COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK

GENERAL ORDER COURT SECURITY	DATE OF ISSUE October 30, 2025	EFFECTIVE DATE October 30, 2025	NO. 004-25
SUBJECT: GENERAL ORDER **Court Division Assignments**		DISTRIBUTION Court Security Bureau Personnel	AMENDS
REFERENCE: NYSSA 25, 29, 30			RESCINDS 004-19

PURPOSE: To establish and define a uniform procedure relative to the duties, responsibilities, and procedures for assigned courtroom security posts.

POLICY: Court Security Deputies shall perform their duties and utilize procedures as set forth herein, designed to maintain order and decorum in the courtroom, in addition to, providing for the safety of all participants during court proceedings.

I. Courtroom Assignment Duties:

A. Bench Deputies are stationed in the area of the presiding judge's bench. The primary responsibility is providing for the physical safety of the judge. The assigned Deputy shall;

* 1. Report to assigned judge's chambers prior to the beginning of court proceedings.

2. Monitor access to inner chambers in accordance with instructions of the judge.

3. Escort the judge to and from the courtroom, screening the judge from prisoners, defendants, and the public.

4. Call the court into session; announce the judge, court recesses, and adjournments.

5. Position themselves in the bench area, to screen the judge from possible assault.

6. Maintain order and decorum in the courtroom.

7. Assist witnesses at the witness stand. Deputies assigned to City and Family Court will swear in witnesses. Deputies in other divisions will direct them to the court clerk to be sworn in.

8. Check with Prisoner Transport Deputies for a list of defendants in custody. Communicate with Prisoner Transport Deputies to coordinate timing of inmate appearance in front of Judge.

9. Perform other duties in and about the courtroom as directed by the presiding judge and/or supervisor.

B. Door Deputies are stationed at the public access doors of the courtroom. Primary responsibilities include monitoring persons entering the courtroom, and maintaining order in the spectator area of the courtroom. Deputies shall;

* 1. Report to their assigned courtroom prior to the beginning of court proceedings.

2. Conduct a search of the entire courtroom, including the jury room and anterooms, prior to the start of court.

3. Ensure that any necessary furniture and lighting are present and functional, prior to the beginning of the court session.

4. Post themselves in the public lobby outside of the courtroom door to provide information and assist the public at least 15 minutes prior to the start of court.

5. When court is ready to convene, announce readiness to the public in the lobby.

6. Familiarize themselves with the daily calendar and court proceedings.

7. Assist the court by assuring the presence and readiness of all court participants, and reporting the same to the court.

8. Once court is in session, be posted inside of the courtroom at the public access door.

9. Ensure all outerwear and hats are removed prior to entering the courtroom to prevent the concealment of dangerous instruments.

10. Ensure that no food or beverages are brought into the courtroom.

* 11. Ensure that all phones and/or recording devices are silenced and stowed away.

Note: If a person is observed recording or taking pictures in court, advise the person it is prohibited, and inform them to delete the photos and/or recording. If they refuse, contact your division Sergeant.

12. Clear the courtroom and lock the door at the completion of each court session.

13. Ensure courtroom doors are attended when unlocked.

14. When assigned to a jury trial, be posted at assigned courtroom door at least fifteen (15) minutes prior to the start of court. This will ensure that remaining jurors are using the Central Jury Room as a staging area until their courtroom reporting time. This is to avoid the possibility of improper contact of jurors with court participants in the public lobby.

15. Perform other duties in and about the courtroom as may be directed by the presiding judge and/or supervisor.

Note: Due to the nature of the assignment and based upon the Office of Court Administration's Court Security Staffing Guidelines; Supreme Court Civil, Surrogate Court and selected proceedings in all divisions may be staffed by only one (1) Court Deputy, who shall subsequently assume all courtroom duties.

II. Non-Courtroom Assignment Duties:

A. Building Security Patrol- Deputies shall;

1. Systematically patrol the entire Hall of Justice and court-occupied area of the Public Safety Building (PSB).

2. Observe, report and/or correct building related security infractions and safety

concerns.

3. Observe and address suspicious persons, especially in secure and restricted areas.

4. Check all restricted area doors to ensure they are locked and that the automatic door closers are working properly.

5. Check all fire doors for proper operation.

6. Patrol building stairwells.

7. Ensure all unused courtrooms are properly secured.

8. Check public lobbies and restrooms.

9. Respond to all trouble codes situations that are broadcasted.

10. Conduct special attention checks to the judge's parking area in the Civic Center Parking Garage.

11. Patrol exterior perimeter of the Hall of Justice (HOJ), to include the Plaza area.

12. Respond to other calls for service (i.e., DOC/Public Escorts), as needed.

13. Perform other duties as may be directed by immediate supervisor.

B. Fixed Post Assignments- Deputies shall;

1. Be stationed at lobby security desks located on the First, Second, Third, Fourth, and Fifth Floors of the Hall of Justice.

