COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK

GENERAL ORDER COURT SECURITY	DATE OF ISSUE MARCH 9, 2021	EFFECTIVE DATE March 9, 2021	NO. 16-21
SUBJECT: GENERAL ORDER Court Bureau Intelligence Unit		DISTRIBUTION Court Bureau Personnel	AMENDS
REFERENCE:			RESCINDS NEW ORDER

Purpose: To establish policy and procedure regarding the Intelligence Unit within the Court Security Bureau; to help ensure that court environments are safe and secure for the judiciary, court support staff and the public.

Policy: The Court Security Bureau Intelligence Unit shall be responsible for the gathering and dissemination of pertinent intelligence for the safety and security of the court occupied spaces of the Civic Center complex and Appellate Court. Sharing of information will include, but not be limited to: the Rochester Police Department, New York State Police, all bureaus of the Monroe County Sheriffs' Office, New York State Division of Parole, Monroe County Probation, Federal Bureau of Investigation, Monroe County District Attorneys' Office as well as other agencies.

I. Organization

A. The Court Security Bureau Intelligence Unit is comprised of members of the Court Security Bureau from diverse assignment areas. The Sergeant will distribute pertinent reports to members of the Bureau.

B. The Court Security Bureau Intelligence Unit shall be overseen by the Court Security Bureau Chief; the following chain-of-command shall be adhered to:

1. Operations Lieutenant
2. Court Bureau Sergeant – as assigned
3. Court Bureau Intelligence Unit members

B. Each team member shall report directly to the Court Security Bureau Sergeant assigned to the Intelligence Unit.

II. Selection

A. Assignment to the Court Security Bureau Intelligence Unit is voluntary. Sworn Court Security Bureau members may request this assignment when a posting is made by submitting an MB-090 Intra-Departmental Request Form.

B. Court Security Bureau Intelligence Unit members shall fulfill unit duties in conjunction with their regular assignment.

III. Member Duties

A. Court Security Bureau Intelligence Unit members will monitor daily bulletins from the Monroe Crime Analysis Center, including officer safety, Be-On-The-Lookout bulletins (BOLO), wanted bulletins, as well as recent dispute bulletins and Attempt-to-IDs.

B. Fill out and utilize MB-47 Field Information Forms to distribute pertinent information to include but not limited to gang activity, civil unrest, civilian disputes and potential courtroom violence. Forms will be submitted for review and distribution at the end of the tour-of-duty.

Note: Intelligence information shall not be collected in violation of any applicable Federal, State or local law or ordinance.

C. If a Court Security Bureau Intelligence Unit member develops intelligence information of a time sensitive nature (i.e., imminent threat to officer safety or public safety), the member will notify their supervisor to ensure the timely dissemination of the information.

D. Court Security Bureau Intelligence Unit members will attend training as opportunities become available.

E. Selected Court Security Bureau Intelligence Unit members shall attend law enforcement sensitive intelligence meetings with various agencies.

F. Court Security Bureau Intelligence Unit members shall adhere to all intelligence gathering and dissemination guidelines as outlined in **MBGO-050 Intelligence Gathering and Dissemination** when handling Law Enforcement Sensitive information.

By Order of the Sheriff,

Todd K. Baxter