



Chain of Command

The purpose of the chain of command is to resolve issues at the lowest level possible. Both sworn and professional staff are required to follow the chain of command. The Chain of Command for the Detentions Processing Division (DPD) is as follows:

1st level - Detention Processing Supervisor

2nd level - Sheriff's Operations Supervisor

3rd level - Assistant Manager

4th level - Manager

CHAIN OF COMMAND PROCEDURES

- The employee shall notify their direct supervisor to set up a meeting to discuss the issue(s).
- If there is no solution at the first level, the employee will go up to the next level in the Detentions Processing Division's chain of command.
- If there is no solution at the second level, the employee will continue up the chain of command.

Complaints will be resolved at the first level of supervision if possible. Special circumstances will be taken into account.

An employee may wish to skip a level in their chain of command. At times this may be appropriate. If the next level in your chain determines it is inappropriate, the employee will be directed back down the chain.

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