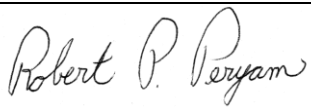


# MONROE COUNTY SHERIFF'S OFFICE

## General Order

<b>CHAPTER:</b> 1		<b>TITLE:</b> Organizational Structure
<b>EFFECTIVE DATE:</b> July 28, 2010	<b>NO. PAGES:</b> 12	<b>AMENDED:</b> July 14, 2010
<b>REFERENCE:</b> CALEA 1.2.1; 11.1.1; 12.1.1		<b>RESCINDS:</b>
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<b>Sheriff of Monroe County</b>		

**PURPOSE**

The purpose of this directive is to establish and describe the organizational structure and functions of the Monroe County Sheriff's Office.

- Lieutenant
- Director
- Sergeant/Supervisor

**DISCUSSION**

This directive shall apply to all Sheriff's personnel. The Monroe County Sheriff's Office is headquartered in Key West, Florida and has satellite substations and detention centers throughout Monroe County. The Office performs three main functions; Law Enforcement, Corrections, and Administration.

**Authority of the Sheriff:**

The Sheriff is the Chief Constitutional Law Enforcement Officer in Monroe County. The Sheriff's authority is derived from F.S. 30.15.

The Sheriff is the Chief Correctional Officer in Monroe County pursuant to F.S. 951.061 and Ordinance of the Monroe County Commission.

Each year the organizational structure of the office is updated and charted for distribution to all personnel

[CALEA 1.2.1, 12.1.1]

Directly under the Sheriff's control:

**POLICY AND PROCEDURE**

**Organizational Structure**

The order of rank within the Sheriff's Office is as follows:

- Sheriff
- Undersheriff
- Chief: Bureau Commander
- Captain

- General Counsel. The General Counsel is appointed by the Sheriff. It is the function of the General Counsel to render legal advice to the Sheriff, to initiate civil forfeiture proceedings against vehicles and other personal property used in the commission of a felony, and coordinate defense presentation in major civil litigation. The Office of General Counsel also supervises the Civil Division.
- Undersheriff. The Undersheriff is appointed by the Sheriff for control and operation of the Office and shall have authority to implement orders, rules, and regulations for the more efficient and effective operation of the Office.

The Undersheriff shall be considered the first appointed executive officer in charge of the Office. Upon the absence of the Sheriff, the Undersheriff shall be in charge of the efficient and effective operation of the Office until the return of the Sheriff at which time the command of the Office shall automatically revert to the Sheriff.

#### **Authority of the Undersheriff:**

Directly under the control of the Undersheriff are the three Bureau Chiefs, Community Relations, Communications, Aviation Divisions, HIDTA-Miami, Office of Internal Affairs and Airport Security Division.

- All Chiefs are appointed by the Sheriff for the control and operation of their respective Bureau. Each Chief shall have authority to implement orders, rules, and regulations for their respective Bureau for the more efficient and effective operation of the Bureau so long as such orders, rules, and/or regulations do not violate, contradict, or dissolve the orders, rules, and regulations set forth in this manual.
  - The Chief of the Bureau of Law Enforcement is charged with all matters pertaining to the enforcement of the laws.
  - The Chief of the Bureau of Corrections is charged with all matters pertaining to the Monroe County Detention Centers.
  - The Chief of the Bureau of Administration is charged with all matters pertaining to the administration of the office of the Sheriff.
- The Community Relations Division is under the direct control of the Director of Community Relations who answers directly to the Undersheriff. The functions of the Community Relations Division include:
  - Citizen's Crime Watch
  - School Resource Officers
  - School Crossing Guards
  - Juvenile Diversion
  - Animal Farm/Landscaping
  - Public Information
  - Media Relations

