COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK

GENERAL ORDER COURT SECURITY	DATE OF ISSUE November 12, 2024	EFFECTIVE DATE November 12, 2024	NO. 03-24
SUBJECT: GENERAL ORDER Assignment Areas and Operation		DISTRIBUTION Court Security Bureau Personnel	AMENDS
REFERENCE: NYSSA 34			RESCINDS 03-18

Purpose: To establish and define the duties, assignment areas, and general operation of the Court Security Bureau.

Policy: All Court Security Deputies will be familiar with the structure, assignments, duties, and operations of the Court Security Bureau and will be accountable for fulfilling such duties and responsibilities as set forth in this Order.

I. Organizational Structure:

* The Court Security Bureau of the Monroe County Sheriff's Office is comprised of the following Divisions;

A. City Court Division

B. Supreme Criminal / County Court Division

C. Family Court Division

D. Supreme Civil / Surrogate Court Division

E. Weapons Screening Division

F. Appellate Division

II. Assignments:

* A. The City Court Division includes the following assignments;

1. Supervisor - One (1) Sergeant

2. All City Court Courtroom activity located in the Hall of Justice and Public Safety Building including Part 1, Part V and Part IX. Courtroom assignments consist of a bench and door Deputy.

3. Small Claims Court – Lobby and Courtroom Deputies (Lobby position is armed)

4. Mental Health Treatment Court

5. Drug Treatment Court

6. Veteran's Court

7. Landlord/Tenant Court

8. First floor restricted area security

9. Public Safety Building Information Desk/Lobby Security (Armed Position)

10. Protecting and monitoring sequestered juries

11. Other assignments as necessary

B. The Supreme Criminal/County Court Division includes the following assignments:

1. Supervisor - One (1) Sergeant

2. All Supreme Criminal/County Court courtroom activity. Courtroom assignments consist of a bench and door Deputy.

3. Second Floor Information Desk/Lobby Security (Armed Position)

4. Second floor restricted area security

5. Protecting and transporting sequestered juries

6. Other assignments as necessary

C. The Family Court Division includes the following assignments:

1. Supervisor - One (1) Sergeant

2. All Family Court courtroom activity. Courtroom assignments consist of a bench and door Deputy, with the exception of Domestic Violence Court.

3. Third Floor Information Desk/Lobby Security (Armed position)

4. Third floor restricted area security

5. Other assignments as necessary

* D. The Supreme Civil/ Surrogate Court Division includes the following assignments:

1. Supervisor - One (1) Sergeant

2. All Supreme Civil/Surrogate Court courtroom activity. Under normal circumstances, one (1) Deputy will be assigned to all courtroom duties.

3. Supreme/Civil Fourth Floor and Fifth Floor Information desk/lobby security (Armed Position)

4. Other assignments as necessary

* 5. Dispatch– Two (2) Deputy Operators **(CSGO-09)**

* 6. Family Court Magistrates – One (1) Deputy per courtroom

* 7. Family Court Custodial Referees- One Deputy per courtroom

* 8. West Information Desk/Lobby Security (Armed position)

E. The Weapons Screening Division includes the following assignments (All armed positions):

1. Supervisor - One (1) Sergeant

2. Four (4) Weapon Screening Stations on the Plaza Level of the Hall of Justice to include the following:

   a. Point position/Employee Entrance

   b. Exit/Property Return Desk

   c. First Floor Information Desk/Lobby Security

* 3. Three (3) deputies Weapon Screening Station in the Public Safety Building

4. One (1) Weapon Screening Station at the Hall of Justice Watts Building Link – Two (2) Deputies

5. Building Patrols: Interior and Exterior

6. Hall of Justice Building Security Sweep at the close of business

7. Building Security for Contractors and Loading Dock Deliveries

8. Escorts (i.e., Public, Department of Corrections)

9. Other assignments as necessary

F. The Appellate Division includes the following assignments:

1. Supervisor - One (1) Sergeant

2. One (1) Weapon Screening Station

3. Fixed security posts

4. Building deliveries security

5. Simplex Security System

6. Other assignments as necessary

* G. The Hall of Justice West Division includes the following assignments:

1. Supervisor – One (1) Sergeant

2. Other assignments as necessary

* H. Administrative Division includes the following assignments:

Administrative Lieutenant

I. The following duties are general assignments staffed by Deputies from all Divisions an assigned on a rotating basis:

1. Sequestered jury security
2. Building security patrols and fixed building security posts
3. County legislative meeting security
4. Extra security details
5. Hospital arraignments
6. Saturday/holiday arraignments
7. Offsite Article 81 hearings

J. Location of Court Security assignments are normally located in the Hall of Justice, the court occupied area of the County Public Safety Building, and the Appellate Division.

