

Hernando County Sheriff's Office



Approved

Annual Budget

Fiscal Year 2013 - 2014

Hernando County Sheriff's Office
General Fund Support
Fiscal Year 2013 - 2014

Budgeted Expenditures	Approved Budget FY2011	Approved Budget FY2012	Approved Budget FY2013	Approved Budget FY2014	FY2014 to FY2013 Difference	% Change
Law Enforcement	\$ 29,231,697	\$ 27,974,508	\$ 27,954,365	\$ 28,958,610	\$ 1,004,245	3.59%
Detention Division	10,897,898	10,629,464	10,534,714	10,730,628	195,914	1.86%
Emergency Management	332,358	323,762	323,703	325,925	2,222	0.69%
Courthouse Security	1,093,552	949,996	1,057,198	1,107,091	49,893	4.72%
Total Budgeted Expenditures	41,555,505	39,877,730	39,869,980	41,122,254	1,252,274	3.14%
General Fund Support	\$ 41,555,505	\$ 39,877,730	\$ 38,709,524	\$ 39,972,765	\$ 1,263,241	3.26%

FY2011 First Full Year - Detention Division

FY2012 Sheriff Traffic Aides from SHFR

FY2013 Animal Enforcement Unit portion of Animal Services absorbed

FY2013 Reduction in General Fund Support needed - due to use of revenue collected

Hernando County Sheriff's Office

Revenue

Fiscal Year 2013 - 2014

	Approved Budget FY2013	Approved Budget FY2014
<u>Contract Revenue</u>		
School Resource Officer Reimbursement - School Board	468,800	475,230
School Crossing Guards	84,915	137,570
Emergency Dispatching Fees	453,128	475,784
Inmate Work Squad - Dept of Public Works	\$ 58,004	\$ 60,905
Revenues reducing the Net General Fund Support needed	\$ 1,064,847	\$ 1,149,489
<u>Other Revenue</u>		
Interest Income	10,000	7,000
Miscellaneous Revenue	76,200	68,237
Inmate Medical Reimbursements	21,000	21,000
Inmate Social Security	28,800	25,000
Inmate Processing Fees	47,000	47,000
Inmate Subsistence Fees	144,000	150,000
Other Revenues to be returned to BCC	\$ 327,000	\$ 318,237
<u>Total - Revenue collected by HCSO</u>	\$ 1,391,847	\$ 1,467,726
Civil Fees collected by BCC	\$ 150,000	\$ 150,000
<u>Total - Revenue Law Enforcement and Detention</u>	\$ 1,541,847	\$ 1,617,726

Hernando County Sheriff's Office
Approved Budgeted Expenditures
Fiscal Year 2013 - 2014

	Law Enforcement	Detention Division	Emergency Management	Courthouse Security	Total Expenditures
<u>Personal Services</u>					
Wages - Executive	\$ 136,025	\$ -	\$ -	\$ -	\$ 136,025
Wages - Sworn and Civilian	16,926,909	5,996,407	195,481	567,569	23,686,366
Wages - Part Time	264,350	-	-	18,000	282,350
Wages - Overtime	354,783	50,000	1,000	10,000	415,783
Wages - Incentive	120,760	39,120	-	7,380	167,260
Benefits - FICA Taxes	1,313,089	446,271	13,638	43,790	1,816,788
Benefits - Retirement	2,790,879	923,581	20,809	94,646	3,829,915
Benefits - Insurance	2,720,002	1,074,454	38,902	83,197	3,916,555
Benefits - Workman's Compensation	764,822	286,420	730	35,459	1,087,431
Benefits - Unemployment	-	-	-	-	-
Subtotal - Personal Services	25,391,619	8,816,253	270,560	860,041	35,338,473
<u>Operating Expenditures</u>					
Professional Services	32,850	-	5,600	-	38,450
Contracted Services	60,225	189,460	3,300	228,800	481,785
Investigations	103,628	-	-	-	103,628
Travel and Per Diem	6,870	32,000	500	-	39,370
Communications Services	215,650	10,100	6,335	3,300	235,385
Utilities	221,700	328,320	-	-	550,020
Rental and Leases	18,530	-	2,000	-	20,530
Insurance	637,300	117,500	7,000	7,250	769,050
Repair and Maintenance	397,100	19,900	1,850	1,800	420,650
Printing and Binding	17,600	1,000	8,000	100	26,700
Maintenance Agreements	282,450	68,075	15,250	-	365,775
Office Supplies	39,350	11,875	500	300	52,025
Operating Supplies	1,329,773	1,118,395	5,030	5,500	2,458,698
Fees and License	15,770	-	-	-	15,770
Books, Dues and Training	38,195	17,750	-	-	55,945
Subtotal - Operating Expenditures	3,416,991	1,914,375	55,365	247,050	5,633,781
<u>Capital Outlay</u>	150,000	-	-	-	150,000
<u>Debt Service</u>	-	-	-	-	-
<u>Reserve for Contingencies</u>	-	-	-	-	-
<u>Total - Expenditures</u>	\$ 28,958,610	\$ 10,730,628	\$ 325,925	\$ 1,107,091	\$ 41,122,254

