



Jeffrey R. Gahler,
Sheriff

HARFORD COUNTY SHERIFF'S OFFICE ADMINISTRATIVE POLICY

Organizational Structure

Distribution:	All Personnel	Index:	ADM 0201
Responsible Unit:	Planning and Research Division	Rescinds:	MAN1900
DLI Program:		MD Code:	

Issued:	08/01/16	Revised:	08/01/16	Reviewed:	08/01/16	Next Review:	08/01/17
----------------	----------	-----------------	----------	------------------	----------	---------------------	----------

1. Purpose

To define and describe the organizational structure of the Harford County Sheriff's Office (HCSO).

2. Policy

The HCSO will maintain an organizational structure that is based primarily on function, responsibility or geography to promote the effective and efficient operation of the Agency.

3. References

MARYLAND CONSTITUTION, Article IV, § 44

MD. CODE ANN., PUBLIC SAFETY ARTICLE, § 3-201

MD. CODE ANN., COURTS AND JUDICIAL PROCEEDINGS ARTICLE, § 2-309(m)

4. Background

As a result of the act of the Maryland General Assembly in 1773, Baltimore County was divided into two counties. A new county, Harford, was created from the northeastern quadrant of the former Baltimore County. The actual formation of government for Harford County occurred on March 22, 1774, when Henry Harford sent his commission to the new County Seat at Harford Town. The Right Honorable Henry Harford, Lord Proprietor of the Province, commissioned Thomas Miller the first sheriff. The first election for sheriff was in 1777, when John Taylor won over his opponent, George Bradford.

Although the first sheriff was appointed in 1774, subsequent sheriffs were elected. Sheriffs served two-year terms until 1914 when they began serving four-year terms. The duties of sheriff throughout the United States vary both internally and externally, and from agency to agency. Depending on the region, some sheriff's offices provide only court and/or correctional services, while others provide law enforcement. The citizens of Harford County benefit from having a multi-service agency that provides all three. Although patrol deputies and investigators are the most visible members of the Sheriff's Office, court services deputies and correctional deputies from the Detention Center are critical components of this full-service agency.

5. Procedures

A. Harford County Sheriff's Office

Provides a wide range of law enforcement and correctional services within Harford County, including patrol, basic and advanced criminal investigations, special operations, school resources and community services, court services, pretrial and post-trial detention, intelligence gathering and analysis, and crime analysis.

B. Hierarchy of Harford County Sheriff's Office Organizational Units

1. HARFORD COUNTY SHERIFF'S OFFICE: commanded by the Sheriff.
2. DETENTION CENTER: commanded by the Warden.
3. BUREAU: the three largest organizational components; each commanded by a Major.
4. PRECINCT: Police Operations Bureau only; established geographically; commanded by a Captain.
5. DIVISION OR OFFICE: equivalent to each other and to a precinct; generally, a division has 10 or more employees; an office has fewer personnel than a division but has a critical specialty function; commanded by a Captain or Civilian Manager.
6. SHIFT: Police Operations Bureau only; commanded by a Lieutenant.
7. SECTION: rank of commander depends on the function.
8. UNIT: rank of commander depends on the function; a functional component of a division; responsible for a specific function, responsibility or task.
9. TEAM: Organized collateral responsibility; rank of commander depends on the function; a functional unit of a section; organized to perform a specific task.
10. SECTOR: Police Operations Bureau only; established geographically as a subset within a precinct.
11. POST: Police Operations Bureau only; established geographically as a subset within a precinct sector.

6. Office of the Sheriff

A. Sheriff

1. The HCSO is commanded by the Sheriff who is elected by the citizens of Harford County.
2. The Sheriff derives his authority from the Maryland State Constitution, Common law, Annotated Code of Maryland, Public Safety Article and State Government Article.
3. The Sheriff has the authority to establish appointments and may assign employees to the duties as determined necessary to serve the needs of the Agency and the public.

B. Chief Deputy

1. The Chief Deputy has the authority, responsibility and duties assigned by the Sheriff.
2. The Chief Deputy derives his authority from the Annotated Code of Maryland, Courts and Judicial Proceedings Article §2-310.
3. Within the HCSO, the Chief Deputy has historically been referred to as and has held the rank of Colonel.

C. Sheriff's Staff Units

Report to the Chief Deputy and receive direction from the Sheriff; generally, these units are responsible for matters that are sensitive or confidential.

1. Office of Professional Standards

Investigates allegations of misconduct against HCSO employees in order to defend lawful conduct or recommend disciplinary action in cases of sustained misconduct; processes and assigns misconduct cases for investigation; reviews completed misconduct investigations; maintains records of allegations of misconduct.

