



## **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: 4/22/15

DATE OF ISSUE: 4/24/15

EFFECTIVE DATE: 4/24/15

REVIEW DATE: Annual

AMENDS: 11.1.1, 11.1.2, 11.1.4

THIS ORDER CANCELS: 11.1 Approved 12/4/14

ISSUED BY : Sheriff Jeffrey Easter

REVIEWED BY: Standard Review Committee

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

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### **11.1.1 ORGANIZATIONAL STRUCTURE**

A. The Sedgwick County Sheriff's Office is composed of three (3) primary components: Administration, Law Enforcement Bureau, and Detention Bureau.

1. **(R)** Administration consists of the Sheriff, Undersheriff, Chief Deputy, Bureau Commanders, Professional Standards Unit, Support Services Division, Reserve Major and the Administrative (clerical) Unit.
2. The Law Enforcement Bureau is headed by a deputy of the rank of Major and consists of the Judicial Division, Patrol Division, and Investigations Division.

3. The Detention Bureau is headed by the Undersheriff 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
  2. Chief Deputy
  3. Reserve Major
  4. Law Enforcement Bureau Major
  5. PSU

#### **11.1.3 ORGANIZATION CHART**

- A. An organization chart of the department can be located in Appendix A 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 annual departmental report as specified in [section 1.1.1](#).
- 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 the Law Enforcement Bureau 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 Undersheriff is responsible for supervising the Detention Bureau, assuming command in the sheriff's absence as required, and personnel issues.

3. **(R)** The Chief Deputy is responsible for the Support Services 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. **(R)** The Support Division, which 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, offender registration), and the Property and Evidence/Supply Section (storage of evidentiary and other property, central supply for uniforms and equipment).
4. The Reserve Major coordinates all aspects of the Sedgwick County Sheriff's Reserves Unit.

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 liaison, community policing, and police service dogs.
3. The Investigations Division, which provides follow-up investigations, collating intelligence information, and specialized crime investigations (vice, narcotics, EMCU, DEA Task Force, Joint Terrorism Task Force, and crime scene investigations).

C. The responsibilities of the Detention Bureau include:

1. The Support Services Division consisting of:
  - a. Work Release
  - b. Medical Clinic
  - c. Commissary
  - d. Detention Clerical

- e. Inmate Coordinators
- f. Inmate Programs (AA, Anger Management etc)
- g. Chaplain Services
- h. Trustee Coordinators
- i. Kitchen
- j. Classification

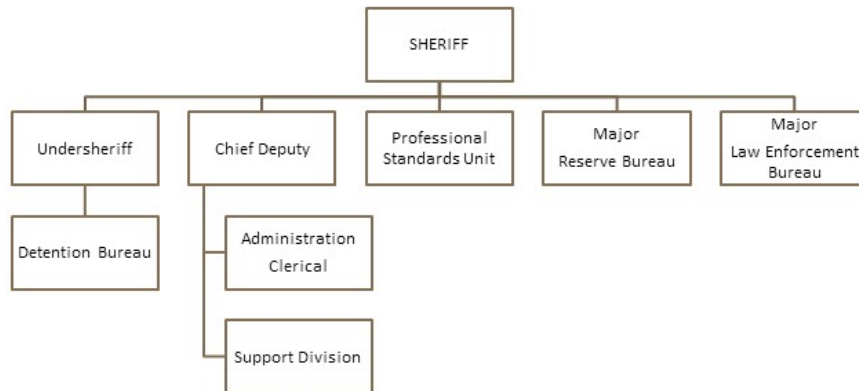
2. Operations consists of the following:

- a. Booking/Release Operations
- b. First, Second, and Third Watch Personnel
- c. Population Control - management of inmate population

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.