- The Communications Division is under the direct control of the Director of Communications who answers directly to the Undersheriff. The functions of the Communications Division include:
  - Ensuring vital communication links between citizens and county law enforcement and emergency services.
- The Aviation Division is under the direct control of the Director of Aviation who answers directly to the Undersheriff. The functions of the Aviation Division include:
  - Operation and maintenance of Medical Transport Helicopter.
  - Operation and maintenance of King Air Aircraft for county executive transport and prisoner transport.
  - Operation and maintenance of Sheriff's aviation hanger, located in Marathon, Florida.
- HIDTA-Miami is under the direct control of the Chief of HIDTA who answers directly to the Undersheriff. The functions of HIDTA-Miami include:
  - Assist Federal, State, and local Law Enforcement agencies in their efforts to investigate drug trafficking organizations and disrupt the market for illegal drugs in the United States
- The Office of Internal Affairs is under the direct supervision of the Inspector General who answers directly to the Undersheriff and on a case by case basis directly to the Sheriff. The functions of Internal Affairs include:
  - Investigating members misconduct.
- The Airport Security Division assigned to the Key West International Airport is under the control of the airport Captain who answers directly to the Undersheriff. The Airport Security Division is responsible for patrolling the property on and around the airport 24

hours a day. Duties and responsibilities of the Division include:

- Maintaining security posts in and around the airport.
- Checking vehicles and personnel in security areas.
- Maintaining smooth and consistent pedestrian vehicular traffic.
- Processing new employees for commercial carriers and airport businesses through fingerprinting and background checks.

#### **Authority of the Chief of the Bureau of Law Enforcement:**

Directly under the control of the Chief of the Bureau of Law Enforcement are the Law Enforcement Captains, the Training Captain, Special Teams, the Traffic Unit, and the Reserve Unit.

- All Captains are appointed by the Sheriff for the control and operation of their respective Districts.

All Captains shall have the authority to implement orders, rules, and regulations for their respective District for the more efficient and effective operations of their District, as long as such orders, rules, and/or regulations do not violate, contradict, or dissolve the orders, rules and regulations set forth in this manual.

- The Special Teams consist of the Dive Team, Bomb Squad, and SWAT Team. Each Special Team is charged with providing a special response to a specific threat or need and each Team is under the direct control of a Team Leader.
- The Traffic Unit is charged with traffic enforcement and is under the control of the Traffic Unit Sergeant.
- The Reserve Unit consists of volunteers, both civilian and law enforcement, who aid in the provision of services provided by the Office. The Reserve Unit is under the direct control of the Reserve Captain.

#### **Authority of Captains of the Bureau of Law Enforcement:**

- The Captains of the Bureau of Law Enforcement (excluding the Training Captain) are assigned geographically.
  - District One (Cudjoe Key) is responsible for the geographical area up to the 47-mile marker of U.S. Highway 1. The District One Captain is charged with the administrative handling of the Cudjoe Key Substation, the Patrol function, and the Criminal Investigations function, including the Crime Scene Unit within the District's jurisdiction.
  - District Four/Five (Key Vaca) is responsible for the geographical area from the 47-mile marker to the 72 mile marker. The District Four/Five Captain is charged with the administrative handling of the Key Vaca Substation, the Patrol function, and the Criminal Investigations function, including the Crime Scene Unit within the District's jurisdiction. Additionally, the District Four/Five Captain is responsible for the Special Operations Division. The functions of the Special Operations Division include:
    - Vice/Drugs/Organized Crime
    - Crimes Against Persons
    - Homeland Security Intelligence
    - HIDTA
    - Crime Analysis
      - Crime Analysis Section - It is the policy of The Sheriff that collecting and analyzing readily available crime data and making this analyzed information regularly available to individual line officers and investigators can make them more informally aware and consequently more effective. Crime analysis is a scientific process, in the sense that it involves the collection of valid and reliable data, employs systematic techniques of analysis, and seeks to determine for predictive purposes, the frequency with which events occur and the extent to which they are associated with other events. The Crime Analysis Section provided

useful information to aid operational personnel in meeting their crime control and prevention objectives by identifying and analyzing methods of operation of individual criminals, providing crime pattern recognition, and providing analysis of data from field interrogations and arrests. In addition, much of the information developed by the Crime Analysis Section is used by the Office in its long-range planning efforts by providing estimates of future crime trends and assisting in the identification of enforcement priorities. More specifically, the functions and responsibilities of the crime analysis section include:

- ❖ The collection of crime data.
- ❖ The collation of crime data.
- ❖ The analysis of crime data.
- ❖ The dissemination of analyzed crime information.
- ❖ Feedback analysis and program evaluation.
- ❖ Crime Analysis reports posted in Outlook.
- ❖ Advise the Sheriff of any crime pattern or trends as they develop. This can be accomplished via email.