Hernando County Sheriff's Office
Law Enforcement - Expenditure Summary
Fiscal Year 2013 - 2014

	Actual Expenditures FY2012	Approved Budget FY2013	Approved Budget FY2014	FY2014 to FY2013 Difference
<u>Personal Services</u>				
Wages - Executive	\$ 130,045	\$ 130,045	\$ 136,025	\$ 5,980
Wages - Sworn and Civilian	15,888,791	16,536,798	16,926,909	390,111
Wages - Part Time	293,804	264,350	264,350	-
Wages - Overtime	205,334	354,783	354,783	-
Wages - Incentive	118,984	120,840	120,760	(80)
Benefits - FICA Taxes	1,220,643	1,276,494	1,313,089	36,595
Benefits - Retirement	1,855,216	2,135,643	2,790,879	655,236
Benefits - Insurance	2,892,797	2,688,460	2,720,002	31,542
Benefits - Workman's Compensation	805,181	894,518	764,822	(129,696)
Benefits - Unemployment	1,972		-	-
Subtotal - Personal Services	23,412,767	24,401,931	25,391,619	989,688
<u>Operating Expenditures</u>				
Professional Services	98,288	32,225	32,850	625
Contracted Services	151,238	68,070	60,225	(7,845)
Investigations	66,914	77,250	103,628	26,378
Travel, Per Diem & Prisoner Transport	38,092	4,120	6,870	2,750
Communications Services	201,108	224,130	215,650	(8,480)
Utilities	215,190	229,530	221,700	(7,830)
Rental and Leases	2,320	14,505	18,530	4,025
Insurance	627,997	660,626	637,300	(23,326)
Repair and Maintenance	298,417	377,560	397,100	19,540
Printing and Binding	14,410	21,800	17,600	(4,200)
Maintenance Agreements	230,804	289,415	282,450	(6,965)
Office Supplies	27,447	39,500	39,350	(150)
Operating Supplies	1,356,004	1,339,983	1,329,773	(10,210)
Fees and License	5,499	15,870	15,770	(100)
Books, Dues and Training	82,826	41,350	38,195	(3,155)
Subtotal - Operating Expenditures	3,416,554	3,435,934	3,416,991	(18,943)
<u>Capital Outlay</u>	702,917	116,500	150,000	33,500
<u>Debt Service</u>	-	-	-	-
<u>Reserve for Contingencies</u>	-	-	-	-
<u>Total - Expenditures</u>	\$ 27,532,238	\$ 27,954,365	\$ 28,958,610	\$ 1,004,245

Hernando County Sheriff's Office
Detention Division - Expenditure Summary
Fiscal Year 2013 - 2014

