

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER JAIL BUREAU	DATE OF ISSUE February 20, 2023	EFFECTIVE DATE February 20, 2023	No. 01-23
SUBJECT: GENERAL ORDER JAIL BUREAU CHAIN OF COMMAND AND ORGANIZATION		DISTRIBUTION Jail Bureau Personnel	AMENDS
REFERENCE: NYSSA 45, 48, 64			RESCINDS JBGO 01-14

Purpose: To familiarize Monroe County Sheriff's Office personnel with the organizational structure of the Jail Bureau, and to define the responsibilities of each component therein.

Policy: It is the policy of the Monroe County Sheriff's Office to have formal hierarchical structure through which an established chain of command is arranged, defined, directed, and coordinated.

I. Jail Bureau Chain of Command

- A. Sheriff
- B. Undersheriff
- C. Superintendent
- D. Major
- E. Captain
- F. Lieutenant
- G. Sergeant
- H. Corporal
- I. Deputy

Note: In order to achieve and maintain effective leadership, command officers and supervisors will at all times, direct the activities of their subordinate members and employees.

II. Organizational Structure

The Superintendent maintains overall administrative responsibility for the Jail Bureau and is accountable to the Undersheriff. The Jail Bureau is divided by function into the following units:

- * A. Jail Administration (Administrative Major)

The following units are under the overall command of the Administrative Major.

- 1. Orders Management
- 2. Liaison to Other Agencies
- 3. Incarcerated individual Phone Service

4. Computer Systems
5. Personnel Support
6. PREA
7. Volunteers
8. Religious Services (Chaplain)
9. Educational Services
10. Food Service Contract Oversight
11. Law Library
12. Commissary Contract Oversight
13. Medical/Mental Health Contract Oversight
14. Administrative File System & Archiving
15. MCJ/MSA Drug & Alcohol Programs & Rehabilitation Unit.
16. Counselor Services

* B. Jail Security Operations (Operations Major)

The following units are under the overall command of the Operations Major.

1. Security Staff Operations
 - a. 1st Platoon MCJ and MSA
 - b. 2nd Platoon MCJ and MSA
 - c. 3rd Platoon MCJ and MSA
 - d. Special Operations
2. MCJ/MSA Visits
3. Jail Intelligence Unit
4. Jail Administrative Hearing Officers
5. Jail Records
6. Community Work Program
7. Incarcerated Individual Property
8. Incarcerated Individual Transport
9. Jail Maintenance
10. Institutional Helpers
11. Special Response Team

- C. Each unit and component comprising of the Jail Bureau will fall under the direct command of one supervisor. According to the principle of "unity of command," members and employees will be held accountable to only one supervisor at any given time.

III. Responsibilities

A. Jail Administration (Administrative Major)

The Jail Administration Unit is comprised of the following units. The Administrative Major maintains overall command responsibility for the Jail Administration Unit and is accountable to the Superintendent. Responsibilities include generating, maintaining, distributing, and tracking a variety of documents relating to administrative functions of the Jail Bureau.

1. Orders Management

Responsible for ensuring that the Jail Bureau is in compliance with standard established by the **NYSCOC** and **State Accreditation Programs**, both initially and as part of an ongoing process. Responsible for updating and reviewing Jail Bureau General Orders, Special Orders, and Bulletins on an annual basis for operational effectiveness.

2. Liaison to Other Agencies

Responsible for communications between NYS Commission of Corrections, NYS Sheriff's Association, area law enforcement agencies, and any other correctional based organizations.
3. Incarcerated Individual phone services

Responsible for incarcerated individual phone vendors and phone contract oversight.
4. Incarcerated Individual Grievance Officers

The Grievance Coordinator is responsible for assigning formal incarcerated individual grievances to Grievance Officers. Grievances will be processed as mandated by the **NYSCOC (9NYCRR, Section 7032)** and in accordance with **Incarcerated Individual Grievance Program(JBGO-046)**.
5. Computer Systems

Responsible for Jail Management Software Applications, LERMS, Windows Network Security and eJusticeNY Security.
6. Personnel support

Manages oversight of Personnel Order distribution, Performance Evaluation System, Early Warning System, Subpoena Service and Tracking, Employee Injury Reporting, Exposure Incident Reporting, Extended Sick Leave, Limited Duty and Military Roster Management, and Payroll.
7. PREA

Responsible for the development, implementation, and overseeing the Jail Bureau's efforts to comply with the PREA standards in all of its facilities.
8. Volunteers

Develops, administers, and coordinates self-help programs for incarcerated individuals incarcerated in the facility. Programs include Alcoholics and Narcotics Anonymous, sex offender counseling, and general counseling in accordance with **Programs for Self-improvement (JBGO-055)**.
9. Religious Services (Chaplain)

Responsible for the coordination of religious programs, including counseling, non-denominational bible studies, prayer services, and worship services in accordance with **Religious Services and Activities (JBGO-051)**.
10. Educational Services

Responsible for the implementation of the overall academic program, which consists of GED programs, life skills programs, and second language programs. Provides incarcerated individuals with tutors for academic assistance.
11. Food Service Contract Oversight

Responsible for the overall management of Food Service Operations within MCJ and MSA. Duties include meal substitution, special diets, and compliance with the health

and safety requirements mandated by the **New York State Department of Health** and the **NYSCOC** in accordance with **Food Services Operations (JBGO-006)**.