In addition, the Crime Analysis section shall have access to the following information on a daily basis:

- ❖ Patrol Incident Report
- ❖ Supplementary Reports
- ❖ Arrest Reports
- ❖ Investigative Reports
- ❖ Field Interrogation Reports

- District Six (Islamorada) is responsible for the geographical area from the 72-mile marker to the 91 mile marker.
- The District Six Captain is charged with the administrative handling of the Islamorada Substation and the Patrol function within the District's jurisdiction.

- District Seven (Roth Building) is responsible for the geographical area from mile marker 91 to the Dade County Line (U.S. 1, 112.5-mile marker) and all territory of the southern Everglades in Monroe County. District Seven is also responsible for all territory up to the Dade County line on Card Sound Road in north Key Largo.
- The District Seven Captain is charged with the administrative handling of the Roth Substation, the Patrol function, Ocean Reef, and the Criminal Investigations function, including the Crime Scene Unit within the District's jurisdiction.
- The Training Captain is headquartered in Key West and is charged with
  - Planning, developing, coordinating, implementing and evaluating training programs.
  - Notifying personnel of required and available training.
  - Maintaining training records.
  - Assuring that required training programs are attended.
  - Selecting instructors for training programs.

Directly under the control of the Captains of the Bureau of Law Enforcement are the Law Enforcement Lieutenants.

- All Lieutenants are appointed by the Sheriff for the control and operation of their respective Stations.

All Lieutenants shall have the authority to implement orders, rules, and regulations for their respective Station for the more efficient and effective operations of their Station, as long as such orders, rules, and/or regulations do not violate, contradict, or dissolve the orders, rules and regulations set forth in this manual.

#### **Authority of Lieutenants of the Bureau of Law Enforcement:**

Directly under the control of the Lieutenants of the Bureau of Law Enforcement are the Law Enforcement Sergeants.

- All Sergeants are appointed by the Sheriff for the control and operation of their respective Squads.

All Sergeants shall have the authority to implement orders, rules, and regulations for their respective Squad for the more efficient and effective operations of their Squad, as long as such orders, rules, and/or regulations do not violate, contradict, or dissolve the orders, rules and regulations set forth in this manual.

**Authority of the Chief of the Bureau of Corrections:**

Directly under the control of the Chief of the Bureau of Corrections are the Captain of Operations and the Director of the Diversion Project.

- The Captain of Operations is appointed by the Sheriff for the control and operation of the Monroe County Detention Facilities.

The Captain shall have the authority to implement orders, rules, and regulations for the more efficient and effective operations of the detention facilities, as long as such orders, rules, and/or regulations do not violate, contradict, or dissolve the orders, rules and regulations set forth in this manual.

- The Jail Diversion Project Director is appointed by the Sheriff and is charged with managing the Jail Diversion Project.

**Authority of the Captain of Operations of the Bureau of Corrections:**

Directly under the control of the Captain of Operations of the Bureau of Corrections are the Corrections Lieutenants and the Programs Director.

- All Lieutenants are appointed by the Sheriff for the control and operation of their respective assignments.

All Lieutenants shall have the authority to implement orders, rules, and regulations for their respective assignments for the more efficient

and effective operations of their assignment, as long as such orders, rules, and/or regulations do not violate, contradict, or dissolve the orders, rules and regulations set forth in this manual.

- The Administrative Lieutenant is headquartered in the main Detention Facility in Key West and is responsible for the following functions:

- Maintenance
- Medical Services
- Food Services
- Transportation
- Classification
- Inmate Services

- The Key Vaca Lieutenant is charged with security in the Key Vaca Detention Facility.

- The Plantation Key Lieutenant is charged with security in the Plantation Key Detention Facility.

- The Key West Lieutenants are each charged with security in the Key West Detention Facility on their respective watch.

