

Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

The organizational structure of this department is designed to create an efficient means to accomplish our mission and goals and to provide for the best possible service to the public.

200.2 DIVISIONS

The Sheriff is responsible for administering and managing the Shasta County Sheriff's Office. There are four divisions in the Sheriff's Department as follows:

- Custody Division
- Enforcement Division
- Services Division
- Coroner Division

200.2.1 CUSTODY DIVISION

The Custody Division is commanded by a Captain whose primary responsibility is to provide general management direction and control for the Shasta County main jail, community corrections, work release and work programs.

200.2.2 ENFORCEMENT DIVISION

The Enforcement Division is commanded by a Captain whose primary responsibility is to provide general management direction and control for that Division. The Enforcement Division consists of all Patrol Stations (South County Station, Burney Station, and City of Shasta Lake Station). Substations (Lakehead Substation, Cottonwood Substation, Shingletown Substation), Major Crimes Unit, ID Lab, SINTF, CAL-MMET, and Animal Regulations.

200.2.3 SERVICES DIVISION

The Services Division is commanded by a Captain whose primary responsibility is to provide general management direction and control for the Services Division. The Services Division consists of search and rescue, Office of Emergency Services, explosives unit, boating safety, SWAT, hostage negotiations, Civil Unit, Dive Team, personnel, training, automation, crime analysis and the records unit.

200.2.4 CORONER DIVISION

The Coroner Division is commanded by a Lieutenant whose primary responsibility is to provide general management direction and control for the Coroner Division. The Coroner Division consists of pathology, investigations, and county cemeteries.

200.3 COMMAND PROTOCOL

Shasta County Sheriff's Office

Shasta County SD Policy Manual

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200.3.1 SUCCESSION OF COMMAND

The Sheriff exercises command over all personnel in the Department. During his absence, the Undersheriff will assume his responsibilities. During planned absences of the Sheriff and Undersheriff a Division Commander will be designated to serve as the acting Sheriff.

Except when designated as above, the order of command authority in the absence or unavailability of the Sheriff and Undersheriff is as follows:

- (a) Enforcement Division Commander
- (b) Services Division Commander
- (c) Custody Division Commander

200.3.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., K-9, SWAT), any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.3.3 ORDERS

Members shall respond to and make a good faith and reasonable effort to comply with the lawful order of superior officers and other proper authority.