

## Organizational Structure and Responsibility

### 200.1 ORGANIZATION OF COMMAND

In order to permit the delegation of authority, the lines of control, placing of responsibility, supervision of operations, and coordination of effort are hereby established.

### 200.2 UNITY OF COMMAND

The Department shall adhere to the principles of Unity of Command, where each individual, team, and/or incident is under the direct command of one person. Unity of Command holds that a Member should only be answerable to one person.

### 200.3 CHAIN OF COMMAND

All official communications of the Department shall be confined to official channels. Except in exigent circumstances, the chain of command shall be followed.

The order of chain of command of authority within the Department is as follows:

1. Sheriff-Coroner
2. Undersheriff
3. Assistant Sheriff/Executive Director
4. Commander/Director/Chief Deputy Coroner
5. Captain//Police Services Chief/Assistant Chief Deputy Coroner/Assistant Director
6. Lieutenant/Manager
7. Sergeant/Supervisor/Supervising Deputy Coroner

### 200.4 OPERATIONAL COMMAND

1. In the absence of the Sheriff-Coroner, the responsibility for the command of the Department shall descend to the Undersheriff.
2. In the absence of the Sheriff-Coroner and the Undersheriff, the responsibility for the command of the Department shall descend to the Assistant Sheriffs.
3. In the absence of the Sheriff-Coroner, Undersheriff and the Assistant Sheriffs, the responsibility for the command of the Department shall be assigned by the Sheriff-Coroner.

### 200.5 AUTHORITY AND RESPONSIBILITY

Each Member assigned an area of responsibility shall have authority commensurate with his/her responsibility.

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### **200.6 TEMPORARY SUPERVISORY ASSIGNMENTS**

Members temporarily performing the duties of a superior in an acting capacity shall be vested with the authority and responsibilities of that position. Said Members shall not interfere with, countermand, or modify the orders previously issued by the superior, except in an emergency.

### **200.7 EXERCISE OF AUTHORITY**

Ranking deputies shall exercise their authority under all conditions in the best interests of the Department.

### **200.8 SUPERVISORY RESPONSIBILITIES**

1. Supervisors are responsible and held accountable for the actions, conduct, and performance of subordinates and the operation of their unit. Supervisors shall train all subordinates to properly carry out their duties and obligations. They should do this through instruction, guidance, and development of sound operating procedures.
2. Supervisors shall set a proper example for subordinates to follow and shall strive to assist them. Supervisors shall promote and maintain a high level of morale. Supervisors shall be aware of the level of performance of subordinates and shall fairly and impartially evaluate them, in accordance with county and Departmental instructions.
3. A primary responsibility of a supervisor is to support the actions of a subordinate where such actions are in conformance with good law enforcement procedures and policy.
4. On duty field supervisors, whether assigned to unincorporated areas or a contract city, shall report any unusual or significant event directly to the on duty Department Commander. Secondary notifications to contract city Police Services Chiefs shall also be made when appropriate.

### **200.9 DELEGATION OF RESPONSIBILITY**

While supervisors may delegate their responsibility for the performance of duties and functions to subordinates, they cannot delegate their accountability.

### **200.10 SENIORITY**

When a question of seniority arises, such seniority shall be determined by the appropriate Memorandum of Understanding (MOU). In the absence of an MOU definition, seniority shall be determined by continuous, full time service as a regular Department Member.

When two or more Members are working together on the same assignment or detail and are of equal rank or grade, such seniority shall not be exercised except in an emergency necessitating it, unless one Member has been designated by competent authority as being in command.

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### **200.11 COMMANDS AND DIVISIONS**

The Sheriff-Coroner is responsible for the administration and management of the Orange County Sheriff-Coroner Department. There are seven (7) Commands and twenty three (23) Divisions in the Sheriff-Coroner Department.

They are as follows:

1. Executive Command
  - (a) Public Affairs & Community Engagement Division
2. Administrative Services Command
  - (a) Financial Services Division
  - (b) Research & Development Division
  - (c) Technology Division
3. Custody Operations Command
  - (a) IRC/Transportation Division
  - (b) Central Jails Division
  - (c) Inmate Services Division
4. Corrections & Court Operations Command
  - (a) Theo Lacy Facility
  - (b) James A. Musick Facility
  - (c) Court Operations Division
5. Patrol Operations Command
  - (a) North Operations Division
  - (b) Southeast Operations Division
  - (c) Southwest Operations Division
  - (d) Transit Operations Division
6. Investigations & Special Operations Command
  - (a) Investigations Division
  - (b) OC Crime Lab
  - (c) Coroner Division
  - (d) Emergency Management Division
  - (e) Special Operations Division
7. Professional Services Command
  - (a) Professional Standards Division
  - (b) SAFE Division

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- (c) Training Division
- (d) Records & Property Division

### **200.12 COMMAND RESPONSIBILITY**

#### 1. EXECUTIVE COMMAND

- (a) The Executive Command is commanded by the Undersheriff whose responsibility is to provide general management, direction, and control for administration related services.

#### 2. ADMINISTRATIVE SERVICES COMMAND

- (a) The Administrative Services Command is commanded by an Executive Director whose primary responsibility is to provide general management, direction, and control for communications, technology, research & development, and financial related services.

#### 3. CUSTODY OPERATIONS COMMAND

- (a) The Custody Operations Command is commanded by an Assistant Sheriff whose primary responsibility is to provide general management, direction, and control for jail related operations at the Central Jail Complex, to include inmate services for all jail facilities.

