

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

GENERAL ORDER JAIL BUREAU	DATE OF ISSUE JANUARY 14, 2026	EFFECTIVE DATE JANUARY 14, 2026	NO. 003-26
SUBJECT: GENERAL ORDER Incarcerated Individual Identification		DISTRIBUTION Jail Bureau Personnel	AMENDS
REFERENCE:			RESCINDS 003-19

Purpose: To direct staff as to the proper identification of Incarcerated Individuals (IIs) housed at the Monroe County Jail (MCJ) and/or the Andrew P. Meloni Star Academy (MSA) when IIs are traveling outside of their respective housing areas.

* **Policy:** All IIs entering the MCJ shall be issued an identification card at the time of classification prior to being assigned to a housing unit. II identification is not to be released to any person or agency for any reason without approval from Jail Administration. Identification should be used only for the purposes outlined in this order.

I. Identification Issuance

- * A. Reception, Evaluation & Classification (REC) Unit staff members at the MCJ shall be responsible for ensuring all IIs will be issued an ID card at the time of classification prior to being assigned to a housing unit or transferred to the MSA.
- B. All necessary supplies will be stored in the Reception Unit at MCJ.
- * C. The II will be required to read the ID card expectations on their assigned tablet. A paper copy is also available. The II is responsible for their ID card for the duration of their custody.
- * D. Each ID card will display the II's name, JID identification number, date of birth, photograph, and sex.

II. Display and Security

- * A. IIs must carry their ID card at all times when leaving their assigned housing area and ID cards must be clearly visible upon staff request.
- * B. A new ID card may be issued in cases where the ID card becomes defective, worn, or illegible.
- * C. IIs who tamper with their identification may be charged with an infraction and may lose a specified portion of good behavior allowance (good time), and incur a surcharge depending on the nature of the infraction report or other disciplinary sanctions in accordance with **JBGO-007 Incarcerated Individual Disciplinary Procedures**.
- * D. ID cards are required for movement and services.
- * E. Staff will maintain the ID card of any II who is on constant supervision or otherwise incapable of maintaining their ID card.

- * F. IIs attending group activities (gym, church services, school, etc.), Visits, Mezz Medical, and any other authorized activity outside of their housing area will surrender their ID card to the supervising deputy upon entering the area. The supervising deputy shall maintain possession of all collected ID cards for the duration of the activity and return to the IIs prior to them leaving the area.
- * G. The transporting deputy is responsible for obtaining and maintaining the II's ID card for any transport outside of the facility. Upon return to the facility, the transporting deputy will return the ID card to the II. IIs attending court proceedings at the Hall of Justice/Rochester City Court will surrender their ID card to the appropriate desk deputy when they arrive to their respective holding area.
- * H. IIs who are released from custody in either facility must present their ID card. Releasing staff will verify the II's identity prior to actual release. The ID card may be returned to the II after their ID has been verified.

By Order of the Sheriff,



Todd K. Baxter