

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

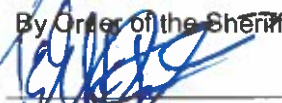
GENERAL ORDER JAIL BUREAU	DATE OF ISSUE November 21, 2022	EFFECTIVE DATE November 21, 2022	No. 023-22
SUBJECT: GENERAL ORDER Incarcerated Individual Handbook		Distribution Jail Bureau Personnel	Amends
REFERENCE: Official Compilation of Codes, Rules, and Regulations of the State of New York (9NYCRR Part 7002). NYSSA 137, 140, 141, 143, 150 & 151			RESCINDS 023-19

Purpose: To familiarize members and employees with the Incarcerated Individual Handbook of the Monroe County Sheriff's Office (MCSO). The Incarcerated Individual Handbook contains the incarcerated individual rules, regulations, rights, responsibilities and other related information.

Policy: The MCSO will provide all incarcerated individuals with an "Incarcerated Individual Handbook" that will include, but not be limited to, the incarcerated individual rules, regulations, rights, and responsibilities. The handbook will also include information pertaining to incarcerated individual programs and incarcerated individual conduct while incarcerated at either the Monroe County Jail (MCJ) or the Andrew P. Meloni Star Academy (MSA). The incarcerated individual handbook will be in accordance with 9NYCRR Part 7002.9 of the Official Compilation of Codes, Rules, and Regulations of the State of New York.

Incarcerated Individual Handbook

- * 1. All incarcerated individuals shall be provided with an electronic copy of the rules of an incarcerated individuals conduct. If an incarcerated individual is on a tablet restriction, they will be provided with a paper copy of the incarcerated individual handbook.
- * 2. It will be the responsibility of the Booking Deputy to ensure incarcerated individuals are issued tablets which include the incarcerated individual handbook.
- 3. Disciplinary codes in the incarcerated individual handbook will be enforced to maintain standards of conduct for incarcerated individual behavior.
- 4. Arrangements will be made for all newly admitted incarcerated individuals who are not fluent in English, or who have physical or mental handicaps, to ensure the incarcerated individual understands all the material being presented to them (e.g., interpreter, written/braille translations, or other communication specialist). Members will make arrangements through the Reception Corporal, if an interpreter or special assistance is required to assist the incarcerated individual.
- * 5. Incarcerated individuals who are released from custody will return their tablet or paperback handbook to the Booking Release Deputy.
- * 6. The Law Library will have a copy of the Incarcerated Individual Handbook.

By Order of the Sheriff,

 Todd K. Baxter

* Represents a change from previous general order