COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK

GENERAL ORDER COURT SECURITY	DATE OF ISSUE October 29, 2026	EFFECTIVE DATE OCTOBER 29, 2026	NO. 010-26
Emergency Medical Response		DISTRIBUTION Court Security Bureau Personnel	AMENDS
REFERENCE: NYSAA 33, 34, 35			RESCINDS 10-25

Purpose: To establish appropriate procedures for response to medical emergencies.

* **Policy:** Court Security deputies will provide first aid to persons who become ill or injured in the court occupied portions of the Civic Center Complex and at the Appellate Division.

I. **Responsibilities – Court Security Deputies:**

* A. Be familiar with the locations of all emergency equipment including; ABC bags, blankets, infectious waste disposal supplies, automatic external defibrillators (AED's).

* B. When requested, bring ABC bag and the AED to the incident location.

C. Notify their immediate supervisor and Dispatch when requesting medical assistance to their specific location.

D. When responding to persons in need of aid, Deputies will:

1. Immediately ascertain the condition of the person needing aid (i.e., bleeding, unconscious, and not breathing).

* 2. Render Basic First Aid if certified to do so.

3. Relay the following information to Dispatch, who will to report to Emergency Communications Department (ECD) 9-1-1:

   a. Gender and approximate age of person

   b. Condition and symptoms the person is experiencing

4. Remain at the location to assist the responding ambulance/RFD staff.

5. If possible, ascertain the name, address, and medical history of the person in need of aid, and who to notify.

6. Note the time of occurrence.

7. Ascertain the names and information of witnesses, relatives, or other assisting persons.

8. Deputy initiating call or first deputy on scene will complete all required reports.

II. Responsibilities – Dispatch Operators:

* A. Record medical assistance calls and locations on **CS-070 Court Security Incident Response Dispatch Report.**

B. When receiving a transmission concerning a medical emergency, operators will:

1. Solicit the nature of the illness or emergency (i.e., apparent heart attack, unconscious, seizures, etc.).

2. Determine the exact location of the person, including floor and room number.

3. Ensure the reporting deputy's immediate supervisor has been notified.

* 4. Request that all further radio communication related to the medical incident be carried out on Court Security Bureau **Channel 4.**

* **Note:** If the use of **Channel 4** is limited due to incident location, Dispatch will advise responding units to remain on **Channel 3.**

* 5. Contact the ECD 9-1-1 for an ambulance every time medical assistance is required.

* 6. Record required information on the **CS-070 Court Security Incident Response Dispatch Report** to include, the ambulance vehicle number.

C. When requesting an ambulance, Dispatch Operators will:

1. Inform the ECD dispatcher that there is a deputy on location with the patient.

2. Provide the gender, approximate age, and the nature of the illness or injury of person in need of aid (using specific symptoms as relayed by the reporting CFR).

3. Instruct ECD to direct responding emergency medical services to the most convenient location to the incident. (i.e., front doors of the Hall of Justice at 99 Exchange Boulevard, or to the County Public Safety Building at 150 South Plymouth Avenue near the jail sally port entrance).

4. Provide room number and floor of the emergency location.

Note: An emergency medical services call may be received from a civilian employee of the court system. In such cases, the applicable procedures as outlined above will be followed, with the additional responsibility of notifying the appropriate Court Security Bureau Sergeant.

III. Responsibilities – Supervisors:

A. Ensure the level of response and aid of Court Security Bureau deputies is appropriate for the situation.

B. When required, notify Dispatch of the need for medical assistance and noting location.

C. Provide coverage, when available, for the responding deputy(s) regular duty assignment during the medical incident.

* D. Ensure necessary emergency equipment is present, including an ABC bag and AED.

E. Assign additional responding deputies to maintain crowd control and solicit names, statements of witnesses, involved parties, and responding outside agencies.

F. Ensure the ambulance is met and escorted to the location of the person in need of aid.

G. Assist in the orderly removal of the sick or injured, and ascertain the destination of the ambulance.

H. Ensure that the reporting Deputy complete the appropriate reports.

I. Review all appropriate forms and submitted reports.

* J. Confirm monthly completion of CS -71 First Aid Equipment Check List.

IV. Emergency Equipment Cabinet Locations:

* In emergency situations, Court Security Bureau personnel will find ABC bags, blankets, and automatic external defibrillators (AED's) located throughout the Civic Center Complex. The current list of locations will be distributed by a Lieutenant annually, or as needed, to all Court Security Supervision, Court Security Dispatch, and all fixed security posts to include the weapon screening stations.

By Order of the Sheriff,

Todd K. Baxter

* Indicates change from previous order.

*Appendix A:

Hall of Justice:

First Floor Computer Lab – AED, ABC Bag and Blanket

Plaza Mags – Mass Trauma Bags (x2) (at Plaza Weapons Screening) and Blanket

Second Floor Desk – AED and ABC Bag

HOJ Link Entrance – AED, Mass Trauma Bag, ABC Bag, and Blanket (X2)

Third Floor Sgt. Office – AED, ABC Bag and Blanket (3rd floor desk)

Fourth Floor Desk – AED, ABC Bag and Blanket

Fifth Floor Desk – AED and ABC Bag

Grand Jury Deputies Desk – AED, ABC Bag and Blanket

Deputy Large Break Room (Mezzanine) - AED

County Public Safety Building:

Part Five Hallway Gun Room - AED, ABC Bag, and Blanket

PSB Magnetometers Station – Mass Trauma Bag

Appellate Division:

First Floor Deputies Desk –AED, Mass Trauma Bag, ABC Bagand Blanket

Other AED Locations – Third Floor Lobby and Six Floor Lobby