2. In high risk or threat situations, assume additional fixed posts as designed by immediate supervisor.

3. Monitor and control access to restricted areas.

4. Routinely observe video monitors located at the information desk. (When available)

5. Ensure that all restricted area doors are secure.

6. Screen visitors to Judge's chambers according to procedures defined for individual floors and/or judges.

7. Maintain phone directory and other pertinent information to aid and assist the public, co-workers and court support staff. When available, maintain court dockets, alphabetical defendant lists, and court/pre-trial activity lists.

8. Perform other duties as may be directed by immediate supervisor.

C. Judicial Chambers Security- Deputies shall;

1. Provide for the security and safety of the judge and all judicial chambers' personnel.

2. Monitor, and when necessary, escort visitors to and from chambers per assigned judge's directives.

3. Escort judge through public areas of the building, as well as to and from the Public

Safety Building.

4. Perform other duties as may be directed by immediate supervisor.

III. Duties Specific to Jury Trials:

A. Court Deputies shall;

1. Maintain a professional demeanor with jurors and witnesses at all times, being courteous and helpful.

2. Limit any conversations to procedural requests and/or other casual unrelated conversation and **do not engage in inappropriate discussions** that may be cause for a mistrial. Deputies will not discuss the case assigned, other legal proceedings, or any of the court participants.

3. Be particularly aware that comments made in public areas may be overheard by jurors and witnesses, especially in the lobbies, restrooms, or outside the Hall of Justice.

4. Escort the prospective jury panel from the central jury room to the courtroom.

5. Seat prospective Jurors in the audience section of the courtroom. When a jurors name is called, Deputies will assist them to the jury box and the correct seat.

6. In trials where the defendant is in custody, ensure the front row of the audience section remains vacant and direct jurors away from the defendant on their way to and from the jury box.

7. Direct excused prospective jurors to the central jury room.

8. Ensure that after a juror is selected and sworn-in as part of the panel that they remain in the jury box and use the jury room for recesses, or as directed by the presiding judge.

9. Know when weapons are present as exhibits for trial. Regulate access to all weapons while they are in the courtroom and ensure all firearms have been rendered safe prior to the start of court. Ask for assistance from a Firearms Instructor when needed.

10. Lead the sworn jury to and from the jury room and jury box as directed by the presiding judge.

11. Report to the presiding judge and immediate supervisor any unusual or suspicious occurrences relating to the trial jury.

12. Be sworn in by court clerk after the jury is charged.

13. Ensure that the deliberating jury be kept separate and apart from all persons and outside communications (i.e., telephone, internet, newspaper, etc.). Attend to the jury member's needs.

14. Ensure that any communications from the deliberating jury, to the court, are made in writing. Notes are to be dated, timed, and initialed by the receiving deputy and immediately forwarded to the court clerk.

15. Never leave a deliberating jury unattended.

16. Upon direction of the presiding judge, deliver trial exhibits to the jury.

17. Upon direction of the presiding judge, escort and/or transport sequestered juries to designated locations for meals and lodging, while providing for their safety, and isolation.

18. Ensure deliberating jurors do not drink intoxicating beverages, make or receive telephone calls, hear/see/read any media communications, or discuss their case outside of the jury room without permission of the presiding judge.

19. Ensure the alternate jurors are kept separate and apart from the deliberating jury during deliberations, meals, and lodging.

20. Follow directions in the meal and sequestration guide, as provided by the Commissioner of Jurors Office.

21. Deputies should not be in a jury room alone with a sworn jury with the door closed.

* B. When a jury is sequestered overnight, Court Deputies shall;

1. Notify 911 Emergency Communications Department (ECD) **Channel 2** (585-528-2228) of the sequestered jury detail when it begins, location, and when it is completed.

2. Sign out a department vehicle for transporting the sequestered jurors. Complete a **PJCB-10 Fleet Control Ticket** and forward it to the Administrative Lieutenant for processing.

3. Ensure jurors have no contact with the public, media, or litigants during transportation to and from the Hall of Justice, and/or while at a restaurant and/or hotel.

4. If televisions cameras or photographers are present, **ensure** the court's order not to photograph jurors is complied with. **If necessary, use an alternate route to avoid media contact.**

5. Prior to leaving for the hotel, ensure all rooms are in the same corridor or in close proximity for easy corridor patrol.

6. Check each juror's room to ensure that televisions and telephones are removed from the room or disconnected. **Assure jurors do not possess personal cell phones or electronic devices.**

7. Familiarize themselves with hotel security personnel, emergency equipment, and emergency exits.

8. Rotate watch shifts in the corridor outside juror's rooms. At least one Deputy will be on duty in the corridor at all times during the night. The Deputy will remain awake and alert for any possible problems or jury needs.

9. Provide or arrange for any medical treatment, if needed by a sequestered juror through 911/ECD. Make notifications of such issues to the presiding judge and a supervisor as soon as possible.

10. After the jury renders a verdict and is dismissed by the judge, ensure the safety of the jurors as they leave the Hall of Justice. Escort jurors to their parked vehicles in and around the Civic Center Parking Garage.

By Order of the Sheriff,

Todd K. Baxter

* Denotes a significant change from the previous version of this order.