2. Office of Legal Counsel

Defends the HCSO and its personnel in HCSO-related litigation; determines the legal sufficiency of all matters referred for review; reviews HCSO disciplinary procedures; represents the Sheriff on legal issues; and handles all matters referred by the Sheriff.

3. Office of Budget & Finance

Manages all aspects of the HCSO budget and all fiscal processes; manages accounts payable, accounts receivable and payroll; develops and manages the HCSO budget.

4. Executive Office Manager

Manages administrative tasks within the Office of the Sheriff.

7. Police Operations Bureau (POB)

Responsible for the prevention and detection of crime, apprehension of criminal offenders and enforcement of criminal and motor vehicle laws by way of the Northern and Southern Precincts (Patrol), Criminal Investigations Division, Special Investigations Division and Special Operations Division.

- A. The Bureau is commanded by the Police Operations Bureau Chief holding the rank of Major.
- B. Precincts and Divisions constitute the Police Operations Bureau.
- C. Within POB, each command precinct or division is commanded by a Captain.
- D. Bureau Organization and Geographical Responsibilities of Precincts:

1. Northern and Southern Precincts

Provide continuous delivery of around-the-clock police services to the community through preventive patrol, maintenance of public order, discovery of hazards, response to citizen needs for services, investigation of crimes and incidents, arresting offenders, traffic direction and control, provision for emergency services and the reporting of information to appropriate organizational components. In addition to conducting preliminary investigations, patrol deputies shall conduct varied follow-up investigations as appropriate.

Patrol Sectors are based on geography; functions include primary response to emergency and non-emergency calls for service, directed patrols, apprehending offenders, preventing and deterring crime, initially investigating and gathering evidence at crime scenes, participating in community meetings, directed patrols, and maintaining order within the community. Sectors are sub-divided into posts.

2. Special Operations Division

Provides specialized resources to deputies and to other law enforcement officers throughout Harford County used to resolve hazardous or complex critical incidents that they may exceed the capabilities of first responder or investigative units. Includes the following Units and Teams and coordinates the Mobile Field Force.

- a. Crime Suppression Unit shall conduct covert surveillance and targeted enforcement on individuals involved in criminal activity, to include but not limited to the possession, sale and distribution of controlled substances, gang activity and firearms violations. Duties include identifying violent offenders; targeting enforcement and investigations on Harford County's "Top 10 Offenders"; assisting the Special Response Team with security during tactical operations and high risk warrant service; assist Patrol, SID and CID with details, interdiction, surveillance and warrant service; working with management in apartment communities to assist with criminal activities; identifying individuals prohibited from possessing firearms and filing criminal charges as appropriate; test firing seized or recovered weapons and maintaining related files; and working targeted enforcement in high crime areas.
- b. Traffic Enforcement Unit shall provide coordination and implementation of traffic safety related programs throughout the county and is responsible for the investigation of all fatal and critical injury motor vehicle collisions and shall coordinate the selective traffic enforcement and DWI countermeasure campaigns direct the use of speed measurement devices and coordinate special events, traffic safety public awareness campaigns, commercial vehicle inspections, chemical tests for alcohol provide a rapid and coordinated traffic disruption response, investigate traffic-engineering deficiencies and other traffic-related matters.
- c. Intelligence and Homeland Defense Unit shall collect, analyze and disseminate criminal intelligence and law enforcement data and information; and provide expert advice, as it pertains to state and federal laws governing surveillance and information gathering; serves as liaison to regional, state, and federal intelligence entities, to include MCAC, JTTF, and ICE.
- d. Canine (K-9) Unit shall provide specialized canine support to police operations such as high-risk building/area searches, missing person searches, suspect tracking, article searches, and detection scans for narcotics, guns and explosives, the unit also provides canine training to allied agency canine assets and assists with public relations and education through demonstrations as assigned.

