

**Office of Policy and Budgetary Affairs**  
**Board of County Commissioners, Miami-Dade County**  
**Constitutional Office of the Sheriff**

As Miami-Dade County prepares for the implementation of Amendment 10, the Board of County Commissioners has directed the Office of Policy and Budgetary Affairs to study the functions, responsibilities and operations of the County Sheriff for the ten (10) largest counties in Florida.

**County:** Polk County, Florida

**County Seat:** Bartow, Florida

**Office of the Sheriff**

**Staffing & Personnel**

**Total Budgeted Full-Time Employees:** 1,826

**Sworn Full-Time Employees:** 1,095

**Civilian Full-Time Employees:** 731

**Total Budgeted Part-Time Employees:** 275

**Sworn Part-Time Employees:** 58

**Civilian Part-Time Employees:** 217    **Agency Volunteers:** 3,094

**Are Sheriff's Office Employees Considered County Employees? If not, please explain:** No, they are considered Polk County Sheriff's Office employees.

**Do Sheriff employees belong to a bargaining unit(s)? if so, please explain:** No

**If collective bargaining agreements are in place, by whom are those negotiated, and ultimately signed?:** N/A

**Funding & Administrative Support**

**Total Adopted Budget:** \$187,044,834

**Do funding sources other than county general funds fund the services provided by the Sheriff's Office? If so, please explain:** The Polk County Sheriff's Office's services are primarily funded by the county general fund. The Polk County Sheriff's Office provides law enforcement dispatch, police, and other supportive services to municipalities throughout the county, some with a contract.

**Support Functions Received from the County (IT, Human Resources, Financial Administration, etc.):** None

**Are there Sheriff actions that require approval or ratification by the Board of County Commissioners? If so, please explain:** Yes, Budget Approval.

**Law Enforcement Functions**

**Describe the types and level of police services provided to municipalities across your County (routine police patrol, solely Sheriff functions or a combination):** The Polk County Sheriff's Office provides police services to six contract municipalities. In addition, the Sheriff's Office provides a 24/7 Real Time Crime Center, delivery of court process, service of warrants, collection of seized firearms, and law enforcement assistance to municipal agencies to include: crime prevention, educational programs, School Crossing Guards, Crime Scene, SWAT, Aviation, K-9, Marine, Agriculture Crimes, Animal Control Services, Environmental, Criminal, and Narcotics investigations.

**Describe the types and level of police services provided to the unincorporated areas, if any, across your County (routine police patrol, solely Sheriff functions or a combination):** The Polk County Sheriff's Office is a full service law enforcement agency.

**Does the Sheriff's Office contract with municipalities for certain services to be provided on behalf of the Sheriff? If so, please explain:** No.

**Does the Sheriff's Office contract with municipalities for certain services to be provided on behalf of the municipality? If so, please explain:** Yes, the Polk County Sheriff's Office contracts with six municipalities to provide dispatch services for, as well as the six municipalities to which Polk County provides full service law enforcement services. The Polk County Sheriff's Office provides the following dispatch services within our county, police dispatch for twelve cities and the unincorporated portion of the county, fire dispatch for twelve cities and the unincorporated portion of the county. The Polk County Sheriff's Office also provide EMS dispatch for fifteen cities and the unincorporated portion of the county, and we receive 911 calls to our Emergency Communications Center for fourteen cities and the unincorporated portion of the county.

**If applicable, does the Sheriff's Office provide law enforcement services for the Airport(s) and/or Seaport(s) in your County?:** N/A

**If applicable, does the Sheriff's Office provide support to the County (Law Enforcement at Countywide/Regional Buildings, security details for County officials, etc.):** Yes, the Polk County Sheriff's Office provides security to the Board of County Commissioners and Courthouse security, and bailiffs for all sessions of county and circuit courts within the county, as well as the Second District Court of Appeals. The Polk County Sheriff's Office and the Polk County School Board have a contractual agreement to ensure all public and charter schools are safe and secure, by having an armed guardian or law enforcement officer on the school campus during operational hours throughout Polk County. The Polk County Sheriff's Office has contracts with two colleges/universities (eight campuses) within the county to manage their safety and security departments and provide guidance and training to their staff on security related topics.

**Is there a process, either by County Code/Charter or Agreement, for the transition of law enforcement services in the event on an incorporation or an annexation? If so, please explain:** No. The Sheriff is the Chief Law Enforcement Officer for the county and provides full service law

enforcement services. If a city provides primary law enforcement services the Sheriff respects the municipalities authority to provide primary police services.

## **Operations & Assets**

**Number of District/Satellite/Regional Stations and/or offices:** The Polk County Sheriff's Office occupies 20 buildings throughout the county.

**Explain the ownership of these facilities (owned by the County, owned by the Sheriff, or privately leased) and their uses:** The County owns the buildings, while the Sheriff operates out of them. The breakdown of the 20 facilities the county owns are as follows: the main Sheriff's Operations Center, the Emergency Communications Center, five District Command Stations (a sixth District Command Station is in the construction planning phase), the Sheriff's Processing Center (book in), two jail facilities, the Releasing Center (book out), Detention Building Six, Animal Control, Property and Evidence, Fleet Services, Traffic Homicide Investigations, Supply, Bureau of Special Investigations Section, Bureau of Support Services Section (Aviation, Ag, Environmental, Marine, K-9), and the Lawrence W. Crow Building (Judicial Processing, Inmate Classifications, etc). The contract cities own the buildings operated in the municipality (6 - not counted in the total above) that are utilized by the Sheriff's Office for those municipalities.

**Who is responsible, operationally and financially, for the maintenance of these facilities?** The Polk County Sheriff's Office facilities coordinator is responsible for maintenance requests. There is a shared financial and operational responsibility for the repairs and maintenance between the Sheriff's Office and BOCC County Facilities Department.

**Number of Vehicles in Sheriff's Fleet:** 1,334

**Explain the ownership of these vehicles (owned by the County, owned by the Sheriff, or privately leased):** four vehicles are owned by the county and 36 are leased from a private company; the remainder (1,294) are owned by the Polk County Sheriff's Office.

**Who is responsible, operationally and financially, for the maintenance of the fleet?** All 1,334 vehicles are maintained by the Polk County Sheriff's Office Fleet Maintenance Section under the Sheriff's budget.

## **Additional Functions**

**Does the Sheriff's Office provide bailiff services for County courts? If so, please explain the reporting structure.:** Yes, the bailiffs report to a Lieutenant. Bailiffs are assigned to the Department of Detention and are employed by the Polk County Sheriff's Office. The bailiffs work with court administration employees, who are employed by the BOCC.

**If any, List Additional Functions Performed Beyond Statutory Duties:** N/A

**Contact Person (Name, Title, E-Mail, Phone Number):** Robert Sessions, Captain,  
[Rsessions@polksheriff.org](mailto:Rsessions@polksheriff.org) (Office) 863-298-6391 (Cell) 863-860-5638

**If available, please attach the following documents with your response:**

- Table of Organization
- Any Service Agreement(s) with the County
- If applicable, any agreements with other Constitutional Offices
- If applicable, any agreements with other Jurisdictions