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. 008-25
SUBJECT: Major Security – High Risk Court Proceedings		DISTRIBUTION Court Security Bureau Personnel	AMENDS
REFERENCE: NYSSA 25			RESCINDS 008-19

Purpose: To establish policy and procedure regarding high-risk court proceedings.

Policy: The Court Security Bureau will devise and implement an operational plan setting forth additional security procedures during high-risk court proceedings.

I. Operational Plan:

A. The operational plan for a high-risk proceeding will be designed on a situational basis by the Court Security Bureau Chief, Lieutenant, and Sergeant as assigned.

B. The Court Security Bureau Command Staff will review all intelligence and other communications concerning the proceeding prior to the formulation of the plan.

C. Prior to the proceeding, the Court Security Bureau Command Staff will review the additional security recommendations for the operational plan with the presiding judge and the Chief Clerk of the court.

D. The Court Security Bureau Chief will coordinate with and arrange for the assistance of other bureaus within the Sheriff's Office and outside law enforcement agencies, as required by the operational plan. The Sheriff and the Undersheriff will be advised of any high risk court proceeding.

II. Command and Coordination:

The assigned Sergeant will:

A. Have full authority and responsibility for the operation of a major security, high risk court proceeding.

B. Make daily assignments according to the plan and monitor it.

C. Coordinate the assistance of involved bureaus and outside law enforcement agencies.

D. Ensure that all aspects of the plan are adhered to and provide recommendations to the Court Security Bureau Lieutenant to ensure that the goals of the plan are met.

E. On a daily basis, report the progress of the proceeding and the efficiency of the plan to the Court Security Lieutenant.

III. Courtroom Security:

A. Standard Court Security Bureau measures, as set forth in **Courtroom Assignments (CSGO-004)** will be in effect.

B. Normal assignments to courtroom security posts (bench and door deputy) will be made in accordance with **CSGO-004 Courtroom Assignments.** Additional personnel will be assigned to designated security posts covering judicial security, witness or defendant security, weapons screening at the courtroom door, jurors escorts, etc, as outlined in the plan.

C. Courtroom searches will be affected prior to the opening of court each day and any time the room is vacated. Upon direction of the immediate Sergeant, the courtroom may remain under constant surveillance by a Court Security Bureau Deputy during recess and lunch hour.

D. Court Security Bureau Deputies will control and assign spectator seating in the courtroom in order to separate potentially volatile individuals and groups. No standing will be allowed in the spectator area and there will be no movement from assigned seating. Prior to the trial commencing, the presiding judge will approve media seating to one area of the courtroom.

E. Armed plainclothes deputies may be assigned to the courtroom and will be identified to all other Law Enforcement Officers in the courtroom/area.

IV. Courthouse and Perimeter Security:

A. Normal security coverage of the Hall of Justice will remain in effect. Normal coverage includes, but will not be limited to:

1. Weapon's screening at all building entrances during business hours.

2. Building patrols by Court Security Bureau Deputies.

3. Fixed security posts by Court Security Bureau Deputies to monitor restricted areas inclusive of maintaining a comprehensive physical security plan.

B. During a high-risk proceeding, one (1) or more of the following procedures may be added as part of the operational plan:

1. Patrols and searches by deputies of areas surrounding the Civic Center Plaza.

2. Deputies assigned to guard judges and juror parking areas.

3. Additional interior building patrols and fixed security posts.

4. Assistance from outside law enforcement agencies to be utilized for perimeter patrols.

5. Daily and periodic searches of all public areas lobbies, restrooms, offices, and the perimeter of the building.

V. Security of Judges:

In addition to normal security procedures, the following may be part of the Major Security Operational Plan:

* A. Judges escorted to and from automobiles by two (2) Court Security Bureau Deputies.

* B. Court Security Bureau Deputies assigned to guard judges parking areas.

C. Law enforcement escorts or drivers made available to judges.

D. Daily searches of judges chambers.

E. Daily inspection of the judge's mail.

F. Security escorts will monitor all movement of the judge(s) within the courthouse and all public areas will be avoided.

G. Special attention checks of the judge's residence by the Police Bureau or local police dept.

VI. Jury Security:

The standard security procedures for the guarding and transporting of juries will be in place with the possible addition of the following:

* A. Juror parking may be established in a designated secured area, and monitored by a deputy if staffing allows.

* B. Escort of jurors to and from parking areas by Court Security Bureau Deputies.

C. Court Security Bureau Deputies may escort jurors for all movement within the Hall of Justice, utilizing secured elevators and halls, and avoiding public areas.

* D. Additional deputies during meal and overnight sequestration and transportation.

VII. Defendant Security:

A. The Prisoner Transport Unit has the authority and responsibility for guarding and transporting "in-custody" defendants. The Court Security Bureau will coordinate with the Prisoner Transport Unit to initiate additional measures, as required, for movement and guarding of the prisoner within the courthouse.

B. The additional courthouse and courtroom security in place for a high-risk proceeding will afford ample security for an "out-of-custody" defendant. In the event of intelligence identifying a specific threat against an "out-of-custody" defendant, additional security measures will be provided with the approval of the presiding judge or justice.

VIII. Witness Security:

The standard security procedures for the guarding of witnesses will be in place, with the possible addition of the following:

* A. Escort of witnesses to and from parking areas and the District Attorney's Office by Court Security Deputies.

B. Court Security Deputies may escort witnesses for all movement within the Hall of Justice, utilizing secured elevators and halls, and avoiding public areas.

IX. Media Policy:

A. A major security, high-risk trial, will generate interest from the news media. It is the policy of the Monroe County Sheriff's Office that a fair and impartial policy is in effect, which offers all accredited media representative's equal consideration for event coverage within the limits of security planning.

B. In-courtroom audio/visual coverage will be allowed only with the approval of the presiding judge or justice, and only within the guidelines set forth by the **State of New York Unified Court System.**

C. With the approval of the presiding judge or justice, special consideration as to seating will be granted to media representatives.

D. If the operational plan identifies the need to segregate media representatives to one (1) area of the courtroom, Court Security Bureau Deputies will assign and control that area.

Note: Court Security Bureau Deputies are prohibited from discussing trial related matters with the news media. All inquiries will be referred to the assigned sergeant who will channel inquiries for information to the proper designated source (i.e., presiding judge, chief clerk, sheriff's public information officer, court security chief). This policy is in effect to protect the integrity of the Judicial Process as well as to protect the individual deputy from difficult situations (refer to **MBGO-020-Media Interactions**).

X. Emergency Situations:

As part of the operational plan, the sergeant in charge will review all emergency and special operations procedures for disruptions, evacuations, medical emergencies, demonstrations, bomb threats, and hostage situations with assigned personnel.

By Order of the Sheriff,

Todd K. Baxter

* Indicates addition or change from previous order