

**ATTACHMENT A:**

**Descriptive Profile of Monroe County Operating  
Departments**

**MONROE COUNTY, MICHIGAN**



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# **1. INTRODUCTION TO THE PROFILE OF MONROE COUNTY**

The interim report, which follows, provides a descriptive profile of the organizational departments and functional units under study in Monroe County. The report is formatted in chapters related to broader functional categories including administrative service-related departments, public safety operations and health services.

## **1. OVERVIEW**

The County is comprised of numerous operating departments designed to serve the citizens of Monroe County. These organizational units are the subject of the study and this Descriptive Profile document. The purpose of the descriptive profile is to document the project team's understanding of the organizational structure, allocation of staff by unit and function, and principal assigned roles and responsibilities of staff. Data contained in the profile were developed based on the work conducted by the project team including:

- Interviews with managerial, supervisory, union and line staff in the various departments throughout the County.
- Collection of various preliminary data describing organization and staffing patterns, job duties and responsibilities, etc.

The descriptive profile does not attempt to recapitulate all organizational and operational facets of the departments under study. Rather, the profile reflects our understanding of the organization which is foundational for issues identification and analysis. In this report, the structure of this descriptive profile is as follows:

- Overview descriptions of the organization including, where appropriate, detailed organizational charts.
- Description of staff positions, by classification, including number of authorized and actual positions noted.
- Summary descriptions of key roles and responsibilities of staff. The responsibility descriptions provided in the Descriptive Profile also summarize the team's understanding of the major programs and service activities to which staff are currently assigned. It should be clearly noted that responsibility descriptions are not intended to be at a human resources "job description" level of detail. Rather, the descriptions are intended to provide the basic nature of the job and including deployment, work schedules where appropriate, major duties and responsibilities, and the like.

These data were reviewed for accuracy and completeness by management and supervision of the appropriate organizational units.

## **2. ADMINISTRATIVE ORGANIZATIONS**

The following chapter reflects information gathered related to Monroe County administrative organization operations.

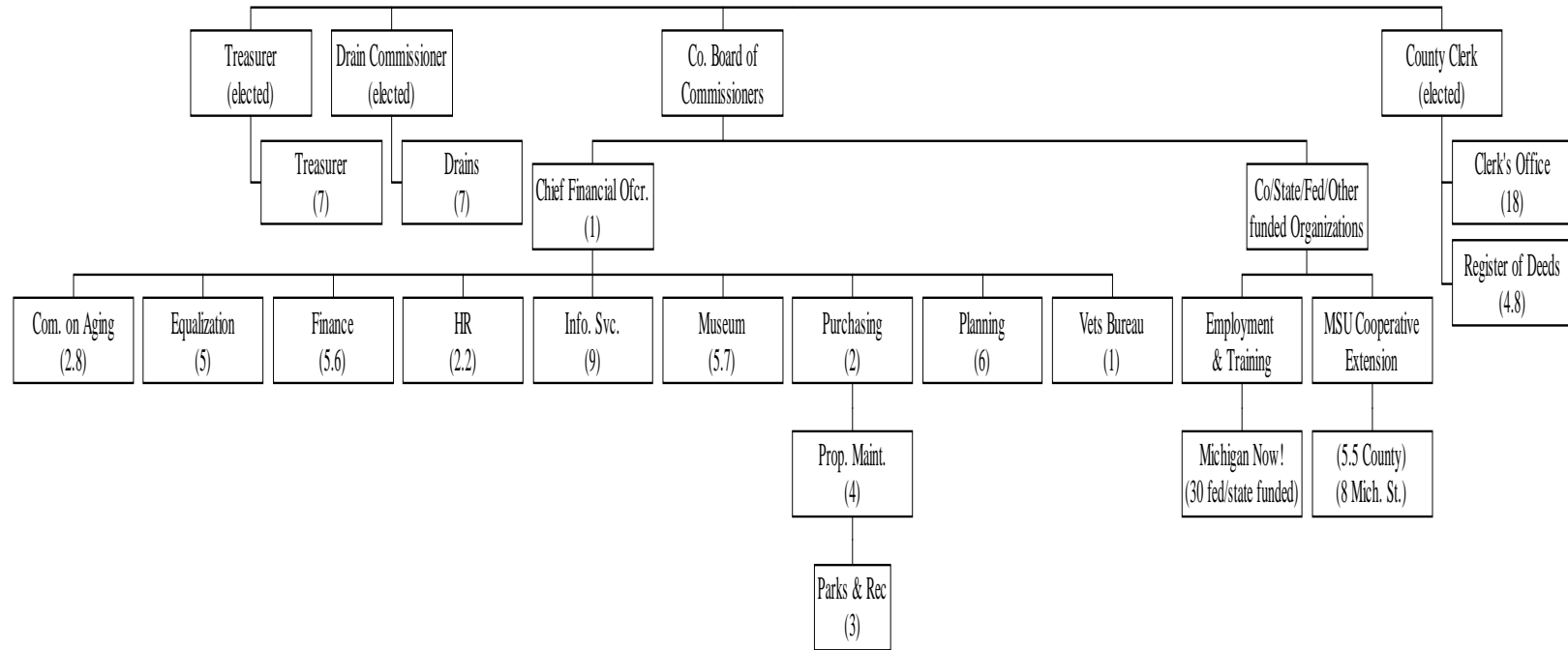
### **1. COUNTY CLERK TO VETERAN'S BUREAU**

This section of the profile details the variety of “administrative organizations” within Monroe County beginning, alphabetically, with the County Clerk and concluding with the Veteran’s Bureau. Information within this section incorporates seventeen (17) separate departments or divisions with various duties and responsibilities.

#### **(1) Organizational Structure**

The following provides an overview of the organizational structure of those administrative services under study. Note that the County provided detailed organizational structure information including reporting relationships at the individual job classification level and thus it is not necessary to duplicate this level of detail herein, particularly given some of the organizations are smaller with very few full-time equivalents. Rather, the organizational structure below reflects notable departmental information and reporting relationships. It should be noted that during the course of this study some organizational modifications are being undertaken, including the potential contract of parks maintenance services due to retirements. Staffing numbers reflect the most recent authorized staffing levels, and may not mirror present staffing patterns.

## Administrative Departments



**(2) Staffing**

In the tables, which follow, is a summary of the organizational units, staffing, and key elements of how staff are deployed.

Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
<b>COUNTY CLERK</b>			
County Clerk	1.0	1.0	<ul style="list-style-type: none"> <li>The County Clerk, an elected position in Monroe County, provides Department oversight to include planning, budgeting, operational and fiscal management, and frequent interaction with the general public. Highlighted specific oversight duties include overseeing the Office and Register of Deeds; management of vital statistics; provides support to the Courts including records maintenance, manages appointed attorneys and the Jury Board; secretary support to various County Boards and the Commission; and administration of Elections.</li> <li>The Chief Deputy County Clerk serves as chief assistant and assists in supervising, providing assistance and operational support on all operations of the office. Acts for the County Clerk in her absence.</li> <li>The Office Manager supervises, trains, and makes work assignments to the staff assigned to the Counter side of the Clerks' office as well as the mail room. The position oversees the campaign finance law and updates and maintains the Qualified Voter File. The Manager provides oversight for the receipt and processing of Vital Records maintained by the office of the County Clerk and provides back-up to the "Elections" Clerk.</li> <li>The four (4) Courtroom Clerk positions serve as court clerks for the Circuit Judges, one clerk assigned to each judge unless providing overlap/back-up coverage. Clerks schedule/prepare the judge's docket; ensures the updating of court records and files; handle paperwork for appeals; and attend trials, hearings and other matters heard in court to keep notes on court proceedings. Clerks call cases in court, draw juries and swear in witnesses, processes personal protection orders, tracks evidence, and assist requesting parties in completing administrative paperwork, obtaining attorney for those meeting requirements, and other tasks.</li> <li>The two (2) Family Court Clerks set up and record court proceedings on the video recording system, prepares dockets, and performs other responsibilities similar to the Courtroom Clerks for the Circuit Court Judge.</li> </ul>
Chief Deputy Co. Clerk	1.0	1.0	
Office Manager	1.0	1.0	
Courtroom Clerk	4.0	4.0	
Family Court Clerk	2.0	2.0	
Records Processing Clerk I	2.0	2.0	
Records Processing Clerk II	4.0	4.0	
Records Processing Clerk III	1.0	1.0	
Account Clerk II	1.0	1.0	
Secretary	1.0	1.0	

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Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
County Clerk (cont.)			<ul style="list-style-type: none"> <li>• The Records Processing Clerks I-III perform a variety of tasks related to the processing of a variety of County records dependent upon their position. The Clerk III position generally manages juror information relative to summons, questionnaires, State reporting, etc. and prepares the daily deposit of fees collected. The Clerk II positions generally operate the public Front Counter and manage the processing of records related to Vital Statistics (birth and death certificates, marriage licensing, etc.). Staff process bail bond registrants, passports, CCW permits, perform notary activities, etc. One position also acts as the Elections Clerk managing elections during those time periods for the County and Townships, training of election workers and clerks throughout the County regarding elections, and developing a training program for both voters and clerks. The Clerk I positions are responsible for the proper filing of all documentation/hard-copy records in the Office as well as one position serving as County-wide mail clerk processing/delivering in-coming and out-going mail. Clerks effectively act as the County “switchboard” as the County Clerk is the primary outside telephone number given.</li> <li>• The Account Clerk II position performs a variety of clerical tasks to assist in the accounting of monetary matters linked to the Courts including monthly financial reporting, restitution reporting, drug and drunken driving reimbursement, jury reimbursement, payment adjustment reporting, and other financial reporting assistance. The position provides back-up to the Records Processing Clerk III.</li> <li>• The Secretary conducts a variety of duties in support of the County Clerk’s office including direct project assistance to the Chief Deputy; assistance to various legal personnel related to filings, motions, divorce processing, front counter aid, etc; performs a variety of computer data entry task; and serves as back-up to the front counter and Courtroom Clerks.</li> </ul>

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Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
<b>COMMISSION ON AGING</b>			
Director	1.0	1.0	<ul style="list-style-type: none"> <li>The Director, who reports administratively to the Administrator/CFO as well as reports to the 9-member Commission on Aging, provides Department oversight to include planning and coordinating senior citizen programs, budgeting related to the Senior (non-general fund) millage rate, operational and fiscal management, personnel management, and a variety of other duties including policy writing, policy revision, review of potential/current service providers, monitors monthly fiscal and program reports from service providers, identifies gaps in services and works with service providers and related agencies to determine how to meet those needs and provides information and counseling on senior issues to members of the public.</li> <li>The COA Assistant provides organizational support in overseeing the programs and activities available to senior citizens to include all duties of the office in the absence of the Director. Assists the Director in gathering and reviewing budget data from service providers, inputs and tracks FASBE payment vouchers, calculates and prepares appropriate spreadsheets, records, files, and reports and researches senior citizen issues and concerns as needed.</li> <li>The 32-hour per week clerk position provides various administrative and clerical support duties and responsibilities to the office that assists the Director in coordination of activities and programs to meet the needs of the senior citizens.</li> </ul>
COA Assistant	1.0	1.0	
Clerk (P/T)	0.8	0.8	

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Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
<b>DRAIN COMMISSION</b>			
Drain Commissioner	1.0	1.0	<ul style="list-style-type: none"> <li>The Commissioner, an elected position in Monroe County, provides Department oversight to include planning, budgeting, operational, project and fiscal management, and regular interaction with the community with regard to the County's ~1,100 drains. This position also oversees water and wastewater management (unrelated to this study).</li> <li>The Deputy Drain Commissioner performs a variety of duties in support of the Commissioner including the inspection of drain construction projects in progress to ensure compliance with plans and specifications and inspects drainage systems in need of maintenance, contracts maintenance work, and reviews work of contractor. The position oversees the planning and operation of drain projects/maintenance and the enforcement of all relevant laws and regulations under Act 40 of the Public Acts of 1956.</li> <li>The Account Clerk II performs a variety of tasks related to the receipting and bookkeeping of Drain &amp; Enterprise Funds. The position receipts and processes payments, balances receipts, and assists with other bookkeeping activities while performing a variety of accounting functions unique to the Drain Department.</li> <li>The Assessment Clerk II assists in setting up drainage projects and apportions the costs among affected property owners. The position: answers questions from the public concerning drainage districts, assessment procedures and provides information regarding assessments, unpaid balances, and interest due; maintains the accounting and financial records for bid letting monies, bid deposits, and drainage and water projects; prepares bid docs; creates the Drain Status List and prepares Board status reports; supervises the Account Clerk II's work; maintains contact with the public through notifications, etc.; and performs a variety of accounting functions requiring an in depth knowledge of accounting procedures and Drain Department operations.</li> <li>The Chief Engineer reviews and approves professionally designed plans and specifications for all for storm sewer and storm water detention improvements. The position oversees the construction of drainage systems; performs minor design; and processes pay estimates, writes agreements and drainage easements, and establishes county drains. This position is 100% funded by fees.</li> </ul>
Deputy Drain Commissioner	1.0	1.0	
Account Clerk II	1.0	1.0	
Assessment Clerk II	1.0	1.0	
Assistant (Chief) Engineer	1.0	1.0	
Soil Erosion Control Agent	1.0	1.0	
Drainage Supervisor	1.0	1.0	

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Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
Drainage (cont.)			<ul style="list-style-type: none"> <li>• The Soil Erosion Control agent enforces the Soil Erosion and Sedimentation Control Act. The position reviews applications and Erosion Control Plans, Meets with contractors and developers at sites prior to issuance of a permit to examine stormwater outlets, existing and proposed basins, site topography, proximity to watercourses, proposed utility locations, type of soil, and other factors affecting drainage. The position issues the permits, performs on-site inspections, and carries out necessary enforcement actions. This position is 100% funded by fees.</li> <li>• The Drainage Supervisor assists in the investigations and resolution of all complaints. Duties will include prioritizing complaints, submitting follow-up reports, supervising temporary crews, and recommending corrective actions where necessary. The position oversees and participates in inspection services and all maintenance and repair projects such as hydro seeding, smoke testing, spraying, mowing, etc. on open and tiled drains and culverts in the county and coordinates or performs maintenance and repair work with contractors, temporary staff and land owners to resolve any issues that arise. This position is 100% funded by Drainage District Assessments.</li> </ul>

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Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
<b>EMPLOYMENT AND TRAINING (MICHIGAN WORKS)</b>			
Director	1.0	1.0	<p><i>Note all positions are County employees but fully Federal and State funded.</i></p> <ul style="list-style-type: none"> <li>The Director, who reports administratively to the Administrator/CFO as well as reports to the Commissioners and Southeast Michigan Community Alliance (SEMCA), provides Department oversight to include planning, budgeting, operational and fiscal management to include administering the SEMCA lump sum budget to operate her department, personnel management, and a variety of executive duties to accomplish the mission and services of eleven independent programs associated with Michigan Works! and consistent with SEMCA performance objectives.</li> <li>The Workforce Programs Coordinator coordinates the work flow of staff engaged in the process of job development and training programs and services to include oversight of "No Worker Left Behind," the Trade Program, the Profiling Program, etc. Identifies nexus between customer needs and programs available, and other oversight responsibilities. Plans, coordinates, and directs personnel in training programs, provides assistance to Intake and staff, as necessary. Acts on behalf of the Director in that person's absence.</li> <li>The Program Support Resource serves as the Resource among program staff, fiscal controller and the director to coordinate, collect, and present information necessary for RFPs, grant proposals and reporting performance and expenditures. Plans and coordinates the marketing of Michigan Works' services and performs fiscal and program support duties for the director and the fiscal controller. Assists or coordinates with monitor reviews at job sites and ensures job sites are following state and federal guidelines. Oversees IT operations and purchasing of computer equipment in conjunction with the County of Monroe.</li> <li>The Information System Specialist inputs and tracks data relative to programmatic enrollments as well as processes various reports generally related to JET and WIA. The position performs data collection of customer tracking information pertaining to assignment compliance, activity enrollments, exits, and placement data information for all programs and enters data as needed into MIS/Case Management program(s). Verifies all program data, review for accuracy and compliance with state/federal/local guidelines.</li> <li>The Counselor administers assessments to link client interests and skill-sets with potential training and employment opportunities. Provides short-term counseling, career counseling, as well as crisis intervention counseling to appropriate customers as needed. Maintains updated knowledge of community resources available and utilizes referrals as needed.</li> </ul>
Workforce Programs Coordinator	1.0	1.0	
Program Support Resource	1.0	1.0	
Information System Specialist	1.0	1.0	
Counselor	1.0	1.0	
Fiscal Controller	1.0	1.0	
Fiscal Control Technician	2.0	2.0	
Employment Services Coordinator	1.0	1.0	
Case Manager	9.0	9.0	
P/T Case Manager	2.0	2.0	
Employment Specialist	2.0	2.0	
Customer Svc. Clerk	1.0	1.0	
Re-entry Resource	2.0	2.0	
Econ & Community Development Spec.	1.0	1.0	
Welfare Reform Coordinator	1.0	1.0	
Ed/Training Specialist	1.0	1.0	
Placement/Retention Specialist	1.0	1.0	
Data/Tracking Tech	1.0	1.0	

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Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
Michigan Works (cont.)			<ul style="list-style-type: none"> <li>• The Fiscal Controller maintains responsibility for the day-to-day financial activities for all eleven (11) programs that the Department administers. The Controller oversees all fiscal staff assigned to operate the accounting system for the programs administered and performs functional duties such as: develop and maintain accounting procedures, oversee program budgets, prepare requests for proposal, perform purchasing, ensure payroll control, monitor cash flow, conduct bill reconciliation, perform program expense allocation and undertake other fiscal monitoring.</li> <li>• The two (2) Fiscal Control Technicians posts all bills by way of vouchers; ensures general ledger and all subsidiary books balance; enters, posts, balances and finalizes payroll; makes deposits; orders supplies; performs physical inventory of assets; assist the One Stop area in a back-up capacity, as necessary; compiles records and reports (e.g. for annual audit) as requested; and performs other duties and responsibilities, as assigned.</li> <li>• The Employment Services Coordinator oversees the staff and programs relative to clientele seeking employment as a result of lay-off, termination, initial workforce entry, unemployment registrants, etc. Some screening is done for WIA initiatives, the No Worker Left Behind program, various skills re-training programs, the Trades program, etc. This position acts as complaint officer for employer-related complaints and forwards a monthly report to the State of Michigan regarding these complaints. Tracks customers using services provided by Michigan Works! Monroe Service Center and reports numbers weekly and monthly to SEMCA.</li> <li>• The Case Managers, dependent upon assignment, provide one-on-one clientele and case management services for recipients of the eleven programs managed by Michigan Works. Staff carry a caseload of participants, regularly interface with those participants, and track progress relative to outcomes for each case.</li> <li>• The two (2) Employment Specialist positions oversee the Employment Services System with One Stop acting as floor proctors to assist clientele in their research. Staff monitors unemployment claimants registering for the labor market exchange between job seekers and employers and that job seekers are appropriately registering with the Michigan Talent Bank. Communicates with local Unemployment Agency on a regular basis to maintain effective working relationships.</li> <li>• The Customer Service Clerk acts as the One Stop receptionist, providing sign-in, information, and clientele support for the Michigan Works "floor."</li> </ul>

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Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
Michigan Works (cont.)			<ul style="list-style-type: none"> <li>• One (1) Re-entry Resource is responsible for prisoner support and attendant life re-training skills as well as participates in the No Worker Left Behind program. One (1) Re-entry Resource is responsible for interface with the food assistance program, Friends-of-the-Court interface, and MPRI (Michigan Prisoner Re-entry Initiative).</li> <li>• The Welfare Reform Coordinator oversees the staff and programs relative to clientele seeking welfare and non-cash recipient aide. These include JET initiatives, Friends-of-the-Court, MPRI program, and others.</li> <li>• The Ed/Training Specialist provides services to eligible clientele relative to educational and training opportunities. The position provides program information and career guidance support to customers, educational institutions, and employers by on-going contacts and communications. The Specialist monitors customer progress and devises appropriate strategies to assist customer needs, including assistance with GED acquisition and remedial training, vocational training, etc.</li> <li>• The Placement/Retention Specialist promotes and develops on-the-job training, post employment training, upward mobility, and additional or other job opportunities for welfare reform customers. The specialist recruits employers, matches persons to potential employers, and tracks placements after hire.</li> <li>• The Data/Tracking Technician acts as a receptionist for welfare reform coordination programs, enters data into various systems, maintains program attendance records and provides back-up to the Information System Specialist, as necessary.</li> </ul>