#### 4. CORRECTIONS & COURT OPERATIONS COMMAND

- (a) The Corrections & Court Operations Command is commanded by an Assistant Sheriff whose primary responsibility is to provide general management, direction, and control for jail and court related operations at the Theo Lacy Facility, the James A. Musick Facility, and all of the Court Operations Division.

#### 5. PATROL OPERATIONS COMMAND

- (a) The Patrol Operations Command is commanded by an Assistant Sheriff whose primary responsibility is to provide general management, direction, and control for field related operations, to include Orange County Transit Authority.

#### 6. INVESTIGATIONS & SPECIAL OPERATIONS COMMAND

- (a) The Investigations & Special Operations Command is commanded by an Assistant Sheriff whose responsibility is to provide general management, direction, and control for investigative related services and bureaus within the Special Operations Division.

#### 7. PROFESSIONAL SERVICES COMMAND

- (a) The Professional Services Command is commanded by an Assistant Sheriff whose primary responsibility is to provide general management, direction, and control for administrative and training related services.

### **200.13 DUTIES AND RESPONSIBILITIES OF OFFICERS**

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### 200.13.1 SHERIFF-CORONER

The Sheriff-Coroner, as a constitutional officer, is the Chief Law Enforcement Officer of the county and the Chief Executive Officer of the Department. The Sheriff is the final authority in all matters of Departmental policy, operations, and discipline. The Sheriff exercises all lawful powers of the office and issues such orders as are necessary to assure the effective operation of the Department.

By law, the Sheriff is charged with the responsibility for the preservation of the peace within the county through the enforcement of all laws and ordinances; the prevention and suppression of affrays, breaches of the peace, riots and insurrections and for the investigation of offenses committed in his/her jurisdiction. The Sheriff is charged with the maintenance and operation of the county jail system and the custody of all prisoners confined therein.

It is the duty of the Coroner to inquire into and determine the circumstances, manner, medical cause of death and classification of all violent, sudden unexplained, unusual deaths, and deaths wherein the attending physician has not been in attendance for 20 days prior to death or is unable to certify the medical cause of death.

### 200.13.2 UNDERSHERIFF

The Undersheriff reports directly to the Sheriff and is responsible for the operational oversight of the entire Sheriff's Department. The Undersheriff assumes duties of the Sheriff of Orange County in the absence of the Sheriff.

### 200.13.3 ASSISTANT SHERIFF/EXECUTIVE DIRECTOR

Assistant Sheriffs/Executive Directors are subordinate to the Sheriff-Coroner and Undersheriff. In the absence of the Sheriff-Coroner and Undersheriff, they are responsible to carry out all the duties and responsibilities of the Sheriff-Coroner. They are accountable to the Sheriff-Coroner for the efficient and orderly operation of the Department.

Assistant Sheriffs/Executive Directors are responsible for the fulfillment of all Department objectives and for the enforcement of all policies, orders, rules and regulations of the Sheriff-Coroner. They are accountable for the maintenance of discipline, as well as overall Department efficiency and morale.

The Assistant Sheriffs/Executive Directors shall investigate or cause to be investigated all complaints of laxity or misconduct on the part of Members of the Department and make recommendations to the Sheriff-Coroner of such disciplinary measures deemed necessary and appropriate.

The Assistant Sheriffs/Executive Director are responsible for the planning, directing, coordinating and controlling of all activities of the Department and shall formulate rules and procedures necessary to carry out the policies and directives of the Sheriff-Coroner.

### 200.13.4 COMMANDER/DIRECTOR/CHIEF DEPUTY

A Commander is subordinate to an Assistant Sheriff or Executive Director. Commanders provide direct support to an Assistant Sheriff or Executive Director. Commanders are responsible for

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ensuring that commands under their control are meeting Department and command standards of operation.

#### 200.13.5 CAPTAIN/POLICE SERVICES CHIEF/ASSISTANT CHIEF DEPUTY CORONER

A Captain/Police Services Chief/Assistant Chief Deputy Coroner is subordinate to a Commander. A Captain/Police Services Chief/Assistant Chief Deputy Coroner plans, organizes, controls and directs the work of a division, including contract cities, of the Sheriff-Coroner Department.

#### 200.13.6 LIEUTENANT/MANAGER

A Lieutenant/Manager has charge of and manages the activities of a major subdivision, facility, or function of the Sheriff-Coroner Department.

#### 200.13.7 SERGEANT/SUPERVISOR

Sergeants/supervisors supervise the work of law enforcement officers and professional staff engaged in general or specialized law enforcement and related activities. Sergeants/supervisors are charged with the supervision of auxiliary law enforcement activities or functions.

#### 200.13.8 INVESTIGATOR

An investigator is responsible for the investigation of all assigned cases. An investigator's function is to determine all facts possible relating to the case and may include identifying persons guilty of the commission of an offense.

#### 200.13.9 DEPUTY SHERIFF

The deputy is the first line representative of the Sheriff-Coroner Department. Deputies must conduct all contacts with the public in a manner conducive to good public and community relations. Deputies may be called on to perform a wide variety of assignments under many different circumstances and to assist the citizenry in a variety of non-criminal capacities.

#### 200.13.10 SHERIFF'S SPECIAL OFFICER

Sheriff's Special Officers are first line representatives of the Sheriff-Coroner Department. The Sheriff's Special Officer must conduct all contacts with the public in a manner conducive to good public and community relations.

A Sheriff's Special Officer's primary duty is the security of locations or facilities as directed by the Sheriff.

A Sheriff's Special Officer may carry or possess a firearm, baton, and other safety equipment and weapons authorized by the Sheriff while performing the duties authorized in this section.

A Sheriff's Special Officer is authorized to write citations for infractions.