


MONROE COUNTY SHERIFF'S OFFICE

General Order

CHAPTER: 001		TITLE: Organizational Structure
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REFERENCE: CALEA 1.2.1; 11.1.1; 12.1.1, 12.1.2		RESCINDS:
 Sheriff of Monroe County		

PURPOSE

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

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.

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

POLICY AND PROCEDURE

Organizational Structure [CALEA 11.1.1]

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

- Sheriff
- Undersheriff (Colonel)
- Bureau Commander (Chief/Major)
- Division Commander (Captain / Executive Director)
- Section Supervisor (Lieutenant / Director)
- Unit Supervisor (Sergeant/Supervisor)

- All Captains, Lieutenants, and Directors are appointed by the Sheriff.

Authority of the Sheriff:[CALEA 1.2.1, 12.1.1]

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

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

Directly under the Sheriff's control:

- **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.
- **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.

Authority of the Undersheriff: [CALEA 12.1.2]

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.

Directly under the control of the Undersheriff are the three Bureau Commanders, Community Relations, and the Commander of Professional Standards.

- All 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.
 - The Major of the Bureau of Law Enforcement is charged with all matters pertaining to the enforcement of the laws.
 - The Major 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 Media Relations** Section is under the direct control of the Director of Media Relations who answers directly to the Undersheriff. The functions of the Media Relations Section include:
 - Media Relations
 - Public Information
 - Juvenile Diversion
 - Animal Farm/Landscaping

- **The Aviation Section** 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 Helicopters.
 - Operation and maintenance of King Air Aircraft for county executive and prisoner transport.
 - Operation and maintenance of Sheriff's aviation hanger, located in Marathon, Florida.

- **The Commander of Professional Standards Division** who answers directly to the Undersheriff is charged with the following:
 - The Office of Internal Affairs is under the control of the Commander of Professional Standards and on a case by case basis directly to the Sheriff.
 - The functions of Internal Affairs include:
 - Investigating member's misconduct.
 - **The Airport Security Division** assigned to the Key West International Airport is under the control of the Commander of Professional Standards. 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.
 - **The Accreditation Division** is under the direct control of the Lieutenant who answers directly to the Commander of Professional Standards.
 - 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

Authority of the Major of the Bureau of Law Enforcement:

Directly under the control of the Major of the Bureau of Law Enforcement are the Law Enforcement Captains, the Captain of Support Services, and the Reserve Unit.

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 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 control of the Reserve Captain.

Authority of Captains of the Bureau of Law Enforcement:

- The Captains of the Bureau of Law Enforcement (excluding the Commander of Support Services) 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, Citizen's Crime Watch duties 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, Citizen's Crime Watch duties and the Criminal Investigations function, including the Crime Scenes within the District's jurisdiction.

HIDTA- Monroe is under the direct control of the Commander of District Four/Five who answers directly to the Major of the Bureau of Law Enforcement. The functions of HIDTA-Monroe 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.
 - SWAT Team-reports to the Commander of District Four/Five
 - **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, and Citizen's Crime Watch duties, 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, Citizen's Crime Watch duties, Ocean Reef, and the Criminal Investigations function, including the Crime Scene Unit within the District's jurisdiction.
 - **The Captain of Support Services** is in charge of the following:
 - **The Training Division** is under the direct control of the Captain of Support Services. The functions of the Training Section include:
 - 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.
- **The Communications division** is under the direct control of the Director of Communications who answers directly to the Captain of Support Services. The functions of the Communications Section include:
 - Ensuring vital communication links between citizens and county law enforcement and emergency services.
- **School Resource Officers**
- **School Crossing Guards**
- **The Special Teams** consist of the Dive Team, Bomb Squad, and Hostage Negotiator. 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 who answers directly to the Captain of Support Services.
- **The Traffic Unit** is charged with traffic enforcement and is under the control of the Traffic Unit Supervisor who answers directly to the Captain of Support Services.
- **The Special Investigations Division** The functions of the Special Operations Division include:
 - Vice/Drugs/Organized Crime
Major Crimes
 - Homeland Security Intelligence

Intelligence/Court Security is responsible for intelligence, crime stoppers, homeland security, crime analysis, agency court security and the civil process unit. The Lieutenant of Intelligence/Court Security is under the control of the Captain of Support Services.

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 Intelligence Reports

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 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 more efficient and effective operations of their Units, 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 Major of the Bureau of Corrections:

Directly under the control of the Major of the Bureau of Corrections are the Captain of Operations, the Captain of Support Services and the Director of Inmate Programs.

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 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:

- Laundry
- Inmate Property/Mail
- Work release
- Inmate Visitation
- Main Control(civilians only)
- Inmate Programs
- Medical Deputy
- Identification

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, Medical Services, Accreditation and Finance Assistant.

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 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.

Authority of the Captain of Support Services of the Bureau of Corrections:

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

- Maintenance
- Field Training Program
- Food Services
- Transportation
- Classification
- Inmate Services

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, Grants Administration/Risk Management, Property/Evidence, Radio Communication Systems and Director of Records.

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

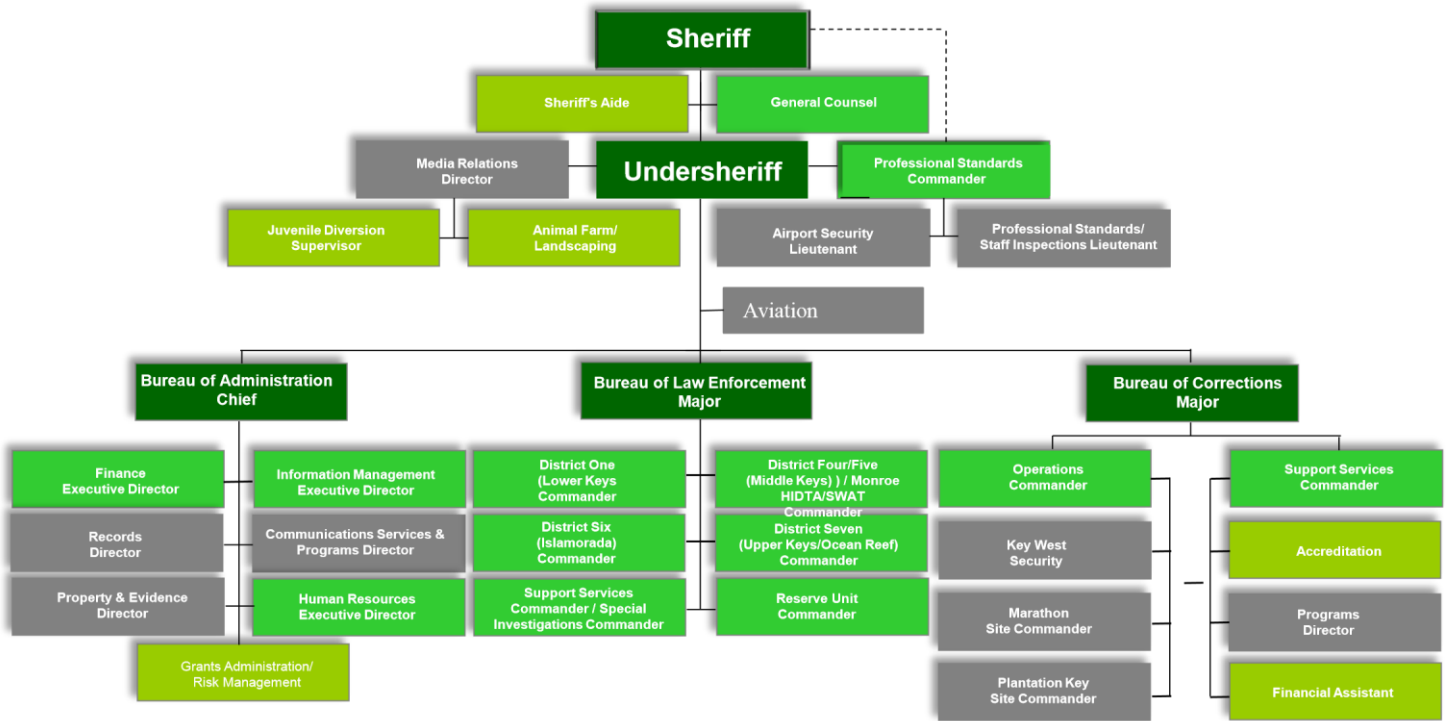
- The development of analytical reports for use by policy setting personnel.
- Preparing long range goals and objectives for the Office.
- Studying anticipated workloads based on population trends.
- Studying anticipated personnel levels and needs.

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

- **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** 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.

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.

Monroe County Sheriff's Office Organizational Chart



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