

	<b>Effective: 01-06-2025</b>	<b># 01-01</b>
	<b>Section: Establishment &amp; Organization</b>	<b>Replaces or Modifies: 1-1-2013; 1/13/2022</b>
	<b>Title:                   Organization and Policy System</b>	
<b>Issued by:       Chief Deputy Mattie Provost</b>		

**I. Purpose:**

Establish the basic organizational structure and policy system for the Fort Bend County Sheriff’s Office (FBCSO).

**II. Policy Statement:**

The FBCSO will deliver services based upon an organizational structure and policy system designed to provide an efficient use of taxpayer resources, a framework that fosters accountability, and an aid in conserving the peace in Fort Bend County.

**III. Details and Procedures:**

**A. Organization and Management**

1. Sheriff – The elected head of the Sheriff’s Office who answers to the electorate of Fort Bend County and who has the Constitutional and Statutory authority over all the operations and personnel of his/her Office.
2. Sheriff’s Office (this term is interchangeable as appropriate with the terms Department and Agency) – All functions, personnel, and assets under the authority of the Sheriff. The Office is under the command of the Chief Deputy. Any function that the Sheriff may by law designate to a Deputy is designated to the Chief Deputy, who may further designate authority as needed to most efficiently and effectively fulfill obligations.
3. Only the Sheriff or Chief Deputy have authority to hire or terminate an employee.
4. Sheriff’s Command Staff is comprised of the Captains who are Division Commanders, Majors, Assistant Chief Deputies, and Chief Deputy.
5. Sheriff’s Executive Staff is comprised of the Majors, Assistant Chief Deputies, and Chief Deputy.
6. The following are the component organizational levels of the Office listed from highest to lowest [dependent upon its functionality and scope a Task Force may fall into any of the below component levels]:
  - a. Bureau
  - b. Command
  - c. Division
  - d. Section, Unit, Team, Detail, Shift (all at equal component organizational level)
7. Detailed function organization from Bureau level and below is documented in Attachment "A" to this General Order.

**B. Policy System**

1. A policy is a written document giving guidance and instructions that set the standards of

operations and conduct for the FBCSO. The term policy is inclusive of the following:

- a. General Orders - The highest ranking policies of the FBCSO. These set the overall operational and employee conduct expectations. These may only be issued by the Sheriff or Chief Deputy. (This title may also be referred to as "Chief" in all policies). In any conflict with other policies, these policies prevail (unless specifically overruled by the Sheriff or Chief Deputy). A Special Order issued by the Sheriff or Chief Deputy is considered a form of General Order.
  - b. Bureau Manuals – The second highest ranking set of policies of the FBCSO. They are designed to provide more technical guidance on day to day operations. If a Bureau has need of a Manual the Bureau Commander will oversee its development and implementation. A Bureau Manual may be subdivided into Divisional/Group/Unit ... SOP's (Standard Operating Procedures) as needed. The issuing authority of a Bureau Manual is the Major. The issuing authority on an SOP is a Division Commander. Prior to issuing a Bureau Manual /SOP it will be forwarded to all Majors for review and input. After this input it will be forwarded to the Chief Deputy for authorization to implement. Upon authorization, the issuing authority will enact the policy. Any employee performing a function covered by guidance found in a Bureau Manual / SOP is expected to follow said guidance.
  - c. Attachments to a policy are items that are more likely to be modified at a higher frequency than General Orders or Bureau Manuals. Modification to an Attachment requires the same issuing authority as the policy it is attached to; however, it can be revised without need for a revision to which the policy is attached.
2. Policy Format, Supervisory Direction, Civil Service Statement, Versions, Practices, and Severability,
- a. The format of General Orders, Bureau Manuals, SOP's, and attachments are to be approved by the Chief Deputy. All policies will carry the name, title, and signature or initials of the issuing authority and have an effective date. All policies remain in force until modified or rescinded by competent authority (this is regardless of whether or not the issuing authority subsequently loses authority to issue or is reassigned).
  - b. Supervisors may issue written or verbal direction on policy matters and implementation. This direction cannot modify or replace existing policy as this form of direction is solely designed to act as an aid in following existing policy. Questions on policy meaning that are not resolved should be forwarded through the chain of command. The final interpretation of policy meaning within the FBCSO is determined by the Chief Deputy.
  - c. Any policy that requires approval by the Civil Service Commission is not effective until this approval takes place. Only General Orders may deal with issues that need Civil Service Commission approval – if this approval is needed it will be stated within the General Order.
  - d. The official version of all General Orders, Bureau Manuals, and SOP's will be provided to and maintained by the Chief's Office. Bureau Commanders are responsible for disseminating new or revised policies and shall provide documentation to the Chief's Office that employees have received the new or revised policy. In cases of conflicts concerning different versions of a policy, the Chief Deputy will make the final determination on these matters. Bureau Commanders shall insure that policies are available for viewing by employees under their command and may utilize electronic formats, paper copies, or other reasonable means to accomplish this mission.
  - e. All practices of the FBCSO are to be in compliance with policy. In cases where conflict is found, it should be reported through the chain of command for resolution.

- f. If any part of a policy is determined to be invalid or unenforceable only that specific part is affected, the remaining element(s) of the policy are severable and remain in effect. Non-substantive errors do not serve to invalidate a policy. (Examples include, but are not limited to, numbering, grammar, and spelling). The Chief Deputy will make determinations and/or revisions on this topic when necessary.