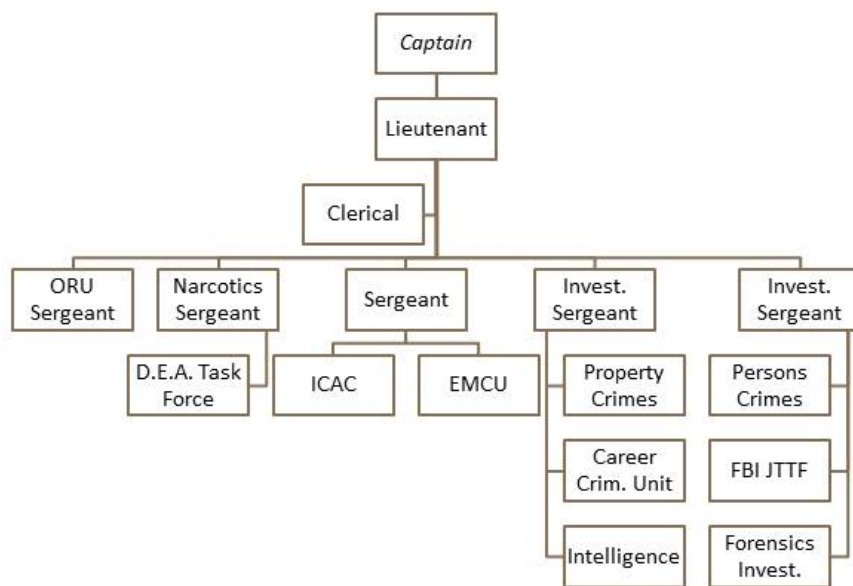
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## Administration



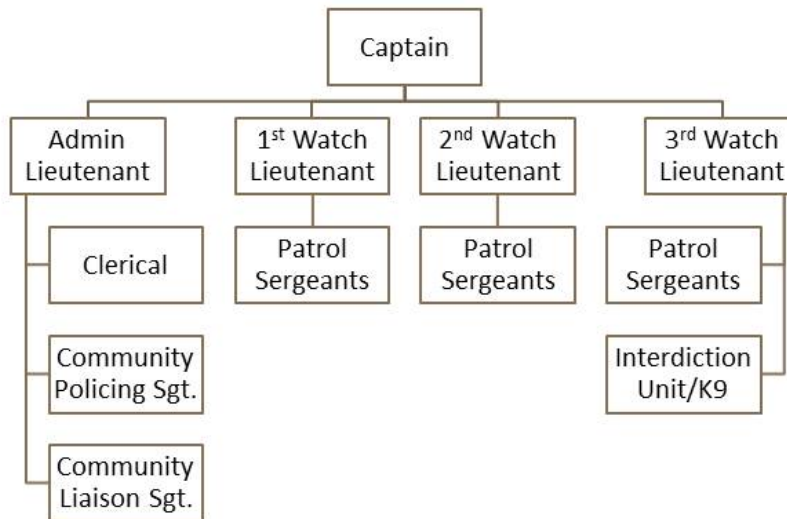
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Law Enforcement Bureau -  
Investigations Division



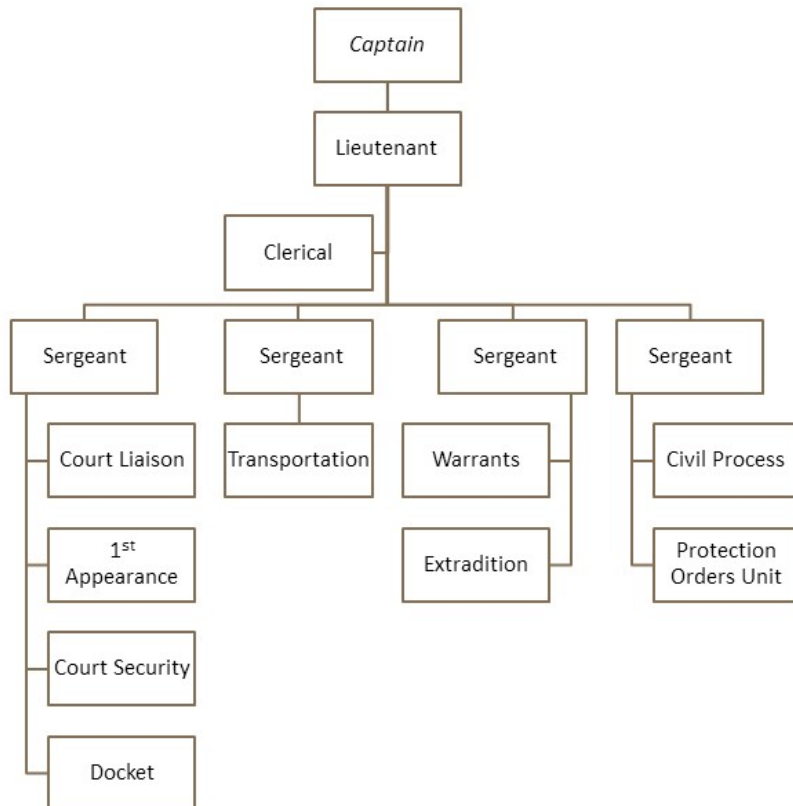
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Law Enforcement Bureau - Patrol  
Division



