


MONROE COUNTY SHERIFF'S OFFICE

General Order

CHAPTER: 001		TITLE: Organizational Structure
EFFECTIVE DATE: July 28, 2010	NO. PAGES: 7	REVIEWED/REVISED: July 10, 2023
 Sheriff of Monroe County		

- I. **PURPOSE:** The purpose of this directive is to establish and describe the organizational structure and functions of the Monroe County Sheriff's Office (MCSO).
- II. **DISCUSSION:** This directive applies to all MCSO personnel. The Monroe County Sheriff's Office is headquartered in Key West, Florida and has satellite substations and detention centers throughout Monroe County. MCSO performs three main functions: Law Enforcement, Corrections and Administration. The organizational chart is updated as needed and available to all personnel via PowerDMS.
- III. **ORGANIZATIONAL RANK STRUCTURE:** The order of rank within MCSO is as follows:
 - A. **Sheriff**
 - B. **Undersheriff** (Colonel)
 - C. **Lieutenant Colonel**
 - D. **Bureau Commander** (Major/Chief)
 - E. **District Commander/Division Commander** (Captain/Executive Director)
 - F. **Station Commander/Division Commander** (Lieutenant/Director)
 - G. **Unit Supervisor** (Sergeant/Supervisor)
- IV. **AUTHORITY:**
 - A. **Sheriff:**
 1. The Sheriff is the Chief Constitutional Law Enforcement Officer in Monroe County. The Sheriff's authority is derived from FSS. 30.15.
 2. The Sheriff is the Chief Correctional Officer in Monroe County pursuant to FSS 951.061 and Ordinance of the Monroe County Commission.
 - B. **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. He/she is the first appointed executive officer in charge of the office and shall be in charge of the office during the absence of the Sheriff.
 - C. **Lieutenant Colonel:** The Lieutenant Colonel is appointed by the Sheriff for the control and oversight of one or more Bureau Commanders. The Lieutenant Colonel shall have authority to implement orders, rules and regulations for their respective bureau(s) for the more efficient and effective operation of the bureau(s) 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. He/ She is the second appointed executive officer in charge of the officer and shall be in charge of the office during the absence of the Sheriff and Undersheriff.

- D. Bureau Commanders:** are appointed by the Sheriff for the control and operation of their respective bureau. Each commander shall have authority to implement orders, rules and regulations for their respective bureau for the more efficient and effective operation of the Bureau 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.
- E. District Commanders** shall have the authority to implement orders, rules and regulations for their respective district for the operations of their district, as long as such orders, rules and/or regulations do not violate, contradict or dissolve those set forth in this manual.
- F. Directors** 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 orders, rules and/or regulations do not violate, contradict or dissolve those set forth in this manual.
- G. Station Commander** is directly under the control of the District Commander. All lieutenants are appointed by the Sheriff for the control and operation of their respective assignments.
- H. Sergeants:** are selected by the Sheriff (consistent with current collective bargaining agreements) for the control and operation of their respective units. All sergeants shall have the authority to implement orders, rules and regulations for their respective units for the operations of their units, as long as such orders, rules and/or regulations do not violate, contradict or dissolve those set forth in this manual.

V. HIERARCHY OF POSITIONS AND DIRECT REPORTS:

A. Sheriff

1. Undersheriff

- 2. General Counsel:** The General Counsel is appointed by the Sheriff and shall 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.

3. Sheriff's Aide

- a. Animal Farm
- b. Landscaping

B. Undersheriff

2. Lieutenant Colonel:

3. Bureau Commander:

- a. **Chief of the Bureau of Administration:** charges with all matters pertaining to the administration of MCSO.

4. Commander of Internal Affairs/Professional Standards (Inspector General)

- a. Airport Security
- b. Internal Affairs
- c. Professional Standards/Staff Inspections
- d. Media Relations/Public Information Officer (PIO)
- e. Director of Training

C. Lieutenant Colonel:

1. Bureau Commanders:

- a. Major of the Bureau of Law Enforcement: charged with all matters pertaining to the Enforcement of laws.
- b. Major of the Bureau of Corrections: charged with all matters pertaining to the detention centers.

