

 <p style="text-align: center;">Winchester City Sheriff's Office Manual of General Orders</p> <p style="text-align: center;">PREFACE 005</p>	Effective Date: May 1, 2014 Accreditation Standards: ADM .07.01 ADM .07.02 ADM .07.03 ADM .07.04
	Original Policy: May 1, 2014 Last Review Date: October 31, 2023 Next Review Date: October 31, 2024
Subject: Sheriff's Office Organization and Authority	By Authority of: <hr/> William E. Sales, Sheriff

Effective /Review Date	Sections Changed	Changes	Reviewed by	Approved by
02-18-16	IV	Added Organizational Chart to section IV	EAS	LRT
06-11-18	III B 1	Removed "Lieutenant"	EAS	LRT
06-11-18	IV	Updated Organizational Chart	EAS	LRT
01-03-23	III B 1	Added "Lieutenant"	BWD	WES
01-03-23	IV	Updated Organization Chart	BWD	WES

I. PURPOSE

The purpose of this order is to describe the organization of the Winchester City Sheriff's Office and to assign responsibilities, functions, and duties.

II. POLICY

The Winchester City Sheriff's Office is established under Article 7, Section 4, of the Virginia Constitution. The Sheriff is a constitutional officer and his duties are regulated and defined by state statute. Virginia Code § 15.2-408 (c) authorizes the Sheriff to appoint deputies (all deputies must take the oath of office pursuant to Virginia Code § 49.1 and Virginia Code § 15.2-1603), assistants, and appointees as required in the exercise of his duties.

III. ORGANIZATION

A. Organizational Structure

1. The Sheriff's Office organizational structure is constructed to support specific functional areas of responsibility.
2. Unity of Command: The Winchester City Sheriff's Office organization is outlined in the Official Organizational Chart for the Sheriff's Office. This organizational system requires that each supervisor be responsible for the performance of the appointees under his/her immediate control; each component of the organization shall be under the direct command of only one supervisor; and each appointee is responsible to only one supervisor at a time.

- B. Chain of Command: The Chain of Command shall govern communications, orders, and direction. Deviation from the Chain of Command shall be allowed only for personnel reasons, reporting internal corruption, and/or criminal behavior. The Sheriff has full and final control over Sheriff's

Office activities, functions, and operations. In the absence of the Sheriff, the Major shall take command and advise the Sheriff of all decisions that he may make. If the Sheriff and Major are not available, Sheriff's Office command shall be designated as follows:

- 1. Lieutenant**
- 2. Sergeant**
- 3. Corporal**

1. If none of the above is present or available because of misadventures, catastrophe, terrorist attack, war, etc., the senior (by date of appointment) field deputy on duty shall exercise direction of the Sheriff's Office until such time as an official appointment or replacement can be made according to the laws of the Commonwealth. In all cases in the absence of the Sheriff or Major, supervisors from different functions or exceptional situations, will coordinate with each other and define the command responsibility for the event (i.e. a crime scene will be controlled by the ranking supervisor at the scene). Support for such a scene would be furnished by all available deputies so far as the support or assistance will not cripple or severely hamper the primary duties of the Office.

C. Span of Control

1. For any major event in which all or most of Sheriff's Office personnel will be on duty, plans for the event will clearly delineate the command and structure and consider span of control.

D. Authority and Responsibility

1. At every level within the Sheriff's Office, personnel must be given the authority to make decisions necessary for the effective execution of their responsibilities.
2. Each Sheriff's Office appointee will be held fully accountable for the use of, or failure to use, delegated authority. Any appointee who has any questions concerning his/her delegated authority should bring such questions to the attention of his/her supervisor or the Sheriff for prompt resolution. Legal questions regarding criminal matters may be referred to the Commonwealth's Attorney.
3. Any gross improper use of authority or failure to accept authority will be reported through command channels as rapidly as possible. To permit effective supervision, direction, and control, appointees should promptly obey any lawful order of a superior, including any order relayed from a superior by an appointee of the same or lesser rank. In the event an appointee is given two apparent lawful but different orders refer to Preface-003. In the event an appointee receives conflicting orders, the appointee should inform the person giving the last order of the conflict of orders.
4. Orders posted on an official bulletin board or distributed by a superior or distributed through any other official means shall have the same effect as other official orders.
5. Written or oral orders shall be in clear, understandable language; civil in tone; and issued in pursuit of Sheriff's Office business, policies, goals, and objectives.

E. Direction, Obedience to Orders

1. The Sheriff is the Chief Executive Officer of the Sheriff's Office. As such, the Sheriff has full authority and responsibility for the management, direction and control of the operation and administration of the Sheriff's Office. This direction will be accomplished through written and oral orders, policy, directives, guidelines, and guidance as well as by personal leadership.

IV. ORGANIZATIONAL CHART

An Official Organizational Chart shall be made that depicts the overall organization of the Winchester City Sheriff's Office. If necessary, charts shall also be designed that depicts the organization of sub-units within the Sheriff's Office, Staffing Charts that depict personnel assignments, and duty charts that outline duties of individual organizational segments of the Sheriff's Office. The Official Organization Chart will be reviewed, at least annually and the original filed within the Administrative Services Division.

WINCHESTER CITY SHERIFF'S OFFICE ORGANIZATIONAL CHART

