

I. PURPOSE

To establish lines of authority, chain of command and orderly lines of communication within the Fairfax County Sheriff's Office.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office that the organizational structure of the agency will be reviewed annually, revised as necessary and published for the information of all employees and interested persons.

III. PROCEDURE

A. Chain of Command

1. The Sheriff has full control over all Sheriff's Office functions. During the Sheriff's absence, the Chief Deputy Sheriff/Operations will oversee the operations of the Sheriff's Office. If the Chief Deputy Sheriff/Operations is unavailable, the Chief Deputy Sheriff/Administration will oversee the operations of the Sheriff's Office.
2. In the absence of the Sheriff, the Chief Deputy Sheriff/Operations and the Chief Deputy Sheriff/Administration, the Commander of the Confinement Division will oversee the operations of the Sheriff's Office.

B. Authority and Responsibility

1. At every level within the Sheriff's Office, personnel are given the authority to make decisions necessary for the effective execution of their duties.
2. Each Sheriff's Office employee will be held fully accountable for their use of delegated authority. Any employee who has any questions concerning delegated authority should bring such questions to the attention of his supervisor for prompt resolution.
3. Any grossly improper use of authority or failure to accept responsibility will be reported through command channels as rapidly as possible. To permit effective supervision, direction, and control, employees should promptly obey any lawful order of a superior, including any order relayed from a superior by an employee of the same or lesser rank. In the event an employee is given two apparently lawful but different orders that may be in conflict, the last order given should be complied with unless the order is retracted or modified. In the event an employee receives conflicting orders; the employee should inform the person giving the last order of the conflict of orders. That person giving the conflicting order should then resolve the conflict by conferring with the supervisor who gave the earlier order. The supervisor issuing the second order will ensure the employee will not be held responsible for disobeying or failing to comply with the first order.
4. No employee of the Sheriff's Office is required to obey any order which is illegal.

C. Organizational Structure

1. [SOP 003, ATT. 2 - Sheriff's Office Agency Chart](#) - depicts the current organizational structure of the Sheriff's Office. Each supervisor is responsible for the performance of the employees under their immediate control; each

**FAIRFAX COUNTY SHERIFF'S OFFICE
STANDARD OPERATING PROCEDURE**

**SOP NUMBER: 003
SUBJECT: ORGANIZATIONAL STRUCTURE**

component of the organization is under the direct command of only one supervisor; and each employee is responsible to only one supervisor at a time.

2. [SOP 003, ATT. 1 - Official Titles](#) - contains the official titles of persons supervising the various divisions, branches, sections, or units of the Sheriff's Office. These titles are to be used in all correspondence and formal discussions where use of the person's name and rank is inappropriate.



**STACEY A. KINCAID
SHERIFF**

12/21/00
DATE APPROVED

07/20/2020
EFFECTIVE DATE

Revised: December 2000, May 2010, July 2020