

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

<b>GENERAL ORDER</b>	<b>DATE OF ISSUE</b>	<b>EFFECTIVE DATE</b>	<b>NO.</b>
<b>MULTI-BUREAU</b>	<b>March 13, 2026</b>	<b>March 13, 2026</b>	<b>064-26</b>
<b>SUBJECT: GENERAL ORDER</b>		<b>DISTRIBUTION</b>	<b>AMENDS</b>
<b>NON-SWORN HIRING PROCESS</b>		<b>All Personnel</b>	
<b>REFERENCE: NYSLEAP 12.1</b>			<b>RESCINDS</b>
			<b>064-20</b>

**Purpose:** To establish a procedure for the hiring of non-sworn employees and to ensure that all County, agency, and regulatory requirements are fulfilled.

\* **Policy:** Personnel will adhere to the procedures contained in this general order to ensure an orderly hiring process of non-sworn employees (full or part-time). When unique circumstances occur which are not covered in this general order, the Commander of Staff Services will determine the appropriate response.

**Definitions:** Unit Supervisor: Person in charge of a functional unit or activity, (i.e., Quartermaster, Property Office, Contract Medical Provider, etc.).

- \* Command Officer: Undersheriff, Bureau Chiefs, and Majors of all bureaus.
- \* Covered Individual shall mean any individual who is expected, or reasonably likely, to interact with any participating minor.
- \* Participating Minor shall mean all individuals under 18 years of age.
- \* Human Resources Manager (HR Manager) shall **oversee** Monroe County Sheriff's Office (MCSO) Human Resources functions.
- \* Contingent Job Offer shall mean the letter sent to candidate that initiates the background process and drug test.

**I. Determination to Fill, Re-Classify, or Leave Vacant**

- \* A. The Bureau Chief(s)/HR Manager/designee will discuss a request to fill a vacancy with the Undersheriff at the monthly vacancy meeting to determine if the position will be filled, re-classified to a different job title, or left vacant.
  - \* 1. If the position is to be filled, the MCSO HR Manager will submit a Request to Fill (RTF) to the county's HR-MAX system.
  - \* 2. If the position is to be classified/re-classified to a different job title mid-year (group 15 and below), the MCSO HR Manager will submit a suggested title on the 222 Form to the County HR-MAX system.
  - \* 3. County HR will determine the final civil service title.

- \* B. Upon County HR and Office of Management and Budget (OMB) approval to fill the vacancy the HR Manager will review the hiring process for that job title with the Bureau Chief/designee and state any contingencies, special situations, or minimum qualifications relating to the job opening.

## II. Creation of a Pool of Candidates

- A. For competitive class positions with a valid Civil Service list, the HR Manager will:
  - 1. Request a certification list from County HR-MAX.
  - \* 2. Prepare and mail/email canvass letters to the eligible candidates, and collect, and arrange responses.
  - 3. Obtain a list of, and canvass, any potential lateral transfers, if applicable and requested.
  - \* 4. Forward a list of interested candidates along with civil service application to the Bureau Chief/designee responsible for conducting interviews of potential candidates and assist with interviews as needed.
  - \* 5. Should the list become non-mandatory, work with the Bureau Chief/designee to determine next steps for hiring in competitive class titles.
- B. For non-competitive, labor, exempt or unclassified class titles, and competitive class titles without a valid list, the HR Manager will:
  - \* 1. A posting request form must be submitted to the County to initiate the preparation and placement of advertisements and job postings on the County website.
  - 2. Obtain a list of, and canvass, any potential lateral transfers, if applicable and requested.
  - \* 3. Review and verify eligible applicants using HR-Max.
  - \* 4. Forward the list to the Bureau Chief/designee for interviews and assist with interviews as needed.
- C. For Institutional Helper (Part-Time):
  - 1. Staff Services Recruitment will recruit qualified applicants.
  - 2. Jail Administration will:
    - a. Interview and make preliminary selection of candidates.
    - b. Obtain an application from selected candidates.
    - c. Forward a copy of the application to HR Manager and request a contingent offer of employment letter be sent to the candidate.
- \* D. For Criminal Justice Intern
  - Staff Services Recruitment Unit will:
    - a. Recruit qualified applicants.

- b. Interview and make preliminary selection of candidates.
- c. Obtain an application from selected candidates.
- d. Forward a copy of the application to the HR Manager and request a contingent offer of employment letter to be sent to the candidate.

\* **III. Candidate Selection Process**

- A. County HR will confirm the applicant's qualifications when the applicant is not from a competitive class list.
- B. The Bureau Chief/designee will schedule and interview applicants to select the candidate to fill the vacancy.
- C. The Bureau Chief/designee will state any special contingencies or special situations to the candidate.