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Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
<b>EQUALIZATION</b>			
Director	1.0	1.0	<ul style="list-style-type: none"> <li>The Director, who reports administratively to the Administrator/CFO and the Board of Commissioners functionally, provides Department oversight to include planning, budgeting, operational and fiscal management, and several duty-specific responsibilities. Primary duty-specific tasks include ensuring all Department duties are performed to ensure County-wide real and relevant personal property (by unit/class) has been equally and uniformly assessed at an average level of 50% of true cash value; supervise staff; perform relevant audit appraisals and contract assessment for Summerfield; and conduct a variety of sample-based appraisal studies / reports consistent with Michigan law. Oversees and assists 19 Local Townships and Cities in Assessment Administration.</li> <li>The Assistant Director performs a variety of tasks including serving as the Director in his absence. Primary duties include processing deeds for mapping; performance of Computer-aided Design (CAD) work for Equalization maps; processing of Deed information (e.g. Warranty Deeds, Quit Claim Deeds, etc.); and identification, selecting, and visiting sites to perform appraisal reviews in approximately 4 Units.</li> <li>The two (2) Appraiser positions conduct audit appraisals/reporting within 19 County Units using a variety of techniques such as site visitations, site measurements, sales records, land values, present economic conditions, interface with local assessors, interview with residents, and use of other source data with the intent to meet Michigan statute consistent with Section 211.34 of the General Property Tax Act.</li> <li>The Administrative Assistant provides support to the Department staff, performing reception / telephone duties, assisting the Director with report preparation, assisting the Deputy with Deed processing, and other duties as assigned.</li> </ul>
Assistant Director	1.0	1.0	
Senior Appraiser	1.0	0.0	
Appraiser	1.0	0.0	
Administrative Asst.	1.0	0.0	

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Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
<b>FINANCE</b>			
Finance Director	1.0	1.0	<ul style="list-style-type: none"> <li>The Director, who reports to the Administrator/CFO, provides Department oversight to include planning, budgeting, operational and fiscal management, and several duty-specific responsibilities. Primary duty-specific tasks include budget development for non-wage items; budget amendment administration; approval of payroll, accounts payable/receivable, and invoices; accrual entries; Audit and CAFR oversight; CAFR notes; and grants administration.</li> <li>The Assistant Director performs a variety of tasks including serving as the Director in her absence. Major duties include managing the budget calendar; budget development for wage-related items; financial statement preparation; publishing of the CAFR and budget; and oversight/administration of the FASBE database/software. Staff report directly to either the Assistant or the Director.</li> <li>The Benefits Specialist performs a variety of bookkeeping and administrative functions related to both employee benefit and retirement related programs. The position serves as a contact between insurance carriers and plan administrators and the County and maintains enrollment and other records related to the employee benefits. Resolves employer and employee related issues for the processing of health, dental, life, optical and disability insurance claims and responds to inquiries related to benefits of employees. Tasks include managing the Open Enrollment process, performing buy-out calculations, providing benefit information in Employee Orientations, invoice payment for health services, oversight of medical retirement plans, etc. The position is cross-trained to assist with the payroll and payables functions, as necessary, and also interfaces with the HR Assistant. Provides front desk reception and phone answering service.</li> <li>The Accountant position is presently vacant.</li> <li>The Payroll Specialist is responsible for processing the County's payroll to include all payroll-related processing tasks subsequent to data entry of time by departments. This includes time entry QA/QC, problem resolution, and the generation of payroll checks. The position balances the payroll and makes deposits to cover each payroll. The position performs a variety of special projects (e.g. general ledger account reconciliation), generates journal entries, processes vouchers, pays payroll taxes, and prepares a variety of reports related to the payroll process. Position is cross-trained to assist with accounts payable functions, and provides front desk and phone answering service.</li> <li>The part-time clerk (24 hours weekly) processes Claim and Non-claim check runs, inputs expenditure vouchers, processes cash receipts file, inputs approved journal entries, processes monthly insurance files, covers payroll and social security, deposit cash receipts, provides front desk reception and phone answering service, and other clerical support duties and responsibilities as assigned.</li> </ul>
Asst. Finance Director / Database Admn.	1.0	1.0	
Benefits Specialist	1.0	1.0	
Accountant	1.0	0.0	
Payroll Specialist	1.0	1.0	
P/T Clerk	0.6	0.6	

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Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
<b>HUMAN RESOURCES</b>			
HR Director HR Assistant P/T Clerk	1.0 1.0 0.2	1.0 1.0 0.2	<ul style="list-style-type: none"> <li>• The Director, who reports administratively to the Administrator/CFO and the Board of Commissioners functionally, provides Department oversight to include management of all human resource-related functions that include contracts administration, union interface, grievance / arbitration administration, policy administration, negotiations, and discipline and disciplinary investigations. The Director provides oversight to one (1) staff member.</li> <li>• The Human Resources Assistant performs a variety of tasks including serving as the Director in his absence; processing new-hire/existing staff payroll information (garnishments, deductions, wage changes); invoice payments for the Department; ordering of department supplies; workers compensation management; hiring and recruiting tasks including job postings and job applicant initial screening; oversight of background investigations; new employee orientations; administration of terminated employees for payoffs, payroll records, etc.; selected employee training; maintaining funded positions list; interpretation and administration of collective bargaining contracts and personnel policies &amp; procedures; coordination with the employee assistance provider; support of employee benefit programs; maintains DOT certification for CDL holders; coordinates "fitness for duty" or mandatory EAP exams; administration of all HR reports to outside government agencies; internal HR reports; interface with Finance (e.g. Benefits Specialist, Retirement, payroll-budget) staff; and oversight of the part-time Clerk.</li> <li>• The part-time clerk, (8 hours weekly) shared with the Finance Department, performs various filing, data entry, and support functions in support of the HR Assistant and Department.</li> </ul>

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Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
<b>INFORMATION SERVICES</b>			
Director	1.0	1.0	<ul style="list-style-type: none"> <li>The Director, who reports to the Administrator/CFO, provides Department oversight to include planning, budgeting, project management, operational and fiscal management, consistent interface with County Departments, oversight of the City of Monroe, Village of South Rockwood, Monroe Township service contracts, and a variety of other executive duties and responsibilities. Also provides all county computer and peripheral purchasing duties and performs financial and payroll functions for the IT and Imaging Services Departments.</li> <li>The four (4) Network Managers provide a variety of services dependent upon their expertise: one NM manages Wide-area Network (WAN), Firewalls, addresses various network connectivity issues, performs troubleshooting, and provides Desktop support and on-call functions. One position is responsible for the network infrastructure, PBX and telephones, VoIP project, serves as Unix Administrator and oversees inter/intranet and network security and provides on-call functions. One position is responsible for server management, scripts, development of policies for end-users, and law enforcement technology support. One position is relatively new as a consequence of taking over the IT responsibilities of the City of Monroe and also provides on-call functions. All Network Managers staff and assist with the Help Desk using Windows SharePoint 3.0 (shareware) software.</li> <li>The Programmer performs various tasks including Access database development in support of end-users, SQL maintenance, development and data abstractions related thereto, use of Crystal report writer, troubleshooter for BS&amp;A, CourtView software and other applications, staffs the Help Desk, performs back-up restoration and acts as project coordinator over various projects such as MPD software installation. Also provides on-call functions.</li> <li>The WebMaster maintains and updates the County and City of Monroe web pages as well as acts as the primary point of contact for new web page development projects. Assists on the telephonic and SharePoint Help Desk. Provides on-call functions as well as back-up restoration functions.</li> <li>The two (2) Printer positions are responsible for operating the full-service print shop which includes photocopying, printing, laminates, collating, folding, scanning, and various graphic arts capabilities managed as an Enterprise Fund. Services are provided to both Monroe County and other clientele such as townships and non-profits. Staff performing invoicing, pricing and product ordering and minor repairs of equipment. Additionally, staff does database scanning and data entry for other departments such as Treasury, Finance and the Commission on Aging.</li> </ul>
Network Manager	4.0	4.0	
Programmer	1.0	1.0	
WebMaster	1.0	1.0	
Printer	2.0	2.0	

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Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
<b>MICHIGAN STATE UNIVERSITY EXTENSION</b>			
County 4-H (Youth) Educator	1.0	1.0	<p><i>The Michigan State University Extension (MSUE) provides a variety of educational and outreach programs categorically and generally related to adult education, youth development (via 4-H) and agricultural/natural resources support designed to improve quality of life. Given the partnership between MSU and Monroe County, the majority of staff are employees of MSU. There are two positions that are MSU employees but partially funded by the Monroe County budget. Those positions below are specifically Monroe County employees, either full or part-time.</i></p> <ul style="list-style-type: none"> <li>• The County 4-H Youth Educator oversees the development, organization and implementation of the variety of life skill programs associated with 4,000+ enrollees age 7-19 involved in 144 4-H youth clubs. Duties also training and management of the 1400 volunteer leaders and coordination of the 4-H component of the County Fair. This individual currently acts as the County Extension Director in-the absence of the director.</li> <li>• The County Consumer Horticulture Educator provides support to the County community with particular emphasis on consumers, gardeners, commercial landscapers, tree services, etc. to provide plant and pest identification and management. This is done through workshops and individual consultation. The Educator staffs a “hot-line,” responds to various inquires via e-mail, telephone, site visits, etc., interprets soil tests, provides instruction to and oversees the Master Gardener volunteer program, serves as the webmaster for the local MSUE web page prepares a newsletter and performs other related duties.</li> <li>• The three (3) Secretary positions perform varied duties dependent upon their assignment. One position is assigned as the 4-H program secretary performing correspondence preparation, mailings, answering the 4-H phones, registrations, set-up for meetings, workshops, etc. and processes payroll and mileage reimbursement. . One secretary acts as the agricultural and horticultural support secretary-and as the primary receptionist answering the phone and waiting on clients at the counter. She also handles purchasing and financial recordkeeping for the office. One secretary supports the Family and Consumer Sciences programs entering participant data for the Family Nutrition Program, processing invoices and deposits, administrative work related to the SMILE program, completes reporting for grant programs, mail, telephone and other secretarial/clerical support tasks.</li> <li>• The 4-H Program Data Manager serves half-time for the County in the role of database entry and management of a large database of 4-H members, leaders and programs.</li> </ul>
County Consumer Horticulture Educator	1.0	1.0	
Secretary	3.0	3.0	
4-H Program Data Manager	0.5	0.5	

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Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
<b>MUSEUM</b>			
Director	1.0	1.0	<ul style="list-style-type: none"> <li>• The Director, who reports administratively to the Administrator/CFO and the Historical Commission functionally, provides museum oversight to include planning, budgeting, operational and fiscal management, and frequent integration with various local and regional organizations on behalf of the Monroe County Historical Museum. The Director has four (4) full-time direct reports providing the services described below.</li> <li>• The Assistant Director performs numerous tasks including serving as primary budgetary manager, events planning coordinator, serving as tour guide, providing representation at numerous committees (e.g. Civil War Roundtable), serving as the Director in his absence, and other duties as assigned.</li> <li>• The Curator provides museum display/exhibition management functions to include regular revisions, minor facility maintenance activities, assist museum management with the location of relevant works for museum exhibitions and serves as the County's "expert" on local historical buildings.</li> <li>• The Archivist provides museum archival and research services to local, regional, national and international communities to include indexing and archiving of photos, letters, newspapers, obituaries and other relevant historical documentation. Is also responsible for some tours, special programs such as the Historical Marker program, as well as some of the museum exhibits such as Black History Month and Women's History Month.</li> <li>• The Clerk / Education Coordinator provides paraprofessional secretarial support including museum site webmaster efforts, correspondence development, computer data management tasks and also educational activities to include children tour oversight, speaking to primary/secondary classrooms, managing the ISD virtual tour program and responsible for special "temporary" seasonal displays (e.g. Christmas Trees).</li> <li>• The Building Maintenance Worker position appears to be authorized but not directly assigned to the Museum operation.</li> </ul>
Assistant Director	1.0	1.0	
Curator	1.0	1.0	
Archivist	1.0	1.0	
Records Processing Clerk II / Education Coordinator	1.0	1.0	

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
<b>PURCHASING</b>			
Director Retirement Specialist	1.0 1.0	1.0 1.0	<ul style="list-style-type: none"> <li>The Director serves as the Chief Procurement Officer for the County; administratively reports to the Administrator/Administrator/CFO; and reports to the 10 member Park Commission for parks &amp; recreation functions; is responsible for ensuring County compliance with procurement process; serves as the lead in the request for proposal development, issuance and award; manages capital projects; directs and oversees recreation space (e.g., park facilities), including rental of pavilions; develops/manages park scheduling, manages lease agreements for municipal property and / or agencies; oversees security contract service provider; oversees facility maintenance operations and custodial operations; receives request for work orders and assigns to appropriate division; and manages contracts for services. Assists in capital project planning program; coordinates the property, liability and vehicular insurance programs including reporting; and coordinates site WC loss control;</li> <li>The Retirement Specialist reports to the Director for purchasing &amp; facilities issues and Administrator/Administrator/CFO for retirement functions; provides administrative support with respect to procurement, including: <ul style="list-style-type: none"> <li>Review and modify electronically submitted purchase requisitions, as appropriate.</li> <li>Create purchase orders, assist director managing purchasing function, payment to vendors, returns, etc.</li> <li>Track receivables, recordkeeping, vendor</li> <li>Monitors procurement cards.</li> </ul> </li> <li>Additionally, the position administers the County's retirement system, including: <ul style="list-style-type: none"> <li>Calculate retirement benefits</li> <li>Maintain all records</li> <li>Provides staff support to the Retirement Board (e.g., agenda packets, minutes, record keeping, etc.)</li> </ul> </li> </ul>
<b>PARKS AND RECREATION</b>			
Maintenance Leader	1.0	1.0	<p><i>Note: The County is currently in the process of going out to bid for parks maintenance services.</i></p> <p><i>Note: The County is currently in the process of going out to bid for parks maintenance services.</i></p> <ul style="list-style-type: none"> <li>The Maintenance Leader reports to the Director, <u>Purchasing &amp; Facilities</u> and is responsible for oversight and performance of ground maintenance of County parks and municipal grounds including the performance of park safety inspections.</li> <li>Maintenance Workers (contract) are responsible for the variety of parks maintenance tasks including on-season maintenance and winter maintenance including snow and ice control on County grounds, including plowing, shoveling and sand distribution.</li> </ul>

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
<b>PROPERTY MAINTENANCE</b>			
Maintenance Superintendent	1.0	1.0	<ul style="list-style-type: none"> <li>The Maintenance Supervisor reports to the Director, Purchasing &amp; Facilities and, in conjunction with three (3) staff, performs the following duties and responsibilities.</li> <li>Works with the Director to establish preventive maintenance programs and cycles for all facilities and equipment under responsibility of director.</li> <li>Assist the Director with capital projects (e.g., contract oversight, job-site inspections, etc.)</li> <li>Assist the Director with the procurement of building component, equipment and / or systems.</li> <li>Conduct facility condition assessments.</li> <li>Responsible for the maintenance and repair of County facilities.</li> <li>Staff are primarily assigned to facilities on a geographic basis.</li> <li>Receive and complete requests for service from facility users.</li> <li>Conduct daily facility checks and checks of building components and systems.</li> <li>Oversees work completed by contract.</li> <li>Deliver consumable goods to various facilities.</li> <li>Assist with furniture moves and office relocations.</li> <li>Respond to emergency requests for service.</li> <li>Assist the Parks Maintenance Division with snow removal during more significant weather events. Some staff dedicated to assigned facility snow removal tasks.</li> <li>Coordinate and complete special projects, such as painting, carpentry, etc.</li> </ul>
Asst. Maintenance Superintendent	1.0	1.0	
Building Maintenance Worker	2.0	2.0	
Custodial Supervisor	1.0	1.0	<ul style="list-style-type: none"> <li>Reports to the Director, Purchasing &amp; Facilities</li> <li>Serve as a working supervisor for the unit, including perform custodial / maintenance worker duties, as well as time and attendance reporting, disciplinary issues, leave time utilization approval, special tasks outside of normal custodian duties, maintain supplies for all staff, etc. Performs weekend and holiday building checks of all facilities for ensuring working mechanical systems, security of buildings, etc.</li> <li>Responsible for the provision of custodial and light maintenance services to municipal facilities.</li> <li>Clean public restrooms, office restrooms, office space and public areas daily.</li> <li>Stock supplies.</li> <li>Empty recyclable containers twice weekly.</li> <li>Remove food waste and general non-recyclable waste containers daily.</li> <li>Complete special projects as assigned (e.g., floor waxing, room setup, change lights, etc.)</li> <li>Remove liter and waste from bins on exterior of municipal buildings.</li> </ul>
Custodial / Maintenance Worker	7.0	6.0	
Custodian	4.0	2.0	

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
<b>PLANNING DEPARTMENT &amp; COMMISSION</b>			
Planning Director	1.0	1.0	<ul style="list-style-type: none"> <li>The Director, who reports to the Planning Commission per County Ordinance, provides Department oversight to include budgeting, operational and fiscal management, consistent interface with other County Departments, cities, townships and villages and other state/regional planning agencies and committees within the two-state area.</li> <li>The Assistant Planning Director coordinates the professional and support staff, and conducts research, analyzes and organizes data, prepares reports and updates major, controversial or sensitive studies to guide county and local officials in making decisions regarding community development and land use planning. The position provides planning assistance to local units of government and serves as an information resource to county and local officials and the general public.</li> <li>The two (2) Planner positions perform a variety of project case management activities to include Township Zoning Review, Federal Program Review, Farmland and Open Space Review, and Other Reviews which include other jurisdictions' General Plans, recreation plans, etc. Planners further prepare a variety of annual documents including the Annual Report, the Comprehensive Economic Development Strategy, the Five-year Capital Improvement Program, and the On-Site Construction Activity and Manufactured Housing Development report. Additionally, staff are working on updating the County's Comprehensive Plan, interface with the two regional COGs, staff various committees, manage the Partners in Planning effort, prepare correspondence, respond to inquiries, act as the County's official census resource, act as the damage assessment coordinators as part of the EOP,</li> <li>The GIS Specialist uses aerial maps and researches existing map records and other pertinent data to create new data thematic maps suitable for the use by county departments and other governmental agencies. The position prepares property descriptions, base road, zoning, land use and thematic maps using various computer programs such as ArcGIS, AutoCad, and Corel Draw and maintains map files and assists the Planning Department Staff with various projects, using a number of software suites.</li> <li>The Senior Secretary provides direct para-professional support to the Director and Department staff through the screening of calls, typing a variety of documents and maintaining filing systems, performing a variety of technical and/or administrative tasks such as composing correspondence in response to inquiries of clients and the public, data collection, report preparation, and other similar duties and responsibilities.</li> </ul>
Assistant Planning Director	1.0	1.0	
Planner	2.0	2.0	
GIS Specialist	1.0	1.0	
Sr. Secretary	1.0	1.0	

