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. 013-25
SUBJECT: GENERAL ORDER Emergency Lockdown Procedure		DISTRIBUTION Court Security Personnel	AMENDS
REFERENCE: NYSSA 23, 34, 35			RESCINDS 13-19

Purpose: To define and establish uniform policy and procedure for Court Security Bureau personnel when confronted with an emergency that requires a facility lockdown.

Policy: Court Security Bureau personnel will be the first responders to any emergency in a court building that jeopardizes the safety and security of the judiciary, court support staff, jurors and / or the general public. Types of incidents may include, but not be limited to those outlined in **EMGO-102 Emergency Situation Responses, EMGO-104 Bomb Threat Procedures, EMGO-115 Building Evacuation Plan–Court Security, EMGO-112 Hostage Recovery Team,** and **EMGO-113 Inmate Escape.**

Note: The Emergency Lockdown Policy is in compliance with New York State Office of Court Administration Facility Lock-down Protocols.

Definition: **Shelter In Place** – For the purposes of this order, shelter in place means to move the general public into available courtrooms to take refuge. Judiciary and court employees will be moved to the nearest chambers or secure area and all persons in custody will be moved to the nearest holding area.

* **I. General Security Response – Hall of Justice (HOJ)**

A. The initial goals of a lockdown are contain, neutralize, shelter in place and await further instructions from a supervisor.

B. The decision to lock down the facility shall be made by a supervisor unless the situation mandates immediate action; in such circumstances any sworn member will have responsibility to do so.

C. The signal to initiate a lockdown shall be "clear the air – Lockdown the HOJ" (PSB, etc.). The primary radio channel should be used only for transmissions relative to the actual incident causing the lockdown. Secondary channels or telephone should be utilized to communicate with the command post regarding additional duties or directives.

II. Access / Egress

No one except for emergency responders and those specifically authorized by a supervisor shall be allowed to enter or leave the building during a lock down.

III. Duties

A. Duties of the Bureau Chief

1. Immediately respond to the command post (Dispatch) and assume overall command of the incident.

2. Evaluate the need to move the command post based upon the nature and location of the incident.

3. Evaluate the need for additional resources to successfully resolve the incident.

4. Ensure all appropriate notifications are made.

5. Utilize the public address system as appropriate.

6. In the absence of the Bureau Chief, a Lieutenant will assume those duties.

B. Duties of the Lieutenants

1. The Operations Lieutenant will report directly to the incident and assume control at the scene. The Lieutenant will conduct a safety evaluation; the need for additional personnel to contain/neutralize the incident, and ensure that the immediate scene and floor is secured.

2. The Administrative Lieutenant will report to the command post and ensure that an incident log is initiated. As each floor is secured, the Lieutenant will communicate with floor supervisors to determine the number of supervisors and deputies available for additional assignments, and assign them as needed.

3. In the absence of a Lieutenant, a Sergeant will assume those duties.

C. Duties of the Sergeants

1. The sergeant assigned to the incident floor will respond immediately to the scene and take charge until relieved by a higher authority. Initiate lockdown procedure via radio unless already done by responding deputies.

2. Sergeants assigned to other floors will report to the security desk and ensure that all specific floor posts are covered. In addition, the sergeant will ensure that shelter in place operations have begun. When safety permits, the sergeant will direct courtroom occupants to be combined in order to free up staff for other assignments, leaving one deputy in each courtroom with the public.

   Note: Depending on reason for lockdown and prior to consolidating rooms, collapsing rooms maybe required. Occupants may need to be searched before moving to larger rooms.

3. When all floor posts are covered and the floor has been secured, the sergeant will gather any remaining deputies at the security desk (or other designated location) and await further assignment from command. A floor level roll call should be conducted during this time to verify the location of all personnel.

* 4. Sergeants may be assigned, as needed, to the following: Assistance at the initial incident scene, Staging Area (Fire, EMS, other law enforcement, etc.), Exterior Building Security, Liaison Officer, or other duties (i.e., Incident Command).

D. Duties of the Deputies

1. Incident Floor Deputies – neutralize/contain the incident, and begin shelter in place operations as described below. Initiate formal lockdown via radio if the situation mandates immediate action.

2. Deputies assigned to other floors will respond as directed by their sergeant to specific floor posts or assignments as follows:

   a. Close all entrances/exits.

   b. Clear and secure elevators, lobbies, stairwells and all other publicly accessible areas.

   c. Members of the general public will be locked into courtrooms and a deputy will remain with them. Judiciary, staff and other building employees will be moved into the closest chambers or secure office area. Front and back doors of courtrooms are to be locked. All entrances to chambers should also be locked.

3. Public offices (i.e., clerks, central jury, grand jury, etc.) will be locked and employees sheltered in place.

4. Jail Transport Deputies will maintain security of prisoners and move them to the closest holding area.

5. NYS Department of Corrections Officers, Office of Children and Family Services and all others escorting prisoners or respondents will be directed to the nearest holding area with their prisoner/respondent.

   Note: If a holding area is full, a separate courtroom may need to be utilized for the over flow of inmates.

6. Once the floor has been secured, report to the security desk (or other designated location) for further instructions from the sergeant.

   Note: Deputies should direct the public, employees, and judiciary away from doors and windows while being sheltered in place. Lighting should also be minimized as necessary. Jury rooms may also be utilized.

* 7. Additional duties could include the following or more depending upon the nature of the incident:

   a. Providing additional assistance at the initial incident scene.

   b. Exterior security.

IV. Public Safety Building Lockdown

The procedure for locking down the PSB (court occupied portion & jail visits) will be similar to that of the HOJ. Respond to the initial threat/incident, entrances and exits should be immediately secured, and shelter in place operations initiated. Additional assistance from the

HOJ will be required to cover all posts and responsibilities. Court Security Deputies will help facilitate the lockdown of the Jail Visits area until relieved by sufficient Jail Bureau personnel.

Note: Due to the unique layout of the facility, an immediate evacuation of the entrance lobby and/or main lobby may be necessary depending upon the nature of the incident.

V. Appellate Division Lockdown

Appellate Division personnel will initiate a building lockdown in a similar manner to that of the other court occupied facilities. Response to the initial threat or incident is paramount, and the primary goals of neutralize, contain and shelter in place remain. Due to the limited staffing at this facility, the Office of Emergency Communications should be immediately notified to request additional law enforcement assistance. The public address system should also be utilized to communicate expectations to building employees, the judiciary (if in session), and the public.

VI. Notification Matrix

Notifications will be made per current **CSGO-063 Court Security Bureau Notification Matrix.**

By Order of the Sheriff,

Todd K. Baxter

* Indicates a change from the previous general order