


<p>RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 1.12</p>	<p>Date of Issue</p> <p>2/23/2016</p>	<p>Effective Date</p> <p>2/23/2016</p>	<p>Revision Date</p>
<p>Subject: CHAIN OF COMMAND</p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as: Criminal Investigation Division; Uniform Patrol Division; Court Services Division; Jail</p>	<p>State Certification Standards: 2.2</p>		

PURPOSE

The purpose of this General Order is to prescribe the policies and procedures of the Rabun County Sheriff's Office in the Chain of Command.

STATEMENT OF POLICY

It shall be the policy of the Rabun County Sheriff's Office that all Divisions have a published Chain of Command for operational and supervisory control.

DISCUSSION

In order to operate in an efficient manner, it is imperative that a Chain of Command be established and followed by all individuals. A proper Chain of Command is necessary to maintain proper communication and supervisory control within a law enforcement organization. Communication can originate at the top level of the chain and disseminate to lower levels or begin at a lower level and disseminate to both upper and lower levels when appropriate.

DEFINITIONS

CHAIN OF COMMAND — Formal lines of communication going downward or upward within the organizational hierarchy through each successive level of command.

DISSEMINATION OR DISSEMINATE — To insure or insuring that every employee of the department, division, or unit has been provided with, and acknowledged receipt of the order document in question, whether in electronic, written form, or oral form and that the department has a written record of such receipt.

I. RANK STRUCTURE

1) The rank structure of the Uniform Patrol Division is listed as below:

- A. Sheriff;
- B. Chief Deputy;
- C. Division Commander (Captain);
- D. Lieutenant(s);
- E. Senior Sergeant(s)
- F. Sergeant(s);
- G. Corporal(s);
- H. Deputy (s); and
- I. Civilian Personnel.

2) The rank structure of the Criminal Investigations Division is listed as below:

- A. Sheriff;
- B. Chief Deputy
- C. Division Commander (Captain);
- D. Assistant Division Commander (Senior Lieutenant);
- E. Lieutenant(s);
- F. Sergeant(s);
- G. Investigators; and
- H. Civilian Personnel.

3) The rank structure of the Court Services Division is listed as below:

- A. Sheriff;
- B. Chief Deputy;
- C. Sergeant
- D. Deputies; and
- E. Civilian Personnel.

4) The rank structure of the Detention Center is listed as below:

- A. Sheriff;
- B. Chief Deputy;
- C. Detention Center Administrator (Major);
- D. Assistant Detention Center Administrator (Captain);
- E. Lieutenant;
- F. Sergeant;
- G. Corporal;
- H. Jail Deputy; and
- I. Civilian*.

* The Food Services and the Medical Services Coordinator (contracted services), for Organizational Structure purposes, are placed under the direction of the Assistant RCDC Commander or his/her designee.

II. COMMUNICATIONS

- A. All General Orders and Special Orders shall originate from the Sheriff or his designee(s). These will be sent through the Division Commander to be disseminated through the chain of command.
- B. Supervisory Orders can either be in written or oral form and can be given by a Supervisor to an officer of lesser rank.
- C. Communications from deputies should first be brought to the attention of the immediate supervisors (Lieutenant or Sergeant). If a resolution cannot be reached at this level, the supervisor will forward the communication to the Patrol Commander, whichever may be appropriate. Problems that cannot be resolved at this level will be forwarded through the chain of command to the Sheriff.

- D. The Rabun County Sheriff's Office has an Open Door Policy in which deputies can request to speak to any member of the chain of command on important matter. However, deputies will use the chain of command on matters or problems when appropriate.
- E. Requests for changes in assignment, special duties, or other changes in an deputy's status will be routed through the chain of command to the appropriate Division Commander.

III. DELEGATION OF AUTHORITY

- A. During special events or circumstances, the appropriate Division Commander, may at his or her discretion, place a particular supervisor in command of a specific function. For the specific event, function, or occurrence, that supervisor would be in command, subject to the limits of the event or limits provided by the Division Commander.
- B. The Sheriff will assign a Senior Lieutenant to the position of Assistant Division Commander. The Division Commander may delegate certain responsibilities to the Assistant Commander that he or she would deem appropriate.
- C. The Assistant Division Commander would assume command responsibility in the Division Commander's absence.
- D. During periods of multiple courts, the Court Services Division Commander or Assistant Division Commander may designate an officer to the Officer in Charge for that period or term of court. That officer will then be responsible for maintaining order for that court or courts.



By Order of the Sheriff: **Chad K. Nichols**
Sheriff, Rabun County