# COUNTY OF MONROE
# OFFICE OF THE SHERIFF
## ROCHESTER, NEW YORK

| GENERAL ORDER<br>COURT SECURITY | DATE OF ISSUE<br>August 15, 2025 | EFFECTIVE DATE<br>August 15, 2025 | NO.<br>02-25 |
|---|---|---|---|
| SUBJECT: GENERAL ORDER<br><br>Courtroom Prisoner Custody by Order of a Judge | | DISTRIBUTION<br>Court Security Bureau Personnel | AMENDS |
| REFERENCE: NYSSA 19, 23, 28, 35 | | | RESCINDS<br>02-25 |

**Purpose:** To establish and define a uniform procedure relative to taking individuals into the custody of the Monroe County Sheriff's Office.

**Policy:** Court Security Deputies will take individuals into custody when ordered by the presiding judge for turnover to Jail Bureau Prisoner Transport. Court Security Deputies will assist Jail Bureau Prisoner Transport Deputies during emergencies.

**I. General Procedures:**

When a Court Security Deputy is required to take an individual into custody, the following procedures will be adhered to;

A. Handcuff and search all persons taken into custody in accordance with **Use of Restraining Devices (MBGO-005).**

1. Court Security Deputies will inspect the holding cell/room prior to securing the prisoner and again after the prisoner is turned over to Jail Bureau Transport Deputies. This is to ensure that no weapons or contraband are present and that any security features of the cell/room are in good order.

**Note:** Cells that are currently in use by the Prisoner Transport Unit will be searched by the Prisoner Transport Deputies before and after its use in accordance with **Prisoner Transport – Court Holding Areas (JBGO-021).**

2. Prisoners will be searched prior to entering the cell and will be kept secured with handcuffs at all times while in the holding cell/room. If a juvenile poses a risk to their own safety, handcuffs shall not be removed until safe to do so, and the sergeant should be notified.

**Note:** Juveniles remanded to Secure Custody are kept in third floor holding cells un-cuffed once a search has been completed.

* B. Notify the Sergeant assigned to the division. Holding cell keys for the third and fourth floor of the Hall of Justice are located in the security box next to the firearm storage lock boxes on the corresponding floor. Deputies are allowed access to retrieve the holding cells keys for use and must record removal/deposit on the **Holding Key Log (CS-005)**. Sergeants will inspect the holding cell security box and key log daily. The base station deputy will make the appropriate notifications to Prisoner Transport for turnover.

C. Individuals taken into custody on the first, second, third, and fourth floors of the Hall of Justice, and the first floor of the County Public Safety building, will be moved from the courtroom or jury room and taken to the prisoner holding cells on the respective floors by the Deputy, unless directed otherwise.

D. Uncooperative or unruly persons taken into custody will be brought to the nearest secure holding cell or unoccupied jury room, regardless of what floor they were taken into custody on.

E. Whenever possible, a Sergeant will assist the Deputy in transporting unruly prisoners to a secure holding cell.

F Deputies will not leave their assigned court unattended to move a prisoner to a holding area. If a Sergeant cannot be reached for relief, a Lieutenant will be notified to respond.

G. At no time will a prisoner in custody be left unattended. Deputies will maintain constant visual observation of a prisoner in custody, either in a jury room or a secure holding cell, until the arrival of a Prisoner Transport Deputy.

H. Once the prisoner has been turned over to Prisoner Transport, the Deputy will complete a Court Security Bureau Remand Card and turn it in to their Division Sergeant, or the Administrative Lieutenant before the end of their tour of duty.

## II. Escape procedures:

If a prisoner escapes while in the custody of a Court Security Deputy, the following procedures will be initiated:

A. The Deputy will order an Emergency Lockdown as outlined in **Emergency Lockdown Procedure (CSGO-13),** contact Dispatch, and the Division Sergeant.

B. The Sergeant will coordinate further actions to be taken, such as establishing a perimeter and initiating a search.

C. The Sergeant will ensure that 911 is contacted and provided with as much information as possible.

D. The Sergeant will notify the Operations Lieutenant, who will notify the Court Security Bureau Chief.

E. The Court Security Bureau Chief or his designee will contact the Internal Affairs and CIS as outlined by **Internal Affairs (MBGO-21).**

By Order of the Sheriff,

Todd K. Baxter

* Indicates a change from the previous general order.