

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

GENERAL ORDER MULTI-BUREAU	DATE OF ISSUE March 12, 2024	EFFECTIVE DATE March 12, 2024	No. 001-24
SUBJECT: GENERAL ORDER Written Orders, Bulletins, and Forms		DISTRIBUTION All Personnel	AMENDS
REFERENCE: NYSLEAP 2.3, 14.1, 14.3 NYSSA-JAIL 33, 36, 42, 74, 75, 76, 77, 84 NYSSA-CIVIL 33			RESCINDS 001-18

Purpose: To define for and familiarize members and employees with office policy relative to the established written directives system, as well as the process relating to all Sheriff's Office forms.

Policy: A written directives system will be established and perpetually maintained, setting forth all policies and procedures, rules, regulations, and processes currently in place. Written directives will be provided either electronically or manually and disseminated to all affected personnel. A system will be established and maintained for the creation and modification of all Sheriff's Office forms.

Definitions: **General Orders** - Issued to announce the adoption or revision of policy, direct new procedures, or the institution of permanent procedures, policies, or operational manuals.

Special Orders- Issued to announce new or revised policies or procedures to an existing general order. Information or instructions contained in a special order will remain effective until rescinded, cancelled or addressed in a superseding general order.

Personnel Orders - Designation Issued to announce the appointment of new personnel, the assignment or transfer of members from one unit to another, the promotion or demotion of personnel, the suspension, dismissal, or restoration to duty, termination by resignation or retirement, or the assignment of and special instructions for personnel in training programs.

***Designation of Authority** – Authority reserved to the Sheriff, may only be designated to a subordinate in writing, executed by the Sheriff.

Bulletins - Issued to disseminate information or instructions which do not warrant a general or special order or to direct the actions of subordinates in specific situations or circumstances. Such direction will not deviate from or conflict with established policies and procedures as directed by higher authority. Additionally, bulletins will explain or emphasize revisions of portions of previously issued general orders or inform members of agency information such as promotions, goals, objectives and special events.

Forms - Internal and external documents, whether computer based or hard copy, used on a recurring basis in the course of Sheriff's Office business.

I. Issuing Authorities

- A. General and Special Orders are approved and issued by the Sheriff or Undersheriff during the absence of the Sheriff, to announce organizational or bureau wide policies and procedures.
- * B. Personnel orders directing the appointment, training, assignment, or changes in status of members or employees are issued by the Sheriff, or in the absence of the Sheriff, the Undersheriff or his designee. Designation
- C. Bulletins will be issued as directed by and with the approval of the Sheriff or the Undersheriff. Bureau Chiefs will also have the authority to issue bulletins in accordance with such direction. Bulletins will carry the appropriate notation directing reference to other published documents which are related. Any bulletin which rescinds or supersedes another will carry the identifying notations (bulletin/order number, rule number, etc.) necessary to connect it.

II. Preparation of General Orders and Forms

- A. General Orders, Special Orders or bulletins issued at any level of command will not conflict with established policy and procedures as directed by higher authority.
- B. When applicable, written orders will carry notations directing reference to other published documents which are related. An order which rescinds or supersedes another will carry the identifying notations (order number, rule number, etc.) necessary to connect each.
- C. The Commander of Staff Services will oversee the drafting and modification of new or existing orders, and forms. All new general orders and special orders, bulletins and forms or modifications to existing orders, or forms will be reviewed and approved by the Commander of Staff Services and will be assigned a numeric designation prior to dissemination and/or use.
- D. Working drafts of general orders will be disseminated to those holding the rank of Corporal and above in all affected bureaus and units.
- * E. Final drafts will be disseminated to Union Presidents and those holding the rank of Lieutenant and above in all affected bureaus and units.
- F. New orders and forms will be distributed after consideration of the information contained in draft responses.

III. Distribution and Retention of Orders, Bulletins, and Forms

- A. All new members/employees will be required to sign a General Orders Manual Acknowledgement Form (MB-055-10) informing them that all of the current Monroe County Sheriff's Office General Orders, Special Orders, Rules and Regulations Manuals and Bulletins are kept on the Monroe County Sheriff's Office Intranet and Power DMS. Members and employees will be held responsible for knowledge of, compliance with, the contents of such rules, regulations, orders and bulletins. The receipts of the General Orders Manual Acknowledgement Form will be retained at the Staff Services Bureau.
- B. New and revised General Orders and Special General Orders will be

disseminated electronically through Power DMS. Respective Commanding Officers will be responsible to ensure that employees under their command acknowledge receipt of the new/revised directive(s).

- C. All members will be required to access Power DMS and the MCSO Intranet for updates to existing orders or obtain information on new orders, bulletins, or forms.
- D. Special orders, personnel orders, and bulletins will only be distributed to those units affected. Individual members and employees need not retain documents after they have served their purpose. Bureau and division heads that are authorized to issue such orders or bulletins will maintain a master file. Purging of those orders must occur after a three (3) year period. However, copies of all written orders and bulletins will be sent to the Staff Services Bureau for filing in a department master file.
- E. Distribution will be noted on each order. After initial dissemination of general orders, the Staff Services Bureau will be responsible for any additional distribution to authorized personnel, and as otherwise directed by the Sheriff or Undersheriff.
- F. Forms will be disseminated or placed on the MCSO Intranet for all affected bureaus and units. Respective commanding officers will ensure that existing versions are removed from distribution and an adequate supply of new forms is maintained, as appropriate. Only those forms approved by Staff Services that are numbered and posted to the MCSO Intranet, will be utilized by agency personnel. Newly created forms must be approved by the Commander of Staff Services before being utilized by agency employees.
- G. All staff having departmental e-mail accounts will be responsible for the review of his/her accounts at least one (1) time per shift, when on-duty, and disseminating if appropriate, the information received through such accounts. The provisions delineated in **MBGO-55 Computer Rules and Use** will govern the use of departmental e-mail.

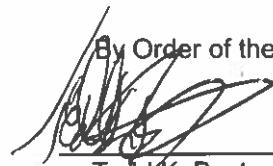
IV. Indexing and General Format

- A. All orders and bulletins will be submitted to the Staff Services Bureau to be indexed and assigned a bureau specific destination and numbering. Documents will be numbered consecutively with a prefix, denoting the respective order number followed by the suffix consisting of the last two (2) digits of the year issued.
- B. All written orders and bulletins will conform to the format indicated in this order and will denote their "Date of Issue" and "Effective Date".

V. Cancellations

All general orders, special orders, bulletins, and forms which are not self-canceling will be reviewed annually by Staff Services, to determine the need of cancellation, incorporation, revision, or continuation. Cancellation or incorporation into other manuals will be effected by a special order.

By Order of the Sheriff,



Todd K. Baxter

*Indicates a change from previous general order.