

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

GENERAL ORDER MULTI-BUREAU	DATE OF ISSUE February 8, 2024	EFFECTIVE DATE February 8, 2024	NO. 039-24
SUBJECT: GENERAL ORDER All Bureau Training Unit		DISTRIBUTION All Personnel	AMENDS
REFERENCE: NYSLEAP 9.1, 33.1, 33.2, 33.3, 34.2, 35.1, 35.2, 35.3 NYSSA (Jail) 17, 21, 22, 23, 24			RESCINDS 039-23

Purpose: To familiarize personnel with policy and procedure relative to the staffing and operation of the Monroe County Sheriff's Office (MCSO) All Bureau Training Unit.

Policy: The Training Unit develops, administers, coordinates and evaluates all aspects of pre-service and in-service training programs for the Sheriff's Office. Employees of the Training Unit are responsible for knowledge of and adherence to all procedures, as set forth in the Staff Services Manual. Training issues or needs shall be presented to the Sheriff and Undersheriff by the Commander of Staff Services on a continual basis. Input from the Bureau Chiefs will be solicited by the Commander of Staff Services with regard to the specific needs of their respective Bureau. All record keeping maintenance will be completed in accordance to the Central State Registry of Police Officers and Peace Officers pursuant to Part 6056.4 (a, b, c and d) and 6056.5.

I. Organization

The Commander of Staff Services will exercise staff control and responsibility for all agency training efforts through the Training Unit. In his/her absence the Staff Services Lieutenant in charge of training will provide direct oversight and management of the unit. Training issues or needs will be presented to the Sheriff and Undersheriff by the Commander of Staff Services on a continual basis.

II. Unit Structure / Training Committee

- A. The Training Unit will consist of a Sergeant and staff members from the various bureaus to include at a minimum Police, Jail and Court Bureau representatives.
- B. Assignment of personnel to this unit may be made from any bureau, division, section, or unit of the department. Selection to the Training Unit will be conducted through the posting of anticipated vacancies and a competitive selection process.
- C. The Sheriff or designee may, as the need arises, assign additional personnel to act as consultants or to provide expertise when dealing with specialized training projects.
- D. The Training Committee consisting of the Staff Services Lieutenant, Training Unit Sergeant and Training Coordinators who will report directly to the Commander of Staff Services. The Training Committee will meet with the Commander of Staff Services at least semi-annually or at other times necessary to review the department's in-service training program to assure they meet personnel and operational needs, legal requirements and agency policies. The Training Committee will evaluate, update and revise departmental in-service training programs when necessary. The evaluating and updating process should include a review of new laws, court decisions and department directives. At each meeting, a representative will be appointed as the official minute taker for the meeting.

III. Unit Responsibilities

A. Recruit Training:

1. Coordinating and administering the Field Training Officer (FTO) program, for the Police, Jail, Court and Civil Bureaus. This training will be in line with any DCJS or bureau specific operational policies.
2. Coordinating and administering the Police Bureau, Jail Bureau, and Court Security Recruit Academies.
3. Coordinating and administering a modified Basic Course and modified FTO program for lateral transfers as required.
4. In conjunction with the respective Bureau Chief, assigning and supervising the Class Counselors for the full-time and part-time Basic Course for Police Officers, Corrections and Court Security recruit academies.
5. Monitoring the progress and performance of all recruits assigned to the Public Safety Training Facility (PSTF).

B. In-Service Training:

1. Designing and implementing various annual in-service training programs for all personnel as well as coordinating and administering supervisory training and development. Annual training will include at a minimum, a review and update of agency policy and procedures, legal updates, use of force review, firearms re-qualification, etc.
 - a. A mandated course of in-service training will consist of a minimum of twenty-one (21) hours for all sworn personnel in the agency on an annual basis. Police Bureau supervisory skills training may be included in the overall 21 hours of annual in-service training.
 - b. In addition to the above, Jail Bureau supervisory personnel will, on an annual basis, participate in supervisor meetings designed to enhance managerial skills. Such training for Jail Bureau supervisors shall be for a minimum period of twenty-one (21) hours annually.
 - c. All agency civilian non-sworn employees will receive in-service training as needed.
2. Coordinating and providing bureau specific roll call training programs through the use of administrative and training bulletins, video based training, and training conducted by supervisors specific to the work assignment inclusive of material disseminated through Power DMS, the Intranet, and video based training modules done in conjunction with DCJS and PSTF.
3. Providing additional specialized training as directed.

