COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK

GENERAL ORDER JAIL BUREAU	DATE OF ISSUE MAY 9, 2026	EFFECTIVE DATE MAY 9, 2026	NO. 070-26
SUBJECT: GENERAL ORDER **Jail Academy Class Standards and Training Requirements**		DISTRIBUTION **Jail Bureau Personnel**	AMENDS
REFERENCE: NYSSA 15, 19, 73, 74, 76, 77			RESCINDS

Purpose: To establish clear expectations and directives pertaining to Jail Recruit classes. This policy defines training requirements and criteria for evaluating competency in Academics, Defensive Tactics, Firearms Training, and Physical Fitness Training, in an academy setting, by newly hired personnel to ensure the safety of officers, suspects, incarcerated individuals and the public.

Policy: It is the policy of the Monroe County Sheriff's Office (MCSO) to ensure that all jail academy training is conducted in a professional, consistent, and standardized manner that promotes safety, accountability, and instructional excellence. Jail Academy classes shall adhere to established training standards to ensure recruits receive accurate, lawful, and effective instruction that prepares them to perform their duties in accordance with departmental policies and applicable laws.

I. Academics

A. Initial Quiz

1. Tests basic comprehension and understanding of rules and regulations, structure of the academy setting, department policy and procedure and general knowledge.

2. This score contributes to the recruits overall academic average, but is not remediated if an individual fails. It serves as a gauge for assessing baseline academic performance of recruits to allow counselors the opportunity to monitor and provide additional resources if it is suspected that academic performance may be an issue.

B. Written Exams

1. Five written exams to include an exam of NY Penal Law Article 35 (NYSPL Article 35) will be administered.

2. The recruits are tested on material presented from day one to the day of the first test. The next two exams test the recruits on material presented from the previously administered test to date of the next exam. The final exam tests all material presented to the recruits from the start of the academy until the day the test is administered. The first three exams have a total of 25 questions and the final exam consists of 75 questions. The NYSPL Article 35 exam consists of 10 questions. Recruits must have a minimum average score of 70% when all the exam scores are averaged together to successfully pass the academy's academic standards.

C. Re-Testing

1. Should a recruit fail to meet the passing standard of 70% on the first two exams or the NYSPL Article 35 exam, they will be afforded an opportunity to take another exam. This exam will be a different exam which tests the same or similar objectives.

2. Another exam will be administered within two business days of failing the exam. During this time, the recruit will be counseled and may be provided additional resources if needed or requested.

3. Regardless of the recruits' performance on the re-test, the highest passing score they can achieve will be the minimum passing score of 70%.

4. Should the recruit fail the re-test as well, the re-test score will serve as their score for that test.

5. If a recruit fails to pass the third exam, they will not be afforded an opportunity to re-test.

6. If a recruit fails to pass the final exam, they will not be afforded an opportunity to re-test.

D. Exam Weighting

1. The written exams will be weighted as follows:

Exam	Percentage
Quiz	5
Test 1	10
Test 2	10
Test 3	10
Final	40
DT Written	10
Art 35	10
ASR	5

E. New York State's Division of Criminal Justice (DCJS) Consideration

DCJS does not require that candidates pass every exam but that the average of all the exams is passing. Per 9 NYCRR 6018.6:
(d) The taking and passing of written examination(s) is required of each correction officer prior to issuance of a certificate of completion. If a series of examinations is required by the course director, the candidate must achieve a total passing average for the series.

II. Defensive Tactics-Training Requirements

A. Use of Force Guidelines

- Personnel must use only the amount of force objectively reasonable to control a situation/subject. The level of force used should be proportionate to the threat faced based on perception which is determined by a member's training and experience. Deadly force is only authorized when there is an imminent threat of death or serious physical injury to yourself or another (see NYSPL Article 35).

B. All personnel must complete the defensive tactics program.

C. All defensive tactics trainings will be in compliance with DCJS guidelines and standards.

D. Training will include but not limited to:

1. Use of Force Continuum: Understanding the appropriate level of force based on perception.

2. Physical Control Techniques: Strikes, holds, ground control, takedowns, and restraint methods.

3. De-escalation Techniques: Verbal and non-verbal communication strategies to reduce the need for force, or decreased level of force.

4. Weapons Training: Proper use Aerosol Subject Restraint (pepper spray), use or familiarity with other non-lethal weapons.

