COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK

GENERAL ORDER COURT SECURITY	DATE OF ISSUE October 9, 2023	EFFECTIVE DATE October 9, 2023	NO. 01-23
SUBJECT: GENERAL ORDER Court Security Bureau Chain of Command		DISTRIBUTION Court Security Bureau Personnel	AMENDS
REFERENCE: NYSSA 27			RESCINDS 01-18

Purpose: To define the organizational structure of the Court Security Bureau and the responsibilities of each component therein.

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

I. **Court Security Bureau Chain of Command/Responsibilities**

A. Sheriff

B. Undersheriff

* C. Court Security Bureau Chief will be responsible for the Court Security Bureau and overall security of the Hall of Justice under the general supervision of the Undersheriff.

D. Court Security Lieutenant

1. The Court Security Operations Lieutenant will maintain responsibility of the operation of the Supreme Criminal / County Court, West Division, Family Court, Supreme Civil / Surrogate Court and the Appellate Division under the direct supervision of the Court Security Bureau Chief in accordance with **Assignment Areas and Operation (CSGO-03)**.

2. The Court Security Administrative Lieutenant will maintain responsibility of the operation of Weapon Screening, City Court, and the Administrative Division. The Administrative Lieutenant will also maintain administrative oversight of those Deputies assigned to the Sheriff's Office Standards and Compliance and Training Units, as well as record keeping for the Bureau, and related administrative tasks under the direct supervision of the Court Security Bureau Chief in accordance with **Assignment Areas and Operation (CSGO-03)**.

E. Court Security Sergeant

1. The Court Security Sergeants assigned to the Hall of Justice will maintain responsibility of the daily operations of the courts and special assignments within their assigned division under the direct supervision of the Court Security Lieutenant in accordance with **Assignment Areas and Operations (CSGO-03)**.

2. The Court Security Sergeant assigned to the Appellate Division will maintain responsibility of daily operations at the Appellate Division Court, and in addition, for record keeping and related administrative tasks under the direct supervision of the Court Security Lieutenant, in accordance with **Assignment Areas and Operations (CSGO-03)**.

3. Sergeants are the first-line supervisors for the Deputies assigned to their division. There will be one (1) sergeant assigned to each division.

F. Court Security Deputy

1. The Court Security Deputies will maintain responsibility of daily assignments under the direct supervision of their Court Security Sergeant in accordance with **Assignment Areas and Operations (CSGO-03)**.

* 2. Each Deputy will fall under the direct command of one (1) Sergeant to further adhere to the principle of unity of command.

II. Organizational Structure

* The Court Security Bureau of the Monroe County Sheriff's Office will be comprised of the following divisions:

A. City Court

B. Supreme Criminal / County Court

C. Family Court

D. Supreme Civil / Surrogate Court

E. Weapons Screening

F. Appellate Division

By Order of the Sheriff,

Todd K. Baxter

* Indicates a change from the previous general order.