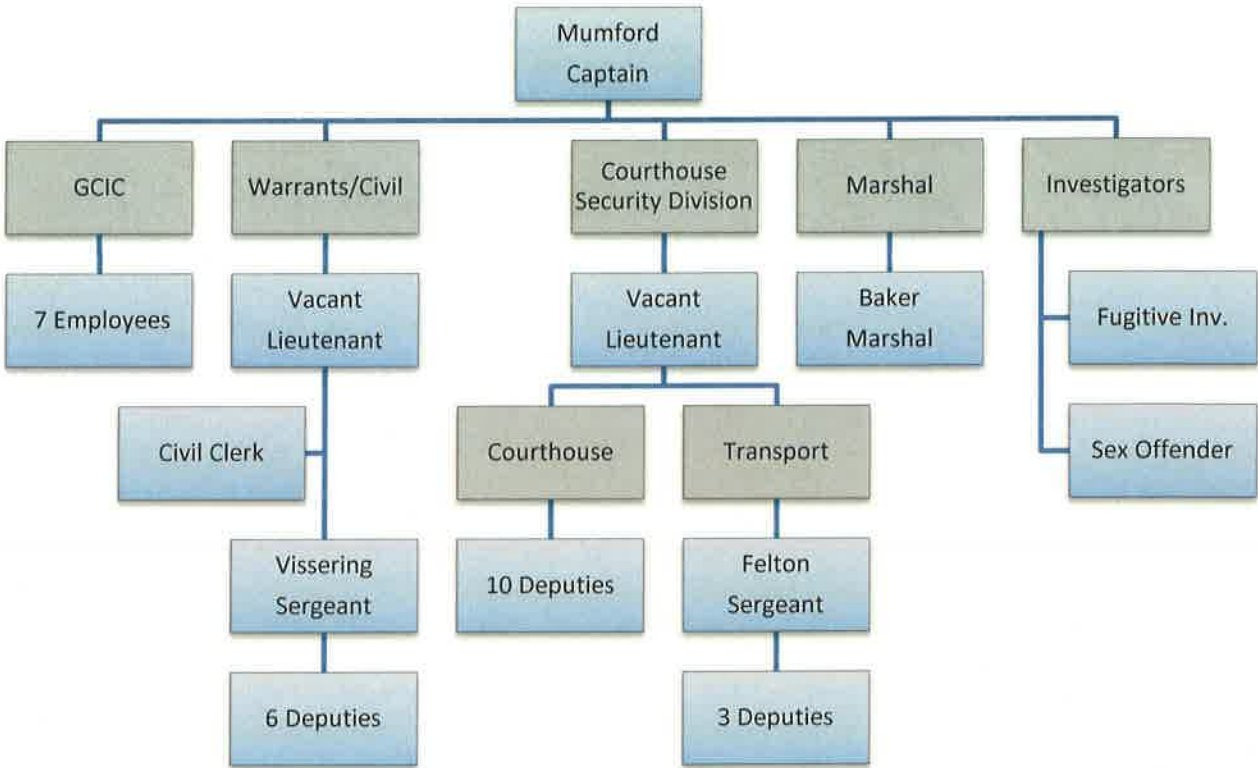
Office of Professional Standards



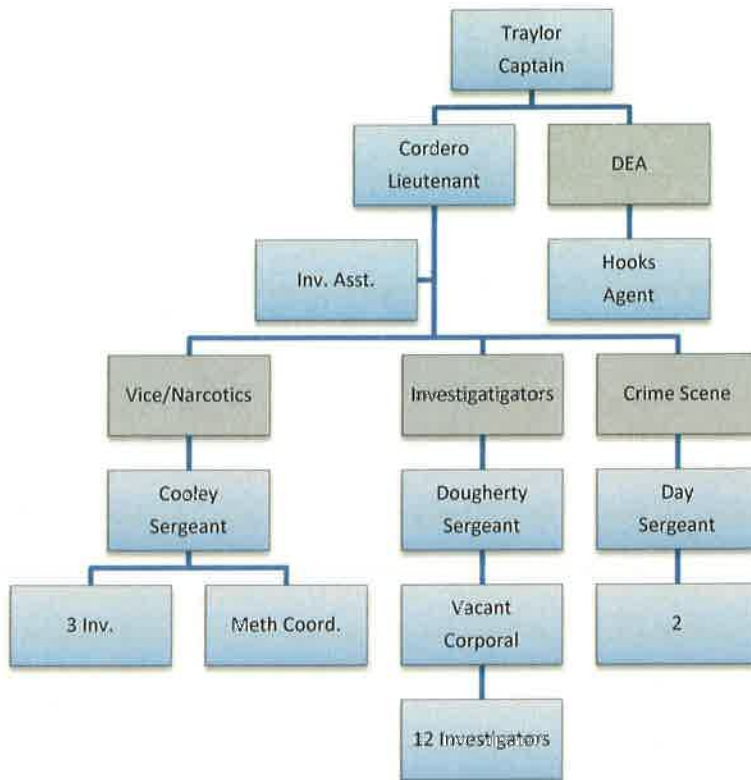
Support Services Bureau