- e. Motorcycle Team shall handle traffic complaints, enforce traffic laws, driving-related laws, and provide funeral, dignitary and special escorts.
 - f. Special Response Team (SRT) shall be specially trained and equipped to handle a wide variety of high risk situations including hostage/barricade situations, diplomatic security, and high risk warrant service. In addition, the Special Response Team may be utilized to supplement patrol operations in high crime areas or during special or large scale events.
 - g. Crisis Negotiation Team (CNT) shall respond to dangerous or life-threatening situations, usually involving a hostage or barricaded subject; provide intelligence, credible psychological assessments and provide advice on response strategies; initiate dialogue and engage in crisis management with individuals in crisis, often for extended periods until the situation is resolved.
 - h. Command Vehicle Operations Team shall be responsible for establishing a forward command post to allow for a coordinated effort in a centralized location in response to critical incidents, scheduled events or other situations for an extended operational period, or other command needs.
 - i. Marine Response Team shall provide waterway security patrols locate, respond, and assist, when requested, to marine related lost or missing persons, overdue vessels, and vessels in distress, conduct search and rescue missions, when requested, and assist other agencies in search and rescue missions, and assist and back-up, when requested, other law enforcement agencies.
 - j. Honor Guard Team shall represent the HCSO at police funerals, parades, official dedications, V.I.P. details or other functions as determined by the Sheriff.
 - k. Mobile Field Force (MFF) shall consist of deputies and officers, under an established command and control structure, who are trained and equipped in civil unrest, disturbance, special event security and unusual occurrences where a significant police presence is needed.
3. Criminal Investigations Division

Provides investigative services, both overt and covert, to support the Agency's mission of achieving public safety by conducting continuing investigations into matters of criminal activity and is responsible for identifying, apprehending and assisting in the prosecution of those individuals responsible for such criminal activity. Includes special investigative groups that focus on: issues related to child advocacy, vehicle theft and insurance fraud, forensic video analysis, victims services, computer crimes, property crimes and major crimes.

- a. Major Crimes Section is responsible for the investigation of most major crimes of violence committed against individuals, such as homicide, rape, sexual and aggravated assault, robbery, abduction and kidnapping. The Section shall also be responsible for the investigation of fatal drug overdoses, suspicious and unattended deaths, child fatalities, adult and critically missing persons, elder abuse, and selected cases.
 - (i) Victims Services Unit shall provide crisis intervention, advocacy and support services to the victims and witnesses of crime. Assistance includes emotional support, referral to specific provider agencies for focused follow-up services, assistance with filing court papers and monetary claims, court accompaniment, guidance through the criminal justice process, and evaluation services for referral to trauma debriefing. Staff members also provide transitional

support to the State's Attorney's Office Victim Assistance Unit during prosecution, and act as liaisons between victims and officers.

- (a) Child Advocacy Center is responsible for the investigation, review, follow-up of all sexual child abuse, sexual assaults involving a child, physical child abuse, child neglect, juvenile sex crimes, select child pornography investigations, technology facilitated crimes involving juvenile and adult survivors who disclose being the victim of sexual child abuse as a juvenile.
- b. Property Crimes Section is responsible for the investigation of breaking and enterings at residential, commercial and construction sites as well as major thefts over \$25,000.00, motor vehicle thefts and insurance fraud along with complex white collar crimes.
 - (i) Pawn Unit shall be responsible for issuance of pawn shop licenses, maintaining a current listing of all dealers, pawn shop and precious metal dealer, scrap metal processor and auto dismantler checks, investigations and the maintenance of records for all pawn shop transactions that occur in Harford County and shall attempt to identify pawned property which may have been stolen by way of investigative opportunities to include RAPIDS.
 - (ii) Auto Theft Unit shall be assigned to focus on automobile theft and title fraud and to coordinate auto theft and insurance fraud investigations in cooperation with other agencies in the region.
 - (iii) Mid-Level Investigations Unit shall be assigned investigations which have been determined to be too time consuming or requiring extensive out of county follow up for Patrol Officers to conduct. Typical examples of investigations are frauds, serial thefts, breaking and entering of vacant dwellings, theft from vehicle trends, ATV Thefts, thefts under \$25,000.00, and less complex white collar crimes.
- c. Forensic Services Unit (formerly Evidence Collection Unit) assists HCSO units and allied law enforcement agencies with the collection, preservation and analysis of evidence including DNA, fingerprints, ballistics, trace evidence, photography and blood or chemicals.
 - (i) Computer Forensics Technician shall conduct impartial and objective analysis of computers and digital evidence, using the best available tools and procedures; assist in the seizure of computer and digital evidence as necessary and will provide non-forensic technical support as directed by their supervisor.
 - (ii) Forensic Video Analysis Technician shall perform scientific examination, comparison and/or evaluation of video and audio evidence.

4. Special Investigations Division

Provides investigative services, both overt and covert, to support the Agency's mission of achieving public safety by improving the quality of life for the citizens of Harford County. Enforces controlled dangerous substance laws through the investigation, identification, infiltration and dismantling of drug trafficking organizations operating within Harford County and surrounding jurisdictions. The division includes special investigative groups that focus on drug task force investigations.

