

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

GENERAL ORDER MULTI-BUREAU	DATE OF ISSUE DECEMBER 31, 2021	EFFECTIVE DATE DECEMBER 31, 2120	NO. 019-21
SUBJECT: GENERAL ORDER Community Services Unit		DISTRIBUTION All Personnel	AMENDS
REFERENCE: NYSLEAP 29.1, 29.3			RESCINDS 019-13

- * **Purpose:** To familiarize employees of the Monroe County Sheriff's Office (MCSO) regarding the duties and responsibilities of the Community Services Unit and the Community Engagement Deputies assigned to the zone substations.
- * **Policy:** All employees are charged with the responsibility of promoting positive community relations. Crime prevention programs shall be employed by Community Engagement Deputies to reduce the opportunity for crime throughout the county. These programs are coordinated and presented by certified deputies. When appropriate, these deputies may receive additional assistance from the Community Services Unit or other department personnel.
- * **I. Structure**
 - A. The Community Services Unit shall consist of a Sergeant, Community Engagement Deputies (CED) and DARE Instructors.
 - B. Community Engagement Deputies assigned to the Zones will report directly to the Zone Commander regarding their assignment. However, they must maintain open communication and coordination with the Community Services Sergeant as they will routinely be needed to support the agency's community engagement efforts outside of their assigned zone. The Community Services Sergeant will provide input to the Zone Commander regarding the deputy's annual performance evaluation.
- * **II. Programs and Presentations**

The following programs and presentations are coordinated and administered through the Community Services Unit.

 - A. Crime Prevention and Community Engagement Deputies (CED)
 - B. DARE Program
 - C. School and community awareness education.
 - D. Community engagement
 - E. Teen Police Academy (TPA)
 - F. Alcohol/Tobacco Compliance Checks
 - G. Child Passenger Safety (CPS) Technician

H. Project Lifesaver

III. Duties and Responsibilities

A. The Community Services Unit shall be responsible for the development, coordination and administration of all department community engagement programs; including school, crime prevention and public awareness.

B. The Community Services Unit Sergeant will:

1. Supervise all personnel assigned to the unit and report to the Lieutenant of Special Operations.
2. Develop specific programs or presentations for delivery to the community.
3. Submit a monthly report to the Lieutenant of Special Operations outlining the following:
 - * a. Community engagement and crime prevention initiatives including topics and number of talks and attendees.
 - * b. Community engagement special events.
 - c. Community Services Unit productivity including criminal arrests, special details/events, DARE lessons presented.
4. Provide necessary resources to CED's, DARE Instructors, and SRO's.

* C. Community Engagement Deputies will:

1. Identify community needs for selected community engagement programs. Meet with Uniformed Patrol Administrative Sergeants and identify crime trends and possible crime prevention solutions. Implement the appropriate actions to realize desired solutions.
2. Maintain liaison with the Community Services Unit sergeant by:
 - a. Attending Community engagement meetings as directed.
 - b. Assisting the Community Service Unit in developing countywide crime prevention, Community engagement, and public awareness programs.
3. Coordinate Community engagement and crime prevention activities within their assigned zones.
4. Provide supervision, guidance and leadership to the Cadet Program.
5. Lecture on various Community engagement and crime prevention topics through speaking engagements, displays and programs.
6. Maintain a liaison with community or business groups and individuals.
7. Identify and report community concerns and proposed solutions to the Community Services Sergeant and the Zone Commander.
8. Recruit, train and maintain liaison with Neighborhood Watch leaders.

9. Participate in recruit and in-service training concerning Community engagement and crime prevention.
10. Follow-up on all crime prevention referrals.
11. Maintain data of all Community engagement and crime prevention related activity and voiced community concerns by submitting monthly reports of same to the Community Services Unit Sergeant and respective Zone Commander.
12. Complete security surveys.
13. Conduct a documented evaluation of community engagement and crime prevention programs at least once every three (3) years. The Community Service Unit Sergeant will review the community engagement and crime prevention programs, and the lesson plans for these programs, annually and update them when necessary.
14. Develop and implement community engagement and crime prevention programs in area schools.
15. Maintain liaison with community engagement and crime prevention practitioners through the county.
16. Organize, coordinate and deliver the Teen Police Academy program, including canvassing and selecting candidates.
17. Assist the Monroe County Department of Health by conducting Alcohol and Tobacco compliance checks to ensure compliance with the adolescent tobacco use prevention at various alcohol/tobacco retail locations within Monroe County.
18. Obtain and maintain Child Passenger Safety (CPS) technician certification.
19. Assist the Monroe County Office of Traffic Safety with Child Passenger Safety seat installation and public education events.
20. Obtain a working knowledge of the Project Lifesaver program and equipment. Assist in the maintenance of the Project Lifesaver equipment.

*** IV. D.A.R.E.**

- A. The primary mission of D.A.R.E is to provide school aged children with the information and skills they need to live safe lives and be responsible citizens. It also encourages kids to lead drug and violence free lives.
- B. The curriculum teaches Safe and Responsible decision making using of the four step decision making process; Define, Asses, Respond and Evaluate (D.A.R.E). Additionally, the D.A.R.E. program establishes positive relationships between students, law enforcement, teachers, parents and other community leaders. D.A.R.E lessons focus on providing accurate information about alcohol and drugs, teaching students decision-making skills, showing them how to resist peer pressure, how to respond to bullying, being good citizens and giving them ideas for alternatives to drugs and violence.
- C. D.A.R.E. instructors will:
 1. Maintain their certification as long as they are assigned to teaching responsibilities.