	Actual Expenditures FY2012	Approved Budget FY2013	Approved Budget FY2014	FY2014 to FY2013 Difference
<u>Personal Services</u>				
Wages - Sworn and Civilian	\$ 5,740,890	\$ 5,883,546	\$ 5,996,407	\$ 112,861
Wages - Part Time	-	-	-	-
Wages - Overtime	62,002	50,000	50,000	-
Wages - Incentive	39,281	39,240	39,120	(120)
Benefits - FICA Taxes	429,274	437,946	446,271	8,325
Benefits - Retirement	667,440	757,416	923,581	166,165
Benefits - Insurance	1,046,285	1,081,604	1,074,454	(7,150)
Benefits - Workman's Compensation	316,597	337,066	286,420	(50,646)
Benefits - Unemployment	-	-	-	-
Subtotal - Personal Services	8,301,769	8,586,818	8,816,253	229,435
<u>Operating Expenditures</u>				
Professional Services	-	-	-	-
Contracted Services	405,323	219,800	189,460	(30,340)
Investigations	-	-	-	-
Travel, Per Diem & Prisoner Transport	30,025	37,350	32,000	(5,350)
Communications Services	8,346	17,200	10,100	(7,100)
Utilities	353,336	323,200	328,320	5,120
Rental and Leases	-	-	-	-
Insurance	95,797	127,520	117,500	(10,020)
Repair and Maintenance	83,516	19,700	19,900	200
Printing and Binding	551	930	1,000	70
Maintenance Agreements	54,868	66,500	68,075	1,575
Office Supplies	12,963	9,500	11,875	2,375
Operating Supplies	984,018	1,101,396	1,118,395	16,999
Books, Dues and Training	17,138	16,300	17,750	1,450
Subtotal - Operating Expenditures	2,045,881	1,939,396	1,914,375	(25,021)
<u>Capital Outlay</u>	23,216	8,500	-	(8,500)
<u>Debt Service</u>	-	-	-	-
<u>Reserve for Contingencies</u>	-	-	-	-
<u>Total - Expenditures</u>	\$ 10,370,866	\$ 10,534,714	\$ 10,730,628	\$ 195,914

	Actual 2011	Actual 2012	Actual 2013
Savings from Inmate Labor	\$ 1,125,260	\$ 1,171,518	\$1,155,090
Total Inmate Hours	119,032	119,434	114,539
Average Rate per Hour	\$ 9.45	\$ 9.81	\$10.08
Full Time Employee Equivalent	57	57	55

Hernando County Sheriff's Office
Emergency Management - Expenditure Summary
Fiscal Year 2013 - 2014

	Actual Expenditures FY2012	Approved Budget FY2013	Approved Budget FY2014	FY2014 to FY2013 Difference
<u>Personal Services</u>				
Wages - Sworn and Civilian	\$ 178,045	\$ 191,365	\$ 195,481	\$ 4,116
Wages - Part Time	-	-	-	-
Wages - Overtime	5,233	1,000	1,000	-
Wages - Incentive	-	-	-	-
Benefits - FICA Taxes	13,383	13,779	13,638	(141)
Benefits - Retirement	9,813	12,884	20,809	7,925
Benefits - Insurance	31,870	39,791	38,902	(889)
Benefits - Workman's Compensation	796	962	730	(232)
Benefits - Unemployment	-	-	-	-
Subtotal - Personal Services	239,140	259,781	270,560	10,779
<u>Operating Expenditures</u>				
Professional Services	1,668	5,600	5,600	-
Contracted Services	3,200	3,000	3,300	300
Travel and Per Diem	114	500	500	-
Communications Services	4,537	6,555	6,335	(220)
Rental and Leases	275	2,000	2,000	-
Insurance	3,065	9,695	7,000	(2,695)
Repair and Maintenance	1,793	900	1,850	950
Printing and Binding	4,868	8,000	8,000	-
Maintenance Agreements	13,834	21,487	15,250	(6,237)
Office Supplies	447	300	500	200
Operating Supplies	15,161	5,240	5,030	(210)
Books, Dues and Training	-	645	-	(645)
Subtotal - Operating Expenditures	48,962	63,922	55,365	(8,557)
<u>Capital Outlay</u>	-	-	-	-
<u>Debt Service</u>	-	-	-	-
<u>Reserve for Contingencies</u>	-	-	-	-
<u>Total - Expenditures</u>	\$ 288,102	\$ 323,703	\$ 325,925	\$ 2,222

Hernando County Sheriff's Office
Courthouse Security - Expenditure Summary
Fiscal Year 2013 - 2014

