

G.C.S.O.

Introduction & Overview

Administration and Civil Division



GREENE COUNTY SHERIFF'S OFFICE



STAFF – Sheriff's Office

Authorized Strength: 350

Sworn: 125

Civilian: 225



GREENE COUNTY SHERIFF'S OFFICE



STAFF

Civil Division:

Commissioned Deputies: 12

(1 Lieutenant, 1 Corporal, 10 Deputies)

Clerks: 2



GREENE COUNTY SHERIFF'S OFFICE



Command Structure / Chain of Command

Sheriff

Major - Operations

Captain - Patrol

Captain - CID

Captain - Administrative

Major - Corrections

Captain - Corrections

Captain - Corrections

Lieutenants

Sergeants

Corporals



GREENE COUNTY SHERIFF'S OFFICE





Sheriff



Major



Captain



Lieutenant



Sergeant



Corporal



GREENE COUNTY SHERIFF'S OFFICE



ADMIN VOLUNTEERS

Citizens on Patrol (COP)

All volunteer citizen group who are screened and trained to assist patrol and the entire department as needed.

Reserve Division

Volunteer deputies who are trained and assigned to work in all divisions of the GCSO from Patrol to CID to the Jail.

Mounted Posse

A non profit, independent group of deputy and citizen volunteers who maintain their own horses. Used for search and rescue, special events and for youth education and field trips as requested by the Sheriff's Office and other organizations.



GREENE COUNTY SHERIFF'S OFFICE



ADMIN

Administrative Division

1 Captain

➤ Oversees:

- ✓ Civil
- ✓ Training
- ✓ Professional Standards
- ✓ Administrative Services
(Finance, Payroll, Legal, Public Relations & Events)
- ✓ DARE
- ✓ Citizen's on Patrol (C.O.P.)
- ✓ Reserve Deputy Program



GREENE COUNTY SHERIFF'S OFFICE



ADMIN CIVIL

1 Lieutenant
1 Corporal
2 Admin Clerks
10 Civil Deputies



GREENE COUNTY SHERIFF'S OFFICE



ADMIN CIVIL

- The Civil division conducts court ordered evictions, Summons, Juvenile and Child Support, Dissolutions, ex-parte removals, probate mental health commitments and all Sheriff Property Sales.
- The Civil division is also responsible for the tracking of all Garnishments.



GREENE COUNTY SHERIFF'S OFFICE



ADMIN CIVIL

- Civil Deputies primary responsibility is to locate and serve respondents with a variety of civil process documents.
- Civil deputies wear a casual uniform and drive unmarked civilian style vehicles.



GREENE COUNTY SHERIFF'S OFFICE



ADMIN CIVIL

- Civil deputies work 10 hour shifts providing both day and evening coverage.
- Much like patrol deputies, each civil deputy is assigned a specific district or geographical boundary within Greene County where he will attempt to serve his documents and court orders.



GREENE COUNTY SHERIFF'S OFFICE



ADMIN CIVIL

- In 2013 Civil deputies:
 - ✓ Received, processed and served over 21,000 documents.
 - ✓ Collected over \$750,000 in processing fees, of which \$550,000 was deposited into General Revenue.



GREENE COUNTY SHERIFF'S OFFICE



ADMIN CIVIL

- Missouri Revised Statutes
 - 575.160
 - Interference with legal process
 - 575.170
 - Refusing to make an employee available for service of process.



GREENE COUNTY SHERIFF'S OFFICE



ADMIN CIVIL

How do we serve court papers?

Personal service

Posting

Residential Service

Attorney or Registered Agent



GREENE COUNTY SHERIFF'S OFFICE



ADMIN CIVIL

Service and Non-Est (Non-Establishment of Service

Goal: 80% service rate



GREENE COUNTY SHERIFF'S OFFICE



**ADMIN
CIVIL**

Questions?



GREENE COUNTY SHERIFF'S OFFICE