- a. Task Force shall enforce controlled dangerous substance laws through the investigation, identification, infiltration and dismantling of drug trafficking organizations operating within, or travelling through, Harford County.
- b. Electronic Surveillance Technician shall provide expert advice, as it pertains to state and federal laws governing electronic and other technical investigations, provide technical collaboration, supports and provides assistance to deputies and allied agencies with investigations and intelligence gathering to capture evidence for a successful case conclusion and prosecution; procures, maintains and distributes audio and video surveillance equipment.
- c. Asset Seizure Technician is responsible for the administrative processing of all vehicles seized by the police department and the timely submission of forfeiture documentation to the Office of Sheriff; to tracking all forfeitures through the federal and local forfeiture statutes and regulations; locating, identifying, and then seizing all possible assets (real estate, vehicles and cash assets) belonging to and used by drug dealers and drug trafficking organizations.

8. Services and Support Bureau (SSB)

Provides specialized police and community support services through various functions; provides materials and services to the HCSO and allied law enforcement agencies to enable them to carry out their responsibilities; manages the HCSO information technology and communications systems; manages the public information and marketing and community engagement; provided for the protection of the judicial process and the service of court related paperwork.

- A. The Bureau is commanded by the Services and Support Bureau Chief holding the rank of Major.
- B. Divisions and Offices constitute the Services and Support Bureau.
- C. Within SSB, each division is commanded by a Captain and each office is commanded by a Civilian Manager.
- D. Bureau Organization and Responsibilities of Divisions and Offices.

1. Bureau Staff Units

- a. Office of Media and Public Relations disseminates information concerning the Office's operations, functions, and activities to the media and the public; facilitates internal communication from the Office of the Sheriff; and develops ongoing strategies and productions to inform and educate citizens on HCSO initiatives and important public safety information, special events planning, and promotion of programs and initiatives sponsored by the HCSO; responds to media inquiries which range from daily activity updates to overnight police reports to requests for statistics, research and specialized interviews on topics of public interest and concern; briefing the Sheriff and Command Staff on public events; speech and remark preparation; assisting the office members in preparing press events; and writing and coordinating the presentation of Office awards by the Sheriff and act as liaison on behalf of the Sheriff with community groups.
- b. Office of Human Resources administers the recruiting, hiring, transferring, retiring and separation of HCSO personnel; maintains employee personnel records; coordinates and administers HCSO Retirement and Survivor Benefits; processes grievances, oversees the development, administration, training and integrity of the promotional process for sworn personnel; maintains and provides training for the Performance Appraisal System; coordinates requests for promotional process assistance from

allied law enforcement agencies. Additionally, responsible for the recruitment of agency members and shall coordinate the selection process for sworn officers, civilian employees and screening of contractual workers who require access to HCSO facilities.

- (i) Background Investigations Unit shall perform comprehensive background investigations in order to determine moral character and eligibility of potential employees for the HCSO.
 - c. Special Projects Unit responsible for any projects that vary in nature and require dedicated time and expertise that may not otherwise fall within the job descriptions of other units. Under general direction, the Special Projects Coordinator coordinates implements and manages assessment, research and evaluation of special projects and related duties; prepares and presents technical reports and presentations; and performs other duties as assigned by the Sheriff or Senior Command Staff personnel.
 - d. Legislative and Community Liaison Unit shall be responsible for initiating and maintaining external partnerships for the purpose of working collaboratively with other agencies and entities on special projects as assigned by the Sheriff, identifying, cultivating, and serving as a liaison with public safety community organizations, associations and boards in furtherance of the interest and mission of the Harford County Sheriff's Office, and serves as the agency representative to the various organizations, associations and boards; and directs local, state and federal government affairs programs for the Office of the Harford County Sheriff and is responsible for drafting legislative policy and position papers representing the interest of the HCSO.
2. Planning and Research Division

Responsible for researching operational alternatives; providing strategic planning; developing new programs and special projects; responsible for coordinating the development and revision of HCSO policy and procedures through drafting, reviewing and staffing directives; form control, and the administration of HCSO Goals and Objectives.

