

Oakland County Sheriff's Office
GENERAL ORDERS # 1.7



SUBJECT: Description of Organization - Chain of Command		NUMBER: 1.7
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This order replaces and rescinds all previously issued orders, procedures, rules and regulations, notices and/or practices in conflict with this General Order.

I. PURPOSE

This directive establishes a chain of command, delegates authority, and assigns responsibilities throughout the Sheriff's Office.

II. POLICY

At every level within the agency, personnel are granted the authority to effectively execute their assigned responsibilities. Inherent with the delegated authority is the latitude to make decisions and take any action necessary to satisfy the requirements of each assigned position. All personnel are accountable for the proper use of delegated authority, as well as the failure to use it.

III. DEFINITION

Chain of Command: the hierarchy of supervision between the Sheriff and every individual within the Sheriff's Office. It is a series of positions, each of which is directly commanded by the one immediately above it.

IV. DEPARTMENT STRUCTURE

The structure of the Oakland County Sheriff's Office is divided into two areas as defined below. Both areas are under the command of a Major.

- A. Law Enforcement and Support Services
 - 1. Emergency Communication and Operations Division
 - 2. Patrol Services Division
 - 3. Pontiac Patrol Division
 - 4. Rochester Hills Patrol Division
 - 5. Investigative and Forensic Services Division
 - 6. Emergency Response and Preparedness Division

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- B. Corrective and Court Services
 - 1. Main Jail/Annex Division
 - 2. Court Services Division
 - 3. Civil Division
 - 4. Technology, Information and Innovation Division

In addition to these areas, the Chief Financial Officer is responsible for overseeing the day-to-day operations of the Administrative Services Division. The organizational structure of the Sheriff's Office is depicted graphically on an organizational chart that is reviewed and updated as needed. The chart is accessible to all personnel electronically on the Sheriff's Office website under 'Annual Reports. **(MACP Standard 1.5.3a)**

V. AUTHORITY AND RESPONSIBILITY

- A. The Sheriff is responsible for the administration and supervision of all personnel for the Oakland County Sheriff's Office consistent with Michigan State Constitution. The Sheriff may delegate authority to subordinate personnel but retains ultimate responsibility for all agency activities.
- B. All personnel have the authority to make decisions and take actions that are commensurate with, and necessary for, the effective and efficient execution of assigned duties and responsibilities.
- C. Personnel are accountable for the effective and efficient execution of their assigned duties and proper use of, or failure to use, delegated authority.
- D. A minimum of one command officer is available on a 24-hour basis and is responsible for providing direction and assistance to subordinates in the performance of their duties and is granted the authority to direct the activities of subordinate personnel. Command officers are accountable for the activities of subordinates under their immediate control. **(MACP Standard 1.5.3d)**
- E. Obedience to Lawful Orders
 - 1. All personnel will obey all lawful orders of a superior or commander, including any order relayed from a superior by an employee of the same or lesser rank.
 - 2. Personnel receiving conflicting orders shall immediately inform the person issuing the last order and request a resolution. If not possible, the most recent order will be followed.

VI. CHAIN OF COMMAND

- A. Except when noted, command and control will be exercised in accordance with the following titles or ranks as listed in descending order of authority.
 - 1. Sheriff
 - 2. Undersheriff
 - 3. Major
 - 4. Captain
 - 5. Lieutenant
 - 6. Sergeant
 - 7. Deputy II
 - 8. Deputy I

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- B. The Emergency Communications and Operations Division is supervised by a Captain, Lieutenant, Sergeants and Dispatch Supervisors.
- C. Each employee is accountable to one supervisor at any given time but may be given direction from another supervisor or higher-ranking command officer.
- D. During day-to-day operations, each individual is responsible to and held accountable by their direct supervisor and the chain of command as depicted by the Sheriff's Office organizational chart.
- E. The Undersheriff will act on the Sheriff's behalf during periods when he/she is unavailable. If both the Sheriff and Undersheriff are not available, the Sheriff will identify the next command officer on the chain of command to act in his behalf. Notification will be made to the appropriate staff who is acting on behalf of the Sheriff. **(MACP Standard 1.5.3b)**
- F. In the event the Sheriff is incapacitated, the Undersheriff will assume the role until the Sheriff returns to duty.
- G. The Incident Command System assumes that the first public safety official (law enforcement, fire, medical) to arrive on the scene of an emergency becomes the "incident commander" who takes charge of the scene, assesses the priorities, and requests additional first responders. When sufficient additional personnel arrive, the incident command role may be transferred to a command officer from a law enforcement, fire, or emergency medical unit. The nature of the emergency often determines which agency or individual assumes ultimate command of the event. **(MACP Standard 1.5.3c)**
- H. In exceptional situations, the Incident Commander will be the person with the greatest degree of competence relevant to the situation at hand, unless relieved by competent authority.
- I. Oakland County Sheriff's personnel of higher rank than an Incident Commander may assume command but must announce that they have done so via radio.



ISSUED BY: Sheriff Michael J. Bouchard