**IV. Contingent Offer of Employment**

- A. The unit supervisor or command officer will notify the HR Manager of the selection and forward the candidate's application to the HR Manager requesting a contingent offer of employment letter.
- B. The candidate will receive a written contingent offer of employment:
  - 1. From HR Manager for all civilian titles.
  - 2. All contingencies and any special situations will be in the letter from HR Manager.
- \* C. The candidate is instructed to contact the Sheriff's Health and Safety Nurse within two (2) business days to schedule a drug test.
- \* D. The candidate will be instructed to contact the Sheriffs Records Unit within two business days to schedule a fingerprint appointment to generate a finger print based criminal history report.
- \* E. The Background Coordinator will hand out a background package once the HR Manager has issued a contingent offer of employment.
  - 1. The Background Coordinator will email the candidate the background packet using the current online system. The candidate is required to complete the background package within twenty-one days.
  - \* 2. The Background Investigator will complete the background investigation and forward through the proper chain of command for review/recommendation.
  - \* 3. If acceptable for hire, the Bureau Chief will forward the candidate's background to the Undersheriff for review and approval. If still acceptable for hire, the Undersheriff will forward the candidates background to the Sheriff for approval.
  - 4. Once the Sheriff approves the hiring package, it is forwarded to the Background Coordinator.

- \* 5. If the candidate becomes unacceptable for hire at any point after the contingent offer of employment letter is sent, the contingent offer of employment will be rescinded by a letter sent to the candidate.
- \* 6. All fingerprint based criminal history reports will be forwarded to the Sheriff's Records Unit once they are separated by the Background Coordinator into hires & non-hires. All non-hires fingerprints will be removed from EJustice and destroyed.

#### **V. Post-Selection Process**

Upon the candidate's successful completion of the background investigation and drug/medical testing:

- \* A. The HR Manager will issue a letter of appointment to the candidate indicating start date, salary, employee benefits orientation information, and any other required conditions.
- \* B. The HR Manager will complete the employee certification I9 process using the Monroe County Onboarding Portal.
- \* C. The Background Coordinator will coordinate a start date with the unit supervisor, HR Manager, and Training Unit.
- \* D. The Background Coordinator will notify the remaining applicants that the position has been filled via letter.

#### **VI. Post-Hiring Process**

- \* Prior to, or upon the first day of employment:
  - \* A. The employee will receive an identification card.
  - \* B. The Training Unit will schedule the employee with the Quartermaster to order or receive uniforms, if applicable.
  - \* C. The employee will meet with the Training Unit to receive any required training to include, but not limited to, General Orders and Department Rules and Regulations.
  - \* D. The Training Unit will provide the HR Manager with the candidate's driver's license and social security card/passport for the Federal\_I9 background check.

#### **\* VII. Employment Restrictions**

- A. The MCSO will not employ any person with a history of substantiated allegations of sexual abuse, or who has engaged in sexual activity facilitated by force, or coercion, or if the victim did not consent or was unable to consent or refuse. The MCSO shall consider any incident of substantiated sexual harassment in determining whether to hire or promote anyone.
- B. Any employee of the MCSO who is charged with or accused of a crime must report this to the Sheriff through the chain of command.
- C. Unless prohibited by law, the agency shall provide information on substantiated allegations of sexual abuse involving a former employee upon receiving a request from an institutional employer for whom such employee has applied to work. All such requests will be forwarded to the Sheriff's Counsel for review.

D. Contractor and Volunteer Restrictions:

1. A criminal background check will be performed on any contractor and volunteer who may have incarcerated individual contact. Anyone who has been convicted of sexual abuse shall be prohibited from contact with incarcerated individuals, unless approved by the Superintendent. The agency shall consider any incident of sexual harassment before enlisting the service of any contractor or volunteer.
2. At the Superintendent's discretion, any contractor or volunteer providing services within the jail facilities that has not had a criminal background check completed, will have constant supervision from qualified security staff whenever contact with incarcerated individuals is possible.

\* VIII. Determination of Suitability to Interact with Minors

Office of Victim Services is required to ensure that a determination of suitability is completed for any covered individual(s) who may interact with participating minors.

- A. All "covered individuals" (e.g., personnel, volunteers, consultants and contractors) who are expected, or reasonably likely, to interact with any participating minors must have a criminal background check, check of public sex offender and child abuse websites/registries completed by the Sex Offender Coordinator as a condition of employment, at least every five years and upon learning of information that reasonably may suggest unsuitability. Results of this must be provided to the Contract Management Specialist at OVS.

For each individual at least 18 years of age, required searches must be completed no earlier than six months before the determination regarding suitability;

1. Public Sex Offender and Child Abuse websites/registries
  2. Criminal History Registries
  3. Fingerprint Search encompassing the time period beginning five calendar years preceding the date of the search request.
- B. The Sheriff or his designee will make the final determination of suitability for each covered individual.

By Order of the Sheriff,



Todd K. Baxter

- \* Changes from the previous General Order are throughout the body of this Order.