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
<b>REGISTER OF DEEDS</b>			
Deputy Register of Deeds	1.0	1.0	<ul style="list-style-type: none"> <li>The Deputy Register of Deeds, who reports to the elected County Clerk, provides oversight of the Register's Office to include planning, budgeting, operational and fiscal management. Highlights of specific duties include processing tax lien, sheriff deed, condominium and other more complex records. The Deputy has four (4) full and part-time direct reports providing the services described below.</li> <li>The two (2) Records Processing Clerks provide the variety of tasks associated with document receipting, processing recording, scanning, and indexing including administration of present and past records. Staff provide assistance to the public, collect fees, perform survey/plat/corner processing, and performs various support duties and responsibilities including client billings, cash drawer balancing, deposits, correspondence (RE: incomplete records), Work-in-Progress notification, etc. Generally, one clerk is assigned front-desk coverage while the other clerk is assigned telephone coverage.</li> <li>The I.T. Clerk is a full-time (37.5 hour non-benefited) position funded by the State-wide Technology Fund. The position is responsible for a variety of imaging and microfilm services including prior years' indexing (1960's to present); running reports relative to the number of documents scanned/managed; redacting Social Security numbers on recorded documents; and providing telephone and front counter back-up to the Records Clerks.</li> <li>The Part-time Clerk performs a variety of Quality Assurance / Quality Control checks on information processed by the Records Clerks; performs mail-outs; provides deed photocopies to Equalization; and assists customers with dated hardcopy records for genealogical research.</li> </ul>
Records Processing Clerk III	2.0	2.0	
I.T. Clerk (F/T)	1.0	1.0	
Clerk (P/T)	0.8	0.8	

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
<b>TREASURER</b>			
Treasurer	1.0	1.0	<ul style="list-style-type: none"> <li>The Treasurer, an elected position in Monroe County, provides Department oversight to include planning, budgeting, operational and fiscal management, and frequent interaction with various local and regional financial/investment professionals. Highlighted specific duties include overseeing County investments; monitoring legislative changes; oversight of the foreclosure process; managing bank accounts and performing bank analyses; preparation and monitoring of Department budget; and staff supervision.</li> <li>The Deputy Treasurer, an appointed position by the Treasurer, performs numerous duties including the following broad tasks: administration of County investments and preparation of the investment ledger and related reports; preparation of bond ledger and related payments; preparation of deposits, ACH transfers, wire transfers and internal account transfers; all electronic banking setup and authorizations, balances and monitors taxes receivables, management of delinquent tax imports, delinquent Village collections and distributions; review of hardship cases and recommendation for ruling; payroll entry and invoice payment, cash receipt balancing; and other duties as assigned. Supervision of staff.</li> <li>The Foreclosure Specialist performs the entire tax foreclosing process related to delinquent tax payments for Monroe County as well as some the more complex procedures to include tax levy distribution processes PRE Exemption tax bills etc. Prepares journal entries as authorized and directed. Maintains and balances budget documentation for the Foreclosure Fund. Troubleshoots and corrects problems encountered on cash receipts system and all tax collection systems. Balances multiple G/L subsidiary ledgers/accounts. Provides back-up to one of the Account Clerk II positions.</li> <li>The Tax Settlement Analyst prepares for and settles with all local units of government on delinquent taxes; prepares tax warrants for the collection and settlement of taxes and changes to taxes as ordered by the State or local boards of review, and prepares refunds and billings necessitated by these orders, finalizes settlement worksheet records with all townships and cities in the county and oversees final distribution of all monies collected. Prepares bank deposits for all funds received by the County Treasurer, processing bankruptcies, microfilming, and preparation of various reports required by the State. Provides back-up to one of the Account Clerk II positions.</li> </ul>
Deputy Treasurer	1.0	1.0	
Foreclosure Specialist	1.0	1.0	
Tax Settlement Analyst	1.0	1.0	
Acct. Clerk II	2.0	2.0	
Records Processing Clerk II	1.0	0.0	

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
Treasurer (cont.)			<ul style="list-style-type: none"> <li>The two (2) Account Clerk II positions perform a wide variety of duties in support of the Treasurers Office including maintaining the General Ledger, preparation of deposits, reconciliation of bank accounts, cash receipts balancing, checks administration (e.g. NSF, stop payments, etc), quarterly reporting, statement preparation, fund transfers, other accounts receivables/payables processing, preparation of Millage Statements, customer service and related account clerk responsibilities. Functions are typically specifically assigned to staff though employees have been cross-trained in a variety of functions. Provides back-up for the Foreclosure Specialist and Records Processing positions.</li> <li>The Records Processing Clerk II position is responsible for a variety of functions to include, process all customer tax payments, answer customer phone inquiries, process county department deposits, processing of delinquent tax notices; balancing of tax rolls; maintenance of the interest rate chart; mortgage code list, etc; processing of Treasurer mail (including certified notifications); and other duties and responsibilities as assigned.</li> </ul>
<b>VETERANS BUREAU</b>			
Director	1.0	1.0	<ul style="list-style-type: none"> <li>The Director assists veterans and/or their families by operating as a Resource/facilitator/advocate in establishing eligibility for and receiving various benefits available through federal, state and local legislation. Types of benefits are categorized under four distinct areas: 1) Federal Benefits, 2) Emergency Relief, 3) County Burial Benefits, and 4) Advocacy Efforts. The Director assists the community in locating resources to include compensation or pension payments, medical care, education, DIC or pension payments for widows or children of veterans, life insurance claims, preliminary applications for the Soldiers and Sailors Relief Commission for burial benefits for veterans and/or their spouses and for marker benefits for veterans. As part of the advocacy and outreach program, the Director attends various community meetings to inform the public of benefits available, helps correct discharge papers, provide homestead property tax assistance, etc. The position interfaces with a part-time Michigan Veteran's Trust Fund State worker located in the same facility.</li> </ul>

### **3. PUBLIC SAFETY ORGANIZATIONS**

The following chapter reflects information gathered related to Monroe County public safety operations.

#### **1. SHERIFF'S OFFICE**

This section of the profile details the Sheriff's Office organization.

##### **(1) Organizational Structure**

The organization chart, on the following page, provides an overall summary of the structure of the Monroe County Sheriff's Office (MCSO). The Sheriff's Office services 562 square miles, comprised of fifteen townships, four cities and five villages.

Several different labor groups represent the employees of the Sheriff's Office:

- Police Officers Association of Michigan: Sheriff's Deputy Sheriffs (77 Members)
- Police Officers Association of Michigan: Monroe County Corrections Officer's Association (75 members)
- Police Officers Association of Michigan: Monroe County Corrections Sergeant's Association (9 members)
- Police Officers Labor Council: Sheriff's Command Officers (15 Members)
- American Federation of State, County, and Municipal Employees: Civilian Support staff
- Michigan Nurses Association (Nurse Council Unit 1): Nurses (3 members)

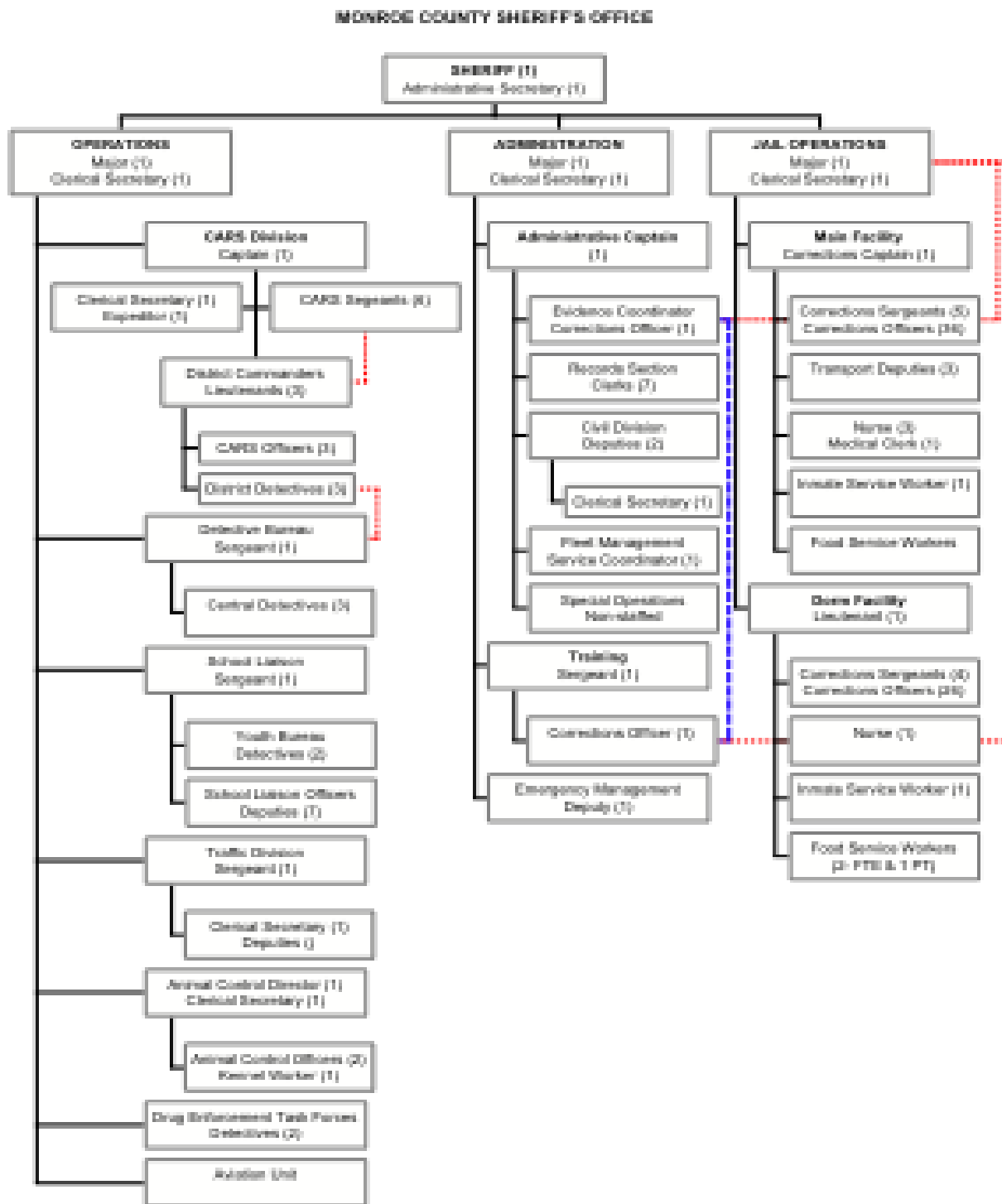
Labor groups provide collection bargaining and contract negotiations, present grievances and participate in the disciplinary process. Overall, the groups are well represented and enjoy a good working relationship with the Sheriff. Operationally, the Monroe County Sheriff's Office is divided in to three districts, each commanded by a Sheriff's Lieutenant.

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

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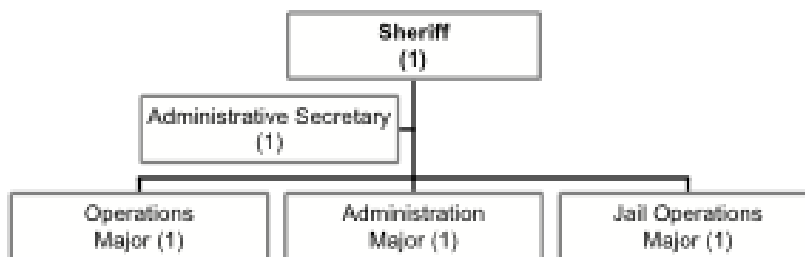
- District One: Ash, Berlin, Raisinville, Frenchtown, and Monroe townships.
- District Two: Bedford, LaSalle, Erie, Ida and Whiteford townships.
- District Three: Milan, Exeter, Dundee, London and Summerfield townships.

As the following chart shows, the MCSO is organized into three major Divisions:



The organization chart, below, depicts the structure of the staff reporting directly to the Sheriff in the Monroe County Sheriff's Office.

**Office of the Sheriff**



**(2) Staffing**

In the table, which follows, is a summary of the organizational units, staffing, and key elements of how staff are scheduled and deployed.

Unit / Position	No. of Positions		Responsibilities
	Auth.	Current	
<b>SHERIFF OFFICE</b>			
Sheriff	1.0	1.0	<ul style="list-style-type: none"> <li>The Sheriff, an elected official, is responsible for law enforcement, civil process and corrections in the County. Three functions report directly to the Sheriff: Operations, Administration and Jail Operations.</li> <li>The Sheriff conducts monthly command staff meetings with key personnel of the organization</li> </ul>
Administrative Secretary	1.0	1.0	<ul style="list-style-type: none"> <li>Provide secretarial and administrative support to the Sheriff.</li> </ul>
<b>Operations</b>			
Major	1.0	1.0	<ul style="list-style-type: none"> <li>The Operations Major reports directly to the Sheriff. In addition to the monthly staff meetings, the major interacts with the sheriff on a daily basis.</li> <li>The following staff members report directly to the Administrative Major include:               <ul style="list-style-type: none"> <li>– CARS Division Captain</li> <li>– Traffic Sergeant</li> <li>– School Resource Sergeant</li> <li>– Detective Bureau Sergeant</li> <li>– Animal Control Director</li> </ul> </li> <li>In addition, the Operations Major oversees the functions of the Aviation Unit and Deputy Sheriffs assigned to Drug Enforcement Task Forces.</li> </ul>
<b>Administration</b>			

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

Unit / Position	No. of Positions		Responsibilities
	Auth.	Current	
Major	1.0	1.0	<ul style="list-style-type: none"> <li>• The Administration Major reports directly to the Sheriff. In addition to the monthly staff meetings, the major interacts with the sheriff on a daily basis,</li> <li>• The following staff members report directly to the Administrative Major include: <ul style="list-style-type: none"> <li>– Administrative Captain</li> <li>– Training Sergeant</li> </ul> </li> <li>• The Administration Major oversees multiple support functions and special operations within the MCSO. The support functions include: <ul style="list-style-type: none"> <li>– Records management</li> <li>– Evidence handling</li> <li>– Training (including corrections, law enforcement and Regional training)</li> <li>– Civil process</li> <li>– Fleet management</li> <li>– Reserve officer program</li> </ul> </li> <li>• The Administration Major oversees several special operations in support of the mission of the MCSO: <ul style="list-style-type: none"> <li>– Marine patrol</li> <li>– Underwater recovery</li> <li>– Mounted patrol</li> </ul> </li> <li>• The Administration Major is responsible for the following functions within the MCSO: <ul style="list-style-type: none"> <li>– Personnel administration</li> <li>– Purchasing</li> <li>– Inventory management</li> <li>– Emergency management</li> <li>– Internal investigation process and review</li> <li>– Grant research, acquisition and management</li> <li>– Budget preparation (2-year cycle (calendar year))</li> </ul> </li> </ul>

**Jail Operations**

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

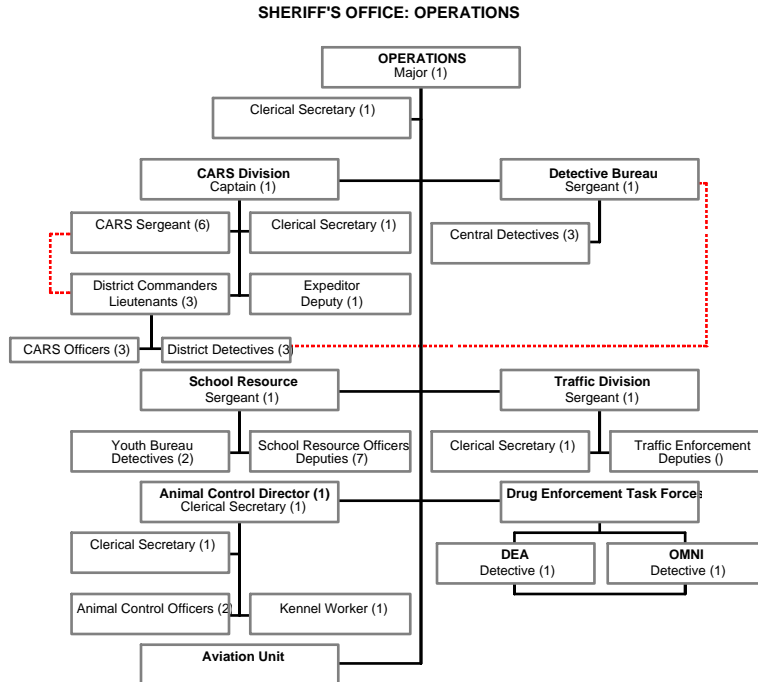
Unit / Position	No. of Positions		Responsibilities
	Auth.	Current	
Major	1.0	1.0	<ul style="list-style-type: none"> <li>• The Jail operations Major reports directly to the Sheriff. In addition to the monthly staff meetings, the major interacts with the sheriff on a daily basis,</li> <li>• The following staff members report directly to the Jail Operations Major include: <ul style="list-style-type: none"> <li>– Corrections Captain (Main Facility)</li> <li>– Corrections Lieutenant (Dorm Facility)</li> </ul> </li> <li>• Manages two facilities: <ul style="list-style-type: none"> <li>– Main Facility: high-medium-maximum security facility housing up to 183 sentenced (up to one year) and un-sentenced arrestees</li> <li>– Dorm Facility: minimum-security facility housing up to 160 sentenced, non-violent misdemeanants and ICE detainees.</li> </ul> </li> <li>• Contract with Federal agencies (ICE, Border Patrol) provides for re-imbusement to house detainees at the rate of \$74.96/day/detainee.</li> <li>• Manages contract with Advanced Care for the provision of medical services within the jail.</li> </ul>

**2. OPERATIONS DIVISION**

This section of the profile details the Sheriff’s Operations Division organization.

**(1) Organizational Structure**

The following organization chart depicts the staffing position reporting directly to the Operations Major of the Monroe County Sheriff's Office.



**(2) Staffing**

In the narrative and table, which follows, is a summary of the organizational units, staffing, and key elements of how staff are scheduled and deployed.

CARS sergeants are considered a County resource. CARS Sergeants are deployed from the Monroe Station and serve as shift sergeants for the entire county. CARS sergeants report directly to the CARS Captain, but are available to assist District Lieutenants as necessary.

A detective is assigned to each District, but report to the Detective Bureau Sergeant. The Detective Bureau Sergeant is considered part of command staff and reports directly to the Operations Major. District Detectives self-assign cases and receive case assignments from both the District Lieutenants and the Detective Bureau Sergeant. Because case logs are not maintained, the source of the detective workload is difficult to assess.