VI. BUREAU OF LAW ENFORCEMENT: The Major of the Bureau of Law Enforcement (BLE) is charged with all matters pertaining to the enforcement of laws. Direct reports to the Major, BLE are:

- A. Communications
- B. District Commanders (assigned geographically)
- C. Intelligence, Civil and Court Security
- D. Juvenile Diversion Supervisor
- E. Director of Major Crimes, Special Operations, traffic and VOCA
- F. Reserve Unit Commander
- G. School Safety
- H. Special Teams Commanders. (SWAT team, Dive team, Crisis team, EOD team, Threat Management Team, Drone team).

VII. BUREAU OF CORRECTIONS (BOC)

A. Major, BOC is charged with all matters pertaining to the MCSO Detention Centers. Direct reports to the Major, BOC are:

- 1. Captain of Operations
- 2. Captain of Support Services
- 3. Director of Inmate Programs

B. Captain of Operations is appointed by the Sheriff for the control and operation of the MCSO 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, rule and/or regulations do not violate, contradict or dissolve those set forth in this manual. Direct reports to the Captain of Operations are:

- 1. Key West Security: The Key West lieutenants are each charged with security in the Key West Detention Facility on their respective watch.
- 2. Marathon Site Commander: The Key Vaca lieutenant is charged with security in the Key Vaca Detention Facility.
- 3. Plantation Key Commander: The Plantation Key lieutenant is charged with security in the Plantation Key Facility.
- 4. Accreditation
- 5. Financial Assistant
- 6. Medical Services

C. Lieutenant of Support Services is headquartered in the main Detention Facility in Key West and is responsible for the following functions:

- 1. Maintenance
- 2. Inmate Services

3. Classification
4. Food Services
5. PREA Coordinator
6. Transportation

D. Director of Inmate Programs: is appointed by the Sheriff and is charged with managing the Jail Inmate Programs, Visitation programs and all administrative programs supported by the Inmate Trust Account to include:

1. Commissary
2. Laundry
3. Inmate property/mail
4. Work release
5. Inmate visitation
6. Main Control (civilians only)
7. Inmate programs
8. Medical deputy
9. Identification

VIII. BUREAU OF ADMINISTRATION (BOA): The Chief of the BOA is charged with all matters pertaining to the administration of MCSO. Direct reports to the Chief, BOA are:

- A. Aviation Division
- B. Finance Division
- C. Human Resources Division
- D. Information Management Division
- E. Records Division
- F. Grants Administration/Risk Management Division
- G. Planning and Research Function
- H. Property and Evidence Division
- I. Radio Communication Systems

IX. ROLES/FUNCTIONS OF DISTRICTS, DIVISIONS, DEPARTMENTS AND UNITS

A. Aviation Division is under the direct control of the Director of Aviation who reports directly to the Chief, BOA. The functions operation and maintenance of:

1. Medical Transport Helicopters.
2. Sheriff's aviation hanger, located in Marathon, Florida

B. Communications Division is under direct control of the Director of Communications who answers directly to the District 4/5 Commander. The functions include ensuring vital communication links between citizens and county law enforcement and emergency services.

- C. **District 1 (Cudjoe Key)** is responsible for the geographical area up to the 47-mile marker of U.S. Highway 1. The District 1 Commander is charged with the administrative handling of the Cudjoe Key Substation, the Patrol function, Citizen's Crime Watch duties and the Criminal Investigations function, including the Crime Scene Unit within the District's jurisdiction.
- D. **District 4/5 (Key Vaca)** is responsible for the geographical area from the 47-mile marker to the 72-mile marker. The District 4/5 Commander is charged with the administrative handling of the Key Vaca Substation, the Patrol function, Citizen's Crime Watch duties and the Criminal Investigations function, including the Crime Scenes within the District's jurisdiction.
- E. **District 6 (Islamorada)** is responsible for the geographical area from the 72-mile marker to the 91-mile marker. The District 6 Commander is charged with the administrative handling of the Islamorada Substation, the Patrol function and Citizen's Crime Watch duties within the District's jurisdiction.
- F. **District 7 (Roth Building)** is responsible for the geographical area from the 91-mile marker to the Dade County Line (U.S. 1, 112.5-mile marker) and all territory of the southern Everglades in Monroe County. District 7 is also responsible for all territory up to the Dade County line on Card Sound Road in north Key Largo. The District 7 Captain is charged with the administrative handling of the Roth Substation, the Patrol function, Citizen's Crime Watch duties, Ocean Reef and the Criminal Investigations function, including the Crime Scene Unit within the District's jurisdiction.
- G. **Finance Division** is under direct control of the Executive Director of Finance. Functions include:
 - 1. Accounting
 - 2. Bonds
 - 3. Fleet/Inventory
 - 4. Payroll
 - 5. Purchasing
 - 6. Supply
- H. **Grants Administration/Risk Management Division** is under direct control of the Grants Administrator/Risk Manager. Functions include:
 - 1. Grants administration
 - 2. Risk Management
 - 3. Workers' Compensation
- I. **Human Resources (HR) Division** is under direct control of the Executive Director of HR. Functions include:
 - 1. Administrative
 - 2. Background
 - 3. Personnel
- J. **Information Management Division** is under direct control of the Information Management Director. The division is responsible for the maintenance of computer systems.
- K. **Intelligence/Court Security** is under direct control of the Major, BLE. The lieutenant is responsible for intelligence, crime stoppers, homeland security, crime analysis, agency court security and the civil process unit.
- L. **Major Crimes, Special Operations and VOCA** is under direct control of the Director of Major Crimes. The following report directly to the Director of Major Crimes:

1. HIDTA-Monroe (High Intensity Drug Trafficking Area): The functions include assisting 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.
 2. VOCA
 3. Major Crimes
 4. Traffic Unit
 5. Vice/Drugs/Organized Crime
- M. Office of the Inspector General (IG)** is under direct control of the Undersheriff, and, on a case-by-case basis, to the Sheriff. The following report directly to the IG:
1. Airport Security Division which is assigned to the Key West International Airport and is responsible for patrolling the property on and around the airport 24 hours per day. Duties and responsibilities include:
 - 1) Maintaining security posts in and around the airport.
 - 2) Checking vehicles and personnel in security areas.
 - 3) Maintaining smooth and consistent pedestrian vehicular traffic.
 2. Director of Internal Affairs/Professional Standards
 - 1) Internal Affairs: investigates members' misconduct
 - 2) Professional Standards
 - a) Accreditation:
 - (1) Ensures that all policies and procedures are being adhered to in compliance with State and National Accreditation Commissions.
 - (2) Policy development and maintenance
 - b) Staff Inspections
 3. Media Relations/Public Information Officer (PIO)
- N. Planning and Research Function** is under direct control of the Chief, BOA. The functions of the Planning and Research Function are delegated on an ad hoc basis by the Chief, BOA to those within MCSO with subject matter expertise to perform said function. Functions include:
1. Collecting, interpreting and disseminating data that is essential to the making of management decisions
 2. Developing analytical reports for use by policy setting personnel
 3. Preparing long-range goals and objectives for MCSO
 4. Studying anticipated workloads based on population trends
 5. Studying anticipated personnel levels and needs
- O. Property and Evidence Division** is under direct control of the Director of Property and Evidence. Functions include:
1. Central Property and Evidence
 2. Satellite Property and Evidence
- P. Radio Communication Systems** is under direct control of the Director of Radio Communication Systems. Functions include:
1. Professional and high quality communications via the MCSO 800 MHz Smartzone radio system to approximately 32 agencies and 1,600 users which allows for interagency cooperation and communications on the system throughout the county.

2. UHF paging services for Fire/Rescue is provided and maintained, as well as digital paging and cellular services for county staff.
3. Traffic radar for most county and state law enforcement agencies in Monroe and South Dade Counties are calibrated and certified through the department on a bi-annual basis.
4. The 911 answering equipment is purchased and maintained through the Emergency Communications department.

Q. Records Division is under direct control of the Director of Records. Functions include:

1. Expungement
2. Records
3. Uniform Crime Reporting
4. Warrants

R. Reserve Unit consists of civilian and law enforcement volunteers who aid in the provision of services provided by MCSO. The Reserve Unit is under direct control of the Reserve Captain who is under direct control of the Major, BLE.

