



Sheridan Police Department  
Policies and Procedures  
4.1 Replaces 102.1  
Chapter 4 – Department Organization  
Section 1 – Structure & Function

Date: January 1, 2013  
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Signature:

The Sheridan Police Department recognizes the importance of an organizational structure that enhances operational efficiency, ensures unity of command, and delineates the lines of authority, responsibility, and communications.

#### **4.1.1 Structure/Function**

The Sheridan Police Department consists of three bureaus: the Administrative Services Bureau, the Patrol Operations Bureau, and the Special Operations Bureau.

A. Administrative Services Bureau

1. Structure: The Administrative Services Bureau consists of manager, administrative services, evidence services and records services.
2. Function: The Administrative Services Bureau is responsible for department records, evidence and property management, special projects and grant coordination, policy development and managing projects of the police department; facility maintenance and recruitment of volunteer staff.

B. Patrol Operations Bureau

1. Structure: The Patrol Operations Bureau consists of a lieutenant, patrol teams consisting of a sergeant, corporal, officers and communication technicians.
2. Function: The Patrol Operations Bureau is responsible for traffic safety, K-9 program, field training officer program, tactical operations, calls for service and working closely with the community to address law enforcement concerns.

C. Special Operations Bureau

1. Structure: The Support Services Bureau consists of a lieutenant, school resource officers, community service officers, a detective sergeant, and detectives.
2. Function: The Support Services Bureau is responsible for animal control operations, recruiting and hiring, media contacts, internal affairs, and felony or specialized criminal investigations.

#### **4.1.2 Rank Structure**

The order of rank for officers within the department (in descending order) is:

- A. Chief of Police
- B. Captain
- C. Lieutenant
- D. Sergeant
- E. Corporal

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F. Police Officer

#### **4.1.3 Personnel Allocation and Classification**

The City of Sheridan Human Resources Department:

- A. Maintains a position management system for all positions within the Sheridan Police Department;
- B. Maintains and updates a written task analysis for each position within the Sheridan Police Department;
- C. Maintains a written classification plan; and
- D. Maintains current job descriptions for all police department positions.