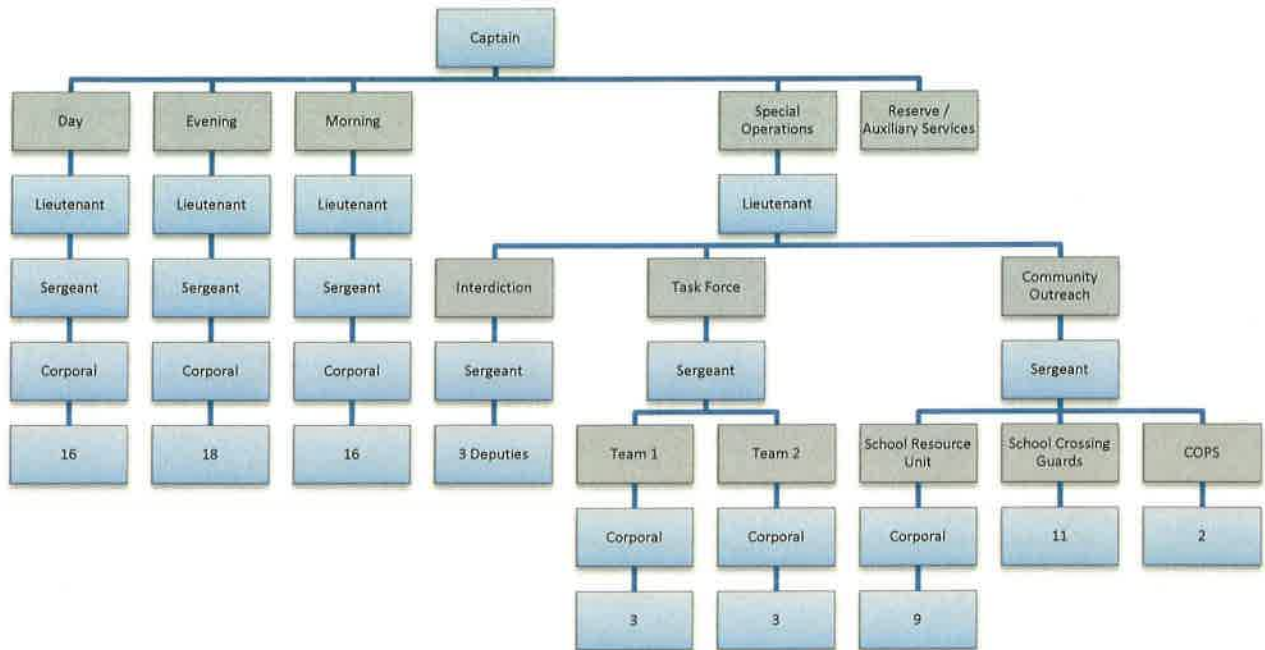
Judicial Services Bureau



Criminal Investigations Bureau



Field Services Bureau



Jail