III. Tour of Duty:

A. The normal tour-of-duty for Court Security will be as determined by the Sheriff.

B. All personnel will report to their assigned area for roll-call fifteen (15) minutes before starting their tour-of-duty in full uniform.

C. Special assignments will be made to accommodate Part I City Court arraignments held on holidays and Saturday mornings, or after hour arraignments for Adolescent Offenders. These assignments will be made on a rotating basis and will constitute overtime.

Note: The Sheriff maintains the right to modify the beginning and ending times of work shifts for valid purposes of the department, such as emergency or other abnormal circumstances which may prevail.

IV. Duties:

A. The Chief will be responsible for the overall command and administration of the Court Security Bureau. The Chief's duties include, but are not limited to, the following:

1. Act as liaison between the Office of the Sheriff and the Office of Court Administration.
2. Develop, implement, and monitor security programs and emergency action plans.
3. Ensure adherence to departmental rules, policies and procedures, and maintain discipline within his/her command.
4. Participate in identifying and recommending training needs and programs.
5. Interpret and communicate administration policies and directives to employees, employee suggestions, and requests to the administration.
6. Assist in screening and selecting candidates for employment, promotion, and special assignment.

7. Ensure the preparation of monthly security cost billings to the State Office of Court Administration as designated by contract.

8. Aid in the preparation of the annual budget projections for the County of Monroe and for the State of New York, Court Security budgets.

9. Prepare and present performance evaluations of Lieutenants.

10. Review performance evaluations of all bureau personnel.

11. Ensure that security is maintained and laws are enforced in the courts and adjoining areas.

12. Periodically meet with, inspect, and review the activities of Lieutenants and Sergeants.

13. Coordinate activities with other departmental personnel and outside law enforcement agencies for special security situations.

14. Investigate and act upon employee grievances.

15. Perform such duties as may be directed by the Sheriff or Undersheriff.

16. Periodically perform duties of Lieutenant when no other Command is on duty.

B. Lieutenants duties include, but are not limited to, the following:

1. Supervise and review activities of Sergeants and personnel under their supervision so as to ensure the proper discharge of their duties, promote efficiency, discipline, and good conduct within the bureau.
2. Oversee the assignment and reassignment of Court Security personnel and ensure proper deployment.

3. Respond to all major incidents in order to ensure that prescribed procedures are followed and proper notifications are effected.

4. Prepare and present performance evaluations of Sergeants.

5. Review performance evaluations of all bureau personnel.

6. Review all reports generated within the Court Security Bureau to ensure accuracy and completion.

7. Prepare and maintain all payroll, leave, and activity records as required.

8. Inspect appearance, weapons, and equipment of bureau personnel in order to maintain appropriate standards of dress and proficiency.

9. Prepare and maintain all bureau specific logs, lists, and forms as required.

10. Investigate complaints and grievances, forward report findings to the Chief.

11. Monitor radio transmissions and take corrective action as needed.

12. Review preparations of Sergeants in all high-risk or extra security situations.

13. Review preparations of Sergeants, in cases of sequestered juries.

14. Document and forward all reports received concerning violations of rules and/or regulations by any member of their Command to the Chief.

15. Investigate and prepare reports on citizen complaints and subject management incidents.

16. Immediately call all matters of importance and unusual occurrences or conditions to the attention of the Chief.

17. Be responsible for maintaining an inventory of all materials and equipment issued.

18. Periodically perform duties of Chief when the Chief is not on Duty.

19. Perform such other duties as may be directed by the Sheriff, Undersheriff, or Chief.

C. Sergeants duties include, but are not limited to, the following:

1. Be charged with the immediate supervision of all Court Deputies assigned to their area and be held responsible for the conduct, discipline, and efficiency of such personnel.

2. Conduct roll-calls for their respective divisions, make daily assignments, read and explain orders, directives, and other communications.

