

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

GENERAL ORDER	DATE OF ISSUE	EFFECTIVE DATE	No.
MULTI-BUREAU	September 5th, 2019	September 5th, 2019	054-19
SUBJECT: GENERAL ORDER		DISTRIBUTION	AMENDS
DEPUTY SHERIFF – TRAINEE PROGRAM		All Personnel	
REFERENCE:			RESCINDS
			054-09

Purpose: To establish policy and procedure for the Deputy Sheriff-Trainee/Criminal Justice Intern Program of the Monroe County Sheriff's Office (MCSO).

Policy: The Deputy Sheriff-Trainee/Criminal Justice Intern Program will be offered to qualified college students who are interested in becoming law enforcement or corrections officers. The program will provide an opportunity for on-the-job experience encompassing all bureaus of the MCSO. The college students do not have to major in Criminal Justice.

I. Program Requirements

- A. Candidates must be students enrolled in an accredited local college, be at least eighteen (18) years old, and must be residents of Monroe County.
- B. The trainee applicant will undergo an oral interview arranged by the program administrator and must meet physical and entrance standards (including a background investigation) as established by the Sheriff.
- C. The successful applicant must maintain a curriculum comprising twelve (12) credit hours of instruction with a minimum grade point average of 2.0 and agree to provide a copy of each semester's grades. An average which falls below 2.0 will cause the trainee to be placed on a probationary status for one (1) semester. Continued academic insufficiencies will result in dismissal from the program.

II. Program Administration

- A. The program will be administered by the Commander of the Staff Services Bureau.
- B. Trainees will be assigned to the Sheriff's Office for a period not to exceed eight (8) hours in any working day. Trainees will not work more than five (5) hours on any day in which classes are attended. While school is in session, trainees may work up to twenty (20) hours per week. While school is on break/recess the trainee may work up to forty (40) hours per week.
- C. During any day in which trainees are scheduled to work more than four (4) hours, they will be entitled to a thirty (30) minute lunch break. On work days of four (4) hours or less, no lunch break will be provided.
- D. Trainees will not be eligible to work overtime.
- E. Trainees who choose to attend summer school must receive prior permission from the program administrator.

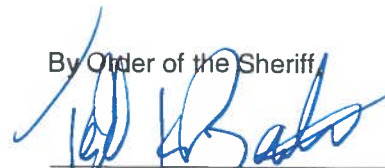
- F. The program administrator will periodically rotate trainee assignments to ensure familiarity with various agency functions.
- G. The Training Unit Sergeant will conduct an annual review with the trainee to discuss work performance, goals, training, and job satisfaction.
- H. Trainees will be required to maintain the same standards of appearance as a Deputy Sheriff, as defined in current directives of the Sheriff's Office, (**MBGO-035 Personal Appearance**).
- I. Trainees will submit reports of their activities as may be directed.
- J. Trainees will be expected to assume any assignment as may be directed by competent authority.
- K. Trainees will display the same degree of conduct, both on and off-duty, as required by a Deputy Sheriff. Misconduct will result in dismissal from the program.
- L. Any trainee, whether on or off-duty, who has knowledge of the commission of a crime, will immediately report such information to the proper authority.
- M. The trainee has no authority to enforce the law except as any other citizen and as specified in the Criminal Procedure Law.
- N. A trainee recruitment process will be ongoing to attract the best possible candidates for both the law enforcement and correction segments of the program.
- O. New trainees will receive an orientation to the department and special training may be provided as required. Orientation/training will occur prior to assignment.
- P. Trainees will wear uniforms that clearly distinguish them from sworn officers.

Note: Trainee badges are issued as a courtesy for purposes of identification and are to be worn only on the prescribed uniform and convey no police powers. The misuse or abuse of these badges may result in the termination of the trainee.

III. Benefits

- A. Trainees are classified as part-time, hourly employees and as such receive limited benefits. Part-time employees are not eligible to be represented by a labor bargaining unit.
- B. Uniforms and a cleaning service will be provided.
- C. Salaries for trainees will be as specified in the current budget of the Sheriff's Office.

By Order of the Sheriff



Todd K. Baxter

* There are changes from the previous General Order throughout this General Order.