COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK

GENERAL ORDER CIVIL BUREAU	DATE OF ISSUE September 24, 2024	EFFECTIVE DATE September 24, 2024	NO. 001-24
SUBJECT: GENERAL ORDER Organizational Structure		DISTRIBUTION Civil Bureau Personnel	AMENDS
REFERENCE: NYSSA 49, 50			RESCINDS 01-19

Purpose: To acquaint and familiarize personnel with the organizational structure of the Civil Bureau and to define the responsibilities of the Civil Bureau staff.

Policy: It is the policy of the Monroe County Sheriff's Office (MCSO) to have in place an established, formal structure through which organizational components are arranged, defined, directed and coordinated.

I. Chain of Command

A. Sheriff.

B. Undersheriff.

C. Bureau Chief – Civil.

D. Civil Sergeant, Senior Accountant - Civil

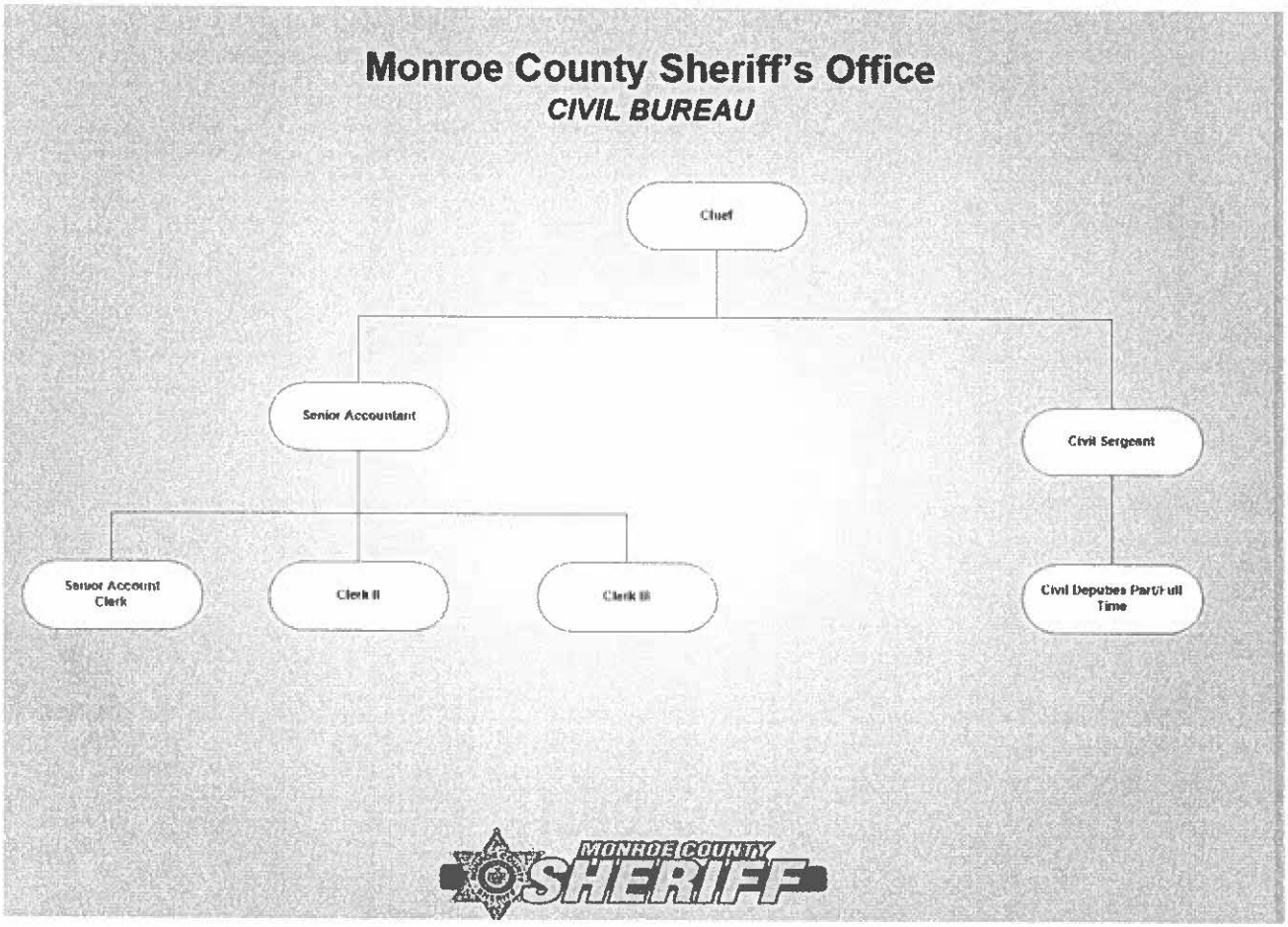
E. Civil Deputy, Civilian Staff.

II. Organizational Structure

The Chief of the Civil Bureau is appointed by the Sheriff and is responsible for the overall operation of the Civil Bureau, its processes as well as being responsible for all funds received by the Bureau. During the absence of the Civil Bureau Chief, the Civil Sergeant will assume command of the Civil Bureau. All other organizational components are delineated as required in **CBGO-002 Civil Bureau Operations and Assignments**.

By Order of the Sheriff,

Todd K. Baxter


Monroe County Sheriff's Office
CIVIL BUREAU
Chief
Senior Accountant
Civil Sergeant
Senior Account Clerk
Clerk II
Clerk III
Civil Deputies Part/Full Time
MONROE COUNTY SHERIFF