OPERATIONS	No. of Positions		Responsibilities
	Auth.	Current	

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

OPERATIONS	No. of Positions		Responsibilities
	Auth.	Current	
<b>OPERATIONS</b>			
Major	1.0	1.0	<ul style="list-style-type: none"> <li>The Operations Major reports directly to the Sheriff. In addition to the monthly staff meetings, the major interacts with the sheriff on a daily basis.</li> <li>The following staff members report directly to the Administrative Major include: <ul style="list-style-type: none"> <li>CARS Division Captain</li> <li>Traffic Sergeant</li> <li>School Resource Sergeant</li> <li>Detective Bureau Sergeant</li> <li>Animal Control Director</li> </ul> </li> <li>In addition, the Operations Major oversees the functions of the Aviation Unit and Deputy Sheriffs assigned to Drug Enforcement Task Forces.</li> </ul>
Clerical Secretary	1.0	1.0	<ul style="list-style-type: none"> <li>Provide secretarial and administrative support to the Major and Captain. Provides statistical data to the Sheriff's Office and Contract Units. Oversees abandoned vehicles and towed vehicles.</li> </ul>
<b>CARS Division</b>			
Captain	1.0	1.0	<ul style="list-style-type: none"> <li>The CARS Division Captain reports directly to the Operations Major.</li> <li>The CARS Captain coordinates resource between the districts.</li> <li>The CARS Captain is responsible for the leadership and management of three Districts: <ul style="list-style-type: none"> <li>District 1: Monroe (47% of workload)</li> <li>District 2: Bedford</li> <li>District 3: Dundee</li> </ul> </li> <li>The Captain oversees the activities of three lieutenants assigned as district commanders for each of the districts. District Lieutenants are responsible for setting the tone for operations within the district. This includes establishing shifts and scheduling officers for work. Additionally, the lieutenant is responsible for coordinating resources within the district.</li> <li>Interacts with the MCSO Training Sergeant to identify annual training needs and topics.</li> <li>Monitors complaints on Deputy Sheriffs to ensure District Lieutenants are implementing the appropriate actions to manage the district and ensure discipline.</li> </ul>
Clerical Secretary	1.0	1.0	<ul style="list-style-type: none"> <li>Provide secretarial and administrative support to the Captain and Major. Provides statistical data to the Sheriff's Office and Contract Units. Oversees abandoned vehicles and towed vehicles.</li> </ul>

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

OPERATIONS	No. of Positions		Responsibilities
	Auth.	Current	
Lieutenant	3.0	3.0	<ul style="list-style-type: none"> <li>• Lieutenants are assigned to command a district and report directly to CARS Captain.</li> <li>• District Lieutenants typically work a standard administrative schedule of 8:00 am to 4:00 pm, Monday through Friday. Lieutenants are expected to adjust individual schedules to accommodate special meetings with the community or other entities within the county.</li> <li>• District Lieutenants are responsible for setting the tone for operations within the district. This includes establishing shifts and scheduling officers for work. Additionally, the lieutenant is responsible for coordinating resources within the district.</li> <li>• The District Lieutenant oversees the activities of CARS Deputy Sheriffs and the District Detective.</li> <li>• The District Lieutenant reviews reports daily to ascertain trends in activity and to identify cases that may require further investigation. The lieutenant can assign cases to the District detective.</li> <li>• District Lieutenants meet with community leaders on a regular basis to maintain open communications regarding problems/issues for the MCSO.</li> </ul>
Sergeants	6.0	6.0	<ul style="list-style-type: none"> <li>• CARS Sergeants report to the CARS Captain and responsible to manage shift resources. CARS Sergeants are available to the District Lieutenants to assist with special operations.</li> <li>• CARS Sergeants provide daily road supervision for the county. CARS Sergeants work the following shifts: <ul style="list-style-type: none"> <li>– Day: 7:00 am to 3:00 pm</li> <li>– Afternoon: 3:00 pm to 11:00 pm</li> <li>– Night: 11:00 pm to 7:00 am</li> </ul> </li> <li>• CARS Sergeants work a five-day workweek with either Friday-Saturday or Sunday-Monday as days off.</li> <li>• CARS Sergeants adjust schedules of work overtime to cover vacations and other absences of supervisors. When necessary, lieutenants can supplement the road supervision activity.</li> </ul>

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

OPERATIONS	No. of Positions		Responsibilities
	Auth.	Current	
Deputy Sheriffs - CARS Officers - Contract Expeditor	26.0 22.0 1.0	26.0 22.0 1.0	<ul style="list-style-type: none"> <li>• CARS Officers are assigned to work a specific district. Officers work eight-hour shifts. Shift times are dependent on the needs of the District.</li> <li>• CARS Officers are comprised of regular Deputy Sheriffs and contract Deputy Sheriffs. Individual villages or townships pay contract deputy's benefits and salaries. Contract Deputy Sheriffs are required to work within the village/township under contract. Contract Deputy Sheriffs maintained specific time and activity logs that detail daily patrol activities. Monthly reports are provided to the villages/townships to justify the deputy's time.</li> <li>• Contract Deputy Sheriffs: 22</li> <li>• Regular Deputy Sheriffs: 26</li> <li>• Supplement prisoner transport officers when necessary.</li> <li>• Provide guard details for felons requiring hospitalization.</li> <li>• The Expeditor handles telephone reports. Non-serious incidents are held for the Expeditor. Calls are retrieved from the CAD and worked during normal business hours. The expeditor works a traditional administrative schedule of 8:00 am to 4:00 pm, Monday through Friday.</li> </ul>
Detective	3.0	3.0	<ul style="list-style-type: none"> <li>• District Detectives report to the Detective Bureau Sergeant, but are a resource available to the District Lieutenant.</li> <li>• District Detectives are responsible for reviewing reports prepared by CARS Deputy Sheriffs on a daily basis. Detectives identify cases that require follow-up and conduct required investigations. Detectives also assist CARS Deputy Sheriffs in completing reports for presentation to the County Prosecutor.</li> <li>• District Detectives network with other agencies (Local and Federal) to maintain the flow of information.</li> </ul>
<b>Detective Bureau</b>			

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

OPERATIONS	No. of Positions		Responsibilities
	Auth.	Current	
Sergeant	1.0	1.0	<ul style="list-style-type: none"> <li>• Reports to the Operations Major.</li> <li>• Supervises (5) detectives; 3 assigned to individual districts, (2) centralized.</li> <li>• Manages the Computer Crimes lab of the Sheriff's Office. Centralized detectives support the lab.</li> <li>• Responsible for Arson investigation (1-detective, 3-Deputy Sheriffs state certified in arson investigation techniques).</li> <li>• Responsible for Medical Examiner Investigation (MEI) of all unattended deaths to include fatal traffic accidents in the county including the City of Monroe (all detectives and sergeants trained to conduct MEI). Make arrangements for the care of the body. Make next of kin notifications.</li> <li>• Resources with Youth Bureau.</li> <li>• Maintains the forensic Computer Lab: <ul style="list-style-type: none"> <li>– 4- Undercover Computers with Internet capabilities</li> <li>– 3- Forensic examination computers</li> </ul> </li> <li>• Decides when detectives are called out to a crime scene.</li> </ul>
Detectives	6.0	5.0	<ul style="list-style-type: none"> <li>• Detectives work a standard administrative schedule, Monday through Friday.</li> <li>• One detective is assigned to work each district.</li> <li>• Two detectives are centralized and assist as needed at the districts.</li> <li>• Detectives review reports daily based on assigned areas and select cases that require additional investigation. Detective Sergeant and District Lieutenants may also assign cases as needed.</li> <li>• Conduct MEI. Make arrangements for the care of the body. Make next of kin notifications. (On-Call 24/7) for MEI calls.</li> <li>• Detectives are generalists handling all types of cases with the exception of Child Abuse and Sexual Assault on a child, which are handled by the Youth Bureau.</li> <li>• On-call response to crime scenes as determined by the Detective Sergeant.</li> <li>• 2008: Detectives handled a total of 691 complaints for an average of 127 cases per investigator.</li> </ul>
<b>School Resource</b>			

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

OPERATIONS	No. of Positions		Responsibilities
	Auth.	Current	
Sergeant	1.0	1.0	<ul style="list-style-type: none"> <li>• The School Resource Sergeant reports directly to the Operations Major and oversees the operations of:               <ul style="list-style-type: none"> <li>– Youth Bureau</li> <li>– School Resource Officers</li> <li>– D.A.R.E. Program</li> </ul> </li> <li>• On a regular basis, the School Resource Sergeant attends:               <ul style="list-style-type: none"> <li>– Drug court (as needed)</li> <li>– Child Advocacy Board</li> <li>– Child Advocacy of Monroe</li> <li>– School Safety Meeting (monthly)</li> </ul> </li> </ul> <p>The Sgt. Position is funded 2/3 by the Monroe County Intermediate School District and 1/3 by MCSO. Takes direction from Superintendent of MCISD / Operation Major MCSO.</p> <p>Lead contact for Department of Human Services (DHS) also known as Protective Services. Review / assign referrals for investigation. Works closely with Prosecutor / DHS as part of the Multi-Discipline Team that investigates Child Sexual Abuse and Child Abuse.</p> <p>Sgt. Is a trained Forensic Interviewer</p> <p>Coordinates County wide Safe School Advisory panel – providing in-service training on a variety of topics pertaining to School Safety.</p> <p>Assists various local school districts in the continually evolving school crisis plans.</p> <p>Coordinates lodging / hearing for juveniles at the Monroe County Youth Center.</p> <p>Reviews / oversees the “Tell the Sheriff” internet base site for citizens to base complaints, concerns, or questions. (Ended up being nation wide)</p> <p>Sgt. Is on the following Boards or panels:  D.A.R.E. Advisory Board, Multi Discipline Team Case Review, Child Advocacy Center Board, Child Advocacy Network, Monroe County Safe Schools Advisory Drug Court, Substance Abuse Coalition, Human Services Collaborative Network</p> <p>Handled 129 calls for service 2008</p> <p>Also, performs the duties of YB Detectives as needed.</p>

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

OPERATIONS	No. of Positions		Responsibilities
	Auth.	Current	
School Resource Officers (Deputy Sheriffs)	7.0	7.0	<ul style="list-style-type: none"> <li>• School Resource Officers are funded by both the County (33%) and the individual school districts (67%). By contract School Resource Officers work in the school for nine months of the year. During the other three months, these officers are utilized to supplement other activities such as the Marine Division or CARS Division. Efforts are made to keep the School Resource Officer assigned within their school district.</li> <li>• School Resource Officers receive direction from the School Resource Sergeant and the individual school district.</li> <li>• School Resource officers are incorporated into the school districts Crisis Plans.</li> <li>• Provide services for six school districts: <ul style="list-style-type: none"> <li>– Airport</li> <li>– Bedford</li> <li>– Ida</li> <li>– Jefferson</li> <li>– 50% Mason / 50% Dundee</li> <li>– Monroe</li> </ul> </li> <li>• Each district has one School Resource Officer assigned with the exception of Bedford, which has two officers.</li> <li>• School Resource Officers provide programs at the request of the individual district. Among the formal programs offered are the following: <ul style="list-style-type: none"> <li>– Eddie the Eagle: Gun safety program sponsored by the State of Michigan and the NRA.</li> <li>– Teaching, Education And Mentoring (TEAM): a program directed at all grade levels covering numerous different school Resource topics.</li> <li>– Drug Abuse Resistance Education (D.A.R.E.): diverse program for grade school, middle school and high school to provide for the development of skills to avoid drug use.</li> </ul> </li> <li>• School Resource Officers provide Law Related Education (LRE) on a number of different topics to include recognizing police officers, search and seizure and status violations (laws restricting specific age groups such as alcohol, cigarettes and curfew).</li> <li>• D.A.R.E.is only offered to school districts specifically requesting the program and is only offered during the nine-month period funded by the district. Two school districts, Airport and Mason, have opted out of the program. Both have indicated the desire to have the program return.</li> <li>• 2007: 1,562 complaints handled.</li> </ul>

**MONROE COUNTY, MICHIGAN**  
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OPERATIONS	No. of Positions		Responsibilities
	Auth.	Current	
Youth Bureau Detectives	2.0	2.0	<ul style="list-style-type: none"> <li>• The Youth Bureau is a centralized function within the MCSO. A sergeant oversees the investigations of the assigned detectives.</li> <li>• Detectives are members of the county Sexual Assault Response Team (SART). The team consists of: <ul style="list-style-type: none"> <li>– Law enforcement officer of appropriate jurisdiction</li> <li>– Prosecutor</li> <li>– Child Protection Worker</li> <li>– Mental Health professional</li> <li>– Medical personnel (doctor versed in child sexual assault)</li> </ul> </li> <li>• Investigations specialize in crime against children (age 16 &amp; under), primarily Child Abuse and Child Sex Assault. Investigators receive specialized training in the child forensic interview process.</li> <li>• The Youth Bureau works closely with Child Protective Services meeting regularly to review case status.</li> <li>• Detectives carry an average of eight to twelve open cases and conduct 150 to 200 investigations annually.</li> <li>• Cases are generally referred to the bureau CARS officers and Department of Human Services.</li> <li>• Handle any cases occurring in the county because of the level of training required to properly conduct investigation.</li> <li>• Coordinate forensic interviews of victims with the Child Advocacy Center. Detectives certified in forensic interview techniques conduct interviews. Prosecutor observes the interviews. Street Deputy Sheriffs directed not to conduct investigations in order to best preserve the case.</li> <li>• May assist with investigations of incidents occurring at the schools.</li> <li>• Attend monthly meetings: <ul style="list-style-type: none"> <li>– SART Case Reviews</li> <li>– Child Abuse Center</li> <li>– Child Abuse Network (CAN)</li> </ul> </li> <li>• 2007: 297 cases investigated including 143 forensic interviews.</li> </ul>
<b>Traffic Division</b>			
Sergeant	1.0	1.0	<ul style="list-style-type: none"> <li>• Oversees traffic enforcement.</li> </ul>
Clerical Secretary	1.0	1.0	<ul style="list-style-type: none"> <li>• Provide secretarial and administrative support to the Traffic Division.</li> </ul>
Traffic Enforcement Deputy Sheriffs	4.0	4.0	<ul style="list-style-type: none"> <li>• Provide traffic enforcement services.</li> </ul>
<b>Drug Enforcement Task Forces</b>			
DEA – Detective	1.0	1.0	<ul style="list-style-type: none"> <li>• Federal Task Force.</li> <li>• Focus: high-level Narcotics.</li> </ul>

**MONROE COUNTY, MICHIGAN**  
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OPERATIONS	No. of Positions		Responsibilities
	Auth.	Current	
OMNI – Detective	2.0	2.0	<ul style="list-style-type: none"> <li>Office of Monroe Narcotics Investigations: Multi-jurisdictional task force supervised by the Michigan State Patrol.</li> <li>Focus: high-level narcotics.</li> </ul>
<b>Animal Control</b>			
Director	1.0	1.0	<ul style="list-style-type: none"> <li>Manages the Animal Control facility for Monroe County and ensures officer responds to all stray, abandoned and abused dogs.</li> <li>Reports directly to the Operations Major.</li> <li>Screens all calls to determine when an officer should respond. Is on call and handles calls from dispatchers to determine if an officer should be called out to respond.</li> <li>Does not maintain statistical reports of activities of the unit.</li> <li>Maintains four Animal control trucks. (One vehicle not up to standards to carry animals.)</li> </ul>
Clerical Secretary	1.0	1.0	<ul style="list-style-type: none"> <li>Provide secretarial and administrative support to the Director.</li> <li>Processes dog license applications and funds received from the public.</li> </ul>
Animal Control Officers	2.0	2.0	<ul style="list-style-type: none"> <li>Work one of the following shifts, Monday through Friday: <ul style="list-style-type: none"> <li>– 8:30 am to 5:00 pm</li> <li>– 10:30 am to 7:00 pm</li> </ul> </li> <li>ACO rotate on-call duties: 7:00 pm to 8:30 am. Receive 2 hours of on-call pay per week if not called out.</li> <li>Call outs are at the direction of the CARS Sergeant. ACO receive a minimum of 2 hours of overtime for each callout.</li> <li>Respond to calls regarding stray, abandoned, abused or dangerous dogs.</li> <li>Investigate allegations of: <ul style="list-style-type: none"> <li>– Animal Neglect / Abuse</li> <li>– Puppy mills</li> </ul> </li> <li>Provide assistance with evictions when an animal is involved.</li> <li>Conduct Neighborhood canvas for licensing.</li> </ul>
Kennel Worker	1.0	1.0	<ul style="list-style-type: none"> <li>Responsible for the daily cleaning of all kennels.</li> <li>Ensures all animals housed in the facility are fed and properly cared for while housed in the facility, seven-days a week.</li> <li>Utilizes trustees to assist with the cleaning of the kennels and the feeding of the animals.</li> <li>Houses all dogs with a collar for seven business days.</li> <li>Houses all dogs without a collar for four business days.</li> </ul>

**Aviation Unit**

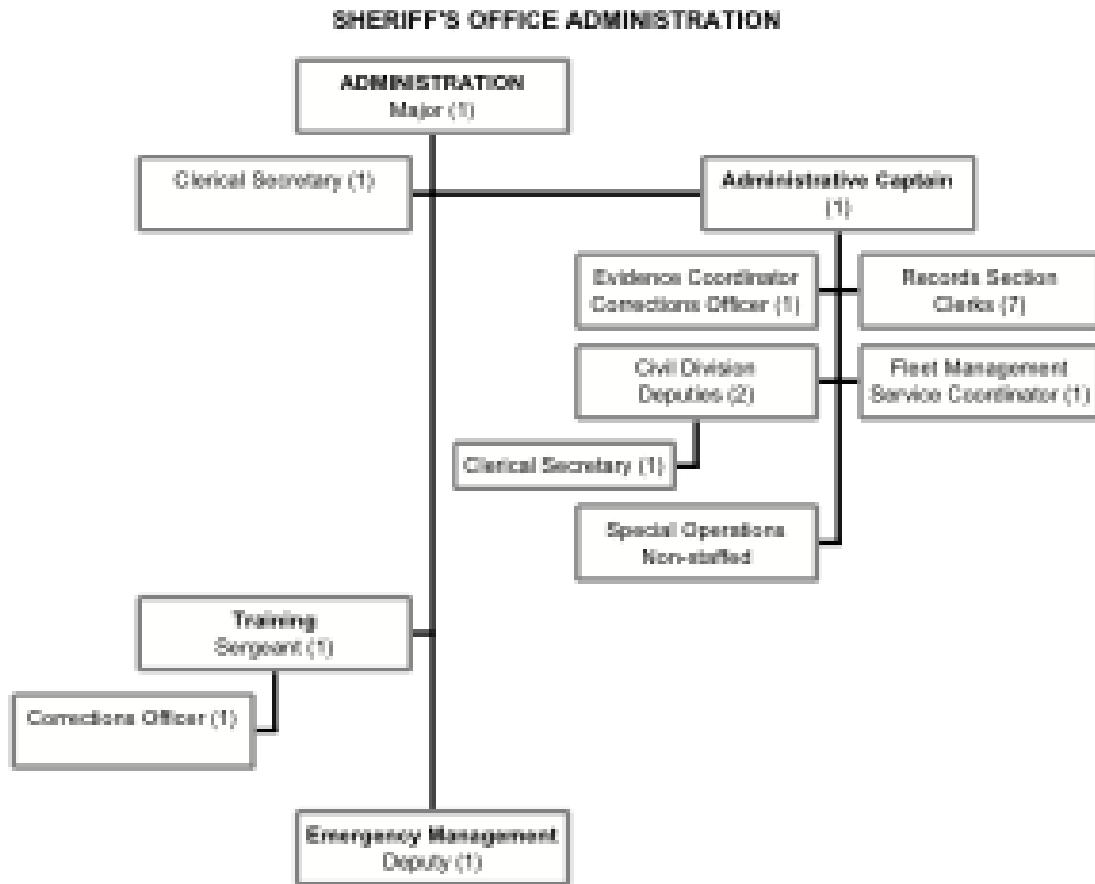
OPERATIONS	No. of Positions		Responsibilities
	Auth.	Current	
Aviation Unit	0	0	<ul style="list-style-type: none"> <li>• The Operations Major performs day-to-day management and supervision of the Aviation Unit. The section operates one donated helicopter. A second donated helicopter has been cannibalized to provide support for the one operational aircraft.</li> <li>• Aviation Officers conduct various missions, dependent upon training and experience, which include Patrol calls-for-service and self-initiated activity support (primary mission); surveillance; locations of lost persons; photo reconnaissance.</li> <li>• Reserve officers pilot the aircraft. The number of available officers varies.</li> </ul>

**3. ADMINISTRATION DIVISION**

This section of the profile details the Sheriff’s Administration Division organization.

**(1) Organizational Structure**

The following organization chart depicts the functions within Administration of the Monroe County Sheriff’s Office:



**(2) Staffing**

In the narrative and table, which follows, is a summary of the organizational units, staffing, and key elements of how staff are scheduled and deployed.

The Corrections Officers assigned to the Administration section of the Sheriff's Office have dual lines of reporting. The evidence Coordinator reports directly to the Administrative Captain for her responsibilities pertaining to the Property Room. She also reports to the Jail Operations Major and performs monthly reconciliations of the Jail Commissary Accounts.

The Corrections Officer assigned to Training, reports to the Training Sergeant for daily duties pertaining to training. He also serves as back up to the Evidence

**MONROE COUNTY, MICHIGAN**  
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Coordinator creating a need to report to the Administrative Captain for assignments pertaining to property and evidence.