5. Scenario-Based Training: Simulated encounters to practice decision-making under stress.

6. Attendance: Recruits who miss any material being instructed due to illness or injury will make up the material prior to the completion of the defensive tactic's curriculum.

7. The Defensive Tactics Coordinator, along with the defensive tactic's instructor cadre will determine if a recruit passes or fails a role play.

E. The following factors will determine whether a recruit will pass or fail their defensive tactics training:

1. End of training requirements will be completed in sequential order.

2. Continuous display of performance will be documented on the MB-167 MCSO Defensive Tactics Attendance report at the completion of each training session.

3. Final Written Exam (score of 70% or > is passing). Should a recruit fail to meet the passing standard of 70% they will be afforded an opportunity to take another exam. Another exam will be administered within two business days of failing the exam. The re-test will be a different exam testing the same or similar objectives. During this time, the recruit will be counseled and may be provided additional resources if needed or requested. Regardless of the recruits' performance on the re-test. A passing score is anything above a 70%. Should the recruit fail the re-test as well, the re-test score will serve as their score for that test. If the recruit fails again, it is considered failing the defensive tactics training curriculum. The Commander of Staff Services will be notified by MB-003 Intra-departmental Correspondence (IDC) and provide further direction.

4. Written ASR exam (score of 70% or > is passing). Should a recruit fail to meet the passing standard of 70% they will be afforded an opportunity to take another exam.

Another exam will be administered within two business days of failing the exam. The re-test will be a different exam testing the same or similar objectives. During this time, the recruit will be counseled and may be provided additional resources if needed or requested.

5. Proficiency test of defensive tactics techniques.

6. Successfully completing Final Role Plays.

F. Technique Proficiency:

1. Demonstrating correct and effective use of defensive tactics with consistent control and precision will be monitored throughout the initial training.

2. A proficiency test will occur at the end of the program where the member will perform techniques determined by the Defensive Tactics Coordinator.

3. The member will be evaluated by a defensive tactics instructor (DTI).

4. The member will have three attempts to perform a technique proficiently. If all techniques are not completed within three attempts, it is a failed proficiency test.

5. The member will receive a maximum of two hours of remedial training of the failed techniques and given another opportunity to pass the proficiency test in its entirety prior moving on to the final role-plays.

6. The second attempt will be videotaped and evaluated by a different DTI than the first attempt. If the second attempt of the proficiency test is failed, it is considered a failure of the program and notification to the Commander of Staff Services for further direction is required.

G. Scenario-Based Training:

1. The recruit will successfully complete a series of role plays throughout the initial training/academy.

2. Criteria required for successful completion will include, but not limited to:

   a. Technique proficiency

   b. Decision-making

   c. Safety compliance

   d. Communication

   e. Physical fitness

3. The Defensive Tactics Coordinator, along with the cadre of DTIs, determine if a member passes or fails a role play.

4. All role plays will be videotaped on a department issued camera. No personal cell phones will be utilized. Role plays will be documented as a pass/failure based on the contributing factors aforementioned. Evaluations will be signed by the recruit to acknowledge their evaluation.

5. All members will successfully complete role plays with the following criteria,

   a. De-escalation with no force

   b. Single suspect use of force

   c. Multiple suspects use of force.

6. Role plays will include single deputy response and two deputy response. Role plays will be evaluated with both critical and non-critical objectives. Failure to meet a critical objective will result in a failure of the role play.

7. If a role play is failed, the recruit will have another attempt to pass the same role play or a similar role play, testing the same objectives, at the discretion of the Defensive Tactics Coordinator. If the role play is failed a second time, it is a failure of that specific role play administered and remedial training will be initiated. The recruit will continue with remaining required role plays.

8. After the amount of remedial approved by the Defensive Tactics Coordinator is complete, the recruit will participate in the same failed role play or a similar role play testing the same objectives. If the recruit fails the role play again there will be no more attempts. The Commander of Staff Services will be notified by MB-003 Intra-departmental Correspondence (IDC) and provide further direction.

H. Remedial Training:

1. Throughout the curriculum, if a recruit is observed lacking proficiency in the aforementioned training requirements, a MB-176 Counseling Memorandum will be completed by a designated DTI describing why remedial training is being given which will be signed by the recruit as acknowledgement.

