

Description of organization of Walla Walla Sheriff's Office.

1. The Walla Walla Sheriff's Office is an administrative, licensing, law enforcement and public outreach agency.
2. The Office is organized pursuant to chapter [36.28](#) RCW under a Sheriff, elected by the citizens of Walla Walla County, an Undersheriff and Chief Deputies, appointed by the Sheriff.
3. The Sheriff has delegated authority to the Undersheriff and each Chief Deputy to act in a specific functional area. The functional areas are the: Operations Division & Administrative Services Division.
 - a. The Operations Division's general duties are:
 - i. Shall arrest and commit to prison all persons who break the peace, or attempt to break it, and all persons guilty of public offenses;
 - ii. Shall defend the county against those who, by riot or otherwise, endanger the public peace or safety;
 - iii. Shall execute the process and orders of the courts of justice or judicial officers, when delivered for that purpose, according to law;
 - iv. Shall execute all warrants delivered for that purpose by other public officers, according to the provisions of particular statutes;
 - v. Shall attend the sessions of the courts of record held within the county, and obey their lawful orders or directions;
 - vi. Shall keep and preserve the peace in the county, and quiet and suppress all affrays, riots, unlawful assemblies and insurrections, for which purpose, and for the service of process in civil or criminal cases, and in apprehending or securing any person for felony or breach of the peace, they may call to their aid such persons, or power of their county as they may deem necessary.
 - vii. Shall be the duty of the sheriff to make complaint of all violations of the criminal law, which shall come to their knowledge, within their respective jurisdictions.
 - b. The Administrative Services Division's general duties are:
 - i. The service of process in civil or criminal cases along with or without the assistance of deputies
 - ii. Collect legal fees for any civil process
 - iii. Processing and recording of reports of any type
 - iv. Preparation and management of the Office's budget
 - v. Personnel recruiting
 - vi. Processing, issuing, monitoring and revocation, when required, of concealed pistol licenses
 - vii. Processing of public records requests
 - viii. Entering and maintaining the record of no-contact orders
 - ix. The Administrative Services Division acts as support for Operations Division by providing administrative, fiscal, human resources, and other services. Included within the Administrative Services Division are also executive-level personnel, who report directly to the

Undersheriff and Sheriff, and who provide: Public policy, regulatory, and other advice to the Sheriff;

4. The Sheriff has complete charge of the Office. The Sheriff may deputize one of the Chief Deputies or the Undersheriff to exercise the powers and duties of the Sheriff in the event of his or her absence. The Sheriff may delegate duties to others in accordance with RCW [38.28.020](#).

OPERATIONS AND PROCEDURES

The Walla Walla Sheriff's Office has and exercises throughout the county such police powers and duties as are vested in sheriffs and peace officers generally, and such other powers and duties as are presented by chapter [36.28](#) RCW and other applicable RCW chapters. The members of the office enforce state laws as well as county ordinances. Through mutual aid agreements with other agencies in this state and the State of Oregon, deputies have law enforcement powers in those jurisdictions as well. The individual deputy assumes his/her law enforcement role after a period of rigorous training and is vested with certain discretion in his/her contact with alleged law violators in the same degree as are other peace officers. Her/his role also encompasses providing nonlaw enforcement assistance to members of the public within her/his competence and training, including first aid, traffic direction, aid to stranded motorists, etc. Her/his role also encompasses serving of various civil papers and executing various writs.

[Statutory Authority: RCW [42.56.040](#)]