



CLACKAMAS COUNTY SHERIFF'S OFFICE

Policy # 5

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

Reference: [Oregon Revised Statute 206.010](#)

COMMAND AND SUPERVISION

1. **General.** The CCSO organizational chart, provided at Appendix A at the end of this section, establishes a hierarchical command structure, placing employees into related divisions, sections or unit functions, providing a clear chain of command from entry-level positions to the Sheriff. All employees are assigned duties, priorities, and are allocated resources using this designated command and rank structure. To promote maximum efficiency and accountability to CCSO operations, ensure integrity of the lines of communication and avoid confusion, employees will follow the chain of command. The maintenance of the organizational chart is the responsibility of the Undersheriff. It is each employee's responsibility to review the chart for understanding and accuracy of content.
2. **Authority.** The Sheriff exercises command over all personnel within the CCSO. In this capacity, the Sheriff maintains control and governs activity through selected executive, managerial and supervisory personnel. Employees through either position or rank exercise general command or supervisory responsibilities as outlined in their classification specification.
3. **Rank Structure.** The CCSO rank structure, consistent with the Chain of Command and incorporating specific responsibilities, includes:
 - a. Sheriff;
 - b. Undersheriff;
 - c. Chief Deputy;
 - d. Captain;
 - e. Lieutenant or Manager;
 - f. Sergeant or Supervisor; and
 - g. Deputy or employee.



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4. **Supervision.** To ensure operational efficiency and effectiveness, the following supervisory authority is established:
- a. divisions and specific sections, teams or shifts shall have a clear and defined chain of command with supervisory authority to direct employees beneath them;
 - b. unless otherwise designated, supervision authority while on duty is based on a deputy's rank and/or time in rank;
 - c. under normal and routine circumstances, command and supervision authority for a specific team and/or shift shall be maintained within that team and/or shift;
 - d. in special circumstances or incidents, an employee with command authority may temporarily delegate that authority to another employee. That designation shall be clearly conveyed to the affected employee, employees, team or shift; and
 - e. in the event the Sheriff is unavailable to command, through either an unexpected or expected absence, the Undersheriff shall exercise command. If the Undersheriff is unavailable to exercise command the Chief Deputy shall exercise command.
5. **Responsibility.** The Sheriff maintains the right to make the final decision regarding recommendations associated with the management and administration of the CCSO. To assist in providing for the effective leadership and management of the CCSO, the Sheriff authorizes the formation of teams to achieve specific functions with terms of accountability established for that purpose. The Sheriff has established the following standing teams:
- a. Executive Team – chaired by the Sheriff and consisting of the Undersheriff, Chief Deputy, Division Commanders and executive administration; and
 - b. Command Staff Team - chaired by the Sheriff and consisting of all CCSO Commanders, lieutenants, civilian managers and other key personnel identified by the Sheriff.



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6. **Command Protocol.** Communication and correspondence within the CCSO should follow the established chain of command as articulated in the organizational chart when addressing administrative and policy issues. However, to facilitate the resolution of law enforcement, custodial or correctional inquiries lateral and vertical channels of communication are encouraged between respective CCSO employees.
7. Every directive from a supervisor to subordinate employee shall be issued in plain language, civil in tone, and given to accomplish the Sheriff's Office business:
 - a. **Compliance with Orders.** Employees will obey lawful orders of a supervisor, including orders relayed from a supervisor by an employee of the Sheriff's Office. Refusal, demonstrated by failure of any employee to obey a lawful order or directive, or other intentional non-compliance, constitutes insubordination, unless the employee can establish that an emergency situation existed, and ordinary and prudent knowledge would indicate that the order would be detrimental to the County, Sheriff's Office, or physical well-being of any employee or citizen;
 - b. **Prompt Response to Orders.** Employees are expected to obey lawful orders from ranking employees as promptly and as completely as possible; and
 - c. **Appeal of Improper Orders.** Employees are never required to obey any order contrary to federal, state or local law. The employee shall explain the reason for an objection to an order to their supervisor, and request clarification from that supervisor's superior before proceeding. An employee receiving an unlawful, unjust, or improper order shall, at first opportunity, report it in writing to the Sheriff through the chain of command. The report shall contain the facts of the incident and the action taken.
8. **Unusual Circumstances or Emergencies.** In unusual circumstances or emergencies, employees may circumvent the normal chain of command to redress specific issues or concerns; however, it is the responsibility of the employee circumventing the chain of command to advise their supervisor as soon as possible.

See: [Appendix A – CCSO Organizational Chart Overview](#)