
Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

This policy establishes the organizational structure of the Office and defines general responsibilities of office members.

200.2 POLICY

The Montgomery County Sheriff's Office will implement and maintain an organizational structure that provides clear and identifiable roles for command, control and guidance of the Office. Each position and assignment should have clearly identified responsibilities and a defined chain of command.

200.3 DIVISIONS

The Sheriff is responsible for administering and managing the Montgomery County Sheriff's Office. There are four Divisions in the sheriff's office:

Support Services

Field Services

Criminal Investigations Services

Detention Center Services

200.3.1 SUPPORT SERVICES

The Support Services Division is commanded by the Director, whose primary responsibility is to provide general management, direction and control for the Support Services Section.

200.3.2 FIELD SERVICES

The Field Services Division is commanded by a Captain, whose primary responsibility is to provide general management, direction and control for the Field Services Division. The Field Services Division consists of uniformed patrol deputies, school resource and DARE officers.

200.3.3 CRIMINAL INVESTIGATIONS SERVICES

The Criminal Investigations Services Division is commanded by a Captain, whose primary responsibility is to provide general management, direction and control for the Investigations Services Division. The Investigation Services Division consists of Criminal Investigations, Drug Investigations, Property and Evidence Section, crime analysis and forensic services.

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200.3.4 DETENTION CENTER

The Detention Services Section is commanded by an Administrator whose primary responsibility is to provide general management, direction and control for the Detention Center. The Detention Center consist of: classification of inmates, booking, housing, transportation of inmates, and courtroom security.

200.4 COMMAND PROTOCOL

200.4.1 SUCCESSION OF COMMAND

The Sheriff exercises command over all members of the Montgomery County Sheriff's Office. During planned absences, the Sheriff will designate his designee to serve as the acting Sheriff.

200.4.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Office. Generally, each member 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, any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.5 AUTHORITY AND RESPONSIBILITY

Each member will be assigned duties and responsibilities. Each member is delegated the authority necessary to effectively execute those responsibilities. Each member will also be held accountable for the appropriate application of that delegated authority.