	Actual Expenditures FY2012	Approved Budget FY2013	Approved Budget FY2014	FY2014 to FY2013 Difference
<u>Personal Services</u>				
Wages - Sworn and Civilian	\$ 509,879	\$ 537,799	\$ 567,569	\$ 29,770
Wages - Part Time	16,520	18,000	18,000	-
Wages - Overtime	1,401	10,000	10,000	-
Wages - Incentive	6,435	6,540	7,380	840
Benefits - FICA Taxes	38,469	40,882	43,790	2,908
Benefits - Retirement	60,238	73,010	94,646	21,636
Benefits - Insurance	79,376	81,704	83,197	1,493
Benefits - Workman's Compensation	36,395	40,098	35,459	(4,639)
Benefits - Unemployment	-	-	-	-
Subtotal - Personal Services	748,713	808,033	860,041	52,008
<u>Operating Expenditures</u>				
Contracted Services	218,253	228,800	228,800	-
Travel and Per Diem	263			
Communications Services	3,072	3,000	3,300	300
Insurance	7,818	7,820	7,250	(570)
Repair and Maintenance	408	800	1,800	1,000
Printing and Binding	-	100	100	-
Maintenance Agreements	355	700	-	(700)
Office Supplies	1,635	250	300	50
Operating Supplies	9,884	7,695	5,500	(2,195)
Books, Dues and Publications	-	-	-	-
Subtotal - Operating Expenditures	241,688	249,165	247,050	(2,115)
<u>Capital Outlay</u>	21,790	-	-	-
<u>Debt Service</u>	-	-	-	-
<u>Reserve for Contingencies</u>	-	-	-	-
<u>Total - Expenditures</u>	\$ 1,012,191	\$ 1,057,198	\$ 1,107,091	\$ 49,893

Hernando County Sheriff's Office
E911 Fund - Revenue Summary
Fiscal Year 2013 - 2014

	Approved Budget FY2013	Approved Budget FY2014
<u>Revenue Source</u>		
State E911 Non-Wireless Fee	\$ 386,356	\$ 369,706
State E911 Wireless Fee	455,989	400,000
Balance Forward Cash	870,746	525,000
Total - Revenue	<u>\$ 1,713,091</u>	<u>\$ 1,294,706</u>

Hernando County Sheriff's Office
E911 Fund - Expenditure Summary
Fiscal Year 2013 - 2014

	Approved Budget FY2013	Approved Budget FY2014	FY2014 to FY2013 Difference
<u>Personal Services</u>			
Wages - Executive	\$ -	\$ -	\$ -
Wages - Sworn and Civilian	290,341	340,451	50,110
Wages - Part Time	-	-	-
Wages - Overtime	10,000	10,000	-
Wages - Incentive	-	-	-
Benefits - FICA Taxes	21,574	26,329	4,755
Benefits - Retirement	21,537	32,164	10,627
Benefits - Insurance	57,990	64,038	6,048
Benefits - Workman's Compensation	1,415	1,308	(107)
Benefits - Unemployment	-	-	-
Subtotal - Personal Services	402,857	474,290	71,433
<u>Operating Expenditures</u>			
Professional Services	2,500	2,500	-
Travel and Per Diem	4,000	7,000	3,000
Communications Services	135,000	140,000	5,000
Insurance	7,850	9,050	1,200
Repair and Maintenance	13,500	13,500	-
Printing and Binding	10,000	10,000	-
Maintenance Agreements	106,300	120,300	14,000
Office Supplies	12,800	11,600	(1,200)
Operating Supplies	5,000	6,000	1,000
Books, Dues and Training	44,500	42,500	(2,000)
Subtotal - Operating Expenditures	341,450	362,450	21,000
Capital Outlay	410,000	308,250	(101,750)
Debt Service	200,000	149,716	(50,284)
Reserve for Contingencies	358,784	-	(358,784)
Total - Expenditures	1,713,091	1,294,706	(418,385)
Total - Revenue	1,713,091	1,294,706	(418,385)
Net Support from General Fund	\$ -	\$ -	\$ -

Hernando County Sheriff's Office
800 Mhz Fund - Revenue Summary
Fiscal Year 2013 - 2014

	Approved Budget FY2013	Approved Budget FY2014
<u>Revenue Source</u>		
Tower Lease	\$ 56,424	\$ 56,424
Fines and Forfeitures	150,000	150,000
Fees - Access and Maintenance	120,000	122,446
Balance Forward Cash	547,623	294,330
Total - Revenue	\$ 874,047	\$ 623,200