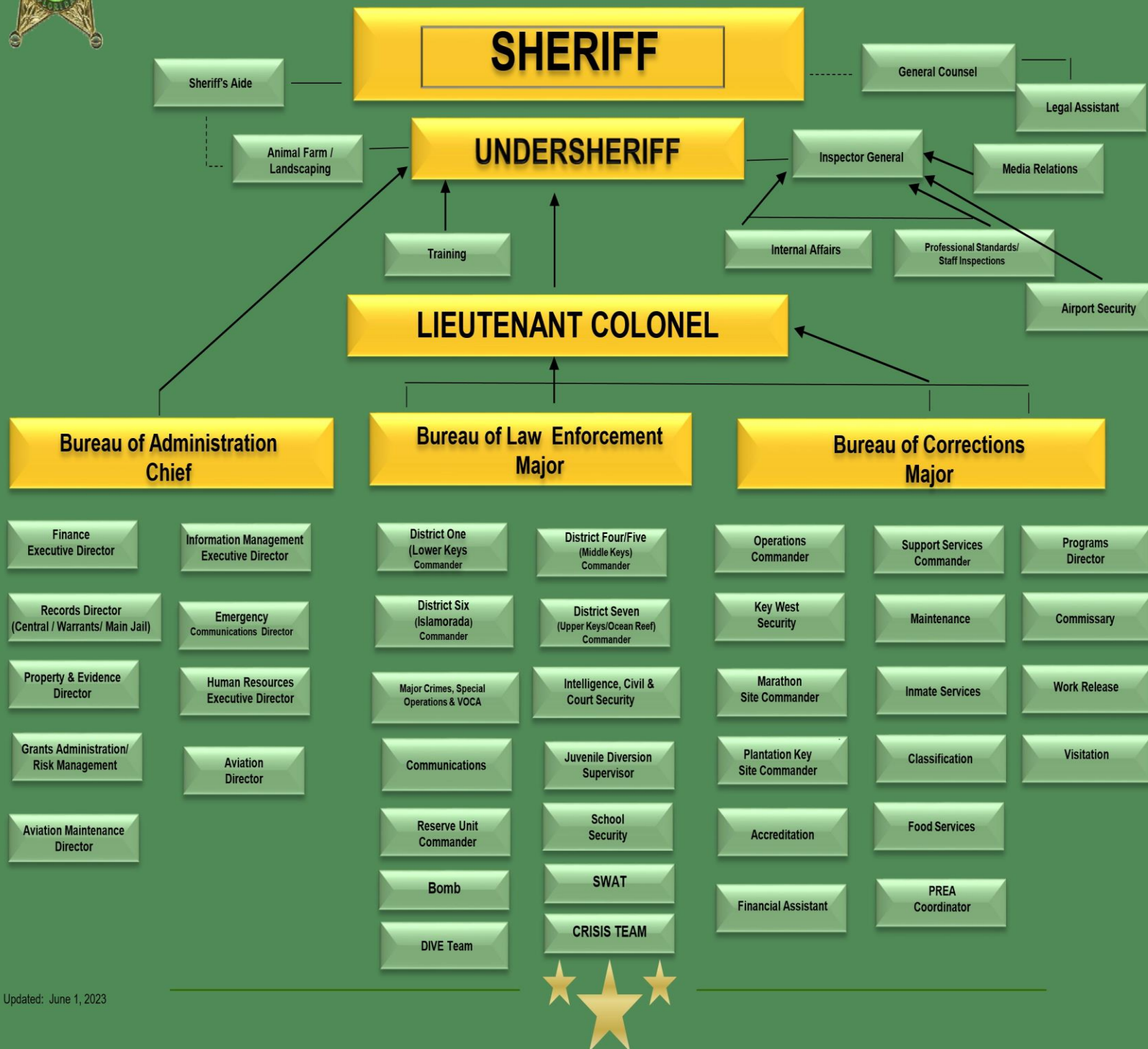
S. Traffic Unit is charged with traffic enforcement and is under the control of the Traffic Unit Supervisor who answers directly to the Director of Special Operations.

