
LAURENS COUNTY LAW ENFORCEMENT CENTER

STANDARD OPERATING PROCEDURES

SOP# A-130

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SUBJECT: LAURENS CO. LAW ENFORCEMENT CENTER ORGANIZATION

INDEX AS: ORGANIZATIONAL STRUCTURE: CHAIN OF COMMAND

EFFECTIVE DATE: APRIL 20, 2005 REVISED DATE:

I. **PURPOSE:**

To designate an organization structure through which organizational components are arranged, defined, directed and coordinated.

II. **POLICY:**

The Laurens County Law Enforcement Center of Laurens County shall be organized in such a manner to provide maximum efficiency and effectiveness and to provide clear channels of communication, direction and control between management and employees.

III. **ORGANIZATION STRUCTURE:**

The Laurens County Law Enforcement Center shall be headed by a duly elected Sheriff. The Sheriff is the Chief Executive Officer of the following components:

Field Operations Division-Patrol/Calls for Service

Civil/Legal Paper Service/Court Security

Administrative/Records/ID Division

Criminal Investigations

Jail/Detention/Booking/Bonds

Drug Unit/School Resource/DFACS Inv./Warrant Officer/Traffic

1. The Field Operation Division shall be managed by a Captain who is under the direct supervision of the Major.
2. The Civil/Court Security Division shall be managed by a Captain and is under the direct supervision of the Major.
3. The Administrative Division shall be managed by a Captain/Administrative Supervisor and is under the direct supervision of the Major.

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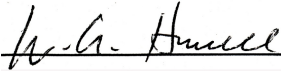
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4. The Criminal Investigations Division shall be managed by a Captain and is under the direct supervision of the Major.
5. The Detention Division shall be managed by a Jail Administrator- Capt., and is under the direct supervision of the Major, with a Assistant Jail Administrator- Sgt., who will be on a regular day shift. Each shift shall be headed by a Cpl./ Shift Supervisor.
6. The Drug Unit/DFACS/School-Resource/Traffic/Warrant Officer shall be managed by a Captain who will be on a regular day shift. This Captain will be under the supervision of the Major.

IV. **CHAIN OF COMMAND:**

To ensure that each person employed by the Laurens County Law Enforcement Center is accountable to only one supervisor at any given time. Department Employees will follow their chain of command in their respective divisions.


W. A. HARRELL
SHERIFF

04/20/2005

DATE