

1.1 Authority, Office Organization, and Command Structure

The purpose of this directive is to formally define the authority of the Office of the Sheriff, and establish organizational structure, order of rank, and chain-of-command. All employees will adhere to the provisions of chain-of-command in their official duties. Communications and correspondence will be made through official channels and utilize the chain-of-command.

1.1.1 Authority

The authority and responsibilities of the Office of the Sheriff are established by common law, statutory enactment, and judicial rules. The Constitution of Maryland, Article IV, Section 44, establishes the office of an elected Sheriff in each County and Baltimore City. The duties of the Sheriff are those prescribed by the common law, the enactments of the Maryland General Assembly, and judicial opinion (e.g., *Prince George's County v. Aluisi*, MD Court of Appeals, June 8, 1999).

Duties and responsibilities of the Sheriff's Office include, but are not limited to:

- Preserve the peace and maintain public safety;
- Enforce the laws and arrest and commit to jail felons and other violators of statutory or common law;
- Execute legal process as directed;
- Attend the trial courts of record and preserve the peace within the courthouse(s) and courtrooms; and
- Execute and carry out the mandates, orders, and directions of the courts.

The Sheriff may incur new obligations from, or reassign current duties to, other governmental entities by consent (see Chapter 1.3, Inter-Agency Memoranda of Agreement).

Each employee has that authority which has been delegated by the Sheriff, and is responsible for the execution of this delegated authority. He/she is fully accountable for the use of delegated authority, as well as for failure to use it. Deputy Sheriffs, by virtue of their *police officer certification*, may possess authority independent of the Office, as recognized by statute.

Prior to assuming sworn status, each deputy must take, and subsequently abide by, the Oath of Office as specified in *Courts and Judicial Proceedings*, Article 2-102, of the Annotated Code of Maryland.

1.1.2 Jurisdiction

A Sheriff's jurisdiction is generally defined as the county in which the Sheriff is elected. The geographical jurisdiction of the Sheriff of Anne Arundel County is depicted on the various Anne Arundel County visual street maps posted throughout the Office, and in the map books that are made available to requesting employees.

Although a Sheriff, and thus his/her deputies, possesses statutory authority to serve certain types of process (e.g., summonses and arrest warrants) in other Maryland counties, his/her police powers in such situations are limited to the actual service or execution of the court order. Deputies have no authority to effect a warrantless arrest or enforce traffic laws outside the jurisdictional boundaries of Anne Arundel County unless otherwise authorized by Maryland statute (e.g., *fresh pursuit*, or an emergency exists). Deputies will, absent grossly extenuating circumstances, be accompanied by a local law enforcement official when attempting the execution of a warrant of arrest, or otherwise undertaking a similar enforcement action outside of the jurisdictional boundaries of Anne Arundel County.

1.1.3 Organizational Structure

The primary functions of the Sheriff's Office are carried out through the Administrative, Security, and Operations Bureaus. Each bureau is commanded by an administrator of the rank of lieutenant or higher. Each bureau is further divided into units according to the functions performed and/or where responsibility falls. An organizational chart is attached.

1.1.4 Command Structure / Chain-of-Command

The Sheriff is the highest ranking officer within the Sheriff's Office. The Sheriff administers the Office in accordance with applicable laws and regulations, and ensures that Office objectives are met. The Chief Deputy is second in command, and, in the Sheriff's absence, will assume all responsibilities.

The order of rank for sworn employees shall be as follows:

- Sheriff
- Chief Deputy / Colonel
- Captain
- Lieutenant
- Sergeant
- Corporal
- Lance Corporal
- Deputy First Class
- Deputy

The placement of non-sworn employees within the rank structure shall be determined by the Sheriff, dependent upon assigned duties and responsibilities. During the anticipated temporary absence of a supervisor or administrator, provisions may be made to delegate the superior's authority to a subordinate. During the temporary absence of a supervisor or administrator, and when no other provision has been made by competent authority, the senior ranking deputy will automatically assume responsibility. Seniority is established first by rank/position classification, and secondly by length of service in such a capacity. In cases where position and length of service are equal, the employee with the greatest length of service in the Sheriff's Office shall be in command. Command protocol will follow rank chain-of-command in all cases.

Employees assigned to a unit will be accountable to the supervisor of that unit. In situations involving personnel from different sections, the senior ranking deputy will be in command, unless otherwise designated by competent authority. Unit supervisors will be accountable to their Bureau commanders. An employee who is temporarily assigned to a unit will be accountable to the supervisor of that unit.

Supervisory personnel are accountable for the performance of employees under their immediate control.

1.1.5 Span of Control

To achieve effective direction, coordination, and control, unit supervisors may, under normal conditions, be responsible for the activities of up to fifteen (15) employees.

1.1.6 Discretion

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

Organizational Chart
Anne Arundel County Sheriff's Office
by
Key Positions, Bureaus, and Functions as of October 2016