- a. Training Section develops curricula and provides entry level, in-service and specialized training for all deputies and civilians where applicable; reviews and administers all non-entry level HCSO training programs; monitors all advanced training received by members; assists with roll call training; manages all firearms training; maintains training records and certifications; conducts annual firearms inventory; armorer functions, and maintains the HCSO firearms training facility. The Volunteer/Intern Program support various functions with screened and approved volunteers and college interns performing technical and administrative non-enforcement tasks.
- b. Crisis Intervention Team (CIT) Coordinator is responsible for the ongoing management and maintenance of the CIT operation. Duties include: initial and on-going training of CIT members within the HCSO and allied public safety agencies; serving as an instructor for the HCSO Mental Health First Aid (MHFA) Program; collecting, analyzing and reporting on data collected relating to CIT activities; submitting reports to the Office on Mental Health and relevant stakeholders; Agency liaison for behavioral health contacts; facilitating communication, interaction and referrals with local mental health services, providers and hospitals; and conducting follow up contacts with citizens that have interacted with the HCSO in crisis situations.
- c. Critical Incident Stress Management Team (CISM) provides support for members as well as formal critical incident stress debriefings or defusing as required. Peer support members shall also assist

members with access to the Employee Assistance Program or other suitable programs as necessary. The team shall be managed by the Human Resources Bureau Commander.

- d. Police Chaplains Corps is comprised of volunteer clergy trained and maintained to provide appropriate religious services for ceremonies, or assist with death notifications, last rites and high stress situations. Police Chaplains may assist members of the HCSO professionally and personally.
- e. Volunteers in Police Service (VIPS) are comprised of qualified volunteer members of the community who wish to volunteer their time and skills with the HCSO on specified tasks and duties that can create efficiencies for the department and improve services to the community. VIPS include the Auxiliary members intended to supplement and support, rather than supplant, sworn officers and civilian personnel.
- f. Citizens Police Academy (CPA) is a program designed to give participants from a wide variety of cultures and backgrounds who are not sworn police officers a glimpse behind the badge and to provide information about training, policies, and the many units and divisions within the Harford County Sheriff's Office.
 - (i) Citizens Police Academy Alumni Association (CPAAA) is made up of graduates of the Citizens Police Academy who promote and enhance the relationship between the community and the Harford County Sheriff's Office through continued law enforcement education, support to the Harford County Sheriff's Office Academy and promoting special projects that strengthen the services provided by the Harford County Sheriff's Office, and assisting the Office in specific projects when requested.

3. Administrative Services Division

Responsible for ensuring that the necessary infrastructure (buildings, vehicles and supplies) is in place so deputies and civilian employees can focus on their mission; manages maintenance and repair requests for all HCSO facilities; directs the planning, budgeting, design and construction of HCSO capital facilities projects and coordinates those projects with the appropriate entities; provides a repository for agency records; and maintains training and maintenance of effort for METERS/NCIC transactions.

- a. Quartermaster Section ensures compliance with statutes, regulations and procedures related to the procurement of goods and service; receives, inventories and dispenses equipment, supplies and materials; processes, stores and disposes of property; maintains the HCSO motor vehicle fleet; prepares and maintains equipment specifications and standards of performance related to the motor vehicle fleet.
- b. Electronic Services Unit manages HCSO communications equipment, installs and maintains in-car camera, mobile data computers and emergency vehicle equipment, radar units, Automatic Vehicle Locators (AVL); develops and reviews related policies and procedures; serves as the communications liaison with outside entities.
- c. Computer Support Section designs, builds, implements and maintains HCSO information technology systems.
- d. Property Management Unit shall operate a secure, centralized location for the storage of all found, recovered, stolen and evidentiary property coming into the possession of the agency; maintain

detailed records of all property flow within its operation; and conduct on-going inventory control efforts and disposal of items in accordance with established Agency policies and procedures.

- e. Criminal Intelligence and Analysis Unit utilizes regularly collected information on reported crimes and criminals to produce analysis documents that assist Patrol Services Bureau personnel in the prevention and suppression of criminal activity and the apprehension of criminal offenders. The objectives of the Unit are to analyze and identify the modus operandi of criminals, recognize and forecast emerging crime patterns, and analyze data collected from field interrogations, arrests, and other sources of crime event and suspect information.
- f. Law Enforcement Records Section shall serve as a centralized repository that provides police records storage, control and retrieval in a manner consistent with confidentiality mandates; shall include entering incident-generated information into the Records Management System (RMS), disseminating reports throughout the HCSO and to the public as needed and compiling statistics in accordance with national Uniform Crime Reporting (UCR) procedures; issue bingo and gaming permits; compile statistics and submit monthly Uniform Crime Reports (UCR) in accordance with standards established by the State of Maryland and the Federal Bureau of Investigation; a member shall be designated as the METERS/NCIC Terminal Agency Coordinator (TAC) and is responsible for training Agency members, reviewing METERS/NCIC transactions for accuracy and timeliness, validation of entries made into the system and annual audits in accordance with State and Federal guidelines.

