



HOWARD COUNTY SHERIFF'S OFFICE

GENERAL ORDER ADM-15 ORGANIZATIONAL STRUCTURE

EFFECTIVE JULY 27, 2011

This General Order contains the following numbered sections:

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I. POLICY

The authority and responsibilities of the Office of the Sheriff for Howard County are established by common law, statutory enactment, and judicial rules.

The Howard County Sheriff's Office (HCSO) is recognized as the secondary law enforcement agency in Howard County and participates in the following duties and responsibilities:¹

- A. Preserve the peace and maintain public safety;
- B. General law enforcement, secondary to the Howard County Police Department (HCPD);
- C. Arrest and commit to jail, felons and other violators of statutory and/or common law;
- D. Execute legal process, as directed;
- E. Attend trials of record and preserve the peace within the Circuit Courthouse and courtrooms;
- F. Maintain custody of and transport prisoners;
- G. Execute and carry out the mandates, orders, and directions of the courts;
- H. Apprehend fugitives;
- I. Participate in law enforcement task force operations with local, state, and federal agencies, as needed;
- J. Deploy with area police departments during natural disasters and declared states of public emergency;
- K. Enforce motor vehicle laws and issue motor vehicle citations, as appropriate;
- L. Deploy canine teams cross-trained in explosive detection, patrol, and tracking;
- M. Provide domestic violence civil and criminal intervention.

¹ CALEA 1.2.1

II. LEGAL MANDATES

- A. Prior to assuming sworn status, each HCSO deputy must take and subsequently abide by the Oath of Office, as administered by the Howard County Clerk of the Circuit Court.²
- B. *Constitution of Maryland, Article IV, Section 44* – establishes the office of an elected Sheriff in each county and Baltimore City.³
- C. *Maryland Annotated Code, Criminal Law Article §4-203* – authorizes sworn deputy sheriffs to carry handguns in the performance of their duties.⁴
- D. HCSO policies and procedures for the use of weapons or any use of force are predicated on the authority granted by numerous legal mandates, including:⁵
 - 1. The United States Constitution, 4th Amendment, *Search & Seizure*;
 - 2. The Constitution of Maryland, Article 24, *Due Process*;
 - 3. Maryland Police & Correctional Training Commission, General Police Powers, *Making an Arrest*.

III. DELEGATION OF AUTHORITY

- A. Employees who have been assigned responsibility also have the requisite authority, as delegated by the Sheriff, to make decisions necessary for the effective execution of those responsibilities.⁶
- B. Each employee is therefore held fully accountable for the use of such delegated authority, as well as for their failure to use it.⁷

IV. JURISDICTION

- A. A Sheriff's jurisdiction is defined as the county in which the Sheriff is elected and is referred to as the **BAILIWICK**.
- B. The geographical jurisdiction of the Sheriff of Howard County is depicted on the various Howard County street maps posted throughout the Sheriff's Offices and in the Howard County map book available for all employees.⁸
- C. The Sheriff and his deputies have the authority to serve certain types of process documentation (i.e., summonses and subpoenas) in other Maryland counties; however, law enforcement powers outside the bailiwick are generally limited.
 - 1. Pursuant to the provisions of the Maryland Annotated Code, Criminal Procedure, Title 2: *Law Enforcement Procedures, Arrest Procedures*, deputies may make arrests, conduct investigations (when necessary), and otherwise enforce the law of this State under certain circumstances without regard to jurisdictional boundaries within the State of Maryland, subject to certain exceptions.
 - 2. Deputy Sheriffs may not engage in motor vehicle enforcement outside the geographical limits of Howard County, Maryland.
 - 3. This authority is subject to HCSO deputies acting in accordance with policies and procedures adopted by this Office to carry out these activities.