Hernando County Sheriff's Office
800 Mhz Fund - Expenditure Summary
Fiscal Year 2013 - 2014

	Approved Budget FY2013	Approved Budget FY2014	FY2014 to FY2013 Difference
<u>Personal Services</u>			
Wages - Executive	\$ -	\$ -	\$ -
Wages - Sworn and Civilian	-	-	-
Wages - Part Time	-	-	-
Wages - Overtime	-	-	-
Wages - Incentive	-	-	-
Benefits - FICA Taxes	-	-	-
Benefits - Retirement	-	-	-
Benefits - Insurance	-	-	-
Benefits - Workman's Compensation	-	-	-
Benefits - Unemployment	-	-	-
Subtotal Personal Services	-	-	-
<u>Operating Expenditures</u>			
Travel and Per Diem	500	500	-
Communications Services	1,300	1,300	-
Utilities	24,000	24,000	-
Rental and Leases	7,000	12,000	5,000
Insurance	16,000	16,000	-
Repair and Maintenance	30,000	35,000	5,000
Printing and Binding	100	100	-
Maintenance Agreements	280,000	280,000	-
Office Supplies	100	100	-
Operating Supplies	3,500	3,500	-
Books, Dues and Training	700	700	-
Subtotal Operating Expenditures	363,200	373,200	10,000
Capital Outlay	250,000	250,000	-
Debt Service	-	-	-
Reserves for Contingencies	260,847	-	(260,847)
Total - Expenditures	874,047	623,200	(250,847)
Total - Revenue	874,047	623,200	(250,847)
Net Support from General Fund	\$ -	\$ -	\$ -

Hernando County Sheriff's Office
Organizational Functions
Fiscal Year 2013 – 2014

SHERIFF'S STAFF

The Sheriff's Staff provides direct administrative support services to the Sheriff and is responsible for implementing and interpreting the operational policies defined by the Sheriff. The Sheriff's Staff also provides administrative support to all other components within the Hernando County Sheriff's Office, as needed. Staff is comprised of the following functional components:

Chief Deputy

The Chief Deputy holds the rank of Colonel and under the general direction of the Sheriff, exercises considerable initiative in maintaining significant interagency and community relations and a positive public image of the Sheriff's Office. The Chief Deputy performs professional, administrative and command level responsibilities of unusual difficulty and exercises considerable managerial initiative and latitude in decision making. The STARCOM initiative (Sheriff's Tracking, Accountability, and Responsiveness to Crime Oppression Management) and the Policy Compliance Unit are also under the direction of the Chief Deputy.

STARCOM

Responsible for collecting and analyzing data relating to criminal activity in each of the two Patrol Districts. The STARCOM Coordinator provides this data and related analysis to the District Commanders for their use in preparing for a formal review of that particular four-week period.

Bureau Commanders

Coordinate and direct the responsibilities of the Sheriff's Office three Bureaus by implementing the Sheriff's policies, providing administrative support with resource allocation and planning of objectives. The Bureau Commander provides guidance in the accomplishment of the goals of the Sheriff's Office.

Public Information Office

Responsible for planning, developing and administering a public program consistent with Sheriff's Office policies, rules and regulations and pertinent federal, state and local laws. The PIO updates the media on current and ongoing investigations and provides information on programs, services and activities of the Sheriff's Office.

Internal Affairs

It is the responsibility of the unit to investigate and resolve complaints against the agency and/or its personnel concerning policy. Internal Affairs also establishes the procedures to facilitate receiving and documenting minor complaints which are also investigated but do not require a formal investigation.

JUDICIAL SERVICES BUREAU

Detention Center Administration

The care, custody and control of individuals incarcerated in the Hernando County Detention Center are the responsibility of the Sheriff. The Hernando County Board of County Commissioners approved, via resolution, the Sheriff to be the Chief Correctional Officer in Hernando County. In doing so, the Agency brought professional correctional and correctional health care personnel together to accomplish this goal.

Judicial

The Court Services Unit is responsible for courthouse security, courthouse holding cell security and bailiff duties, as required by the presiding Judge.