2. The Defensive Tactics Coordinator will approve this action.

3. A recruit can complete no more than 16 hours of remedial training throughout the defensive tactics curriculum to be conducted in two-to-three-hour blocks.

4. If additional hours are requested by the Defensive Tactics Coordinator, the Commander of Staff Services will be notified by IDC and provide further direction.

5. All remedial training documentation will be approved by the Defensive Tactics Coordinator and retained in the recruit's file.

III. Firearms – Training Requirements

A. All personnel must complete the New York State DCJS Basic Course for Police/Peace Officer Firearms Training (BCPO) (Part 4 Section M) specific to their title.

B. All firearms trainings will be in compliance with DCJS guidelines and standards.

C. Training will include but not be limited to:

1. NYSPL Article 35, Defense of Justification
   Understanding the appropriate level of force based on: NYSPL Article 35 (12 hours) and NYSPL

2. NYSPL Article 265 Firearms and Other Dangerous Weapons (4 hours)

3. Safety:

   a. Rules and regulations pertaining to safe handling and use of firearms.

   b. Shooting positions: Standing, kneeling, prone, use of barricade and divergent positions.

   c. Scenario-Based Training: Simulated encounters to train and test decision making.

   d. Attendance: Recruits who miss any material being instructed due to illness or injury will make up the material prior to the completion of the training curriculum.

   e. Pass/Fail Factors: The following factors will determine whether personnel pass or fail their BCPO firearms training:

D. The following factors will determine whether a recruit will pass or fail their firearms training:

1. Safe gun handling throughout the whole firearms course including scenario-based training.

2. Passing average for 5 PPC qualification courses, including confidence course (minimum 75%).

3. 2 consecutive passing PPC service qualification courses (minimum 75%).

4. Low light CQB qualification course (minimum 75%).

5. Final Written Exam (score of 75% or > is passing). Should a recruit fail to meet the passing standard of 75% they will be afforded an opportunity to take another exam. Another exam will be administered within two business days of failing the exam. The re-test will be a different exam testing the same or similar objectives. During this time, the recruit will be counseled and may be provided additional resources if needed or requested. Regardless of the recruits' performance on the re-test, the highest passing score they can achieve will be the minimum passing score of 75%. Should the recruit fail the re-test as well, the re-test score will serve as their score for that test. If the recruit fails again, it is considered failing the firearms training curriculum The Commander of Staff Services will be notified by MB-003 Intra-departmental Correspondence (IDC) and provide further direction.

6. Proficiency test of firearms techniques.

7. Scenario based training. Decision making.

E. Scenario-Based Training:

1. The recruit will successfully complete a series of role plays throughout the initial training/academy. Firearms role plays may be categorized as training or testing.

2. Criteria required for successful completion will include, but not limited to:

   a. Articulation of use of force,

b. Decision-making,

c. Safety compliance,

d. Communication.

3. The Firearms Coordinator, along with the firearms instructor cadre will determine if a recruit completes a training role play as acceptable or unacceptable or in the case of a testing role play, pass or fail.

4. All role plays may be videotaped and will be documented as a pass/failure based on the contributing factors aforementioned. Evaluations will be signed by the recruit to acknowledge their evaluation.

5. All members will successfully complete role plays with the following criteria:

   a. De-escalation with no force and

   b. Use of deadly physical force.

6. Role plays may include single deputy response or two deputy response. Role plays will be evaluated with both critical and non-critical objectives. Failure to meet a critical objective will result in a failure of the role play.

7. If a firearms role play is categorized as training, it will not be documented as pass/fail but as acceptable/unacceptable. If a recruit completes the role play with little to no guidance from a firearms instructor the recruit's performance will be evaluated as acceptable. If a recruit requires moderate to significant guidance the recruit's performance will be evaluated as unacceptable. The recruit may be given the opportunity to re-do the role play again after a debrief. If the recruit then performs at an acceptable level they will be evaluated as acceptable as a re-do. If the recruit's performance is still evaluated as unacceptable, they will be identified as needing remediation. Remedial training may be provided. Further attempts at the role play are at the discretion of the Firearms Coordinator.

8. If a testing role play is failed, the recruit will have another attempt to pass the same role play or a similar role play, testing the same or similar objectives, at the discretion of the Firearms Coordinator. If the role play is failed a second time, it is a failure of the specific role play administered and remedial training will be initiated. The recruit will continue with remaining required role plays.

