

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

GENERAL ORDER MULTI-BUREAU	DATE OF ISSUE MARCH 5, 2026	EFFECTIVE DATE MARCH 5, 2026	NO. 041-26
SUBJECT: GENERAL ORDER Limited Duty		DISTRIBUTION All Personnel	AMENDS
REFERENCE: NYSLEAP 32.3			RESCINDS 041-18

Purpose: To establish uniform guidelines for limited duty assignments.

Policy: Limited duty shall be used as a temporary status assignment for members and employees of The Monroe County Sheriff's Office (MCSO) who, by virtue of injury or other medically verified disability, are unable to perform full duties but are capable of performing certain types of limited duty.

I. Procedures

- * A. Members or employees who are to be assigned in a limited duty capacity shall secure an appointment with the Sheriff's Medical Provider for clarification of the restrictions as applied to the duties of the member or employee and obtain a "Return to Work Letter".
- B. The Commanding Officer or Supervisor shall arrange for the placement of the member or employee in a limited duty assignment consistent with recommendations of the department physician.
 - Note:** Upon a physician's verification of pregnancy, a member may be temporarily reassigned to limited duties for the duration of the pregnancy.
- * C. Any change in status, or termination of limited duty assignments, members and employees shall;
 - * 1. Report to the Sheriff's Medical Provider for authorization of updated assigned duties.
 - * **Note:** Members returning to full duty from maternity leave do not need to be cleared by the Sheriff's Medical Provider.
 - 2. Notify the appropriate bureau head through the Chain of Command and return to the assignment previously occupied prior to the limited duty assignment.
 - Note:** Any disagreement between the members/employee's personal physician and the Sheriff's Medical Provider relative to limited duty assignments shall be resolved by the Sheriff or an authorized designee.
- D. Firearms-Return to Duty

When a member of MCSO has completed the 96-hour Basic Firearms Course and is returning to duty or re-qualifying after a one-year lapse in qualification the following time lines

for training will apply;

1. Road

- * a. Returning to duty 6 months to 2 years of not qualifying, the member will complete 8 hours of training.
- b. Returning to duty after 2 years but not more than 4 years, the member will complete 16 hours of training.
- c. Returning after 4 years, the member will complete 40 hours of training.

2. Jail and Court

- * a. Returning to duty 6 months to 2 years of not qualifying, the member will complete 4 hours of training.
- b. Returning to duty after 2 years but not more than 4 years, the member will complete 8 hours of training.
- c. Returning after 4 years, the member will complete 24 hours of training.

Note: The above establishes the minimum hours of training that will be given. Additional training time may be authorized at the discretion of the Commander. More training time is required by Police Bureau personnel for requalification due to multiple weapon systems assigned to that bureau. Based on range availability, the allotted training hours may not be consecutive.

* **E. Defensive Tactics-Return to Duty**

Road/Jail and Court

- * a. Returning to duty 6 months to 1 year the member will complete 4 hours of DT Training.
- b. Returning to duty 1 year to 2 years the member will complete up to 12 hours of DT training.
- * c. Returning to duty after 2 years but not more than 4 years, the member will complete 16 hours of DT training.
- d. Returning after 4 years, the member will complete 40 hours of DT training.

* **Note:** The above establishes the minimum hours of training that will be given. Additional training may be authorized at the discretion of the Commander.

By Order of the Sheriff,


Todd K. Baxter

*Indicates a change from the original and any previously updated versions of this General Order