The Warrants Unit is responsible for intake, processing, retention and execution of warrant documents.

The Civil Unit is responsible for performing and recording the civil and criminal processes in support of the courts, prisoner transports, and out-of-state extraditions.

Transportation

The Transportation Unit is responsible for local prisoner transports and in-state and out-of-state extraditions.

LAW ENFORCEMENT OPERATIONS BUREAU

The Law Enforcement Operations Bureau is one of three bureaus within the Hernando County Sheriff's Office. The Operations Bureau Commander holds the rank of Lt. Colonel and is responsible for all line functions geared to serve and protect the community by responding to calls for service through Patrol, Marine, Aviation and Traffic Units. The Law Enforcement Operations Bureau Commander is also responsible for criminal investigations within the county. The Investigations Division includes crimes against persons, property crimes, crimes by juveniles, and crimes involving Vice and Narcotics. To facilitate these investigations, the Law Enforcement Operations Bureau Commander also oversees the operations of the Property and Evidence Unit and the Forensic Science Section.

Reporting to the Law Enforcement Operations Bureau Commander are the following components:

Property and Evidence Unit

This unit is responsible for the care, custody and control of evidence and found property. Assistance is provided to the investigator by the Evidence Custodian in matters of correct evidence packaging and property disposition. An additional responsibility of this unit is ensuring the integrity of all evidence leaving the Sheriff's Office facility until entered into the trial court record.

Forensic Science Section

This section encompasses three units: the Forensic Unit, the Multi-Media Unit, and the Biometric Unit. All three units use cutting edge instrumentation to aid in the identification of suspects involved in criminal activity.

The Forensic Science Unit uses highly technical and scientific methods to analyze, develop and search for crime scene evidence that will assist in the arrest and conviction of criminal offenders. Forensics also provides the investigator with help in the coordination and processing of evidence being shipped to state, federal and private laboratories.

The Multi-Media Unit's primary responsibility is the extraction of photos, video and audio from surveillance cameras and recorded conversations to help in identifying specific individuals and their relationship to criminal activity. Advanced extraction methods using software and other devices to accomplish the task are employed.

The Biometric Unit's major task is to locate, analyze, compare and evaluate finger, palm and footprints left behind by the criminal element during the commission of a crime. The Biometric Unit also has the ability to search and identify this detail using local, state and national databases. This is accomplished through Automated Fingerprint Identification Systems (A.F.I.S.) stationed in Hernando County, numerous regional posts in Florida and the National FBI database in Virginia. It should also be noted that Hernando County is one of only a few agencies in Florida that have the capability to search the FBI database.

Criminal Investigation Division

The Criminal Investigation Division is broken down into two sections and is supervised by a lieutenant. The first section is identified as the Economic Crimes Section (E.C.S.). The E.C.S. area of investigation consists of forgery, worthless checks, fraudulent use of credit cards, contractor fraud, exploitation of the elderly, identification thefts and computer generated fraud. The second section is identified as Crime Against Persons (C.A.P.). The C.A.P. area of investigation consists of crimes committed against persons that are of a felony nature. These crimes include homicide, attempted murder, aggravated battery, kidnapping, sex offenses, and armed robbery. This section also investigates all suspicious deaths and missing persons.

Vice and Narcotics Section

This section is responsible for investigating crimes involving unlawful drugs and narcotics, gambling, prostitution and other criminal violations, which generally lend themselves to vice investigations. Most vice and narcotic investigations are conducted using highly technical electronic equipment and covert operations.

Crime Analysis Unit

The Crime Analysis Unit has the responsibility to provide support to all bureaus. This unit's primary duty is to track crime trends and crime patterns and to maintain computer databases and other assets to assist in many areas of investigations. The unit directly supports the Patrol Division, Selective Enforcement Unit, Criminal Investigations Division, Vice and Narcotics and the Operations Support Section.

Patrol Division

The Patrol Division is equipped with Uniform Patrol, Detectives, School Resource Officers, Crossing Guards, Public Service Aides and COPPS Units. Each District is responsible for maintaining public order in a specified area of Hernando County 24 hours a day, 7 days a week through the enforcement of Florida State Statutes and Hernando County Ordinances. The functions of the Patrol Division include preventive patrol, crime prevention activities, responding to calls for service, preliminary investigation of crimes, arrest of offenders, traffic control and proactive, pre-targeted selective enforcement activities.