9. After the amount of remedial approved by the Firearms Coordinator is complete, the recruit will participate in the same failed role play or a similar role play testing the same or similar objectives. If the recruit fails the tested role play again there will be no more attempts. The Commander of Staff Services will be notified by IDC and provide further direction.

F. Remedial Training

1. Throughout the curriculum, if a recruit is observed lacking proficiency in the aforementioned training requirements, a MB-176 Counseling Memorandum will be completed by a designated firearms Instructor describing why remedial training is being given which will be signed by the recruit as acknowledgement.

2. A remedial firearms training form will be completed by a firearms instructor detailing

why remedial training is being given and the steps taken to correct that deficiency. The Firearms Coordinator will approve this action.

3. A recruit will be afforded up to 12 hours of remedial training throughout the BCPO curriculum. Remedial firearms training forms will be completed by a firearms instructor the day of training detailing the steps taken to correct that deficiency.

4. If additional hours are requested by the Firearms Coordinator, the Commander of Staff Services will be notified by IDC and provide further direction

5. All remedial training documentation will be approved by the Firearms Coordinator and retained in the recruit's file.

6. Recruits will have up to one year from their date of hire to successfully complete firearms training. The amount and form of remedial training between the end of the firearms training curriculum and the deadline of one year from date of hire will be at the discretion of the Firearms Coordinator and the Commander of Staff Services.

IV. Physical Fitness Training

A. Candidate Requirements (Pre-hire):

1. All candidates for hire shall be required to successfully complete a one-minute timed sit-up test, a one-minute timed push-up test, and a timed 300-meter run.

2. Performance must meet or exceed the 30th percentile for the candidate's age and gender, in accordance with Cooper Institute standards.

3. Successful completion of the physical fitness training assessment does not guarantee employment.

Cooper Standards 30th Percentile

Male (Age)	Sit-Ups	Push-Ups	300 Meter Run	Female (Age)	Sit-Ups	Push-Ups	300 Meter Run
< 20	38	26	1:02	< 20	29	13	1:15
20-29	35	26	1:02	20-29	30	13	1:15
30-39	32	20	1:03	30-39	22	9	1:22
40-49	27	15	1:17	40-49	17	7	1:46
50-59	21	10	1:27	50-59	12	*	*

* **Designates that a candidate must successfully attempt the exercise completing at least one repetition of said exercise.**

B. Recruit Training Requirements (New Hire):

1. All recruits shall be required to successfully complete a one-minute timed sit-up test, a one-minute timed push-up test, and a timed one-and-one-half (1.5) mile run.

2. Performance must meet or exceed the 50th percentile for the recruit's age and gender, in accordance with Cooper Institute standards.

3. Successful completion of this physical fitness training assessment does not guarantee gainful or continued employment.

Cooper Standards 50th Percentile

Male (Age)	Sit-Ups	Push-Ups	1.5 Mile Run	Female (Age)	Sit-Ups	Push-Ups	1.5 Mile Run
<20	45	33	11:58	<20	34	18	14:07
20-29	40	33	11:58	20-29	35	18	14:07
30-39	36	27	12:25	30-39	27	14	14:34
40-49	31	21	13:11	40-49	22	11	15:24
50-59	26	15	14:16	50-59	17	10	17:13

C. Physical Training Assessments:

1. All physical fitness training assessments shall be administered by DCJS-certified physical fitness training instructors.

2. Assessment scores, as calculated and recorded by the instructors, shall be considered final.

3. All assessments shall be conducted in the following order:

   a. One-minute timed sit-up,

   b. One-minute timed push-up,

   c. Timed one-and-one-half (1.5) mile run.

D. Academy Curriculum:

1. Each recruit shall receive a minimum of fifty (50) hours of physical fitness training throughout the academy curriculum. These hours shall consist of structured workouts and education led by DCJS-certified physical training instructors.

2. Workouts shall include, but are not limited to:

   a. Calisthenics,

   b. Varied running techniques,

   c. Obstacle navigation.

3. All exercises and activities shall be demonstrated by instructors prior to recruit participation.

4. Physical fitness training shall be conducted both on campus at the Public Safety Training Facility (PSTF) and off campus at approved local facilities and parks.

5. Recruits shall be expected to complete workout sessions ranging from one (1) to four

(4) hours in duration, with rest periods provided at the discretion of the instructors.