3. Provide instruction as to special security situations.

4. Inspect personnel as to proper uniform appearance; check all weapons and equipment, and record absences/tardiness.

5. Maintain attendance and work activity records, including, the supervisor incident documentations log and time-card preparation for assigned personnel.

6. Respond to all situations and incidents within their assigned area and ensure that proper procedures are followed and necessary notifications are effected.

7. Respond to all courtroom prisoner custody situations as outlined in **CSGO-02 Courtroom Prisoner Custody by Order of a Judge**.

8. Review all reports submitted by subordinates to ensure accuracy, timeliness, and completeness, and forward same to the Lieutenant.

9. Prepare and present performance evaluations of subordinates.

10. Have authority and responsibility for the operations of a major security, high-risk court proceeding within assigned area as outlined in **CSGO-08 Major Security/High Risk Court Proceedings**.

11. Act as supervising Fire Marshal for assigned area.

12. Be responsible for coordination of all procedures for ensuring the safety and security of sequestered juries.

13. Ensure all safety and first aid equipment within assigned division is inspected regularly.

14. Assess scheduling needs in assigned division on a daily basis and assign and deploy personnel as needed.

15. Notify the Lieutenant of all matters of importance, incidents, and unusual conditions or occurrences as soon as possible.

16. Be thoroughly familiar with department General Orders and Procedures, report (in writing) to their Supervisor, every case of misconduct, incompetence, neglect of duty, or other violation of rules and regulations.

17. Coordinate staffing in area(s) during emergency situations.

18. Investigate complaints and grievances and report findings to commanding officer.

19. Investigate and prepare reports on employee injuries, and judicial threats.

20. Act as liaison between Judiciary, Court Support Staff, and the Court Security Bureau within assigned division.

21. When assignments and staff levels permit, ensure that personnel are rotated and relieved as appropriate.

22. Perform such other duties as may be requested by a Command Officer.

D. Court Security Deputies duties will include, but not be limited to, the following:

1. Be responsible for the physical protection of judges, court personnel, witnesses, attorneys, and juries in and about their designated area during assigned shift.

2. Be responsible for control and protection of the public in and about their designated area during assigned shift.

3. Prevent weapons, illegal drugs, and other contraband from entering all court security monitored buildings and perform weapons screening functions at building entrance magnetometers as outlined in **CSGO-07 Weapons Screening Station Procedure**.

4. Monitor and control access to restricted areas of the Hall of Justice, County Public Safety Building, and the Appellate Division to guard against entry by unauthorized persons.

5. Execute functions necessary for the protection of the Hall of Justice, Public Safety Building and Appellate Division facilities and the physical property therein.

6. Guard, transport, and isolate sequestered juries.

7. Prepare reports as required in a thorough, accurate, and complete manner and forward to the supervising Sergeant.

8. Maintain order and decorum in courtrooms, waiting areas, and other court premises.

9. Patrol the Hall of Justice, Public Safety Building, The Civic Center Plaza and the Appellate Division.

10. Answer inquiries and distribute information to members of the public within area of assignment.

11. Safeguard and transport official court documents to other agency facilities as required.

12. Effect turnover arrests when necessary.

13. Be familiar with the Penal and Criminal Procedure Laws, as they pertain to violations and crimes, which might occur in the courts.

14. Be familiar with and adhere to all department rules, regulations, orders, and procedures.

15. Unless otherwise directed, be present at daily roll-call at the specified time and place. Deputies will also be properly uniformed and equipped, giving careful attention to all dispatches, orders and/or instructions, read or issued by their supervisor.

16. Assume responsibility as Fire Marshals in fire emergencies as outlined in **EMGO-115 Building Evacuation Plan – Court Security**.

17. In the absence of Jail Transport Deputies, and on the order of a judge, take defendants into custody as outlined in **CSGO-02 Courtroom Prisoner Custody by Order of a Judge**.

18. Notify supervising Sergeant as to special needs, security situations, unusual conditions or occurrences as soon as possible.

19. Be familiar with all locations within assigned buildings, as well as the location and use of all safety equipment.

20. Adhere to Court Security Bureau policies when using two-way radios as outlined in **CSGO-06 Portable Radio Communications**.

21. Keep department issued equipment clean and in good working order and report any problems in writing to supervising Sergeant.

22. Carry out such other duties as may be directed by a superior officer.

By Order of the Sheriff,

Todd K. Baxter

* Indicates a change from the previous general order.