Emergency Management Section

Emergency Management's mission is to plan and prepare for major disasters in order to minimize damages to life and property. Among Emergency Management's responsibilities are: developing and maintaining emergency plans, conducting drills and exercises, conducting outreach to the community, managing the Community Emergency Response Team, maintaining the Special Needs Registry, maintaining the shelter space inventory, and performing reviews of comprehensive emergency management plans for nursing homes, hospital and assisted living facilities. During times of crisis, this section manages the County's Emergency Operations Center to coordinate resources from local, state, and federal sources, as well as private and non-profit groups.

Operations Support Section

The Operations Support Section oversees the Global Traffic, K-9 Units, Field Training Officer Program (F.T.O), Selective Enforcement (S.E.U.), Homeland Security, Reserve Program, Mounted Patrol, Special Weapons and Tactics Team (S.W.A.T.), Crisis Response Team (C.R.T.), Rapid Response Team(R.R.T.) and the Aviation and Marine Units. The Aviation and Marine Unit, as well as the K-9 Unit support both the Judicial Services and Operations Bureaus. The Patrol Division works closely with the Criminal Investigation Division and Vice & Narcotics in coordinating special operations, resulting in full utilization of available manpower.

ADMINISTRATIVE BUREAU

The Administrative Bureau is comprised of three sections and several ancillary units within the Sheriff's Office. This Bureau provides support to the other sections of the agency. The Administrative Bureau Chief is responsible for all functions of these departments. Reporting to the Administrative Bureau Chief are the following components:

Information Technology Section

The Information Technology Section is responsible for the implementation, support and maintenance of the Sheriff's Office's network, phone system (including 9-1-1), County-Wide 800 MHZ Radio System and the various computer systems utilized throughout the agency. These systems include Records Management System (RMS), Computer Aided Dispatch (CAD), and several state and national law enforcement systems.

Finance Section

Responsible for budgeting, accounting, payroll, and fiscal control activities. Finance maintains all financial records for the Hernando County Sheriff's Office. In addition, this section works diligently to secure and monitor grants for additional funding.

Human Resource Section

This division is responsible for the entire personnel process including recruitment, background investigations, selection process, classification, performance evaluations, employee benefits, and out-processing. The background investigations function is to research and document the listed information on candidates for possible employment with the Sheriff's Office.

Administrative Support Section

The Administrative Support Section is comprised of E-9-1-1 Consolidated Communications.

E-9-1-1 Consolidated Communications

The Communications Section is responsible for receiving, recording and dispatching reports of incidents/offenses for all Law Enforcement, Fire, and Emergency Medical Services in Hernando County. Further, this unit acts as a support for personnel in the field by obtaining pertinent data and relaying that information using National and Florida Crime Information Centers. In performing its duties, the Communications Center employs the use of highly technical, state-of-the-art equipment and requires extensive training of its personnel.

OFFICE OF PROFESSIONAL SERVICES

The Office of Professional Services is broken down into two sections and two units and is supervised by a Captain.

Central Records/ARMS

This unit is responsible for receiving, processing and maintaining all incident/offense reports generated by the Hernando County Sheriff's Office. As part of this function, Central Records codes and maintains the Uniformed Reporting System, transmitting all statistical data to the Florida Department of Law Enforcement. Reports are disseminated upon request, and in accordance with Sheriff's Office policies and Florida State Law.

Purchasing/Supply

This unit is responsible for all office purchasing and property control, inventory and issuance.