- The Director of Programs is appointed by the Sheriff and is headquartered in the main Detention Facility in Key West and is charged with:

- Laundry
- Inmate Property/Mail
- Work Release
- Commissary
- Inmate Visitation
- Main Control
- Inmate Programs
- Medical Deputy
- Identification

**Authority of Lieutenants of the Bureau of Corrections:**

Directly under the control of the Lieutenants of the Bureau of Corrections are the Corrections Sergeants.

- All Sergeants are appointed by the Sheriff for the control and operation of their respective Squads.

All Sergeants shall have the authority to implement orders, rules, and regulations for their respective Squad for the more efficient and effective operations of their Squad, as long as such orders, rules, and/or regulations do not violate, contradict, or dissolve the orders, rules and regulations set forth in this manual.

**Authority of the Chief of the Bureau of Administration:**

Directly under the control of the Chief of the Bureau of Administration are the Finance, Human Resources, Information Management, Court Services, Grants Administration/Risk Management, Property/Evidence, Radio Communication Systems, and Professional Standards Divisions.

- The Finance Division is under the direct control of the Finance Director who answers directly to the Bureau of Administration Chief. The functions of the Finance Division include:

- Bonds
- Purchasing
- Payroll
- Fleet/Inventory
- Supply
- Accounting

- The Human Resources Division is under the direct control of the Human Resources Director who answers directly to the Bureau of Administration Chief. The functions of the Human Resources Division include:

- Administrative
- Background
- Personnel

- The Information Management Division is under the direct control of the Information Management Director who answers directly to the Bureau of Administration Chief. The functions of the Information Management Division include:

- Maintenance of computer systems

- The Court Services Division is under the direct control of the Court Services Director who

answers directly to the Bureau of Administration Chief. The functions of the Court Services Division include:

- Records
- Warrants
- Expungement
- Court Security
- Uniform Crime Reporting

- The Grants Administration/Risk Management Division is under the direct control of the Grants Administrator/Risk Manager who answers directly to the Bureau of Administration Chief. The functions of the Grants Administration/Risk Management Division include:

- Grants administration
- Risk Management
- Worker's Compensation

- The Property/Evidence Division is under the direct control of the Property Director who answers directly to the Bureau of Administration Chief. The functions of the Property/Evidence Division include:

- Central Property and Evidence
- Satellite Property and Evidence.

- The Radio Communication Systems and Programs Division is under the direct control of the Radio Communication Systems Director who answers directly to the Bureau of Administration Chief. The functions of the Emergency Communications Division include:

- Professional and high quality communications via the MCSO 800 MHz Smartzone radio system to approximately 32 agencies and 1600 users, this allows for interagency cooperation and communications on the system throughout the county.

- UHF paging services for Fire/Rescue is provided and maintained, as well as digital paging and cellular services for county staff.

- Traffic radar for most county and state law enforcement agencies in Monroe

and South Dade are calibrated and certified through the department on a bi-annual basis.

- The 911 answering equipment is also purchased and maintained through the Emergency Communications department.
- The Professional Standards Division is under the direct control of the Lieutenant of Professional Standards who answers directly to the Bureau of Administration Chief. The functions of this Division include:
  - Ensuring that all policies and procedures are being adhered to in compliance with State and National Accreditation Commissions
  - Staff inspections
  - Policy development

All Directors within the Office are appointed by the Sheriff for control and operation of their respective Division. Each Director shall have the authority to implement orders, rules, and regulations for their respective Division, as long as such order, rules, and/or regulations do not violate, contradict, or dissolve the orders, rules and regulations set forth in this manual.

*If you want this as a function directly under Chief Rice as opposed to an additional duty under Grants Administration/Risk Management use the following:*

- The Planning and Research function is under the direct control of the Bureau of Administration Chief. The functions of Planning and Research include:
  - The collection, interpretation and dissemination of data that is essential to the making of management decisions.
  - The development of analytical reports for use by policy setting personnel.
  - Preparing long range goals and objectives for the Office.

- Studying anticipated workloads based on population trends.
- Studying anticipated personnel levels and needs.

The functions of the Planning and Research are delegated on an ad hoc basis by the Chief of the Bureau of Administration to those within the Office with subject matter expertise to perform said function.