COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK

GENERAL ORDER	DATE OF ISSUE	EFFECTIVE DATE	NO.
COURT SECURITY	September 30, 2024	September 30, 2024	06-24
SUBJECT: GENERAL ORDER Portable Radio Communications		DISTRIBUTION Court Security Personnel	AMENDS
REFERENCE: NYSSA 31, 34			RESCINDS 06-18

Purpose: To define and establish the duties, responsibilities, and procedures related to portable radio communications in the Court Security Bureau.

Policy: All Court Security Bureau supervisors and deputies will be issued a portable radio. Court Security Bureau supervisors and deputies will utilize techniques and procedures to effect efficient and professional two-way radio communications.

I. General Procedures

A. Court Security Bureau personnel will have their radios on and in-service at all times while on-duty.

Note: It is preferred that radios be kept on at a very low audible level in courtroom assignments.

B. Radio transmissions will be as specific as circumstances permit, clear and concise without becoming too lengthy.

C. All Court Security Bureau personnel, inclusive of supervisory and line-staff, will be designated by their rank followed by name. All transmissions to and from will be so designated.

D. All Court Security Bureau personnel will carry a radio at all times while on-duty. Exceptions may be made for staff assigned to administrative or specialized assignments.

1. Sensitive issues or personal messages will be made by the use of telephone or by a secondary radio channel.

2. Personnel will be mindful that police channels are public service frequencies subject to monitoring by the public and regulating agencies. Transmissions will be professional at all times.

3. Personnel will refrain from overlapping transmissions, especially during emergency broadcasts.

II. National Incident Management System (NIMS)

The Court Security Bureau will adhere to and comply with requirements set forth by the **National Incident Management System (NIMS)** in two-way radio transmissions. During routine situations a mix of "plain language" and codes may be used, but during critical incidents ONLY "plain language" communications will be used. Court Security Bureau personnel will use the following language for radio communications during incidents:

A. Large Scale Disturbance:

A large scale disturbance involves four (4) or more individuals engaged in a fight or acting in a violent, tumultuous, or threatening manner that will create public alarm. Response would be from any available personnel regardless of their assignment.

B. Small Scale Disturbance:

A small scale disturbance involves one (1) or two (2) individuals involved in a fight or acting in a violent, tumultuous, or threatening manner. A large scale response is not necessary. In this instance, personnel response would be generated from that particular division.

Note: Responding personnel can always request additional assistance if an incident escalates in severity. These guidelines are to assure an adequate initial response to an incident. If a fight is in progress, specify if there is a Deputy involved.

C. Arrest:

Deputy has a person already in custody and a supervisor is needed to respond.

D. Medical Emergency:

A person needs immediate medical assistance.

E. Acknowledged or 10-4 Code:

At the conclusion of any radio transmission during routine situations, the code "10-4" may be used. During critical incidents the term "acknowledged" must be used so as to adhere to **NIMS** communication protocols.

F. Out of Service or 10-7:

This may be used when you are going to be out of radio contact, leaving your shift early, or to identify that a deputy is off for the day.

Note: Preceding or directly following an incident, it may be necessary to "Hold the Air" until the scene has cleared or calmed down. Supervisors or deputies may routinely "Hold the Air" for sentencing, verdicts, or any other times where needed.

III. Portable Radio Channel Configuration

A. Radio Channels:

Channel 1 - Court Security Primary
Channel 2 - Court Security Secondary
Channel 3 - Court Ops
Channel 4 - MCJ Primary

Channel 5 - MCJ Secondary
Channel 6 - Rochester Police Department, (Eastside)
Channel 7 - Rochester Police Department, (Westside)
Channel 8 – Monroe County Dispatcher
Channel 9 – Monroe County East Administrative
Channel 10 – Monroe County West Administrative
Channel 11-Blank
Channel 12-Tac 1
Channel 13-Tac County
Channel 14-Tac East
Channel 15-Tac West
Channel 16-Blank

* B. Jail staff assigned to the Court Security Bureau will have their assigned portable radio channel configuration to match **CSGO 006-Portable Radio Communication** configuration.

IV. Emergency Transmissions

Transmissions for emergency assistance will be as specific as possible and will include;

A. Identification of the deputy placing the transmission.

B. Description of incident utilizing "plain language".

C. Exact location of the incident/emergency.

D. Medical emergency radio transmissions, after the initial call and when possible, should be resumed on the Court Security Administrative channel (CH 3) to avoid interference from regular radio traffic on channel one.

Note: In the event of a bomb threat incident, radio use should be limited and communications should be conducted by non-cellular telephone(s).

V. Radio Repair Procedures

A. All portable radios will be kept in a state of operational readiness. If a portable radio is damaged or in need of repair, personnel will complete a MB-003 Intra-Departmental Correspondence detailing the circumstances surrounding the incident and/or the problem with the radio to their supervisor. As with all department-issued equipment, misuse or abuse on the employee's part may result in disciplinary action.

B. Portable radios are not to be modified or repaired in any manner by the assigned employee. Only authorized personnel (Radio Center) will modify or repair portable radios.

* C. Radio distribution, surrender and repair will be coordinated through Jail Bureau Central Control, staff will report to Central Control for any assistance needed.

By Order of the Sheriff,

Todd K. Baxter

* Indicates a change from the previous version of this General Order.