12. Law Library

Responsible for providing law library services in accordance with **Law Library (JBGO-014)** for sentenced and non-sentenced incarcerated individuals including services for the blind and physically handicapped.

13. Commissary Contract Oversight

Responsible for ensuring proper accountability for funds deposited, expended, and withdrawn by, or for incarcerated individuals.

14. Medical/Mental Health Contract Oversight

Responsible for emergency and non-emergency health care services, including medical, dental, and mental health services. All shift Supervisors will ensure that Contract Medical Provider addresses all incarcerated individual medical needs.

15. Administrative File System & Archiving

Responsible for managing the Administrative File System and Archiving Program.

16. MCJ/MSA Drug & Alcohol Programs

The Director of the Incarcerated Individual Drug and Alcohol Programs implements and coordinates drug and alcohol treatment for sentenced incarcerated individuals. Counseling responsibilities include education programs, self-help meetings, group and individual counseling sessions, as well as placement for post release treatment.

17. Counselor Services

The counselor's responsibilities include providing incarcerated individuals with orientation to facility programs, policies, and services. Prepares work release and furlough applications, facilitate group counseling, and provide post release planning for support services.

B. Jail Security Operations (Operations Major)

The Major of Operations maintains overall command responsibility for the operation and administration of all Jail Units and is accountable to the Superintendent. The Security Operations Unit is responsible for the management and administration of the following units and processes:

1. Security Staff Operations

Responsible for ensuring the overall safety, security, and good order within the Monroe County Jail (MCJ) and Andrew P Meloni Star Academy (MSA).

2. MCJ/MSA Visits

Responsible for the overall operation of the Jail Visitation area (contact, non-contact, and any other special visits), and identifying and registering visitors in accordance with **Incarcerated Individual Visitation (JBGO-002)**.

3. Jail Intelligence Unit

In conjunction with the District Attorney's Office, and other law enforcement agencies, is responsible for gathering information within the jail which may relate to criminal matters.

4. Jail Administrative Hearing Officers

Responsible to provide incarcerated individual's, who are the subject of a disciplinary hearing, the opportunity to explain their behavior and any mitigating circumstances. The Hearing Officers will then make a determination of guilt or innocence in each charge of misbehavior. The determination must be supported by substantial evidence.

5. Jail Records

Responsible for ascertaining the legality of commitments, releases, discharges, and warrants involving incarcerations or releases of incarcerated individuals. Maintains a system of information and record storage in accordance with **Facility Record Retention (JBGO-025)**. Processes writs and fugitive proceedings and accepts bail. Arranges transportation of incarcerated individuals to courts, hospitals, and other institutions.

6. Community Work Program

Approved incarcerated individuals trustees will be transported by deputies assigned to the Community Work Program to approved work sites to complete work as directed by a facility sergeant. All outside trustees will be supervised in accordance with **Incarcerated Individual Trusty Selection Process (JBGO-061)** and **Security Supervision (JBGO-047)**.

7. Incarcerated Individual Property

Responsible for implementing and maintaining a system of accountability, which will facilitate the proper handling and storage of incarcerated individual property.

8. Incarcerated Individual Transport

Responsible for planning, coordinating, and supervising incarcerated individual movement outside the facility in accordance with **Incarcerated Individual Transport/Treatment (JBGO-025)**.

9. Jail Maintenance

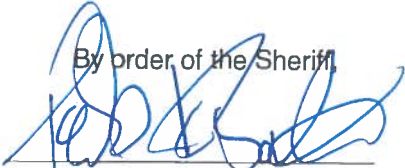
Responsible for routine and emergency upkeep and repair of Jail Bureau facilities and systems.

10. Institutional Helpers

Responsible for the oversight of employees at MCJ and MSA.

11. Special Response Team

Responsible for the oversight and governing of the Special Response Team's tactical command, operations, training, equipment and response to emergency situations. (The Superintendent authorizes all Special Response Team activations.)

By order of the Sheriff,


Todd K. Baxter

* Indicates significant changes from the previous order.