² CALEA 1.1.1

³ CALEA 12.1.1

⁴ CALEA 1.2.2

⁵ CALEA 1.2.2

⁶ CALEA 11.3.1 a

⁷ CALEA 11.3.1 b

⁸ CALEA 2.1.1

V. ORGANIZATIONAL STRUCTURE⁹

- A. The Sheriff is responsible for administering the Office in accordance with applicable laws and regulations and for ensuring that organizational objectives are met.
- B. The following employees report directly to the Sheriff to assist in carrying out these responsibilities:¹⁰
 - 1. Chief Deputy
 - 2. Research & Planning Coordinator
- C. The following are Sections and Units of the Office of the Sheriff:
 - 1. Chief Deputy's Office
 - a. Applicant Investigation & Recruitment
 - b. Education & Training
 - c. Executive Officer
 - 1) Accreditation
 - 2) Budget / Fiscal Section
 - 3) Expungements
 - d. Fleet
 - e. Internal Affairs
 - f. K-9 Operations
 - g. Quartermaster
 - 2. Research & Planning
 - a. Policies & Procedures
 - b. Grant Management
 - c. Student Volunteer Program
- D. The operational functions of the Sheriff's Office are the responsibility of the Court Services, Administrative Services, and Field Operations Divisions. A Lieutenant commands each division.
- E. Each Division is divided into Sections and Units according to functions and responsibilities. The following list identifies major components within each Division:
 - 1. Court Services Division
 - a. Duty Officer
 - b. Patrol Section
 - 1) Court Security Unit
 - 2) Summons Service Section

⁹ CALEA 11.1.1
¹⁰ CALEA 52.1.3

- c. Transport & Security Section
 - 1) Prisoner Transport Unit
 - 2) Court Security Officers Unit
 - 2. Administrative Services Division
 - a. Intelligence Operations
 - b. Special Projects
 - c. Property Room
 - 3. Field Operations Division
 - a. Landlord / Tenant Section
 - b. Warrant / Fugitive Section
 - c. Domestic Violence Unit
- F. An Organization Chart is attached to this General Order in Appendix A.

VI. COMMAND STRUCTURE

- A. The Sheriff is the highest ranking member of the Office. In the event the Sheriff is absent, unless otherwise designated, the command progression is:¹¹
- 1. Chief Deputy
 - 2. Lieutenant, by seniority
 - 3. Sergeant, by seniority
- B. The Sheriff may designate a deputy to serve in an acting command capacity. This acting responsibility may rotate among deputies in the Sheriff's Office.
- C. The order of rank or Chain of Command for sworn deputies is:¹²
- 1. Sheriff
 - 2. Chief Deputy
 - 3. Lieutenant
 - 4. Sergeant
 - 5. Corporal
 - 6. Deputy Sheriff II
 - 7. Deputy Sheriff I
- D. Each organizational component, whether a Division, Section, or Unit, is under the direct command of only one supervisor.¹³
- 1. Employees assigned to a Division, Section, or Unit, including employees assigned temporarily, are accountable to the supervisor of that Division, Section, or Unit.¹⁴
 - 2. In situations involving a grouping of personnel from different sections, unless otherwise designated, the senior ranking deputy is in command.¹⁵
- E. During the temporary absence of a commanding supervisor, and when competent authority makes no other provisions, the command automatically devolves to the established Chain of Command and seniority within rank.¹⁶

¹¹ CALEA 12.1.2 a

¹² CALEA 12.1.2 d

¹³ CALEA 11.2.2

¹⁴ CALEA 11.2.1

¹⁵ CALEA 12.1.2 c

¹⁶ CALEA 12.1.2 b

1. Seniority within rank is established by length of service in such rank.
 2. In cases of equal rank and length of service within that rank, the deputy with the greatest length of sworn service with the HCSO shall assume command.
- F. All supervisors (including ACTING supervisors) will be held accountable for the performance of employees under their immediate control.¹⁷
- G. All employees must adhere to the provisions of the Chain of Command in their official duties. Communications and correspondence shall be made through official channels.¹⁸
- H. Obedience to Orders¹⁹
1. Members are required to obey all lawful orders issued by a supervisor.
 2. If a member is given an order which conflicts with a separate order, the member shall inform his/her supervisor of the conflict.
 - a. If the supervisor does not retract or alter the order, the member shall carry out the order as given.
 - b. Members shall not be held responsible for having disobeyed the previous order in instances of conflicting orders.
 - c. The supervisor shall be liable for any disciplinary action that may occur as a result of his/her order being carried out.
 - d. Members shall not obey an order which they know or should know would require them to commit a criminal act.

VII. **DISCRETION**

Employees shall use sound discretion when faced with situations or circumstances that do not fall within specific written guidelines, policies, training, and supervision.²⁰

VIII. **CANCELLATION**

This General Order cancels and replaces *General Order ADM-15 Organizational Structure*, dated September 23, 2010.

Authority:

James F. Fitzgerald
Sheriff

¹⁷ CALEA 11.3.2
¹⁸ CALEA 12.1.4
¹⁹ CALEA 12.1.3
²⁰ CALEA 1.2.7