C. Administrative:

1. Preparing periodic training materials for distribution to agency personnel.

2. Determining training needs through annual Training Committee meetings, and coordinating with respective Bureau Chiefs.
3. Coordinating instructor development and assignment.
4. Coordinating and administering the Sergeant Training Officer (STO) Program, in conjunction with Police, Jail, and the Court Security Bureau Operations.
5. Maintaining files for the Investigator Training Officer (ITO) Program and coordinating the administration of the program through the CIS command officer.
6. Coordinating specialized or advanced training programs offered through the DCJS and outside agencies.
7. Reviewing and making recommendations regarding training requests/ suggestions.
8. Updating and maintaining training records of all members and employees.
9. Reviewing and evaluating training programs annually and modifying as needed.
10. Maintaining rosters and notifying personnel of required training, or re-certifications (i.e., IDS, BTO).
11. Coordinating in-service training for specialized units (i.e., SWAT, SCUBA, Bomb Squad, K-9, TEU, etc.) as directed by division commanders.
12. Maintaining a working relationship with the DCJS and PSTF on matters of recruits and specialized training.
13. Preparing postings notifying personnel of specialized training, seminars, and positions.
14. Recognizing successful completion of training programs by issuing a Certificate of Completion, where applicable, and documenting in the master training files.
15. A New York State Police Officer Registry Form (DCJS 2214-A) and/or Peace Officer Registry Form will be completed for all Police and Peace Officers hired. These completed forms will then get submitted to the Senior Police Planning Specialist who will enter them into the New York State Bureau of Municipal Police and Peace Officer Registry.

D. Pre-Service Civilian Training:

All newly hired civilian personnel will receive the following training from their supervisors:

1. An orientation as to the Sheriff's Office role, purpose, policies and procedures.
2. An explanation of the working operations, expectations, and regulations of the agency.
3. An explanation of the responsibilities and rights of employees as set forth in the CSEA collective bargaining agreement governing all civilian employees.

E. Instructor Qualifications

1. The Training Unit will utilize certified instructors who have completed the New York State Bureau of Municipal Police Instructor Development Course for pre-service, in-service, and recruit training.

2. Any instructor that is utilized for training and who is not certified through the New York State Bureau of Municipal Police will be of such caliber that his/her expertise and proficiency in a particular area more than compensates for the absence of such certification.

Note: The Sergeant or his/her designee from the Training Unit will approve the qualifications of the presenter as well as the content of the lesson plan prior to the date of instruction.

3. The Training Unit will review and approve all lesson plans from instructors both within and outside the Sheriff's Office prior to utilization. Copies of all lesson plans are to be maintained on file in Staff Services for all topics of instruction taught.

IV. Responsibilities of Employees

- A. Attendance at in-service and specialized training is mandatory when directed by way of a formal personnel order, or instructions from a superior officer. Employees will sign an attendance sheet for each day of training. All attendance sheets will be forwarded to and retained by the Training Unit.
- B. All personnel will attend training on the date indicated on the Personnel Order. In the event employees find it necessary to reschedule a training date due to vacation, sickness, etc., they shall comply with the following procedure:

1. Notify the Training Unit and request the next available in-service training date.
2. Only the Training Unit is authorized to make changes to a training date.

NOTE: It will be the responsibility of the Training Unit to make notifies of changes to any training order.

3. Makeup dates for in-service training will be scheduled as needed.
4. Any employee who fails to attend training as outlined by a Training Order/Personnel Order will submit a Special report to the Training Unit Sergeant explaining the failure to attend.

V. Specialized Unit Training

- A. Members of specialized units must complete specialized training and demonstrate competence before performing any specialized functions.
- B. Members assigned to a specialized unit will receive applicable training to include, but not be limited to the following;
 1. Development and/or enhancement of the skills, knowledge, and abilities particular to the specialization of the particular unit.
 2. Management, administration, supervision, personnel policies, and support services of the specialized function of that unit.
 3. Performance standards of the specialized function.
 4. Agency policies and procedures relative to the particular specialized unit.

5. Initial and continued supervised on-the-job training that may consist of instruction given by the agency and/or an approved course scheduled with an outside provider.
- C. The Supervisor/Team Commander of each specialized Unit is required to perform the following:
1. Develop and administer a course of training that is specific to the specialized function or arrange for members to attend suitable training inside or outside the agency.
 2. Ensure that training continues on a regular basis in order to maintain the members' skills, knowledge and ability at a level that is appropriate to perform the specialized function.
- D. Supervisors of specialized units within the Police Bureau, who wish to schedule training, will comply with the following procedure:
1. The supervisor will submit a written report to the Major of Operations through the Special Operations Captain for approval. Requests shall be submitted at least 45 days in advance and will include the date(s) requested, time and location of the training. A lesson plan outlining the nature of the training and the names of personnel attending will be submitted to the Training Unit after the training is completed.
 2. If the request is denied or modified, the Captain of Special Operations will notify the unit supervisor of the reason(s) for denial or modification.
 3. Once approved, the Captain of Special Operations will forward the above information to the Training Unit Sergeant.
 4. The Training Unit will then publish Personnel Orders.
 5. The unit supervisor/commander will submit copies of all lesson plans and training attendance records to the Training Unit for review and retention.
- E. Supervisors of specialized units that are not in the Police Bureau, who wish to schedule training, will comply with the following procedure:
1. The supervisor will submit a written report to the respective Bureau Chief for approval. Requests shall be submitted at least 45 days in advance and will include the date(s) requested, time and location of the training.
 1. If the request is denied or modified, the Bureau Chief or designee will notify the unit supervisor of the reason(s) for denial or modification.
 2. Once approved, the Unit Commander will forward the above information to the Training Unit Sergeant or Coordinator.
 3. The Training Unit will publish any applicable personnel orders.
 4. The unit supervisor/commander will submit copies of all lesson plans and training attendance records to the Training Unit for review and retention.

