
LAURENS COUNTY LAW ENFORCEMENT CENTER

STANDARD OPERATING PROCEDURES

SOP# A-180

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SUBJECT: **COMMAND AUTHORITY**

INDEX AS: SUPERVISORY RESPONSIBILITIES: COMMAND AUTHORITY

EFFECTIVE DATE: 04/20/2005 REVISED DATE:

I. PURPOSE:

To define the general authority and responsibilities of command and supervisory personnel.

II. SCOPE:

This policy shall cover the Sheriff, Chief Deputy and all Supervisory Personnel.

III. POLICY:

It is the policy of the Laurens County Law Enforcement Center to provide proper authority to supervisory and command personnel commensurate with the duties and responsibilities granted to the respective positions.

A. **SHERIFF**

1. Authority:

The Sheriff is the Chief Executive Officer of the Laurens County Law Enforcement Center and is responsible to the Electorate. The Sheriff exercises all lawful powers of this office and issues such lawful orders as are necessary to assure the effective performance of the Department in accordance with official code of Georgia, local ordinances, and the Laurens County Law Enforcement Center Standard Operating Procedures.

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2. Responsibilities:

Through the Sheriff, the Department is responsible for the enforcement of all laws and ordinances coming within its legal jurisdiction. The Sheriff is responsible for planning, directing, coordinating, controlling and staffing all activities of the Department, for its continued and efficient operation, for the enforcement of rules and regulations within the Department, for the completion and forwarding of such reports as may be required by competent authority.

B. Chief Deputy

1. Authority and Responsibilities- The Chief Deputy is Second in command of the Laurens County Law Enforcement Center and is directly charged with the operation of the department in the absence of the Sheriff. In such absence, the Chief Deputy assumes all of the duties and authority of the Sheriff and at all times shall assist the Division Captains in the performance of their duties. The Chief Deputy shall take the same oath as prescribed for the Sheriff. In case of sickness of the Sheriff or when absent from the County, the Chief Deputy shall act in place of, and all duties imposed by the O.C.G. upon the Sheriff are hereby imposed upon the Chief Deputy when acting for the Sheriff.

C. Captain

1. Authority and Responsibility- The Captain supervises the various divisions of the Laurens County Law Enforcement Center, in their functions of traffic ordinance enforcement, accident and criminal investigation, crime prevention, law enforcement, narcotic and intelligence, juvenile,

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offender apprehension, special detail and identification for the protection of life and property within Laurens County.

- a. The Captain shall be responsible for his/her use or misuse of delegated authority.
 - b. Good Order- The Captain is responsible for the general good order of command while on duty to include proper discipline, conduct, welfare, field training and efficiency.
 - c. Roll Call- Conduct of prescribed roll calls, communication of all orders or other information at roll call and inspection, and correction of command as necessary.
 - d. Reporting- Reporting as required by the Sheriff.
 - e. Personnel Complaints- Inquiry into personnel complaints against members and employees under his/her command in accordance with the provisions of this manual.
- D. Absence or Unavailability of Sheriff or Chief Deputy:
- In the absence or unavailability of either the Sheriff or Chief Deputy, the Ranking Division Head will assume command of the Laurens County Law Enforcement Center unless the Sheriff or Chief Deputy otherwise designate another officer to be in charge. In such capacity, such division head will have the same responsibilities and duties imposed by law on the Sheriff and Chief Deputy.
- E. Supervisory Officers

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1. Authority and Responsibilities: Supervisory officers are members appointed in charge of one or more members and/or employees. In addition to general and individual responsibilities of all members and employees, each supervisory officer is specifically responsible for the following:
 - a. Supervision- A supervisory officer may be assigned to field or office duties. During the tour of duty, the supervisory officer must closely supervise the activities of the subordinates, making corrections where necessary and commending where appropriate. Supervisory officers are responsible for the performance of employees under their immediate control.
 - b. Direction- Supervisory officers must exercise direct command in a manner that assures the good order, conduct, discipline and efficiency of subordinates. Exercise of command may extend to subordinates outside the usual sphere of supervision if the police objective or reputation of the department so requires; or if no other provision is made for personnel temporarily unsupervised. This authority shall not be exercised unnecessarily. If a supervisor requires a subordinate other than their own to leave a regular assignment, the supervisor so directing will inform the

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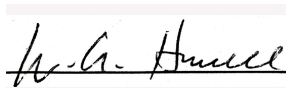
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subordinate's own supervisor as soon as possible. Supervisory officers shall be responsible for the use or misuse of delegated authority.

- c. Enforcement of Rules-Etc: Supervisory officers must enforce departmental rules and regulations and insure compliance with Sheriff's Office policies and procedures.
- d. Inspection- Supervisory officers are responsible for inspection of activities, personnel and equipment under their supervision and initiation of suitable action in the event of a failure, error, violation, misconduct, or neglect of duty by a subordinate.
- e. Assisting Subordinates- A supervisory officer shall have working knowledge of the duties and responsibilities of his/her subordinates. The supervisor shall observe contacts made with the public by subordinates and be available for assistance or instruction as may be required. A field supervisory officer shall respond to calls of serious emergencies, felonies in progress, assaults and others, unless actively engaged in a police incident. Supervisors shall observe the conduct of the assigned personnel and take active charge when necessary.


W. A. HARRELL
SHERIFF

04/20/2005
DATE