4. Community Resources Division

Established to foster positive and productive police-community relations through partnerships with community leaders, civic organizations, block associations, concerned individuals, and by providing security and crime prevention in Harford County Public Schools as we work to create solutions for problems that arise within the counties many communities and public schools.

- a. Community Policing Unit conducts proactive enforcement and community problem solving on targeted problems within a community; responsible for projects such as community presentations and meetings, crime prevention outreach, monitoring Problem Oriented Policing (POP) projects, Crime Prevention through Environmental Design (CPTED), working with the Maryland Community Crime Prevention Institute and assisting members of the community in reducing the incidence of crime and disorder within their neighborhoods; objectives will be accomplished through a police-led collaborative partnership between residents, housing management, government agencies and community human service providers.
- b. School Policing Unit is staffed by specially trained School Resource Officers (SROs) who are assigned to designated schools to increase law enforcement visibility, respond to calls for service at those schools and to initiate proactive intervention strategies in a collaborative effort with students, staff, parents and the community. SRO's also coordinate and manage "Criminal Justice Clubs" at their respective school and coordinate, instruct, and host the Sheriff's Office "Youth Academy" programs held during the summer months for local high school students that provide the opportunity for attendees to experience a week long "mini" police academy style training program instilling discipline and self-confidence.
- c. School Crossing Guard Team is comprised of part-time employees supervised by the School Policing Unit Supervisor whose primary responsibility is to control and effect safe passage for pedestrian and vehicular traffic entering and exiting their assigned school facility.

- d. **Community Services Coordinator is responsible for and serves as the Sheriff's Office representative for a variety of juvenile related programs, to include the HCSO Explorer Program (Administrator/Advisor), Harford County Teen Court, Harford County Juvenile Drug Court, Harford County Juvenile Runaway Program, "Badges for Baseball" youth mentoring program, "Boys to Men" youth basketball program and the Maryland Special Olympics. The coordinator is an essential part of the Community Policing concept and garners partnerships with community based organizations to work toward positive inter-actions between law enforcement and our communities.**
- e. **Animal Control Unit provides enforcement of animal related laws and care for homeless, abused and neglected animals; responsible for response and investigation of citizen complaints and animal emergencies that include animal abuse and neglect; stray, rabid, or aggressive animals; and sick or injured animals; provide vital information to community organizations, housing associations and schools regarding local and state laws and animal welfare issues or concerns; work collaboratively with other law enforcement agencies and first responders when animals are on scene.**

5. Court Services Division

The Court Services Division is responsible for the activities of the Sheriff as they relate to the courts and the judicial process.

- a. **Court Security Unit provides protection to seven (7) Circuit Court Judges, their staff, three (3) Masters and approximately one hundred (100) other employees, Monday through Saturday, utilizing multi-layer system of security to deter potential threats and provide a safe and secure atmosphere for persons conducting business at the Courthouse; provides security and supervision of prisoners during criminal trials and civil proceedings.**
- b. **Facilities Security Unit provides safety and security oversight for facilities that include the HCSO Headquarters and Family Justice Center; provide service and information requested via public inquiries; completes incident reports for qualifying offense as outlined in the HCSO Telephone Reporting Policy and assists with citizens' fingerprinting requests.**
- c. **Office of Child Support Enforcement (OCSE) Unit provides Child Support services in accordance with the Department of Health and Human Services (HHS) approved State Plan under Title IV-D of the Social Security Act; actively serves summonses and warrants that pertain to the collection of support services for the children for whom the support was ordered by the Circuit Court.**
- d. **Civil Process Unit provides for the execution of all court ordered documents, to include Civil Summonses, Subpoenas, Writs of Execution, Writs of Replevin, Writs of Possession, Levy in Distress, Court Ordered Emergency Evaluations, Peace Orders, Child Seizure Orders, Show Cause Orders, Garnishment of Wages, etc. issued by both the Circuit and District Courts of Maryland.**
- e. **Domestic Violence/Family Services Unit investigates and conducts follow-ups on all reported cases of domestic violence and assist victims of domestic violence to obtain services available to them; serve protective orders and release firearms seized as a result of domestic violence cases and protective orders.**
- f. **Megan's Law Unit is responsible for the registration, notification and verification requirements of individuals required by law to register as sex offenders.**