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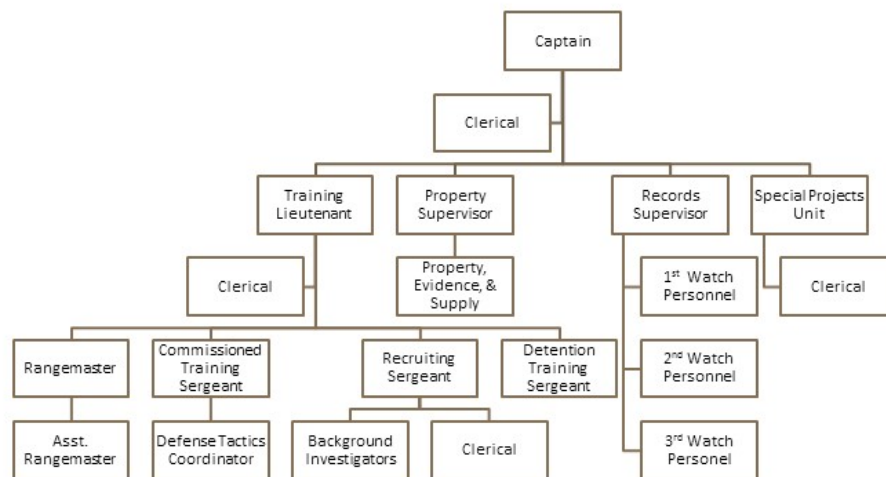
Law Enforcement Bureau - Judicial  
Division





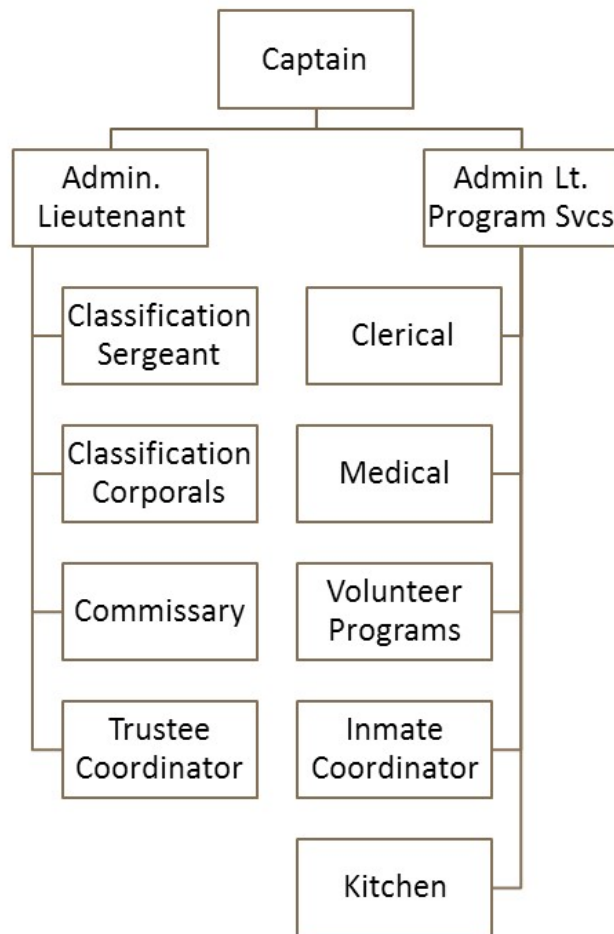
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## Administration – Support Division



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Detention Bureau/Support Division



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Detention Bureau/Operations Division