2. Teach in accordance with D.A.R.E. lesson plan.
3. Utilize their time efficiently between presentations, with prior approval of the unit sergeant.
4. Be prepared to fill in where needed when not performing D.A.R.E. functions such as during school vacations.

* **V. School Resource Officer (SRO)**

- A. The mission of the SRO Program is to provide the opportunity for students to form a better understanding of the role of the police officer in the community, the individual citizen's responsibility to the community, the law and the enforcement of the law. It also functions to reduce and prevent school related violence and crime committed by juveniles and young adults. This is accomplished by assigning a deputy to school facilities on a full time basis or as established in the contract with the school. The SRO Program accomplishes this mission by engaging students, teachers, faculty, families and members of the community in order to develop relationships and create and maintain safe, secure, and orderly learning environments for students, parents, and teachers. The SRO will establish a trusting channel of communication with the student and promote good moral standards, good judgment and discretion, respect for other students, and sincere concern for the school community. The SRO will promote citizen awareness of the law to enable students to become better-informed and effective citizens, while empowering students with the knowledge of law enforcement efforts and obligations regarding enforcement as well as consequences for violations of the law. The SRO will serve as a confidential source of counseling for students and parents concerning problems they face as well as provide information on community resources available to them.
- B. The SRO Program will utilize the SRO Triad concept as set forth by NASRO (National Association of School Resource Officers), and incorporated herein by reference. The SRO Triad concept generally means that the deputy assigned to the program is a law enforcement officer, counselor, and teacher. The SRO is first and foremost a law enforcement officer for the Sheriff's Office. The SRO will be responsible for carrying out duties and responsibilities of a police officer and will remain at all times under the control, through the chain of command, of the Sheriff's Office. All acts of commission or omission will conform to the guidelines of the Sheriff's Office General Orders Manual. The SRO must realize that they are enforcement officers in regards to CRIMINAL matters only. The SRO will not enforce any "school or house rules". The SRO is not a school disciplinarian and should not assume this role. The SRO is not a formal counselor, and will not act as such. However, he/she is a resource to assist students, faculty, staff, and all persons involved with the school district. The SRO can be used as a teacher and teach variety of subjects to students and staff ranging from alcohol and drug education to formalized academy class. The SRO may use teaching to build rapport between the students and the staff.
- C. Selection
- When the SRO position becomes available, notice will be given to all sworn employees through regular postings. Interested persons shall submit an Inter-Departmental Request Form to the office of the Chief Deputy. The Sheriff or his designee will make the final selection. Selection criteria will include but will not be limited to:
1. Oral Presentation.
 2. Performance Reports.
 3. Experience.

4. Interpersonal Skills.

D. Supervision

1. The SRO will report directly to their zone 2nd platoon sergeant in connection with teaching assignments and normal law enforcement duties. When not needed at the school, such as during school breaks or snow days, the SRO will notify their supervisor and be available to be assigned elsewhere on patrol. Zone Commanders will take an active role in ensuring that the SRO and School are maintaining a positive relationship and that any concerns are addressed in a timely manner.
2. The day-to-day operation and administrative control of the SRO Program will be the responsibility of the Sheriff's Office. Responsibility for the conduct of the SRO personnel, both personally and professionally, will remain with the Sheriff's Office. The Sheriff's Office will retain supervisory personnel to oversee the program.

E. Goals of the SRO program

1. To foster educational programs and activities that will increase student's knowledge of and respect for the law and the function of law enforcement agencies;
2. To increase the communications and relationships between education, law enforcement, and justice systems that deal with youth;
3. To act swiftly and cooperatively when responding to major disruptions and flagrant criminal offenses at school;
4. To report serious crimes that occur on campus and to cooperate with the law enforcement officials in their investigation of crimes that occur at school;
5. To cooperate with law enforcement officials in their investigations of criminal offenses which occur off campus.
6. To establish rapport with students, parents, faculty, staff and administrators;
7. Create, start, and expand programs with vision and creativity to increase student participation. Which will benefit the students, school district, Sheriff's Office and the community; and
8. Provide safety for students, faculty, staff and all persons involved with the school district.

F. Enforcement

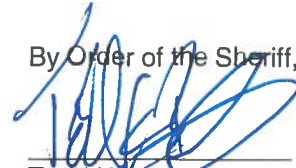
Although the SRO has been placed in a formal educational environment, they are not relieved of official duties as an enforcement officer. Decisions to intervene normally will be made when it is necessary to prevent any criminal act. Citations should be issued and arrests made when appropriate and in accordance with department policy. The SRO will enforce Federal, State, and Local criminal laws and ordinances, and assist school officials with enforcement of Board of Education Policies and Administration Regulations regarding conduct.

VI. Solicitation / Acceptance of Donations

- A. Personnel shall not be involved in the solicitation of donations without the prior written approval of the Sheriff.

- B. Any monetary donations in support of Community Services programs must be accepted in the form of a check or money order payable to the Monroe County Sheriff's Foundation. Donations will be forwarded to the Office of the Undersheriff through the Community Services Unit sergeant. Cash donations will not be accepted.
- C. Personnel accepting donations of any material item must first seek the approval of the unit sergeant and complete department form Receipt of Donated Equipment/Products Record (MB-138).

By Order of the Sheriff,



Todd K. Baxter