Unit / Position	No. of Positions		Responsibilities
	Auth.	Current	
<b>ADMINISTRATION</b>			
Major	1.0	1.0	<ul style="list-style-type: none"> <li>• The Administration Major reports directly to the Sheriff. In addition to the monthly staff meetings, the major interacts with the sheriff on a daily basis,</li> <li>• The following staff members report directly to the Administrative Major include: <ul style="list-style-type: none"> <li>– Administrative Captain</li> <li>– Training Sergeant</li> </ul> </li> <li>• The Administration Major oversees multiple support functions and special operations within the MCSO. The support functions include: <ul style="list-style-type: none"> <li>– Records management</li> <li>– Evidence handling</li> <li>– Training (including corrections, law enforcement and Regional training)</li> <li>– Civil process</li> <li>– Fleet management</li> <li>– Reserve officer program</li> </ul> </li> <li>• The Administration Major oversees several special operations in support of the mission of the MCSO: <ul style="list-style-type: none"> <li>– Marine patrol</li> <li>– Underwater recovery</li> <li>– Mounted patrol</li> </ul> </li> <li>• The Administration Major is responsible for the following functions within the MCSO: <ul style="list-style-type: none"> <li>– Personnel administration</li> <li>– Purchasing</li> <li>– Inventory management</li> <li>– Emergency management</li> <li>– Internal investigation process and review (25 cases in 2008)</li> <li>– Grant research, acquisition and management, manages all financial paperwork associated with grants. This includes monitoring expenditures associated with grants to ensure compliance, as well as completing financial reports as required by the grantor.</li> <li>– Budget preparation (2-year cycle (calendar year))</li> <li>– Final approval of all invoices for payment for all Divisions of the Sheriff's Office (23 million dollar budget for 2009)</li> </ul> </li> </ul>
Accounting Specialist	1.0	1.0	<ul style="list-style-type: none"> <li>• Provide secretarial and administrative support to the Major.</li> <li>• Processes the payroll for all employees of the Sheriff's Office. Processes invoices for payment.</li> </ul>
<b>Training</b>			

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Unit / Position	No. of Positions		Responsibilities
	Auth.	Current	
Sergeant (Deputy)	1.0	1.0	<ul style="list-style-type: none"> <li>• Reports to the Administration Major.</li> <li>• Responsible for coordinating ongoing training to current employees, sworn and civilian.</li> <li>• Key responsibilities include: <ul style="list-style-type: none"> <li>– Develop and implement classroom instructional programs for new and current employees.</li> <li>– Provide hands on training to employees.</li> <li>– Develop training materials.</li> <li>– Develop and implement a field training program.</li> <li>– Identify common issues and develop training programs to address issues.</li> <li>– Coordinate Regional Training for Law Enforcement and Corrections Officers.</li> </ul> </li> <li>• Meets with supervisors and command to identify training needs within the Sheriff's Office.</li> <li>• Monitors the need for training instructors within the Sheriff's Office.</li> </ul>
Corrections Officer	1.0	1.0	<ul style="list-style-type: none"> <li>• Reports to the Training Sergeant.</li> <li>• Provides back-up support to the Evidence Coordinator.</li> <li>• Maintains training files for the Sheriff's Office.</li> <li>• Processes requests for training. Coordinates outside training to include registration, travel and accommodations.</li> <li>• Researches and identifies new training opportunities for the Sheriff's Office.</li> <li>• Meets with supervisors and command to identify training needs within the Sheriff's Office.</li> <li>• Coordinates Regional Training for Law Enforcement and Corrections Officers.</li> <li>• Ensures compliance with State recertification requirements (20 hours of continuing training each year). 100% compliance in 2008.</li> <li>• Tracks instructor certifications and utilizes instructors for training classes when possible.</li> </ul>
<b>Administrative Branch</b>			

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

Unit / Position	No. of Positions		Responsibilities
	Auth.	Current	
Captain	1.0	1.0	<ul style="list-style-type: none"> <li>• The Administrative Captain reports directly to the Administration Major. The captain is responsible for the daily management of the following support functions within the MCSO: <ul style="list-style-type: none"> <li>– Records Section</li> <li>– Property and evidence storage and accountability</li> <li>– Civil Division</li> <li>– Fleet management (124 vehicles)</li> <li>– Identifying units for replacement.</li> <li>– Monitoring costs associated with repair and / or replacement of the fleet.</li> <li>– Developing specifications for new and / or specialty equipment.</li> <li>– Reserve Officer program to include the selection process, training and initial scheduling of reserve candidates.</li> </ul> </li> <li>• The Administrative Captain provides leadership and management for the following special operations: <ul style="list-style-type: none"> <li>– Marine Division (seasonal: April to November)</li> <li>– Marine Division (Boater Safety Classes: all year)</li> <li>– Underwater Recovery (Chief Diver)</li> <li>– Mounted Division</li> </ul> </li> <li>• Management of these special operations includes: <ul style="list-style-type: none"> <li>– Statistical reporting on activities</li> <li>– Scheduling personnel to fill necessary positions</li> <li>– Payroll reporting for personnel working contract assignments</li> <li>– Scheduling maintenance of equipment assigned to the special operations</li> </ul> </li> <li>• The Administrative Captain is the Hostage Negotiation Team Leader for the MCSO. Five officers are trained as hostage negotiators. Specialty training occurs approximately twice per year. When possible, members of the team practice with the Special Response Team (SRT).</li> <li>• On a monthly basis, the Captain attends the Gun Board to review applications for Carry Pistol Licenses (CPL)</li> </ul>
<b>Evidence Coordination</b>			

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

Unit / Position	No. of Positions		Responsibilities
	Auth.	Current	
Evidence Coordinator (Correction Officer)	1.0	1.0	<ul style="list-style-type: none"> <li>• Reports to the Administrative Captain.</li> <li>• Responsible for the maintenance and accountability of an on-site property room (1100 sq-ft) and a leased off-site facility (1500 sq-ft). Neither facility is alarmed.</li> <li>• The Evidence Coordinator serves as the property custodian for the MCSO. As such, the coordinator is responsible for: <ul style="list-style-type: none"> <li>– Chain of custody of all property and evidence received into the unit</li> <li>– Classification and storage of all property and evidence</li> <li>– Disposition of all property and evidence to include the return of property to owners and the appropriate auction / destruction of items in accordance with court orders</li> <li>– Space management</li> <li>– Courtroom testimony of the chain of custody of all items of evidence</li> <li>– Logs items into database for accountability.</li> <li>– Weekly transport of evidence to the Michigan State Patrol Crime Lab in Northville.</li> <li>– 1 – 2 times a year transports items to include weapons and drugs to Lansing, MI for destruction.</li> <li>– Reconciles property/evidence paperwork errors with Deputy Sheriffs.</li> </ul> </li> <li>• Discrepancies are reported to the Captain or Major.</li> <li>• Resort to physical search of the property room when items are misplaced.</li> <li>• Utilize a tracking program developed in MS Access, but is only accessible by the Evidence Coordinator.</li> <li>• Individual Deputy Sheriffs perform field collection of evidence. (3) Deputy Sheriffs are trained in Evidence Handling and are distributed throughout the three districts. On complex cases, these Deputy Sheriffs may assist with evidence collection.</li> <li>• Responsible for the monthly reconciliation of the Jail (Main and Dorm) commissary accounts.</li> </ul>

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

Unit / Position	No. of Positions		Responsibilities
	Auth.	Current	
<b>Records Section</b>			
Records Clerks	6.0	6.0	<ul style="list-style-type: none"> <li>• The Records Section operates on a 24-hour schedule. The section maintains a full time public window primarily to process bonds for individuals detained in the jail.</li> <li>• The section staffs the county LEIN (Law Enforcement Information Network) line providing warrant information to County officers as well as State patrol working within the County. State regulations require a 10-minute response to LEIN inquiries.</li> <li>• Records clerks receive daily supervision from the Administrative Captain. The Records Section is primarily responsible for the archive of law enforcement reports generated by the MCSO. Records archiving includes adherence to local retention schedules as well as responding to Freedom of Information Act requests for documents.</li> <li>• Duties of the section include: <ul style="list-style-type: none"> <li>– Warrant entry for MCSO and State Patrol assigned to the County (to include “friend of the Court” warrants)</li> <li>– Warrant maintenance (including the Michigan State Police and South Rockwood Police Dept.)</li> <li>– Gun registration (100’s per month)</li> <li>– Fingerprinting for CPL applications</li> <li>– Sex Offender Registration (approximately 240)</li> <li>– Employment Live Scan</li> <li>– Freedom of Information Act Requests</li> <li>– Provide Police Reports as requested</li> <li>– Court Testimony regarding records</li> <li>– Jail Visitation</li> <li>– Records checks</li> <li>– Purging of records in accordance with retention schedule</li> <li>– Process incoming mail for the Sheriff’s Office</li> </ul> </li> </ul>
<b>Civil Division</b>			
Clerical Secretary	1.0	1.0	<ul style="list-style-type: none"> <li>• Provide secretarial and administrative support to the civil Division.</li> <li>• Scheduling of evictions, mortgage sales and auctions.</li> </ul>
Deputy Sheriffs	2.0	2.0	<ul style="list-style-type: none"> <li>• Civil Division is responsible for the following within Monroe County: <ul style="list-style-type: none"> <li>– Service of Civil Subpoenas</li> <li>– Eviction Notices (averaging 2/day/deputy)</li> <li>– Service of Final Judgments</li> <li>– Seize property and conduct periodic auctions</li> </ul> </li> <li>• Deputy Sheriffs maintain records of MCSO costs associated with seizures (time and mileage) to ensure reimbursement at auction.</li> <li>• Deputy Sheriffs work a “voluntary” flexible schedule to provide required coverage.</li> <li>• Deputy Sheriffs conduct weekly mortgage sales at Court House</li> </ul>

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Unit / Position	No. of Positions		Responsibilities
	Auth.	Current	
<b>Fleet Management</b>			
Service Coordinator	1.0	1.0	<ul style="list-style-type: none"> <li>• Coordinates for preventative maintenance and repairs on 124 vehicles and special equipment such as radios and laptop computers. Responsible for ensuring adequate fuel is on hand for all vehicles.</li> <li>• Transports vehicles from each of the three District stations and substations to the appropriate service point. The service coordinator provides low level service however most of the preventative and major services are outsourced to local dealerships. Distances between stations impacts the ability of one FTE to effectively transport vehicles to service points. From the Monroe station, the approximate distances to other stations are as follows: <ul style="list-style-type: none"> <li>– Bedford: 24 miles</li> <li>– Dundee: 15 miles</li> <li>– Summerfield: 24 miles</li> <li>– Frenchtown: 2.5 miles</li> </ul> </li> <li>• Provides some boat maintenance for MCSO vessels Picks up monthly maintenance invoices from all of the vendors for processing and payment</li> <li>• Obtains monthly mileage from vehicles for monthly mileage reports</li> </ul>
<b>Special Operations</b>			
Reserve Officers	0	0	<ul style="list-style-type: none"> <li>• The MCSO Reserve Officer Program is a non-funded program. Currently, there are approximately 40 MCSO reserve officers active in the program. The selection process for reserve program is as follows: <ul style="list-style-type: none"> <li>– Citizen forwards a letter of interest to the Administrative Captain and completes a county application</li> <li>– Captain initiates the application process for viable candidates</li> <li>– Background investigation is completed on each applicant</li> <li>– Candidates passing through the background investigation are sponsored by MCSO to attend a state run Reserve Officer Academy. Reserve Academy requires attendance two nights a week for 16 weeks and two weekends. (Only sponsored candidates may attend the academy.)</li> <li>– Graduates of the Academy must purchase their own equipment.</li> <li>– To remain active in the program, Reserve officers must volunteer a minimum of eight hours each month.</li> </ul> </li> <li>• MCSO provides identification for all qualified, active reserve officers.</li> <li>• Reserve Officers work under the direct supervision of a sworn deputy.</li> </ul>

**MONROE COUNTY, MICHIGAN**  
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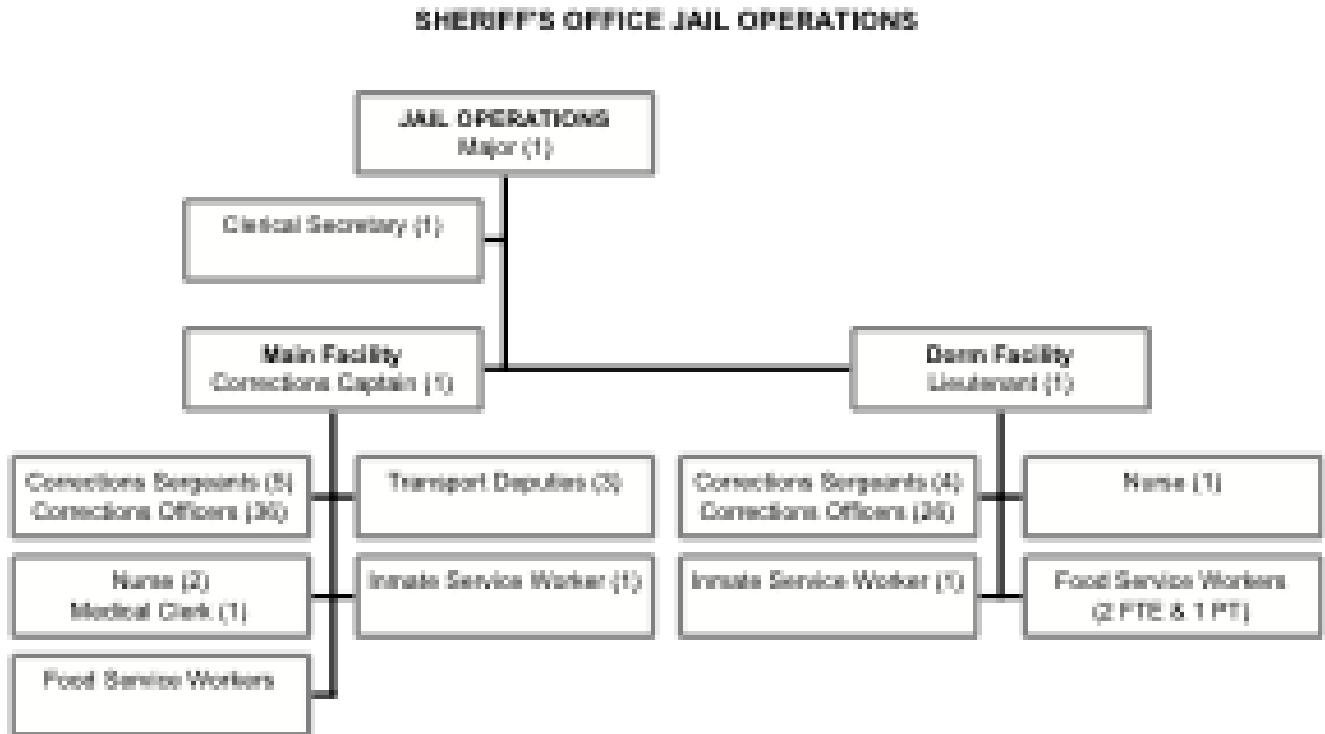
Unit / Position	No. of Positions		Responsibilities
	Auth.	Current	
Marine Division	0	0	<ul style="list-style-type: none"> <li>• Mandated by state statute to enforce laws and to recover evidence and victims of water related accidents. Marine Division provides patrol of 26 miles of waterfront and border on Lake Erie. The division provides enforcement, water accident response and investigation, and Search &amp; Rescue operations.</li> <li>• The division works closely with the National Border Initiative (NBI) to provide border security through the identification and interdiction of alien watercraft.</li> <li>• The division works closely with the Michigan Department of Natural Resources to provide water safety.</li> <li>• The unit is activated seasonally and is not staffed with full time personnel. Deputy Sheriffs and civilians contract with the MCSO to fill 20 sworn positions and 14 civilian positions for the season. Compensation is as follows: <ul style="list-style-type: none"> <li>– Deputy Sheriffs: \$20 / hour</li> <li>– Civilians: \$15 / hour</li> </ul> </li> <li>• The unit operates jet skis and three vessels. Jet ski shifts are four hours. Vessel shifts are six hours.</li> <li>• Training is conducted monthly during the season.</li> </ul>
Dive Team	0	0	<ul style="list-style-type: none"> <li>• The Dive Team provides underwater recovery efforts for the MCSO. Most efforts concentrate on the recovery bodies, vehicles and items of evidence.</li> <li>• The Dive Team is not part of the Marine Division, but is closely supported by the division.</li> <li>• The Dive Team is an ad hoc unit that is managed and supported with training from the Captain. Certified divers are available on all shifts on an on call basis.</li> </ul>
Mounted Division	0	0	<ul style="list-style-type: none"> <li>• Mounted patrol provides crowd control for special events such as parades and the Monroe County Fair.</li> <li>• The Mounted Division is comprised of approximately ten Reserve Officers that provide personally owned horses for special operations. Mounted reserve officers do receive compensation for some of the hours worked at the Monroe County Fair. Compensation is at the rate of \$15 per hour.</li> <li>• Training is conducted monthly with reserve officers and horses of the division. Training focuses on activities directed at desensitizing the animals to crowd conditions.</li> </ul>

**4. JAIL OPERATIONS DIVISION**

This section of the profile details the Sheriff's Jail Operations Division organization.

**(1) Organizational Structure**

The following organization chart depicts the functions within the Monroe County Jail Operations:



**(2) Staffing**

In the table, which follows, is a summary of the organizational units, staffing, and key elements of how staff are scheduled and deployed.

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Unit / Position	No. of Positions		Responsibilities
	Auth.	Current	
<b>JAIL OPERATIONS</b>			
Major	1.0	1.0	<ul style="list-style-type: none"> <li>• The Jail Operations Major reports directly to the Sheriff. In addition to the monthly staff meetings, the major interacts with the sheriff on a daily basis.</li> <li>• The following staff members report directly to the Jail Operations Major include: <ul style="list-style-type: none"> <li>– Corrections Captain (Main Facility)</li> <li>– Corrections Lieutenant (Dorm Facility)</li> </ul> </li> <li>• Manages two facilities: <ul style="list-style-type: none"> <li>– Main Facility: high-medium-maximum security facility housing up to 183 sentenced (up to one year) and un-sentenced arrestees.</li> <li>– Dorm Facility: minimum-security facility housing up to 160 sentenced, non-violent misdemeanants and ICE detainees.</li> </ul> </li> <li>• Contract with Federal agencies (ICE, Border Patrol) provides for re-imbusement to house detainees at the rate of \$79/day/detainee.</li> <li>• Manages contract with Advanced Care for the provision of medical services within the jail.</li> <li>• Manages the Courts/Transports of prisoners: <ul style="list-style-type: none"> <li>Court Appearances: <ul style="list-style-type: none"> <li>3 Circuit Courts</li> <li>3 District Courts</li> <li>2 Probate Courts</li> </ul> </li> <li>Transportation of Prisoners to prison. Also, the transportation of prisoners to physical and mental exams.</li> </ul> </li> </ul>
Clerical Secretary	1.0	1.0	<ul style="list-style-type: none"> <li>• Provide secretarial and administrative support to the Major.</li> </ul>
<b>Main Facility</b>			
Captain	1.0	1.0	<ul style="list-style-type: none"> <li>• Responsible for the daily management of the Main Facility, a high-medium-maximum security facility housing up to 183 sentenced (up to one year) and un-sentenced arrestees.</li> <li>• Assists the dorm Lieutenant as needed.</li> <li>• The Jail Captain reports directly to the Jail Operations Major.</li> <li>• Main facility Corrections Sergeants report to the Corrections Captain.</li> <li>• Organizes daily transports and pick-up of inmates</li> <li>• Manages the Field Training Program for new recruits</li> </ul>

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

Unit / Position	No. of Positions		Responsibilities
	Auth.	Current	
Corrections Sergeant	5.0	5.0	<ul style="list-style-type: none"> <li>• Main facility Corrections Sergeants report to the Corrections Captain.</li> <li>• Corrections Sergeants provide shift supervision as well as the day-to-day supervision on each floor. At least one sergeant is on duty for each shift in the Dorm.</li> <li>• Sergeants supervise a squad (four squads)</li> <li>• Fifth sergeant serves as a float filling in for absences between the two facilities (schedule varies daily).</li> <li>• Staffing: <ul style="list-style-type: none"> <li>– Three primary squads: 8-corrections officers</li> <li>– One relief squad: 7- corrections officers</li> </ul> </li> <li>• Relief squad can adjust schedules with a minimum of six-days' notice.</li> <li>• Minimum staffing for the Main facility is six officers.</li> </ul>