- g. Warrant Unit shall be responsible for maintaining warrant files, handling hit confirmations, ensuring compliance with NCIC policies and procedures, and handling monthly validations of warrant records; tracks fugitive cases through the court system, responsible for Interstate Agreement on Detainer transports, service of other jurisdiction's warrants, handles requisitions for Governor's Warrants, and serves in-county warrants.
- h. Transport Unit is charged with transporting people under the jurisdiction of the county and state, including prisoners bound for initial appearances, juveniles bound for Maryland Department of Juvenile Services facilities, and coordination and pickup of inmates extradited as suspects or witnesses.
- i. Court Liaison shall coordinate the interactions between the Harford County State's Attorney's Office, the District and Circuit Courts and the agency to assure that officers are available for court when needed and that they are notified of cancellations in a timely manner; assists the State's Attorney's Office with cases in both District and Circuit Courts, acting as the liaison between the Judges and the Sheriff's Office, serving warrants and summonses at the District and Circuit Courts and coordinating transportation of prisoners with District Court and Detention Center personnel.

9. Correctional Services Bureau (CSB)

The Correctional Services Bureau is responsible for the operation of the Harford County Detention Center and is comprised of the Administrative Services Division, Operations Division and Support Operations Division.

- A. The Bureau is commanded by the Warden and the Assistant Warden who holds the rank of Major.
- B. Within CSB, each division is commanded by a Captain.
- C. Bureau Organization and Responsibilities of Divisions:

1. Administrative Services Division

- a. Chaplain Unit is responsible for ensuring that all inmates have the opportunity to participate in an interdenominational program of religious services, counseling, and activities. The Chaplain is also responsible for managing the Chaplain volunteers who come into the Detention Center to administer programs to the inmates. The Chaplain also provides religious guidance to all Sheriff's Office personnel in time of need.
- b. Classification Unit functions as the liaison between the inmates and security. They intake all inmates within the first five (5) days they are incarcerated and assign housing, make psych referrals, and provide program sign ups. Classification is responsible for special confinement inmates, high risk inmates and has involvement in the BHU. They are the primary inmate record keepers for the facility. The Classification Unit is also responsible for supervision of the Program Director, Pre-Trial Services and the Library.
 - (i) Program Director is responsible for all programs that are held at the facility; is the liaison between community volunteers and security; is responsible for finding programs, scheduling them and assigning inmates to them; works hand in hand with the librarian on Lexis Nexis (software for the law library); and trains volunteers during the Volunteer Orientation.

- (ii) Pre-Trial Services program is a population management tool used by the facility for all non-adjudicated District Court commitments. The judicial system relies on Pre Trial services to help ensure community safety by the supervision of inmates released to the public. Members of the unit conduct interviews, run criminal histories, prepare reports for court and attend court on a daily basis for bond reviews.
 - (iii) Library is responsible for providing library services including, but not limited to maintaining informational, recreational, legal and educational reading materials. Further responsibilities include providing an information service to locate facts and coordinate library services with the Harford County Library.
- c. Community Services Coordinator establishes and maintains a relationship with community service agencies to aid in the reintegration of inmates back into the community; including but not limited to basic human needs, employment and training services, medical/mental health assistance, and transportation services.
- d. Records Unit maintains inmate population accounting information for each inmate as applicable, including arresting agency, sentencing court, charges, date of admission and release, length of confinement, manner of release, fines and bail involved, type of sentence, work detail and program participation.
- e. Quartermaster generates all purchase orders; audits all invoices and contract billing for the Detention Center; maintains all uniforms and accessories for Correctional Deputies; and monitors inventory and surplus.
- f. Special Projects Manager coordinates and manages all special projects at the Detention Center; develops and monitors department budgets and operating and capital budgets; develops, negotiates, and monitors contracts with consultants and vendors; creates and manages project budgets and schedules; supervises procurement procedures; and other duties as assigned.
- g. Standards Office is responsible for ensuring the facility's compliance with all local, state and federal laws and standards. Preparation for audits and document retention is an essential part of the office's function as well as monitoring and updating all administrative and operational policies and procedures. The Standards Office is also responsible for oversight of the Prison Rape Elimination Act (PREA) Program.
- h. Work Release Unit is responsible for monitoring inmates on the Work release Program. These inmates have been recommended by the courts and meet all the requirements set forth by the Detention Center. The Work Release Unit is also responsible for the managing the Commissary and Maintenance Unit.
 - (i) Commissary Officer is responsible for the ordering, delivery and inventory of all inmate commissaries. This Officer is also responsible for the purchasing, receiving and dispersal of all facility consumable items used by staff and inmates.
 - (ii) Maintenance Unit is responsible for maintaining the condition of the Detention Center, by performing scheduled maintenance and inspections to detect and repair conditions that would be unsafe to staff, inmates, and visitors.

