COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK

GENERAL ORDER COURT SECURITY BUREAU	DATE OF ISSUE OCTOBER 1, 2024	EFFECTIVE DATE OCTOBER 1, 2024	NO. 011-24
SUBJECT: GENERAL ORDER **Firearms Assignment, Storage and Control**		DISTRIBUTION Court Security Bureau Personnel	AMENDS
REFERENCE: NYSSA 26, 34			RESCINDS 011-21

Purpose: To establish and define a uniform procedure relative to the assignment, storage and control of Court Security Bureau Firearms.

Policy: All Court Security Deputies assigned a firearm will be responsible for meeting and following policy guidelines as established by **MBG0-015 Firearms/Deadly Physical Force**. Court Security Bureau Deputies will be accountable for the security and control of their firearms as defined in this order.

I. Firearms Assignment

* A. All firearms qualified Deputies will be assigned a Monroe County Sheriff's Office (MCSO) issued firearm. Court Sergeants and Lieutenants will have their issued firearm added to their pistol permit. This does not apply to Sergeants and Lieutenants from the Jail on specialized assignment to the Court.

B. Supervisors may assign or reduce additional armed positions throughout the tour-of-duty, as needed.

II. Firearms Storage and Control

A. Upon completion of their tour-of-duty, Deputies may secure their firearm and ammunition in the appropriate weapons locker located in the weapon storage room for overnight storage.

B. The weapon storage room door will remain closed and locked at all times.

C. Only firearms and magazines will be stored in the weapons lockers.

Note: The Deputy's assigned firearm may be secured in an assigned locker in the bureau weapon storage room or the Deputy may take their assigned firearm home. If the firearm is taken home for storage, then it must be properly secured as prescribed for in **MBGO-015 Firearms/Deadly Physical Force.**

D. Additional Temporary gun lockers for daily use are available in designated Sergeant Offices, Public Safety Building (Part V Secure Hallway), Dispatch, CFR Office, the former weapons locker storage room near the escalators and Watts Link. These lockers can be utilized by Deputies assigned a firearm, Sergeants, and for any other extenuating circumstance that may require temporary storage of a firearm. These lockers are not to be used for overnight storage of firearms.

E. Firearms are prohibited in all court prisoner holding areas.

F. Whenever Court Security Bureau firearms are stored; they will be stored in a fully loaded condition. There will be a magazine in the magazine well and the slide will be forward with a round of ammunition in the chamber. Extra magazines will be placed with the weapon in the weapons locker.

G. Court Security Deputies will not load or unload any issued firearm during his/her normal course of duties, unless an emergency condition dictates otherwise. The bullet containment system will be used when loading or unloading a firearm in the gun locker room.

H. All firearm qualified Deputies and supervisors will have key card / I.D. pin access to the weaponstorage room and be issued a key to their assigned locker. Gun locker keys will always remain in the possession of, and be the responsibility of, the Deputy or supervisor to which they were issued.

I. If any firearm, ammunition, magazine, or weapon locker key is damaged or missing, the Weapons Screening Division Supervisor will be notified immediately.

J. The maximum number of people in the weapon storage room at any time is four (4).

K. Firearms will be inspected every six months by a certified Firearms Instructor Armorer. A record of each inspection will be maintained by the Administrative Sergeant

L. All supervisors will be issued both a weapon storage room master key and a gun locker master key.

III. Supervisory Responsibilities

A. The Administrative Lieutenant will maintain key control of gun lockers and will ensure that locker assignments are kept up to date.

B. The Administrative Lieutenant shall maintain a list of firearms by serial number and who it is issued to.

C. A supervisor will investigate and immediately report to the Operations Lieutenant any and all situations where firearms, ammunition, magazines, or gun locker keys are damaged or missing, or if any other discrepancies are discovered. The Operations Lieutenant will subsequently advise the Bureau Chief of the same.

* D. Procedure to be followed when a Deputy separates from employment:

1. The firearm will be surrendered to the Quartermaster the day that the Deputy routes out. Firearms surrendered to the Quartermaster will be in an unloaded condition with the slide locked to rear, all magazines empty and in a gun box.

2. The Administrative Lieutenant will inform the Firearms Training Unit Supervisor that the Deputy is routing out and has surrendered their firearm to the Quartermaster.

* 3. Upon retirement or separation from MCSO, Court Sergeants and Lieutenants must remove their issued firearm from their pistol permit.

By Order of the Sheriff,

Todd K. Baxter