



GREENVILLE COUNTY
SHERIFF'S OFFICE

GO - 101

GENERAL ORDERS

ORGANIZATION AND ADMINISTRATION

PURPOSE:

The authority to conduct activities and duties flows directly from the Office of Sheriff, a separate and distinct entity composed of the Sheriff and Command Staff. Organizational components of the agency are grouped by function and subject to change as the Sheriff's Office continues to evaluate the most effective means of carrying out its mission. Component structure is based on line and staff functions.

EXECUTIVE COMMAND STAFF:

Policy Making Body of the Sheriff's Office – Consists of the Sheriff, Chief Deputy, Majors and Captains.

COMMAND STAFF:

Consists of the Sheriff, Chief Deputy, Majors, Captains, and Lieutenants.

LINE FUNCTIONS:

Deliver or perform services directly related to the primary mission of the Sheriff's Office.

UNIFORM PATROL DIVISION – Performs community oriented law enforcement and preventive patrols. Dispatches calls-for-service. Answers calls-for-service. Controls and maintains teletype and NCIC functions. Conducts preliminary investigations. Delivers emergency communications. Maintains order within the community. Oversees the Sheriff's Office Communications Center.

SELECTIVE ENFORCEMENT DIVISION – Performs Traffic Enforcement, Directed Patrol, K9 services, Gang Investigations and Vice and Narcotics. Oversees the aviation unit.

WARRANT SERVICE DIVISION – Conducts service of warrants, Extradition Transport and civil process.

JUDICIAL SUPPORT DIVISION- Conducts court security, County Square security and detainee transportation.

CRIMINAL INVESTIGATIONS DIVISION – Conducts specialized long-term criminal investigations related to Homicides, Robberies and Property Crimes. Investigates Economic crimes, Auto Theft and Cold Cases / Missing Persons.

SPECIALIZED INVESTIGATIONS DIVISION – Conducts specialized long term criminal investigations related to Crimes against Children, Family Violence, Data Recovery, Juvenile and sexual related crimes. Provides support to the school district by implementing SRO's into the schools and conducting school enforcement investigations.

COMMUNITY SERVICES DIVISION- Performs Community Patrol, Public Affairs, Crime Prevention, Diversity and Inclusion and Safe Community projects. Oversees Environmental Services, Technical Services, Crime Analysis and the Chaplain Program.

LINE INSPECTIONS - On-going inspections, conducted by supervisors of facilities, property, equipment, activities, and personnel. Line inspections determine if personnel are conforming to requirements in areas such as personal appearance, use and maintenance of equipment, and adherence to policy and procedure. All organizational components supervised at the level of lieutenant receive a Line Inspection at least quarterly. Quarterly Line Inspections are documented. Supervisors ensure correction of deficiencies detected during inspections. Corrective action is documented in a follow-up report.

STAFF FUNCTIONS: **Provide support** to line operations and the agency as a whole.

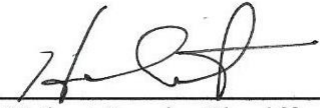
ADMINISTRATIVE SERVICES DIVISION – Responsible for personnel, payroll, training, grants, supply, property control, budget, Medical control, E911 and crime analysis. Conducts internal affairs investigations and internal inspections through the Office of Professional Standards. Coordinates media relations and the Crimestopper program. Oversees Personnel and Recruiting, Center for Advanced Training, Legals and Professional Compliance (Accreditation).

ACCREDITATION MANAGER – The role of accreditation manager is specialized and requires familiarization with the accreditation process. Within one year following assignment to the position of accreditation manager, the employee is to receive training in:

- Essential components of the accreditation process.
- The standards manual.
- File maintenance.
- Panel interview process.

During each four year re-accreditation cycle, the accreditation manager should attend at least one CALEA Conference per year and

be an active participant in the South Carolina Police Accreditation Coalition (SCPAC).



Hobart Lewis, Sheriff