2. Operations Division

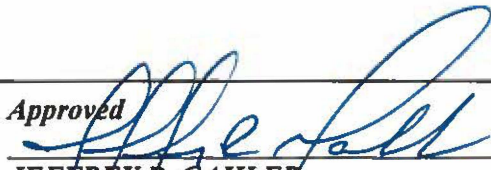
- a. Security Operations Unit's primary objective is the care, custody, and control of inmates. In addition, Correctional Deputies assigned to the unit conduct routine tours of all inmate housing areas; are responsible for the prevention of escapes; attempts to escape; suicides; attempts to commit suicide; and for the detection and confiscation of contraband or other dangerous items which are detrimental to the facility, personnel, and the inmate population. Deputies assigned to the unit provide 24/7 coverage and are assigned to shifts as directed by the Division Commander. The Security Operations Unit is also responsible for supervision of the K-9, Exercise Officer and Mail Clerk/Temporary Security functions.
 - (i) Correctional K-9 Unit responsibilities include: responding to incidents to control prisoners during a disturbance or riot; crowd control under certain circumstances; apprehending prisoners attempting to flee or resist control; searching for any controlled dangerous substance; providing a strong psychological deterrent; conducting demonstrations for the community; searching buildings or enclosed areas for criminal suspects; trailing criminal suspects or lost individuals; controlling inmate movement; and vehicle scans.
 - (ii) Exercise Officer is responsible for ensuring inmates are afforded the opportunity for voluntary participation in a structured indoor and outdoor exercise program. The Exercise Officer maintains constant observation of inmates while out for recreation time and responsible for maintaining all inmate recreational equipment.
 - (iii) Mail Clerk/Temp Security Officer is responsible for inspecting all incoming mail to prevent contraband from entering the facility. All legal mail addressed to inmates is opened and inspected by the mail clerk in the presence of the inmate. The mail clerk also assists with the processing of program volunteers during evening hours.
- b. Chief of Security reports directly to the Assistant Warden and serves as the liaison between the Detention Center, the Criminal Investigations Division and the Office of Professional Standards in matters relating to investigation of inmate incidents and staff incidents; serves as the primary member to monitor the general security of the physical building integrity; and oversees the operation of Gang/Intelligence Unit.
 - (i) Gang/Intelligence Unit is assigned specific investigations and is charged with identifying incarcerated gang members and gathering comprehensive intelligence information. The information gathered is shared with the State's Attorney's Offices and other federal, state and local agencies as deemed appropriate. The investigations are often conducted in cooperation with agencies to further criminal prosecutions, as well as identifying possible witness intimidation and/or tampering related to specific cases. The unit identifies, investigates and disrupts criminal activity. The information gleaned often leads to the prosecution of criminal acts caused by individuals, street gangs, security threat groups and terrorist organizations.

3. Support Operations Division

- a. Interagency Processing Center (IPC) is the initial point of entry for all persons arrested. While in the IPC, the prisoner is fingerprinted, photographed, has an Iris Scan to verify identification and a criminal history will be conducted to check for any wants or warrants. If the arrestee is sober and cooperative, they will be taken to a court commissioner located adjacent to the IPC for a bail hearing. Deputies assigned to the IPC provide 24/7 coverage and work shifts as assigned by the Division Commander. The IPC is also responsible for the Inmate Property function.
 - (i) Inmate Property Officer is primarily responsible for the custody, control, and inventory of inmate personal property which is being retained by the facility and other job-related duties as assigned.
- b. Transportation Unit is responsible for the safe and secure transport of prisoners to and from the Harford County Detention Center to ensure the security of the prisoner, and safety of the Transportation Officer, inmate, and public.
- c. Safety Officer performs fire safety inspections; yearly fit testing for Correctional Deputies, Law Enforcement Deputies and Con-Med personnel; oversees the Hepatitis B vaccination program for all HCSO personnel; provides instruction on all fire safety related courses and Blood Borne Pathogens; oversees the AED program and is responsible for all quarterly, monthly and weekly inspections.

Organizational charts for the following are available by clicking on the appropriate link below:

1. Harford County Sheriff's Office (ADM 02.01 – Appendix A).
2. Police Services Bureau (ADM 02.01 – Appendix B).
3. Services and Support Bureau (ADM 02.01 – Appendix C).
4. Correctional Services Bureau (ADM 02.01 – Appendix D)

<p>Approved </p> <hr/> <p>JEFFREY R. GAHLER SHERIFF DATE <u>8.25.16</u></p>