6. Weekly training expectations shall include extensive calisthenics and cardiovascular activity totaling approximately five (5) to fifteen (15) miles.

7. All recruits shall have their physical fitness formally assessed a minimum of three (3) times during the academy. These assessments shall be conducted in accordance with the recruit requirements for successful completion of the academy.

E. Remedial Physical Training

1. Throughout the curriculum, if a recruit is observed lacking proficiency in the aforementioned training requirements, a MB-176 Counseling Memorandum will be completed by a designated physical fitness training instructor describing why remedial training is being given which will be signed by the recruit as acknowledgement.

2. The Physical Fitness Coordinator will approve this action.

3. A recruit can complete no more than 15 hours of remedial training throughout the physical fitness curriculum.

4. If additional hours are requested by the physical fitness training instructors, the Commander of Staff Services will be notified by IDC and provide further direction.

5. All remedial training documentation will be approved by the Physical Training Coordinator and retained in the recruit's file.

6. Recruits will have up to the end of field training (FTO) to meet or exceed the 50th percentile for the recruit's age and gender, in accordance with Cooper Institute standards. The amount and form of remedial training between the end of the physical fitness training curriculum and the deadline of the end of field training will be at the discretion of the Physical Fitness Coordinator and the Commander of Staff Services.

V. Reality Based Training Role Plays (RBT)

A. The goal of RBT is to improve a recruit's ability in the particular topic area. There are several types of scenarios which can be used during RBT. Each type has a different purpose and this will guide the design of the scenario. RBT is a method of administering role plays and may or may not be used in a particular academy.

1. Teaching based scenario.

a. Primary purpose is to learn or refresh a particular topic or skill. Exercise Control Instructor should focus on coaching the recruit through the scenario. This is not an evaluated role play.

2. Evaluation and training scenario.

a. Full length role plays with pre-determined objectives. Exercise Control Officer will give the amount of coaching needed to meet the objectives. This role play may be evaluated as an acceptable / unacceptable training role play.

b. If a recruit completes the role play with little to no guidance from the Exercise Control Officer the recruit's performance will be evaluated as acceptable. If a

recruit requires moderate to significant guidance the recruit's performance will be evaluated as unacceptable. The recruit may be given the opportunity to re-do the role play again after a debrief. If the recruit then performs at an acceptable level they will be evaluated as acceptable as a re-do. If the recruit's performance is still evaluated as unacceptable, they will be identified as needing remediation. Remedial training may be provided. Further attempts at the role play are at the discretion of the relevant skill training unit coordinator.

3. Evaluation and testing:

a Full-length role play with pre-determined objectives. The recruit must have all the knowledge to successfully complete the role play. This type of role play cannot be utilized unless the recruit has successfully passed all relevant training curriculum as stated above. This type of role play is not designed to teach skills. This role play will be evaluated as a pass / fail.

b. If role play is failed, the recruit will have another attempt to pass the same role play or a similar role play, testing the same or similar objectives, at the discretion of the relevant skill training unit coordinator. If the role play is failed a second time, it is a failure of the specific role play administered and remedial training will be initiated. The recruit will continue with remaining required role plays.

9. After the amount of remedial approved by the relevant skill training unit coordinator is complete, the recruit will participate in the same failed role play or a similar role play testing the same or similar objectives. If the recruit fails the role play again there will be no more attempts. The Commander of Staff Services will be notified by IDC and provide further direction.

VI. Use of Videography and Recording Devices During Training

The use of cameras and/or video cameras to record recruit performance during dynamic situations, may be utilized at the discretion of the coordinator of that specific discipline (Defensive Tactics/Firearms). Recordings will be videotaped on a department issued camera. Personal cellphones will not be utilized. The recordings may be utilized to review and assess recruit performance and also to provide temporary documentation of the performance. At the discretion of the program coordinator, the recruit may view the video in order to self-identify performance issues. The recordings will be maintained in a digital file by the Staff Services Training Unit Coordinators. All recordings will be kept until the recruit achieves permanent status.

VII. Recruit Accountability

During the first week of the academy recruits will acknowledge and sign the Monroe County Sheriff's Office Jail Bureau Recruit Academy Expectations reflecting the policy in this order. The form is attached as an addendum to this order. The signed form will be kept as a part of their training record.

By Order of the Sheriff,

Todd K. Baxter