VI. Non-Departmental Training

Requests for training offered by individuals/agencies other than the MCSO or the PSTF must be submitted on the MCSO MB-031 Training Request/Travel Information Form and MB-30 Travel Expenses Calculator Form in the following manner:

1. Any employee requesting training must submit a Training Request form detailing the type of training, dates, cost, etc. and consult with his/her immediate supervisor for approval. The supervisor will prepare the training request form if, in their estimation, the training is warranted.
2. The supervisor will submit the request to his/her command officer/supervisor who will review it. If approved, it must be sent to the respective Bureau Chief.
3. The Bureau Chief will review the request and forward it to the Budget Unit, after being approved by the Sheriff or his/her designee.

Note: If the training request is not approved at any level the employee and immediate supervisor must be notified as to the reason.

4. All approved training requests will be sent to the Budget and Personnel Office and then forwarded to the Training Unit for final processing.
5. If there is a cost for tuition, registration, travels, etc. the request must be submitted at least 45 days in advance in order to comply with the County requirements for reimbursement. If there is no cost involved, the request must be submitted at least 30 days in advance.
7. Confirm travel order with fleet, check on travel vehicle availability and arrange pick-up time. When trip is completed make sure the vehicle is returned to Fleet.
- * 8. Any employee attending non-departmental training will provide their immediate supervisor with an outline of the training in addition to any training material distributed to them during the training. All reviewed documentation will be submitted to the Training Unit and placed on the Outside Training Material for Personnel Review folder on the Intranet.

VII. Personnel Orders

- A. A Personnel Order will be issued for all employees who attend or instruct any training, school or seminar.
- B. All Personnel Orders for training, schools and seminars will be initiated by the Training Unit:
 1. If the training, school or seminar is offered by any agency other than the MCSO or the PSTF, follow the procedures outlined in Section VI.
 2. If the training is offered by the MCSO or PSTF, follow "a", "b" and "c" below.
 - a. Supervisors will submit a written request for training to their supervisor for approval. Requests will include the following: Title of training, date(s) requested, time and location of the training, an outline of the training, and the names of personnel who will attend.
 - b. Once approved, the commanding officer or supervisor will forward the aforementioned information to the Training Unit.
 - c. Upon approval and receipt of the request, the Training Unit will draft the Personnel Order and submit same to the Sheriff or designee for review and approval or disapproval.

- C. All training attendance records and/or certificates will be forwarded to the Training Unit for review, input into training files, and retention.

By Order of the Sheriff,



Todd K. Baxter

- * Indicates additions or deletions from previous order.

**Monroe County Sheriff's Office
Training Request Form Guideline (MB-31)**

- A. State the name of the course that will be attended.
- B. Will there be 45 days advance notice from the date the form is handed in until the date of the class, so that the training unit can prepare orders and other necessary paperwork?
- C. List the dates the course will be held.
- D. City, State, and Zip Code of course location.
- E. List full name and work phone number of attendees.
- F. Use the MB-30 Trip Calculator form to determine the cost.
- G. Would it be financially cheaper to stay over Saturday night when traveling by airline? (Some airlines offer reduced airfare for staying over Saturday night).
- H. List actual departure and return dates along with times (This is to determine meal allowances).
- I. Define how the person will travel to the course location.
- J. State how this training will benefit the Monroe County Sheriff's Office. If extra space needed, use an extra sheet of paper and attach to the form.
- K. Compute the cost of the employee's time: regular wage plus any anticipated overtime wage.
- L. Will it cost the office overtime to replace the individual who is attending training? If so, list the number of hours.
- M. How many training seminars/conferences has the employee attended in the last twelve months?
- N. Approval or disapproval of Command Officer and Bureau Chief, along with comments, dates, and signatures.
- O. Any questions pertaining to budget and funding, please contact the Sheriff's Budget Director or his designee.