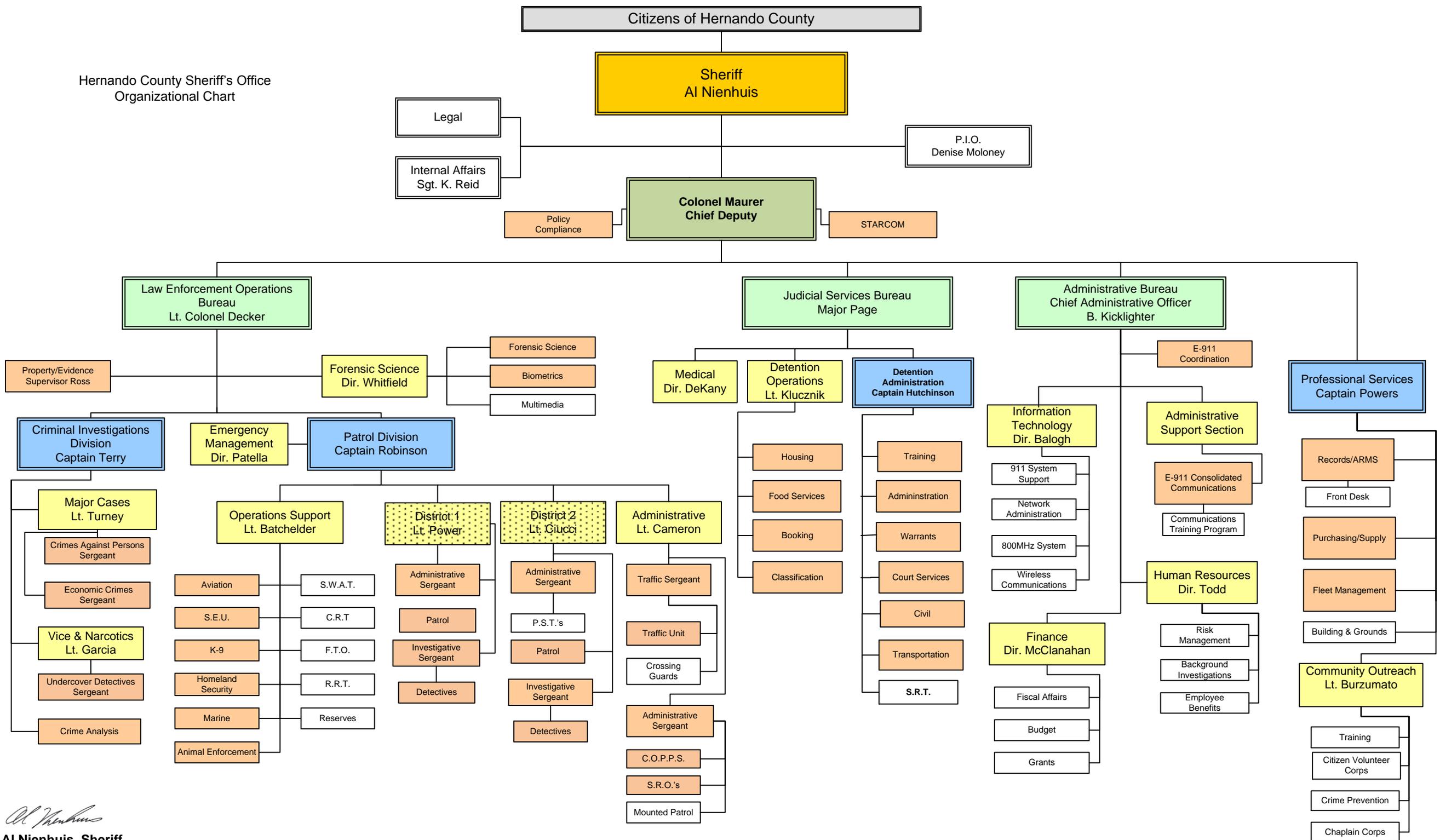
Community Outreach Section

The Community Outreach Section is pro-actively involved in the community through its many programs such as the volunteer program, home security surveys, Careline, and the Sheriff's Explorer Post, as well as several other community related programs. This Section provides assistance and support to the citizens of Hernando County working closely with the county's business community, school system, local volunteers and all areas of the Sheriff's Office. This Section is responsible for Training and Chaplain Corps.

Fleet Management Unit

The Fleet Management Unit is responsible for all aspects of service and maintenance of all Sheriff's Office vehicles. This also includes coordinating damage repairs and the environmental screening of hazardous emissions and fluids. Personnel assigned to this unit are called upon for various aspects of facility management.

Hernando County Sheriff's Office
Organizational Chart



AI Nienhuis
AI Nienhuis, Sheriff
April 7, 2013

Legend: Bureau Division Section Unit District Ancillary Unit