



WEBER COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURES

Structure

EFFECTIVE DATE: 12/05/08 AMENDS/SUPERCEDES: 6.1 STANDARD NUMBER: 11.1.1	REVIEW DATE: 1/20/09 REVISION DATE: 1/20/09 APPROVED: _____ <div style="text-align: right;">Sheriff Signature</div>
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6.1.1 Purpose

To describe the organizational structure and functions of the Weber County Sheriff's Office, and make available to office personnel as needed.

6.1.2 Rationale

The organizational structure of the Weber County Sheriff's Office is a determining factor in the delegation of authority and responsibilities among the different components of the Sheriff's Office.

6.1.3 Definitions

Functional units within the WEBER COUNTY SHERIFF'S OFFICE structure are defined as follows:

- A. **Division** - A primary subdivision of the Office of the Sheriff. A division has a department-wide function for a generalized police service. A division is commanded by a Chief Deputy or civilian staff equivalent. Chief Deputies will report as a staff function to the Undersheriff or Sheriff.
- B. **Bureau** - A functional subdivision within a division having a department-wide responsibility for providing a specialized function or related functions. A Bureau Commander may be a Captain or Lieutenant or civilian staff equivalent. A Bureau Commander may report as a staff function to the Sheriff, Undersheriff and/or Chief Deputy based on Sheriff's Office need.
- C. **Section** - A subdivision of a Bureau. The Section is comprised of personnel

assigned to perform a specialized Bureau activity or group of related activities. A section commander may be a Lieutenant or Sergeant or a non-sworn equivalent. A Section Commander normally reports to a Bureau Commander but may report as a staff function directly to the Sheriff, Undersheriff, and/or Chief Deputy based on Sheriff's Office need.

- D. **Unit/Squad** - A subdivision of a section. The unit is usually smaller than a Section, with personnel assigned to perform a specialized activity. A unit may be commanded by a Sergeant or an officer-in-charge(OIC), or a non-sworn equivalent. A squad usually refers to a uniformed squad commanded by a Sergeant or OIC, in either Corrections or Enforcement.

6.1.4 Policy

Organizational Structure: The organizational and rank structure of the Weber County Sheriff's Office is described herein and made available to all office members. The structure is described as:

- A. Office of the Sheriff
- B. Undersheriff
- C. Chief Deputy – Law Enforcement Division
- D. Chief Deputy – Corrections Division
- E. Chief Deputy – Administrative and Support Services
- F. Captains
- G. Lieutenants/Office Managers
- H. Sergeants
- I. Corporals/Leads
- J. Deputies/Civilians

- 6.1.5 Due to the fluid nature of personnel, assignments, and office needs, a general order will be issued when needed to indicate organizational structure changes. Each employee will receive this order as per WCSO Policy and Procedure 7.9.