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

Unit / Position	No. of Positions		Responsibilities
	Auth.	Current	
Corrections Officers	32.0	31.0	<ul style="list-style-type: none"> <li>• Must complete 14-week training program (including a 4-week academy and FTO) plus a one-year probation period.</li> <li>• Correction Officers work 12-hour shifts. <ul style="list-style-type: none"> <li>– Days: 7:00 am to 7:00 pm</li> <li>    (E) Early 8-hour shift: 7:00 am to 3:00 pm</li> <li>    (L) Late 8-hour shift: 11:00 am to 7:00 pm</li> <li>– Nights: 7:00 pm to 7:00 am</li> <li>    (E) Early 8-hour shift: 7:00 pm to 3:00 am</li> <li>    (L) Late 8-hour shift: 11:00 pm to 7:00 am</li> </ul> </li> <li>• No direct supervision occurs in the Main facility.</li> <li>• All bookings occur at the main facility (except for I.C.E. Detainees are booked at the Dormitory Facility after being cleared by the Classification Officer).</li> <li>• Specialty positions include:</li> <li>• Court Officer: schedules and prepares paperwork for all prisoner movement for court and transfer. Coordinates schedule for Sworn transport officers to conduct prisoner transfers outside of the Monroe County Jail.</li> <li>• Classification Officers: utilize the Northpointe Inmate Classification system to classify all prisoners and identify candidates for the Dorm and trustee programs. Classifications mandated to be completed within 72-hours of intake and to conduct 30-day reviews. (Initial classification takes approximately 20 minutes, while reviews can be completed in less than 10 minutes. Conduct daily reviews of potential ICE detainees.</li> <li>• Computer desk: provides technical support within the facility for cell phones, booking software, fingerprinting and photography, inmate pay phone system and to troubleshoot printer/facsimile machine issues.</li> <li>• Commissary Officer: Orders / receive food supplies for both facilities. Manages Prisoner commissary accounts.</li> <li>• Training Coordinator: process training requests and coordinates annual training as well as the Corrections Officer Training Academy.</li> <li>• Specialty positions receive \$1/hour additional pay per contract.</li> <li>• Field Training Officers (8) train new correction officers and receive one hour of overtime or compensatory time for each training day.</li> <li>• Cell Checks: <ul style="list-style-type: none"> <li>– 6:00 am to 10:00 pm: hourly checks</li> <li>– 10:00 pm to 6:00 am (Lockdown): 30 minute checks.</li> <li>– Suicide Watch: 5 to 15 minute checks.</li> </ul> </li> <li>• Cell Checks are logged manually.</li> </ul>
Transport Officers (Deputy Sheriffs)	3.0	3.0	<ul style="list-style-type: none"> <li>• Primarily responsible for transporting prisoners to other jurisdictions.</li> </ul>

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

Unit / Position	No. of Positions		Responsibilities
	Auth.	Current	
Nurse	2.0	2.0	<ul style="list-style-type: none"> <li>Responsible for dispensing, securing and accounting of all prescription drugs within the facility. Conducts periodic audits of medical carts.</li> <li>Complete medical assessment of all inmates within 14 days of intake.</li> </ul>
Medical Clerk	1.0	1.0	
Service Worker	1.0	1.0	<ul style="list-style-type: none"> <li>Responsible for coordinating facilities management services and projects for Jail facilities. This includes: <ul style="list-style-type: none"> <li>Coordinating with County functions to ensure the proper preventive maintenance and repair of facilities and key building systems.</li> <li>Develops and prioritizes facilities projects.</li> <li>Supervises construction projects.</li> </ul> </li> </ul>
<b>Dorm Facility</b>			
Lieutenant	1.0	1.0	<ul style="list-style-type: none"> <li>Upgraded position from a Corrections Officer. (Reduced authorized staff from 64 to 63).</li> <li>Responsible for the daily management of the Dorm Facility, a minimum-security facility housing up to 160 sentenced, non-violent misdemeanants and ICE detainees. Facility split into A &amp; B Dorms to house up to 80 American and 80 ICE detainees.</li> <li>The Dorm Lieutenant reports directly to the Jail Operations Major.</li> <li>Maintains documentation for Federal re-imbursement relating to housing ICE detainees at the rate of \$79/day/detainee.</li> </ul>
Corrections Sergeant	4.0	4.0	<ul style="list-style-type: none"> <li>Dorm facility Corrections Sergeants report to the Dorm Lieutenant.</li> <li>Corrections Sergeants provide shift supervision as well as the day-to-day supervision on each floor. At least one sergeant is on duty for each shift in the Dorm.</li> <li>Sergeants supervise a squad (four squads)</li> <li>(Relief sergeant is assigned to the Main Facility.)</li> <li>Minimum staffing for the Dorm facility is five officers.</li> </ul>

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

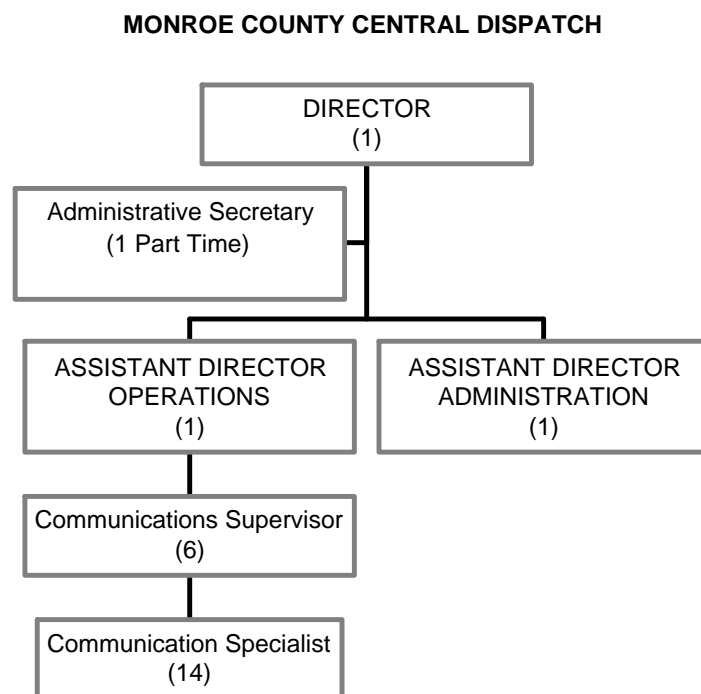
Unit / Position	No. of Positions		Responsibilities
	Auth.	Current	
Corrections Officers	24.0	24.0	<ul style="list-style-type: none"> <li>• Must complete 14-week training program (including a 4-week academy and FTO) plus a one-year probation period.</li> <li>• Correction Officers work 12-hour shifts. <ul style="list-style-type: none"> <li>– Days: 7:00 am to 7:00 pm  (E) Early 8-hour shift: 7:00 am to 3:00 pm  (L) Late 8-hour shift: 11:00 am to 7:00 pm</li> <li>– Nights: 7:00 pm to 7:00 am  (E) Early 8-hour shift: 7:00 pm to 3:00 am  (L) Late 8-hour shift: 11:00 pm to 7:00 am</li> </ul> </li> <li>• Corrections Officers provide direct supervision within the Dorm.</li> <li>• Specialty positions include: <ul style="list-style-type: none"> <li>– Training Coordinator: process training requests and coordinates annual training as well as the Corrections Officer Training Academy.</li> <li>– Commissary Officer: Orders / receive food supplies for both facilities. Manages Prisoner commissary accounts.</li> <li>– Community Corrections</li> </ul> </li> <li>• Specialty positions receive \$1/hour additional pay per contract.</li> <li>• Field Training Officers (8) train new correction officers and receive one hour of overtime or compensatory time for each training day.</li> <li>• Cell Checks: <ul style="list-style-type: none"> <li>– 6:00 am to 10:00 pm: hourly checks</li> <li>– 10:00 pm to 6:00 am (Lockdown): 30 minute checks.</li> <li>– Suicide Watch: 5 to 15 minute checks.</li> </ul> </li> <li>• Cell Checks are logged manually.</li> <li>• Security checks of prisoner areas are conducted 2 to 3 times per week.</li> </ul>
Nurse	1.0	1.0	<ul style="list-style-type: none"> <li>• Responsible for dispensing, securing and accounting of all prescription drugs within the facility. Conducts periodic audits of medical carts.</li> <li>• Complete medical assessment of all inmates within 14 days of intake.</li> </ul>
Service Worker	1.0	1.0	<ul style="list-style-type: none"> <li>• Responsible for coordinating facilities management services and projects for Jail facilities. This includes: <ul style="list-style-type: none"> <li>– Coordinating with County functions to ensure the proper preventive maintenance and repair of facilities and key building systems.</li> <li>– Develops and prioritizes facilities projects.</li> <li>– Supervises construction projects.</li> </ul> </li> </ul>

## **5. MONROE COUNTY CENTRAL DISPATCH**

This section of the profile details the Monroe County Central Dispatch organization.

### **(1) Organizational Structure**

The following organization chart depicts the functions within the Monroe County Central Dispatch Operations:



### **(2) Staffing**

In the narrative and table, which follows, is a summary of the organizational units, staffing, and key elements of how staff are scheduled and deployed.

A Director leads the Monroe County Central Dispatch is led by a Director. The center provides 24 hour, radio communications to 20 fire departments, 7 law enforcement agencies, emergency medical services, 4 helicopters and 14 rotating wrecker services within the jurisdiction.

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

Unit / Position	No. of Positions		Responsibilities
	Auth.	Current	
<b>CENTRAL DISPATCH</b>			
Director	1.0	1.0	<ul style="list-style-type: none"> <li>• Reports to the County Board of Commissioners and 911 District Advisory Board.</li> <li>• Manages the Central Dispatch budget and the 911 Surcharge fund for Monroe County.</li> <li>• Manages the Central Dispatch facility with six dispatch consoles and a back-up system, radio / telephone recording capabilities, access to a weather satellite and two weather warning systems, and a nuclear power plant warning system. Facility is equipped with an ACU-1000 for interoperability.</li> <li>• Dispatch system is powered by Motorola 800 MHz radio and Positron consoles.</li> <li>• Provides communications services to the following public safety entities: <ul style="list-style-type: none"> <li>– (20) Fire Departments</li> <li>– (7) Police Departments</li> <li>– (14) Wreckers Services (rotating)</li> <li>– Emergency Medical Services</li> <li>– (4) Helicopters</li> </ul> </li> <li>• Average over 105,000 dispatches per year servicing a population approaching 155,000.</li> <li>• Creates / publishes policies and procedures for the center.</li> <li>• Produces statistical and management reports on the performance of the Central Dispatch.</li> </ul>
Administrative Secretary	0.5	0.5	<ul style="list-style-type: none"> <li>• Part-time position provides day-to-day payroll and payables support to Director.</li> </ul>
<b>Operations</b>			
Assistant Director	1.0	1.0	<ul style="list-style-type: none"> <li>• Reports directly to the Central Dispatch Director.</li> <li>• Supervises dispatch personnel.</li> <li>• Assists in the maintenance and development of dispatch procedures, especially in terms of new technical equipment implementation.</li> <li>• Recommends new equipment to enhance the performance of the unit.</li> <li>• Ensures equipment is maintained and functioning properly.</li> <li>• Responds and reviews complaints related to dispatch personnel.</li> <li>• Oversees, evaluates and recommends improvements to the unit's response to emergency situations.</li> <li>• Assists with personnel issues including scheduling, training and discipline.</li> <li>• Assists with the maintenance of records to include payroll, purchasing, grant and training funds.</li> </ul>

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

Unit / Position	No. of Positions		Responsibilities
	Auth.	Current	
Communications Supervisors	6.0	6.0	<ul style="list-style-type: none"> <li>• Communications Supervisors report to the Assistant Director of Operations.</li> <li>• Communications Supervisors work 12-hour shifts.</li> <li>• Supervisors work one of four dispatch positions during a shift.</li> <li>• Provides Resource between Central dispatch and the command element of public safety entities in the field.</li> <li>• Coordinates Central Dispatch efforts during emergency situations to include activation of notification systems.</li> <li>• Participates in the hiring and training process of new employees.</li> <li>• Assists with New World CAD corrections and address verifications.</li> <li>• Responsible for scheduling of shifts.</li> </ul>
Communications Specialists	14.0	14.0	<ul style="list-style-type: none"> <li>• Crossed trained as call-takers and dispatchers for law enforcement, fire and emergency Medical Dispatch (EMD).</li> <li>• Receives calls for emergency services, prioritizes the call and determines the closest available agency / unit to respond.</li> <li>• Operates a Computer Aided Dispatch, Positron console and Motorola radio with multiple talk groups / frequencies.</li> <li>• Maintains awareness of active units' location and status.</li> <li>• Answers non-emergency line.</li> </ul>

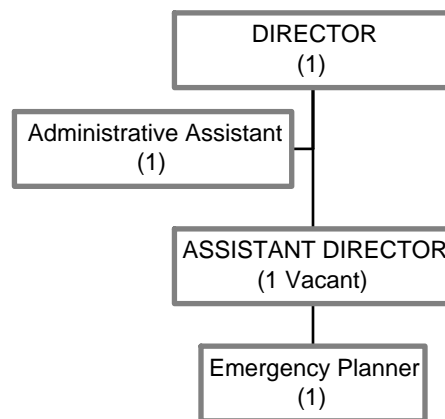
**6. MONROE COUNTY EMERGENCY MANAGEMENT DIVISION**

This section of the profile details the Monroe County Emergency Management Division organization.

**(1) Organizational Structure**

The following organization chart depicts the functions within the Monroe County Emergency Management Division.

**MONROE COUNTY EMERGENCY MANAGEMENT DIVISION**



Unit / Position	No. of Positions		Responsibilities
	Auth.	Current	
<b>EMERGENCY MANAGEMENT DIVISION</b>			
Director	1.0	1.0	<ul style="list-style-type: none"> <li>Coordinates Emergency Response procedures for the county.</li> <li>Networks / Resources with state and federal emergency management teams.</li> <li>Schedules and evaluates annual exercises to determine readiness of Monroe County.</li> <li>Acts as the Incident Commander when the Emergency Operations Center is activated.</li> <li>Prepares payroll and purchasing reports.</li> <li>Maintains activity log of regional meetings.</li> <li>Monitors and prepares mutual aid agreements.</li> <li>Actively assessing capabilities of the county. Typing resources and adopting federal terminology.</li> </ul>
Administrative Assistant	1.0	1.0	<ul style="list-style-type: none"> <li>Provide secretarial and administrative support to the Director.</li> <li>Also handles a wide range of emergency management tasks including focus on the warning systems.</li> <li>Serves as part of the on-call staff (management team) for the EOC.</li> </ul>

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

Unit / Position	No. of Positions		Responsibilities
	Auth.	Current	
Assistant Director	1.0	1.0	<ul style="list-style-type: none"> <li>• Reports to the Director.</li> <li>• Serves as the Director when necessary.</li> <li>• Position is funded by the nuclear power plant and is to focus on radiological issues in the County including training, planning, and warning systems.</li> </ul>
Emergency Planners	1.0	1.0	<ul style="list-style-type: none"> <li>• Homeland Security Grant funded position.</li> <li>• Continuously conduct risk assessments to identify potential threats, weaknesses and opportunities for improvement.</li> <li>• Review State and Federal guidelines to ensure county compliance.</li> <li>• Create communication networks to identify best practices.</li> <li>• Create written plans, obtain approval and file documents</li> <li>• Schedule exercises to identify plan strengths and weaknesses.</li> <li>• Amend plans as necessary and field test new plans.</li> </ul>

## 4. MONROE COUNTY HEALTH DEPARTMENT

The following chapter reflects information gathered related to the Monroe County Public Health Department.

### 1. PUBLIC HEALTH

This section of the profile details the Public Health organizations.

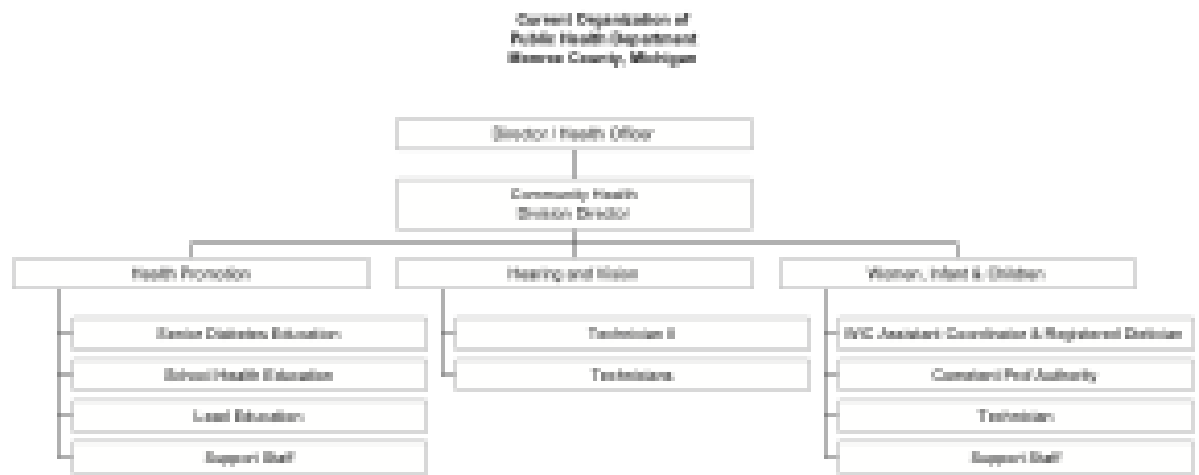
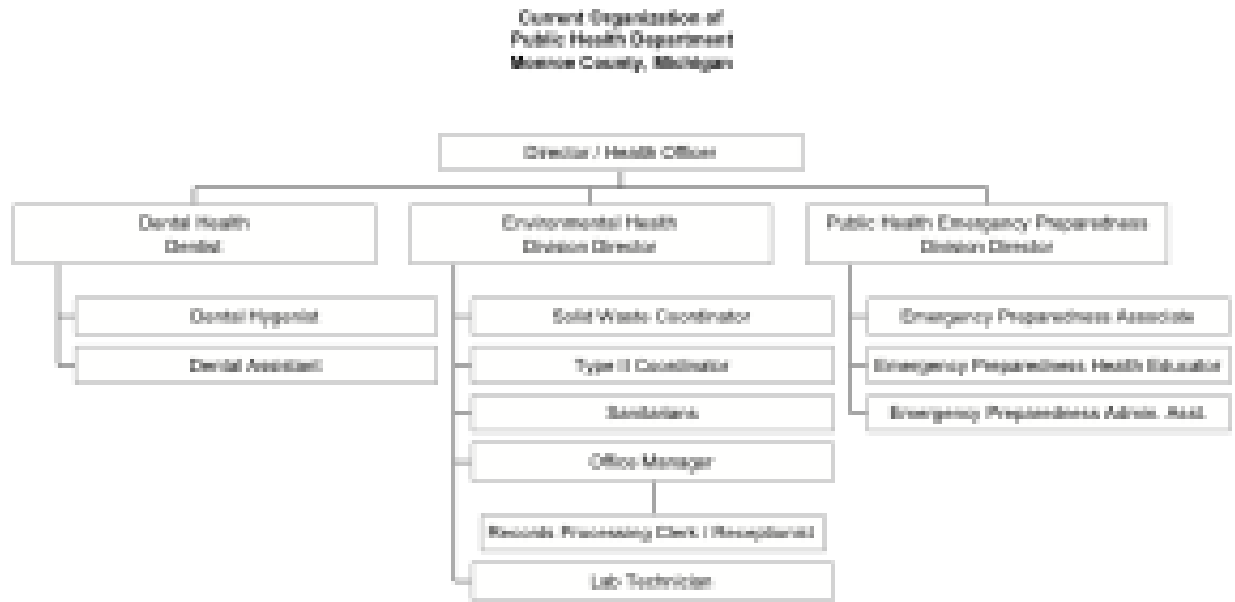
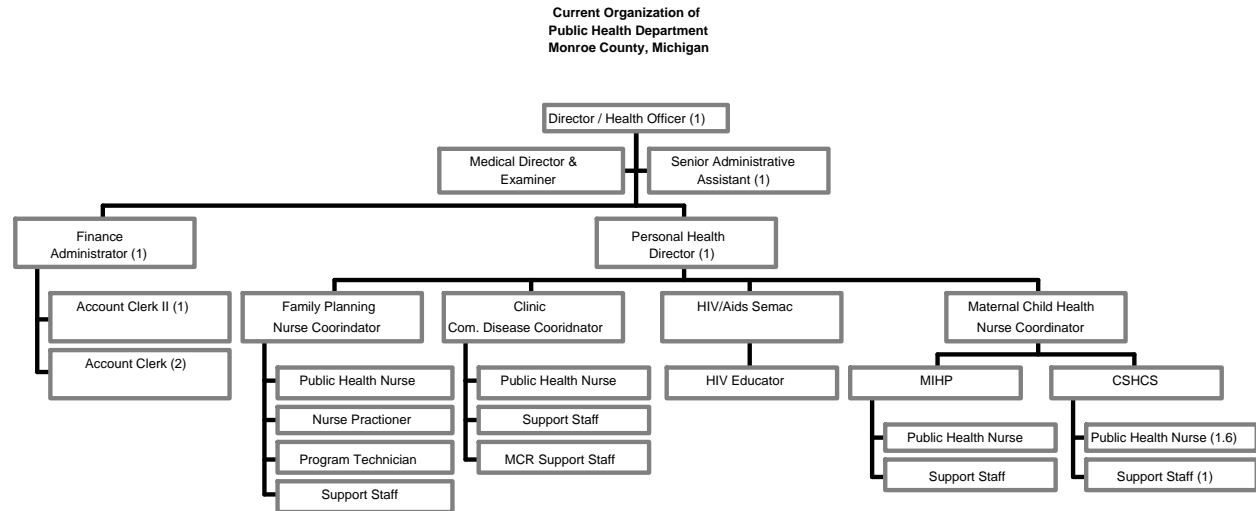
#### (1) Organizational Structure

The Monroe County Health Department is responsible for a wide range of services. The Monroe County Health Department is responsible for communicable disease tracking and reporting, environmental health services, emergency and disaster preparedness, clinical services, health education and promotion, etc. The Department is staffed with fulltime and part-time personnel. Presented below is the organizational chart for the Monroe County Health Department.

Current Organization of  
Public Health Department  
Monroe County, Michigan



**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**



**(2) Staffing**

In the table, which follows, is a summary of the organizational units, staffing, and key elements of how staff are scheduled and deployed.

Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
<b>MONROE COUNTY HEALTH DEPARTMENT</b>			
Director	1.00	1.00	<ul style="list-style-type: none"> <li>• Responsible for the management and operations of the Monroe County Health Department.</li> <li>• Develops and monitors program budget.</li> <li>• Approves all staff hiring and dismissals.</li> <li>• Leads new departmental program and policy development.</li> <li>• Determines departmental organizational structure, following legal mandates, such as contained in Michigan Public Health Code.</li> <li>• Responsible for enforcing State &amp; County laws &amp; regulations</li> <li>• Ensures compliance with State and local mandates.</li> <li>• Executes unique public health powers &amp; duties (such as declaring a public health emergency), as directed by the Michigan Public Health Code.</li> <li>• Manages mandatory State–directed Accreditation review of departmental programs &amp; services.</li> <li>• Serves as the Department’s representative on various boards, committees and organizations.</li> <li>• Provides medical direction for clinic, writes standing orders and conducts other physician-required services per the Michigan Public Health Code</li> <li>• Provides general administrative and clerical support to the Director.</li> <li>• Respond to emergencies as part of the Department’s emergency preparedness plan.</li> <li>• Supported by Federal &amp; State grants, fees and other non-General Funds per distributive formula, using State Health agency mandated contract format.</li> <li>• Serves as the Department’s representative on various boards and committees.</li> <li>• Provides general administrative and clerical support to the Director.</li> </ul>
Senior Medical Director	0.20	0.20	
Administrative Assistant	0.90	0.79	
<b>HEALTH FINANCE</b>			

**MONROE COUNTY, MICHIGAN**  
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Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
Finance Administrator Account Clerk II Account Clerk I	1.0 1.0 2.0	1.0 0.0 1.0	<ul style="list-style-type: none"> <li>• Reports to the Public Health Director.</li> <li>• Responsible for all procurement and invoicing for the Department.</li> <li>• Tracks revenue and funding sources, as well as expenditures.</li> <li>• Oversee contracts for services.</li> <li>• Performs all grant reporting as required by the various grant agencies.</li> <li>• Bill agencies for reimbursement (e.g., Medicaid, Medicare, private providers, etc.)</li> <li>• Track outstanding requests for reimbursement and actual reimbursed amounts.</li> </ul>
<b>MEDICAL EXAMINER'S OFFICE</b>			
Medical Examiner Senior Administrative Assistant	0.40 0.10	0.40 0.21	<ul style="list-style-type: none"> <li>• Investigate deaths, conducts autopsies and reports results, as required by State law.</li> <li>• Provide copies of autopsy reports and other relevant information to citizens</li> <li>• Provide reports to funeral homes</li> <li>• Receive and enter State Police and Sheriff on scene reports into system</li> <li>• Provide signed Cremation Permits for funeral homes</li> <li>• Track autopsy report data and other related information, connects with Wayne County Medical Examiner's Office.</li> <li>• Respond to emergencies as part of the Department's emergency preparedness plan.</li> <li>• Separate Medical Examiner's Office, supported by the General Fund.</li> </ul>
<b>DENTAL HEALTH</b>			
Dentist Dental Hygienist Dental Assistant  3 Staff - Dental Scheduling, Records Processing & Billing	0.20 0.47 0.20  0.79	0.20 0.47 0.20  0.79	<ul style="list-style-type: none"> <li>• Facility is utilized by the Family Medical Center and is federally funded. This program provides dental services for children that are enrolled in Medicaid. Services are provided are Medicaid reimbursable.</li> <li>• Provide numerous dental services (exams, fillings, cleaning, etc.) for Medicaid- enrolled children.</li> <li>• Supported by Medicaid and State funds.</li> <li>• Respond to emergencies as part of the Department's emergency preparedness plan.</li> </ul>
<b>PERSONAL HEALTH</b>			

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
Director	1.0	1.0	<ul style="list-style-type: none"> <li>• Reports to the Director.</li> <li>• Responsible for the management and supervision of the Personal Health Division, including family planning, clinical, maternal child health, HIV /AIDs education services.</li> <li>• Handles all supervisory and personnel issues for programs under the Division.</li> <li>• Serves as the Health Insurance Portability and Accountability Act (HIPAA) Privacy Officer for the Department.</li> <li>• Ensures compliance with all state program requirements.</li> <li>• Serves as the CLIA Lab site coordinator.</li> <li>• Responsible for all HD staff Lab competencies and OSHA requirements.</li> <li>• Responsible to ensure all mandated reports are submitted timely and accurate. (Immunizations, Family Planning, CD, etc.).</li> <li>• Serves on local and state committees and workgroups</li> <li>• Responsible for the screen development &amp; implementation of new software system throughout Health Department.</li> <li>• Organize and manage immunization clinics in community, ex. Back to school, flu clinics in house and out in community.</li> <li>• Submit monthly reports to SEMCA grant for services provided.</li> <li>• All - Respond to emergencies as part of the Department's emergency preparedness plan.</li> <li>• Supported by Federal &amp; State funds.</li> </ul>

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
<u>Family Planning:</u> Nurse Coordinator Public Health Nurse Nurse Practitioner Program Technician Support Staff	0.6 1.0 0.3 0.6 1.5	0.6 1.0 0.3 0.6 1.5	<ul style="list-style-type: none"> <li>• Reports to the Personal Health Director.</li> <li>• Develops program policies and procedures to ensure compliance with mandates.</li> <li>• Develop program and policies for services.</li> <li>• Maintain data and ensure compliance with state reporting.</li> <li>• Maintain supplies for program.</li> <li>• Provide referral services.</li> <li>• Provide education on family planning alternatives and services.</li> <li>• Nurse Practitioners provide clinical exams for clients during clinic, write Rxs for contraceptive methods, make referrals to other providers as necessary, educate women on health issues, etc. Update clinical policies and procedures annually.</li> <li>• Nurses provide counseling, education and contraceptive services (e.g., supplies, depo injections, HPV vaccine injections), conduct quality assurance on records monthly, conduct all follow up on abnormal lab tests and provide treatment when indicated.</li> <li>• Program techs conduct pre-exam lab services and set up clinic rooms for exams during clinic, submit online Plan First applications for all eligible clients and may assist Practitioner with exam if necessary.</li> <li>• Respond to emergencies as part of the Department's emergency preparedness plan.</li> <li>• Clinic hours are Tuesday and Wednesday afternoons and evenings, Thursday afternoons for exams, nurse hours are Monday through Fridays all day.</li> <li>• Staffers are part-time and work up to 24 hours per week.</li> <li>• Supported by Federal &amp; State funds</li> </ul>

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
<u>Clinic:</u> Communicable Diseases & Immunization Coordinator Public Health Nurse Support Staff	1.00 1.81 1.20	1.00 1.81 1.20	<ul style="list-style-type: none"> <li>• Reports to the Personal Health Director.</li> <li>• Responsible for tracking and investigating all reported communicable diseases in the County.</li> <li>• Review weekly school report for communicable diseases.</li> <li>• Enter communicable diseases data into the State's information system.</li> <li>• Provide training on communicable diseases and Immunization administration, storage and handling, etc. and trends in the County.</li> <li>• Provide physician-ordered clinic services (e.g., blood pressure checks, monthly Vitamin B injections, etc.)</li> <li>• Conduct pregnancy tests and nuisance reviews (e.g., lice and scabies checks/treatment)</li> <li>• Conduct immunization clinics.</li> <li>• Manage the Immunization Program (i.e., provision of immunizations by doctors' offices for eligible clients).</li> <li>• Audit immunization charts and records.</li> <li>• Conduct sexually transmitted diseases screening and provide treatment.</li> <li>• Run flu clinics during season.</li> <li>• Respond to emergencies as part of the Department's emergency preparedness plan.</li> <li>• Supported by Federal &amp; State funds</li> </ul>
<u>Maternal Infant Health Program:</u> Nurse Coordinator Public Health Nurse Support Staff	0.30 3.0 1.03	0.30 3.00 1.03	<ul style="list-style-type: none"> <li>• Reports to the Personal Health Director.</li> <li>• Write policies and procedures for program area.</li> <li>• Conduct chart audits.</li> <li>• Provide health services to mothers and children at risk.</li> <li>• Conduct assessment and review of client.</li> <li>• Provide in-home services and visits (up to 9 during pregnancy and 9 after birth).</li> <li>• Provide nutrition and social work services.</li> <li>• Coordinate care and provide case management - current per nurse caseload = 90-100 clients.</li> <li>• Respond to emergencies as part of the Department's emergency preparedness plan.</li> <li>• Supported by State funds.</li> </ul>

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
<u>Children's Special Health Care Services:</u> Nurse Coordinator Public Health Nurse Eligibility Examiner Clerical support	0.3 1.6 1.0 0.36	0.3 1.6 1.0 0.36	<ul style="list-style-type: none"> <li>• Reports to the Personal Health Director.</li> <li>• Conduct eligibility screenings.</li> <li>• Provide services to children with special needs.</li> <li>• Resource based service.</li> <li>• Coordinate care and case management</li> <li>• Provide referrals to other service providers.</li> <li>• Coordinate services needed by the child</li> <li>• Coordinate and schedule transportation services</li> <li>• Respond to emergencies as part of the Department's emergency preparedness plan.</li> <li>• Supported by State funds.</li> </ul>
<u>HIV / AIDs:</u> <u>SEMCA</u> HIV Educator HIV Counselor	0.3 0.4	0.3 0.4	<ul style="list-style-type: none"> <li>• Reports to the Personal Health Director.</li> <li>• Provide HIV / Aids consulting services, including education, testing, etc. for residents in substance abuse programs and / or who have been court ordered to be tested.</li> <li>• Provide HIV/ Aids education targeted at professionals providing substance abuse counseling.</li> <li>• Work with SEMCA to provide program. SEMCA is the Southeast Michigan Community Alliance, designated to administer federal and state substance abuse treatment and prevention programs (in both Wayne and Monroe County).</li> <li>• Respond to emergencies as part of the Department's emergency preparedness plan.</li> <li>• Supported by grant funds.</li> </ul>
<b>ENVIRONMENTAL HEALTH</b>			

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
Director Office Manager Records Processing Clerk / Receptionist	1.0 1.0 1.0 1.0	1.0 1.0 1.0 1.0	<ul style="list-style-type: none"> <li>• Reports to the Public Health Director.</li> <li>• Responsible for the management and oversight of the Environmental Health Division.</li> <li>• Plans, Develops administers and evaluates environmental health programs, which conform to the goals and objectives of the department and the regulations and standards of state and federal agencies.</li> <li>• Oversees cases involving permit denial, enforcement action or legal action.</li> <li>• Serves as liaison with various local, state and federal agencies concerning environmental health matters.</li> <li>• Provides program budgeting recommendations and participates in the planning and preparation of the budget for department</li> <li>• Serves as the County RADEF officer &amp; and participates in public health emergencies</li> <li>• Conducts permit plan review.</li> <li>• Assists health department Finance Administrator in preparing quarterly reimbursement request for grants, complies and calculates data, prepares reports and ensures documents comply with state grant funding requirements.</li> <li>• Serves as secretary to the Monroe County Environmental Health Sanitary Code of Appeals, and the Monroe County Solid Waste Planning Committee.</li> <li>• Serves a clerical support to Fermi incidents and well as any public health emergency.</li> <li>• Trains as needed clerical support staff.</li> <li>• Coordinates all annual licensing of food services establishments within the County of Monroe.</li> <li>• Administers the sewage contractors' tests, ensure proper bonding requirements are met, prepares and mails out licenses.</li> <li>• Prepares all payroll authorizations for new employees and employees terminating or retiring: serves as H.R. contact.</li> <li>• Process Department's payroll (time and attendance reporting).</li> <li>• Track staff leave time utilization and balances.</li> <li>• Deposit receipts from fees.</li> <li>• Distribute invoices for Environmental Health (e.g., commercial properties).</li> <li>• Maintain records for permits and inspections.</li> <li>• Access a state web site to retrieve well records submitted by local drillers</li> <li>• Collects fees- assists members of the public in processing records, documents, and permits.</li> <li>• Answers questions regarding departmental procedures and requirements, scheduling information, and assists in Freedom of Information requests</li> <li>• Assists in maintenance of departmental filing systems. Retrieves materials from system and conducts searches for necessary documentation.</li> <li>• Collects monies form permit processing.</li> </ul>
<b>Matrix Consulting Group</b>			<p>Processes mail of the office, includes conducting records searches to answer inquires, preparing correspondence and routing other documents to appropriate party.</p> <p>Performs variety of clerical support such as inputting data to computer.</p>

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
Solid Waste Coordinator	0.5	0.5	<ul style="list-style-type: none"> <li>• Reports to the Environmental Health Division Director.</li> <li>• Responsible of public education of solid waste related issues, such as recycling, disposal of household hazardous waste, etc.</li> <li>• Plans special events such as special collection events (e.g., hazardous waste, Christmas trees, etc.)</li> <li>• Prepares Request for Proposals for contacted services.</li> <li>• Review bid packets and prepares contracts.</li> <li>• Ensures compliance with the Monroe Country Solid Waste Management Plan.</li> <li>• Consults with Municipalities on solid waste contracts</li> <li>• Reports quarterly to the Board of Commissioners on progress on implementing the Monroe County Solid Waste Management Plan.</li> <li>• Assists in efforts to site a new solid waste disposal facilities.</li> <li>• Monitor economical and technical changes related to recycling and resource recovery.</li> <li>• Manages data, including reviews and monitors state progress towards solid waste planning</li> <li>• Reviews data from solid waste site with Monroe County.</li> <li>• Administers Environmental Fund Grant program</li> <li>• Provides assistance during public health emergencies</li> <li>• Supported by fees, State funds and other outside non-General Funds.</li> </ul>
Type II Coordinator	0.5	0.5	<ul style="list-style-type: none"> <li>• Responsible for managing the Department's non-community water program.</li> <li>• Program ensures compliance with the safe drinking water act, for systems that serves any non-residential facility that provides water for drinking or domestic purposes to 25 or more persons at least 60 days out of the year, or has 15 or more service connections.</li> <li>• Ensures owners of non-community water comply with testing and inspection mandates.</li> <li>• Writes policy and standards.</li> <li>• Writes permits for non-community and Type III water supplies.</li> <li>• Provides education to Certified Operators.</li> <li>• Maintains records and data to ensures compliance to submit reports to Michigan Department of Environmental Quality/MDEQQ for reimbursement.</li> <li>• Consults with State agency (MDEQ) and facility operators.</li> </ul>

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
Lab Technician	1.0	1.0	<ul style="list-style-type: none"> <li>• Responsible for testing ground water samples.</li> <li>• Ensures compliance with Certified water quality standards.</li> <li>• Tracks all lab equipment calibration.</li> <li>• Responds to questions from the public regarding water quality issues.</li> <li>• Maintains Radiological equipments including quarterly operational checks.</li> <li>• Participates in Fermi emergency exercises.</li> <li>• Participates in the mosquito surveillance program.</li> </ul>
Registered Sanitarian Sanitarian	4.0 2.0	4.0 2.0	<ul style="list-style-type: none"> <li>• Report to the Environmental Health Division Director.</li> <li>• Responsible for conducting inspections as mandated by State regulations and local ordinance, including inspections of: <ul style="list-style-type: none"> <li>– Food service establishments</li> <li>– Temporary food establishments</li> <li>– Mobile food units</li> <li>– Tattoo Parlors</li> <li>– Swimming pools and public bathing beaches</li> <li>– Camp Grounds</li> <li>– Multi-family housing (under the sanitary code)</li> <li>– Septage hauling facilities</li> <li>– Human services facilities (e.g., day cares, etc.)</li> </ul> </li> <li>• Follow up on complaints and conduct investigations.</li> <li>• Monitor West Nile virus.</li> <li>• Distribute radon test kits.</li> <li>• Provide public education.</li> <li>• Conduct plan review, inspections and evaluations of on-site residential and commercial sewage and water.</li> <li>• Respond to emergencies as part of the Department's emergency preparedness plan.</li> <li>• Conduct lead inspection and investigations.</li> <li>• Assist with solid waste activities</li> <li>• Evaluates data to suggest policy changes</li> <li>• Provides on going training in Food services program to ensure consistency with accreditation standards</li> <li>• Responsible determining permits requirements that are in compliance with local, state, and federal laws.</li> </ul>
<b>PUBLIC HEALTH EMERGENCY PREPAREDNESS</b>			

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
Director Emergency Preparedness Associate Emergency Preparedness Health Educator Admin. Assistant	1.0 0.62  1.0  0.62	1.0 0.62  0.0  0.62	<ul style="list-style-type: none"> <li>• Reports to the Public Health Director.</li> <li>• Responsible for developing and updating Monroe County Public Health Emergency Preparedness Response Plan (to include All Hazards Emergency Response Plan, Crisis and Emergency Risk Communication Plan, Strategic National Stockpile Plan, etc.).</li> <li>• Train and conduct exercises with MCHD staff and other County agencies in execution of emergency preparedness plans.</li> <li>• Respond to public health emergencies in Monroe County.</li> <li>• Participate in local, neighboring communities, regional and state meetings and exercises.</li> <li>• Developing Monroe County Medical Reserve Corps unit. Recruit and train public health volunteers to assist in an emergency.</li> <li>• Manage the public health emergency notification systems for the Monroe County Health Department staff and partners.</li> <li>• Conduct community outreach and education in Monroe County related to public health emergency preparedness.</li> <li>• Respond to emergencies as part of the Department's emergency preparedness plan.</li> <li>• Supported by Federal grant.</li> </ul>
<b>COMMUNITY HEALTH</b>			
Director	1.00	1.00	<ul style="list-style-type: none"> <li>• Reports to the Public Health Director.</li> <li>• Responsible for the management and oversight of Community Health programs including Hearing and Vision, School Health, Lead Poisoning Prevention and WIC (Special Supplemental Food Program for Women, Infant and Children).</li> <li>• Handles all supervisory and personnel issues for programs under the Division.</li> <li>• Responds to emergencies as part of the Department's emergency preparedness plan.</li> <li>• Supported by Federal &amp; State funds.</li> </ul>

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
<u>Health Promotion:</u> Public Health Nurse Registered Dietitian	1.40 0.22	1.40 0.22	<ul style="list-style-type: none"> <li>• Reports to the Community Health Division Director.</li> <li>• Responsible for health promotion and public education in three primary areas:               <ul style="list-style-type: none"> <li>– Senior Diabetes Education provides group and individual nutrition counseling and support to seniors living with Diabetes or at risk for developing Diabetes</li> <li>– School Health provides health education for school aged children and educators on a variety of health topics including hygiene, nutrition, teen pregnancy, substance abuse and smoking among others</li> <li>– Childhood Lead Poisoning Prevention monitors lead levels in children, provides follow-up and referrals to families of children with lead poisoning and provides education and outreach to the community on childhood lead poisoning prevention and lead safe housing.</li> </ul> </li> <li>• Respond to emergencies as part of the Department's emergency preparedness plan.</li> <li>• Supported by State &amp; other outside non-General Funds</li> </ul>
<u>Hearing and Vision:</u> Technician II Technician	1.00 1.00	1.00 1.00	<ul style="list-style-type: none"> <li>• Report to the Community Health Division Director.</li> <li>• Responsible for conducting hearing and vision testing in schools and preschools for all children in the County's nine school districts.</li> <li>• Responsible for follow-up and referrals for all children who fail hearing and/or vision tests.</li> <li>• Coordinate annual program with each school.</li> <li>• Conducts office testing for 0-3 year age group by appointment.</li> <li>• Respond to emergencies as part of the Department's emergency preparedness plan.</li> <li>• Supported by State funds (grant) with small amount of support from school districts and Medicaid revenue.</li> </ul>

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
<u>WIC:</u> Asst. Coordinator & Registered Dietician Competent Prof Authority/CPAs Technician Admin. Assistant Clerk	0.90 2.17 2.17 2.00 0.17	0.90 2.17 2.17 2.00 0.17	<ul style="list-style-type: none"> <li>• Reports to the Director of Community Health.</li> <li>• Responsible for the day-to-day operations of the WIC program.</li> <li>• Provides breast-feeding support and counseling to clients.</li> <li>• Distributes supplemental food benefits via Electronic Benefits Transfer (EBT).</li> <li>• Provides nutrition education and counseling</li> <li>• Performs eligibility intake for clients</li> <li>• Performs nutritional needs assessment through anthropometric measurements and dietary evaluation.</li> <li>• Administrative staff provides reception area coverage, schedules appointments, maintains client records, conducts pre-certification interviews, enters data, and maintains inventory.</li> <li>• Provides referrals to other health and social services.</li> <li>• WIC services are provided Monday, Tuesday, Thursday and Fridays from 8:00 AM to 5:00 PM and on Wednesday from 8:00 AM to 7:00 PM. WIC services are also available at satellite clinics in north and south County alternately one day per week.</li> <li>• Respond to emergencies as part of the Department's emergency preparedness plan.</li> <li>• Supported primarily by Federal funds with some support from State funds.</li> </ul>

## **5. PROSECUTING ATTORNEY'S OFFICE**

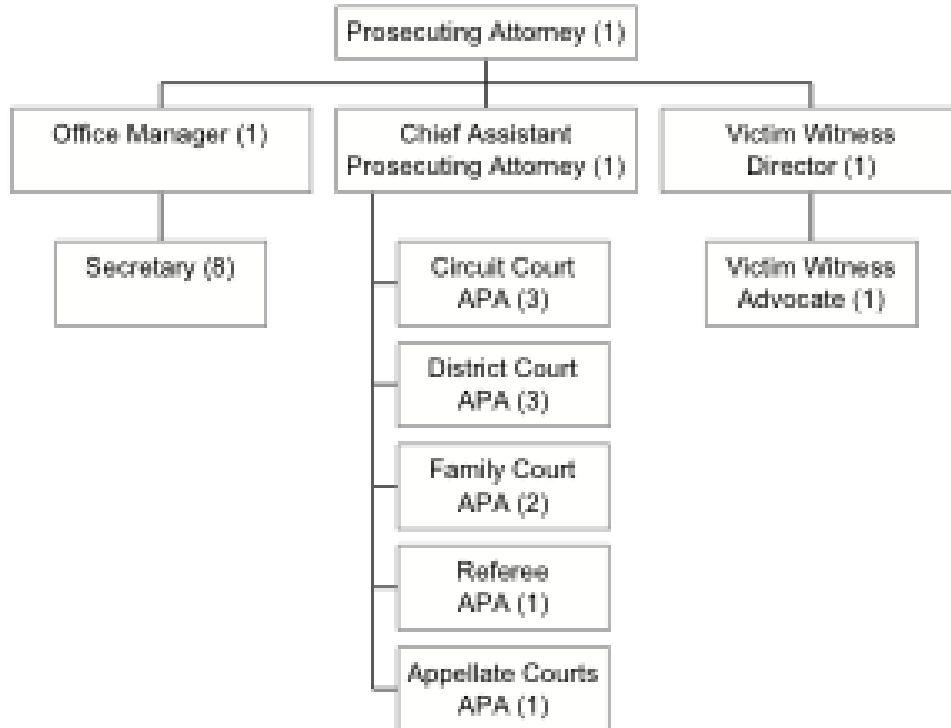
This section of the profile details the Prosecuting Attorney's Office organization.

### **(1) Organizational Structure**

The Prosecuting attorney is the chief law enforcement official for Monroe County. This position is an elected office mandated by Article VII, Section 4 of the Michigan Constitution. The responsibilities and authority of the Prosecutor are established by common law, statute, court rule and appellate case law. . The Office is responsible for reviewing, authorizing and prosecuting violations of felony and misdemeanor criminal laws, motor vehicle code, and juvenile delinquency offenses. The Office is also required to represent the State of Michigan in all mental health cases, all criminal appellate matters and represents the Department of Human Services in parental child abuse and neglect cases. The Office provides notification to victims as required under the Crime Victim Rights Statute. Presented below is the plan of organization for the Prosecuting Attorney's Office.

**Current Organization of  
Prosecuting Attorney's Office**

**Monroe County, Michigan**



**(2) Staffing**

In the table, which follows, is a summary of the organizational units, staffing, and key elements of how staff are scheduled and deployed.

Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
<b>PROSECUTING ATTORNEY'S OFFICE</b>			
Prosecuting Attorney	1.0	1.0	<ul style="list-style-type: none"> <li>• Responsible for the management and direction of the Office.</li> <li>• Develops and manages the Office's budget.</li> <li>• Responsible for assignment of staff.</li> <li>• Prosecutes cases.</li> <li>• Serves on various boards, including Concealed Weapons Permit, Child Advocacy Network, Death Review Team, DARE, OMNI, Human Services Collaborative, Community Corrections, Domestic Violence Round Table, etc.</li> <li>• Serves as the Office's representative on criminal justice committees.</li> <li>• Works with other criminal justice agencies to ensure a comprehensive and coordinated system in the County.</li> <li>• Develops diversion programs, such as community prosecution program and the bad check diversion program.</li> </ul>

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
Office Manager	1.0	1.0	<ul style="list-style-type: none"> <li>• Reports to the Prosecuting Attorney.</li> <li>• Supervises all administrative personnel in the Office.</li> <li>• Provide general administrative and clerical support to the Prosecuting Attorney.</li> <li>• Assists with budget development and monitoring.</li> <li>• Approves invoices and expenditures.</li> <li>• Responsible for the time and attendance reporting for the Office.</li> <li>• Procures materials and supplies.</li> <li>• Provides staff support to the Concealed Weapons Permit Board, such as assembling agenda packets.</li> <li>• Takes minutes for Office meetings, as well as DARA Advisory Board.</li> <li>• Responsible for deposits (e.g., restitution, etc.)</li> <li>• Develops and distributes the on-call list for Assistant Prosecuting Attorneys.</li> <li>• Responsible for records management program for the Office.</li> <li>• Provides assistance to administrative personnel to address backlogs or peaks in workload.</li> <li>• Backs up the Victim / Witness Unit.</li> <li>• Prepare Special Prosecutor appointments and orders.</li> <li>• Monitor pending complaints and send requests to agencies for follow-up.</li> <li>• Attend Administrator Training and coordinate meetings regarding OnBase paperless office system.</li> <li>• Currently responsible for preparing detainer and extradition paperwork for out-of-state inmates.</li> </ul>

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
Secretary Temporary	8.0 0.0	7.0 1.0	<ul style="list-style-type: none"> <li>• Report to the Office Manager.</li> <li>• Secretarial staff are assigned as follow:               <ul style="list-style-type: none"> <li>– 1.0 Receptionist, currently filled by the temporary position, responsible for answering all phone lines, screening visitors, preparing police reports for defense attorneys, building felony files, creating cover sheets for closed complaints and opening and processing incoming mail.</li> <li>– 1.0 Appellate Courts, responsibilities include tracking and typing motions and responses, filings for Juvenile, District, Circuit, and Court of Appeals, forfeiture paperwork, processing proof of service and mailing.</li> <li>– 1.0 Warrants, responsible for tracking all police reports, supplemental reports, and lab reports, entering data into Adult Case Tracking to produce all felony and misdemeanor warrants.</li> <li>– 1.0 Subpoena, responsible for creating and distributing all subpoenas for felony, misdemeanor and juvenile trials and formal hearings, tracks subpoena returns for all adult and juvenile cases.</li> <li>– 1.0 Circuit Court, provides administrative support for Circuit Court cases, including all case files, filings, dockets, plea agreements, bindovers, sentence recommendations, PPO hearings, Driver's License Restoration hearings and copying of case file for Circuit Court Probation.</li> <li>– 1.0 District Court, provides administrative support for District Court cases, including all case files, filings, dockets, plea agreements, preliminary exam subpoenas, monitors Retail Fraud Diversion program and prepares forensic evaluation paperwork.</li> <li>– 1.0 District Court Traffic, provides administrative support for District Court traffic cases, including all case files, filings, dockets, plea agreements, copying tickets, obtaining certified drivers' records, and monitors Cost of Prosecution program.</li> <li>– 1.0 Family Court, currently vacant . Office is training former receptionist for position, provides administrative support for Family Court, abuse and neglect and juvenile delinquency cases, including all case files, filings, dockets, plea agreements, mental health hearings, termination of parental rights and entering data into Juvenile Case Tracking to produce juvenile delinquency petitions.</li> </ul> </li> <li>• Appellate Secretary and Victim Witness Advocate can process warrants on a limited basis to address backlogs.</li> </ul>

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
Chief Assistant Prosecuting Attorney Assistant Prosecuting Attorney	1.0 10.0	1.0 10.0	<ul style="list-style-type: none"> <li>• Supervise the day-to-day operations of the legal staff and Victim Witness Unit, including assignment and distribution of workload, case review and legal advice</li> <li>• Designated alternate for Prosecuting Attorney on various boards and committees.</li> <li>• Provides regional legal training to all Monroe County law enforcement agencies.</li> <li>• Assigned criminal case load and performs same job duties as Assistant Prosecuting Attorney.</li> <li>• Assistant Prosecuting Attorneys are assigned as follows: <ul style="list-style-type: none"> <li>– Circuit Court: 3.75</li> <li>– District Court: 4.00</li> <li>– Family Court: 1.75</li> <li>– Referee: .25</li> <li>– Appellate Courts: .25</li> </ul> </li> <li>• Review and authorize petitions.</li> <li>• Interview witnesses and victims.</li> <li>• Coordinate follow-up investigations with the Sheriff's Office.</li> <li>• Draft and respond to motions, notices and briefs. .</li> <li>• Attend court for various hearings.</li> <li>• Negotiate plea and sentence agreements. .</li> <li>• Prepare and appear in court on behalf of People of the State of Michigan for jury and non-jury trial in juvenile and adult cases.</li> <li>• Prepare and appear in court on behalf of People of the State of Michigan for probation violation hearings in Family, District and Circuit Court.</li> <li>• Represent Petitioners in Mental Commitment Hearings.</li> <li>• On-Call 24 hours a day/7 days a week to law enforcement and the courts.</li> <li>• Represent the County in Sanitation and Animal Control cases.</li> <li>• Respond and draft appeals that are filed in the 38<sup>th</sup> Circuit Court, Michigan Court of Appeals and Michigan Supreme Court.</li> <li>• Represent the Michigan Department of Human Services in Abuse &amp; Neglect cases.</li> <li>• Represent the Michigan Department of State in Driver License appeals.</li> <li>• Represent the Michigan Attorney General in Federal Habeas Corpus Petitions.</li> <li>• Represent Petitioners in Personal Protection Order Violations.</li> <li>• Represent the State of Michigan in extraditions and detainers.</li> <li>• Draft and approve Search Warrants.</li> <li>• Represent law enforcement in civil forfeiture proceedings.</li> <li>• Participate in the Juvenile Drug Court.</li> <li>• Attend various legal training updates provided by Prosecuting Attorneys Association of Michigan and National District Attorneys Association.</li> </ul>

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
Victim Witness Director	1.0	1.0	<ul style="list-style-type: none"> <li>• Serves as the Resource between the Prosecuting Attorney's Office and the victim and / or witness.</li> <li>• Receive notification of a new victim / witness.</li> <li>• Distribute packers regarding rights.</li> <li>• Create case file.</li> <li>• Attend hearings, trials, etc., with the victim / witness at their request.</li> <li>• Communicate with the victim/witness regarding case status and process.</li> <li>• Provide clerical support and assistance to the Office, as needed.</li> <li>• Oversee diversion programs, including bad check, problem-solving and cost of prosecution programs.</li> <li>• Responsible for grant reporting.</li> <li>• Responsible for reporting juvenile delinquency offenses to corresponding schools and for adherence to School Safety Policy.</li> <li>• Daily telephone contact with victims, witnesses and law enforcement officers re: court cases and/or trials.</li> <li>• Maintain law enforcement leave log.</li> <li>• Assist victims in filling out and filing Crime Victim's Compensation applications.</li> <li>• Working with Child Advocacy Center and Domestic Violence Shelter advocates.</li> <li>• Compile statistics for various agency needs.</li> <li>• Participate and coordinate community events i.e., Bedford Trade Fair, Crime Victim's Rights Week, and Celebrate Children.</li> <li>• Attend various trainings provided by Prosecuting Attorneys Association of Michigan.</li> </ul>
Victim Witness Advocate	1.0	1.0	

## 6. FAIRVIEW

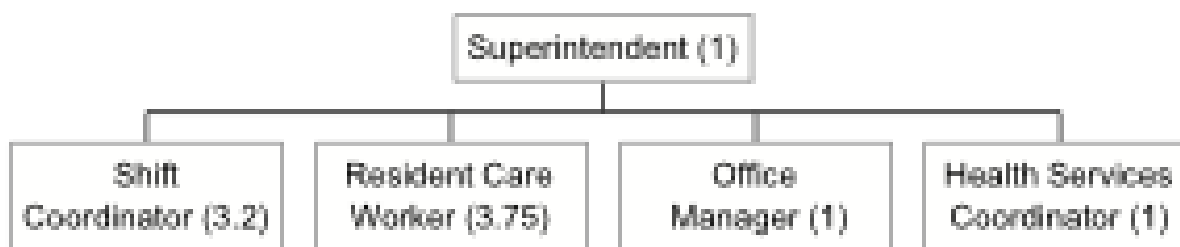
This section of the profile details the Fairview organization.

### (1) Organizational Structure

Fairview is a thirty-six bed transitional housing program that provides residential services to disabled, homeless adults. Fairview is licensed by the State of Michigan as an Adult Foster Care Home, and operates under the supervision of the County Social Services Board and the County Administrator. Staff engage in case management, benefit acquisition, health care, remedial skill building, activities of living adjustment, maintenance, and food and domestic service. Presented below is the plan of organization for Fairview.

#### Current Organization of Fairview

#### Monroe County, Michigan



### (2) Staffing

In the table, which follows, is a summary of the organizational units, staffing, and key elements of how staff are scheduled and deployed.

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
<b>FAIRVIEW</b>			
Superintendent	1.0	0.0	<ul style="list-style-type: none"> <li>• Responsible for the management and operations of Fairview, including supervision of the day-to-day operations of the facility. This includes hiring, training, and evaluation of staff.</li> <li>• Develops and monitors the case management plans of residents.</li> <li>• Intakes as new residents, including interviews, screening and eligibility determinations.</li> <li>• Identifies services and programs for specific residents.</li> <li>• Ensures compliance with state and local licensing and standards.</li> <li>• Manages contracts for services, such as help providers, nursing, pharmacy, etc.</li> <li>• Supervises operation of food services, including meal plan development.</li> <li>• Handles all procurement for Fairview.</li> <li>• Represents facility to public and private groups, serves on boards and committees as requested or assigned.</li> <li>• Position is currently vacant and is being filled by the Office Manager.</li> </ul>
Office Manager	1.0	1.0	<ul style="list-style-type: none"> <li>• Reports to the Superintendent.</li> <li>• Maintains accounts for all incoming funds, petty cash, donations, collections, purchases, etc.</li> <li>• Prepares reports for board review, including Census and Activity, Collections and Expenditures, Donations and Trust and Agency Accounts, etc.</li> <li>• Works with residents to maintain accounts, arrange transportation, collecting expenses, cashing checks, monitoring income, etc.</li> <li>• Responsible for ensuring all benefits for residents are applied for and received (e.g., social security, disability, etc.)</li> <li>• Provides general administrative and clerical support to Fairview, including serving as the receptionist, answering phones, filing, word processing, etc.</li> <li>• Provides coverage of the medication office during the absence of the Health Services Coordinator.</li> </ul>

**MONROE COUNTY, MICHIGAN**  
**Descriptive Profile**

Unit / Position(s)	No. of Positions		Responsibilities
	Auth.	Current	
Health Services Coordinator	1.0	1.0	<ul style="list-style-type: none"> <li>• Reports to the Superintendent.</li> <li>• Provides health care services, including medical treatments and emergency first aid, as needed.</li> <li>• Administers and records prescribed medications for residents.</li> <li>• Monitors medication usage and ensure prescriptions are filled.</li> <li>• Transcribes and initiates physician orders in accordance with policies and procedures.</li> <li>• Maintains individual medication records and medical records.</li> <li>• Schedules medical appointments.</li> <li>• Prepares records and forms for submission to the State to secure medical coverage for eligible clients.</li> <li>• Provides initial and ongoing training for other staff (especially shift coordinators) to provide health care services to the residents.</li> </ul>
Shift Coordinator	3.2	3.2	<ul style="list-style-type: none"> <li>• Reports to the Superintendent.</li> <li>• Responsible for the operation of the facility.</li> <li>• Assist with the care and training of the residents in accordance with individual case plans.</li> <li>• Assist with special outings and / or transports residents to appointments.</li> <li>• Assist residents with personal hygiene and general living skills.</li> <li>• Ensures the safety and well-being of residents.</li> <li>• Performs routine checks on the building for security and safety purposes.</li> <li>• Dispenses medication and implements physician ordered treatment, as required.</li> <li>• Oversees activities and social events for the residents.</li> <li>• Sets up and prepares kitchen for meals.</li> </ul>
Resident Care Worker	3.75	3.75	<ul style="list-style-type: none"> <li>• Reports to the Superintendent.</li> <li>• Performs laundry, housekeeping and food preparation tasks.</li> <li>• Works with residents according to their case plans by assisting them with skill building in domestic services and / or basic self-care.</li> <li>• Provides services in support of the health care team.</li> <li>• Assists residents in achieving health, recreational and educational goals.</li> <li>• Escorts residents to and from appointments and various planned activities.</li> <li>• Assists the Health Services Coordinator with charting and other clerical duties.</li> </ul>