



CLACKAMAS COUNTY SHERIFF'S OFFICE

Policy # 7

Printed copies are for reference only.
Please refer to the electronic copy for the latest version.

Reference: CCSO Strategic Plan

ORGANIZATIONAL STRUCTURE - RESPONSIBILITIES

1. **General.** The following will define CCSO organizational components and their general responsibilities. CCSO will prescribe in separate procedures or manuals Division, Section and Team/Unit responsibilities pertaining to their operation.
2. **CCSO Structure.** The following functional levels define the CCSO structure:
 - a. **Office.** The "Office" means the Clackamas County Sheriff's Office;
 - b. **Division.** A "Division" is the primary subordinate segment of the Sheriff's Office and includes Support Services, Patrol, Investigation, Jail, and Community Corrections. Each Division has responsibility for providing specific specialized functions to the Office;
 - c. **Section.** A Section is usually a subdivision of a Division with personnel assigned to perform a specialized activity or task;
 - d. **Team/Unit.** A "team" is normally a subdivision of a Section, divided by function and usually composed of more than one person (e.g. Special Weapons and Tactics Team, Homicide and Violent Crimes Unit);
 - e. **Shift.** "Shifts" are groupings of personnel based upon working hours; and
 - f. **Position.** Employees assigned to a specific duty may be referred to by the position being filled by that employee.
3. **Division Responsibilities.** The CCSO is broken down into five major Divisions and four supporting Sections:
 - a. **Patrol Division.** The Patrol Division is responsible for patrol-related law enforcement operations and consists of a number of specialized units such as Marine Enforcement; Canine Unit; Explosive Disposal Unit, Search and Rescue, Special Weapons and Tactics, Reserve Unit and Sheriff's posse;



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- b. **Investigation Division.** The Investigation Division is responsible for serious and prolonged investigations (homicide and violent crimes, computer and crime scene forensics, narcotics, child abuse, etc.). The Property and Evidence Section and Interagency Task Force are also functions included in the Investigation Division;
- c. **Support Services Division.** The Support Services Division is responsible for providing support services to the entire Sheriff's Office, such as Hiring and Recruitment, Records Section, Information Technology Section, Public Safety Training Center, Concealed Handgun License Unit, and Training Units (defensive tactics, firearms and emergency vehicle operations);
- d. **Jail Division.** The Jail Division is responsible for general management and administration of the County Jail facility, which includes the intake, care (food and medical services), housing, education, and transport of inmates;
- e. **Civil Division.** The Civil Division is responsible for the service of civil papers, court orders, courthouse security, extradition of criminal suspects, and inmate court appearances;
- f. **Administration and Finance Section.** The Administration and Finance Section reports directly to the Sheriff and addresses the overall business, purchasing and payroll comptrollership functions of the office, as well as, day to day personnel and support services for the Sheriff;
- g. **Public Information Unit.** The Public Information Unit (PIU) reports directly to the Sheriff and provides a focal point for media contact, public affairs and communication to County residents; and
- h. **Professional Standards Unit.** The Professional Standards Unit (PSU) reports directly to the Sheriff and maintains public confidence in the administration of justice and law enforcement through the provision of independent review and compliance with CCSO policies and procedures by employees.



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4. **Clackamas County Community Corrections.** Clackamas County Community Corrections is a county department managed by the Sheriff. The organizational structure of Community Corrections includes two main components - Field Services and Residential Services with responsibilities for managing parolees, probationers, and offering transitional care and education to people coming out of jail and prison, as well as, victim services.

5. The CCSO organizational structure and application of CCSO Policies and Procedures is graphically depicted in the diagram below:

