

## Appendix E: Greene County Sheriff Organization Description & Chart



The **Greene County Sheriff's Law Enforcement Division** is comprised of the following positions:

- Sheriff
- Undersheriff
- Captain
- Lieutenant
- 6 Sergeants
- 3 Investigators
- 18 Deputies

The 27 Road Patrol Personnel includes 4 white females, 1 Hispanic female, and 1 African-American male.

On a normal day, GCSO assigns 4 patrols to post coverage encompassing the 658 square miles of our county. Among those patrols are deputies with specialized training like K9 handlers, firearms instructors, defensive tactics trainers, field trainers, and school resource officer(s). We have marine patrol duties, utility terrain vehicles and snowmobile patrols, and rifle sniper(s).

Generally, a deputy sheriff's duties include but are not limited to: patrol, investigating suspicious activities and answering complaints, watching for wanted and missing persons and stolen vehicles, maintaining order in crowds, parades, funerals and other public gatherings, serving subpoenas, and legal documents, citing traffic violators, investigating crimes, collecting evidence, transporting prisoners, attending court, presenting testimony and evidence, answering questions, directing the public, and filing a report of all such activity on a daily basis.

Candidates for hire as a deputy must conform to physical and psychological standards set by New York State Civil Service law and the sheriff. They must reside within Greene County, hold a valid NYS driver's license, a high school diploma and be at least 20 years old. Only candidates with excellent moral character and unquestionable integrity are considered by the Greene County Sheriff's Office.

The investigators, in addition to many of the duties and qualifications described above, handle serious crimes and investigations. They investigate every natural, unattended or suspicious death, all fatal motor vehicle accidents, all cases involving firearms, children, sexual abuse and elderly abuse. They are tasked with handling

evidence, interviewing suspects, victims and witnesses including children. Additionally, they conduct background investigations on all county employees. Investigators generally work 8am to 4pm but are on call 24/7. They are supervised by a detective sergeant and a lieutenant.

Two sergeants and eight deputies are assigned to the Sheriff's Emergency Response Team. They are very specifically trained for and practice high risk arrest situations, armed standoffs, hostage situations and barricaded subjects, among other dangerous events and situations.

Two deputies are K9 handlers, partnered with a highly trained German Shepard or Belgian Malinois dogs. They are specifically trained to detect illegal drugs, protect their handlers, and track suspects and missing persons.

Five deputies are currently assigned as School Resource Officers (SROs) in four school districts at the Cairo-Durham Middle & High School, the Cairo-Durham Elementary School, the Greenville Central School, and the Windham-Ashland-Jewett Central School. The GCSO has a comprehensive memorandum of understanding governing the relationship between the school systems, the deputies and the Sheriff's office. Quarterly meetings are held with relevant stakeholders to assess the program and make modifications as necessary. The SRO program is funded primarily by the participating school districts. Since its inception, the SRO program has been highly successful, and enables students to form positive relationships with the deputies who serve, and a positive perception of the GCSO.

These SROs have had hundreds of hours of specialized training from various and divers schools. Considering the amount of contact our SROs have students, no arrests have been made.

Deputies and Special Patrol Officers hired under General Municipal Law 209V, who work on a part time basis, provide security to the Greene County Office Building and Greene County Mental Health Building. There are currently 6 Part Time Deputies and 6 SPOs assigned to those buildings. They are scheduled, supervised by and answer to a lieutenant. There is also one part time Civil Deputy that handles civil duties including serving various civil processes, evictions and orders of protection. In addition, there are other part time deputies that monitor registered sex offenders and conduct fire investigators.

Deputies' shifts begin at 7:00pm and 7:00am. A sergeant is considered the first line of supervision on every shift. All serious calls are reported to the lieutenant and eventually to the Sheriff through a "chain of command". The Sheriff holds accountability for the actions of the entire office.

The **Greene County Sheriff's Office Civil Enforcement Division** is responsible for the enforcement of all civil processes in Greene County which includes Summonses, Property Executions, Evictions, Income Executions and Subpoenas just to name a few.

The Civil Office also undertakes a large majority of our business functions including financial functions such as cash receipts, cash disbursements and accounts payable. The accounts involved are Bail & Fine funds, Records funds, and all Civil Account funds.

The Civil Division consists of two Civil Coordinators, one Civil Manager, and the Civil Papers are served by the deputies on patrol.

The Courts in Greene County and the surrounding counties depend on our Deputies to handle matters received from various Supreme, Surrogate, County, Family, Town, and Village Courts. Your division often receives Orders of Protection, Summons, Petitions and other orders from all counties in New York as well as other states requesting us to affect service for them within our county.<<<<The Greene County Jail>>>>

The Greene County Corrections Department (GCCD) is responsible for the operation of the Greene County Jail. The GCCD provides adequate care, custody, treatment, supervision, discipline and correctional programs for all persons committed to the custody of the Sheriff. The objective of the GCCD is to ensure the public safety through programs designed to:

- Provide for the safer, secure custody of all detainees;
- Assure compliance with the laws, codes, rules and regulations for the operation and management for county correctional facilities, and;
- Create the conditions and opportunities for personnel to increase their professional competence.

## Greene County Sheriff’s Office Organizational Structure

