

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 1.02	PAGES: 1 of 1
	RELATED ORDERS: ACA 4-ALDF-7D-04 G.O. 2.23 Rules & Regulations 1.1.5 , 1.1.6	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: October 28, 2015	
	REVISION DATE: October 1, 2013	
CHAPTER: Administration, Organization and Management	SUBJECT: Organization and Staffing Charts	

- I. **PURPOSE:** To show position by classification and groups of functions or sub-units, graphically illustrated, to clearly delineate the lines of authority and responsibility.
- II. **POLICY:** It shall be the policy of the Detention and Corrections (D&C) Division to have a written document which describes the organizational structure at the Glenn E Dyer Detention Facility (GEDDF) and the Santa Rita Jail (SRJ). The document shall include an organizational chart for both facilities that groups similar functions, services and activities into administrative sub-units, and shall be reviewed annually and updated as needed.

III. DEFINITION:

- A. **ORGANIZATIONAL CHART:** A graphically illustrated chart showing positions by Chain of Command and responsibilities. Positions are placed under each line of authority and are represented by a box symbol having lines of delineation to give direction to the position

IV. PROCEDURE:

- A. The Administrative/Personnel Lieutenant at each facility will be responsible for maintaining the accuracy of their respective organizational chart
- B. The organizational chart shall be reviewed annually and updated as needed by the Lieutenants of each sub-unit or group. It is their responsibility to review the organizational chart and submit comments, additions and/or deletions to the Administrative/Personnel Lieutenant for review
- C. The Administrative/Personnel Lieutenant will address each comment, addition and/or deletion to the organizational chart with the Facility Commanding Officer of the facility
- D. Prior to implementation of any changes to the facility organizational chart, it shall be the responsibility of the Administrative/Personnel Lieutenant to obtain authorization from the Facility Commanding Officer