T. Training Division is under direct control of the Lieutenant of Training who reports directly to the Undersheriff. Functions include:

1. Training
 - 1) Planning, developing, coordinating, implementing and evaluating training programs
 - 2) Notifying personnel of required and available training
 - 3) Maintaining training records
 - 4) Assuring that required training programs are attended
 - 5) Selecting instructors for training programs



MONROE COUNTY SHERIFF'S OFFICE ORGANIZATIONAL CHART



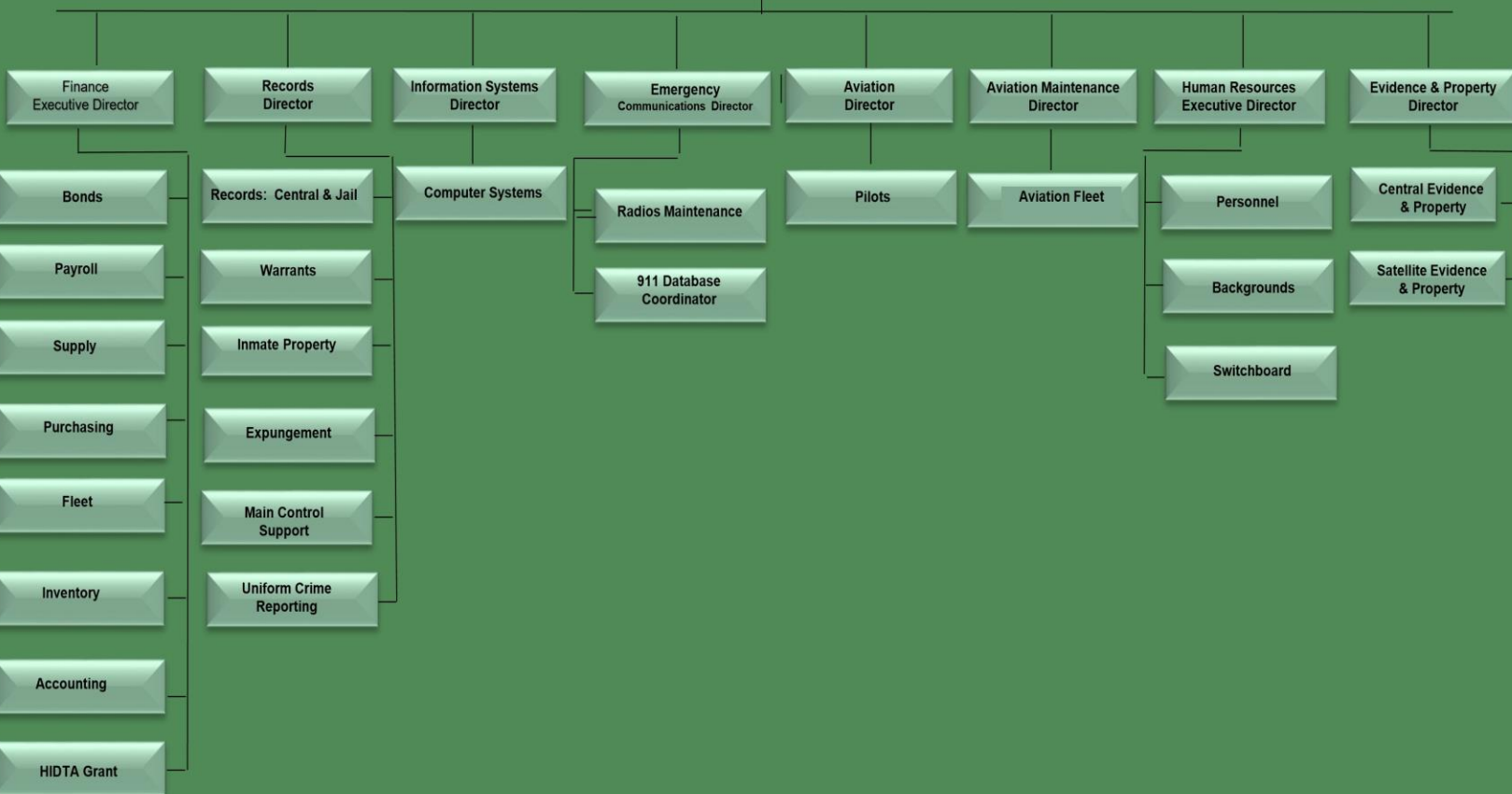
Updated: June 1, 2023



Bureau of Administration Organizational Chart

Bureau of Administration Chief

Grants Administration/
Risk Management



Updated: February 26, 2021





Bureau of Law Enforcement Organizational Chart



Updated: June 2, 2023



EMERGENCY COMMUNICATIONS Organizational Chart

SHERIFF

Undersheriff

**Chief
Bureau of Administration**

**Emergency
Communications**



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TRAUMA STAR Organizational Chart

SHERIFF

Undersheriff

**Chief
Bureau of Administration**

Trauma Star

