COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK

GENERAL ORDER JAIL BUREAU	DATE OF ISSUE AUGUST 10, 2026	EFFECTIVE DATE AUGUST 10, 2026	NO. 071-26
SUBJECT: GENERAL ORDER **Required Post Complement/Facility Shift Roster**		DISTRIBUTION **Jail Bureau Personnel**	AMENDS
REFERENCE: 9 NYCRR 7041.1, 7041.2, 7041.3			RESCINDS

Policy: The Monroe County Sheriff's Office (MCSO) shall employ that number of persons necessary to provide care, custody and control for all incarcerated individuals and to perform all other necessary facility functions. In no case shall the number of such persons able and present during a regularly scheduled shift be less than the required post complement as determined by the NYS Commission of Correction (NYSCOC).

Definitions: **Required Post Complement**: The number of able staff necessary to perform facility functions during each shift regularly scheduled within a 24-hour period.

I. Required Post Complement

A. In determining the required post complement the functions to be performed by facility staff include but not limited to:

1. General facility administration and management
2. Control room operation
3. General housing area supervision
4. Special Housing, admissions/orientation housing, and medical/mental health observation supervision
5. Medical Services
6. Visitation
7. Correspondence
8. Exercise
9. Facility Maintenance
10. Library
11. Commissary
12. Religious Services
13. Incarcerated individual transportation
14. Any other facility program or service

B. Determining the required post complement the following factors will be considered:

1. The physical plant of the facility.
2. The maximum capacity established.
3. Any other factors including those unique to a particular facility.

C. The NYSCOC, upon compliance of sections A and B determine the required post complement. Upon making such determination, the NYSCOC shall determine the total number of persons necessary to perform such functions during each such shift. The determination shall additionally identify any posts or functions that may be left unstaffed due to unpopulated housing areas or other specified criteria.

II. Facility Shift Roster

A. A roster of every staff assigned to perform facility functions, for every scheduled shift, will be maintained and shall provide for every individual staff assigned to include the following:

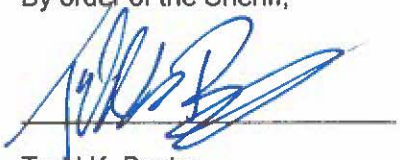
1. Name
2. Rank/Title
3. Badge Number or other assigned identifier
4. Assigned post(s)

B. Immediately following the completion of each total population count. The highest-ranking facility official present shall ensure that the facility shift roster is complete and accurate, that each assigned staff has reported and is present, and shall verify such review by affixing, in writing upon the roster the official's signature and the date and time of review.

C. Should the number of available staff fall below the required post complement, for any period of time during a regularly scheduled shift, the highest-ranking facility official present shall make a record of the facts and circumstances of the deficiency on the facility shift roster.

D. Any posts or functions left unstaffed due to unpopulated housing areas or other specified criteria, as permitted by the required post complement shall be recorded on the facility shift roster during review.

By order of the Sheriff,



Todd K. Baxter