

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

GENERAL ORDER MULTI-BUREAU	DATE OF ISSUE August 24, 2017	EFFECTIVE DATE August 25, 2017	No. 075-17
SUBJECT: GENERAL ORDER Agency Reports & Inspections		DISTRIBUTION All Personnel	AMENDS
REFERENCE: CALEA 11.4.1, 11.4.3, 15.1.3, 43.1.1, 26.2.5 NYSLEAP 8.7 JAIL 69 CIVIL 51, 60			RESCINDS 075-12

Purpose: To familiarize members with inspection and reporting requirements.

Policy: Regular periodic reports and inspections will be completed and recorded to ensure agency goals and objectives are being met. The responsibility for reports and inspections will be placed with the Commanding Officer of the departmental component, which performs the function (see Appendix). The inspection or report will be submitted through the chain of command with distribution as noted in the appendix. Reports will be retained by the Commanding Officer of the departmental component responsible for the report as specified by the Records Retention and Disposition Schedule CO-2.

I. Responsibilities:

A. Departmental components (as listed in the Appendix) will:

1. Have the responsibility to insure that the required inspections are conducted and reports prepared in a timely manner according to the schedule provided.
2. Submit completed reports in a timely manner through the chain of command as indicated in the Appendix.
3. Ensure that completed reports or inspections are stored by the highest-ranking departmental component responsible for such report or inspection. The reports and inspections will be maintained according to the Records Retention and Disposition Schedule CO-2.

B. Bureau Chiefs shall:

1. Maintain a listing and schedule of all required inspections and reports for all departmental components under their command.
2. Provide advance notice to the appropriate component that an inspection or report is due within thirty (30) days.
3. Ensure the timely completion of the inspections and reports made by departmental components within their bureau.
4. Maintain a file of each completed inspection or report.

C. The Staff Services Bureau will:

1. Maintain a master listing and schedule of all required inspections and reports for all departmental components.
2. Complete audits or independent inspections as required.

II. Definitions:

Analysis: The study of the whole and the individual components, including conclusions and/or recommendations for improvement.

Audit: A sampling and review of records or financial accounts to verify their accuracy and a significant representation of property including high-risk items.

Inspection: A careful and critical examination.

Inventory: A survey of items to create an itemized record.

Review: To examine critically.

Note: Members shall document the completion of any of the reports or inspections listed in the appendix.

III. Distribution:

The row on the appendix denoted "DSTR" indicates distribution. The distribution codes are as follows:

- A. "1" Sheriff and Undersheriff
- B. "2" Bureau Chief
- C. "3" Staff Services Commander
- D. "4" Bureau Major of Operations
- E. "5" Bureau Major of Administration
- F. "6" Zone/Unit Commanding Officer
- G. "7" Accreditation Manager
- H. "8" Standards and Compliance Unit
- I. "9" Commission of Correction"

By Order of the Sheriff,


Patrick M. O'Flynn

* Indicated changes from the original and any previously updated versions of this General Order.

Appendix

Department Component	Frequency	Report / Inspection	Reference	DSTR
SHERIFF'S ADMINISTRATION				
Sheriff's Administration	Semi-Annually	Un-Announced inspection of Property Management Office, as directed by the Sheriff	MBGO-16, CALEA 84.1.6	7
	Annually	Review of Organizational Chart	NYSLP 2.1	
Sheriff's Attorney	Annually	Analysis of grievances.	CALEA 25.1.3	
Internal Affairs	Annually	Statistical summaries available to public	MBGO-21	1
	Weekly	Status Report	MBGO- 21	1
All Bureaus	Annually	Performance Evaluation of all employees	MBGO-30	1
	Quarterly	Quarterly Evaluations of all probationary employees	CALEA 35.1.3	1
	Annually	Goals and Objectives	MBGO-76	1,7
	Quarterly	Evaluation of Goals	MBGO-76	1,7
	Continual	E.W.S. File	MBGO-67	8
	Daily	Inspections of assigned vehicles and vessels	MBGO-32	
SESH	Quarterly	Informal Inspection of work sites	MBGO-73	8
Senior Police Planning Specialist	Quarterly	Crime Victims Assistance fiscal cost reports	MBGO-52	
	Monthly	Crime Victims Assistance objective reports	MBGO-52	
	3 years	Review of victim/witness needs	CALEA 55.1.2	1,7
Budget Office	Monthly	Audit of Investigative Undercover Funds	PBGO-34	1
Peer Support Program Chairman	Annually	Evaluation of Peer Support Program	MBGO-78	1
Office of Communication	Annually	Annual Agency Report	MBGO 82	

POLICE BUREAU				
Major of Operations	3 years	Analysis of Incidents utilizing Incident Command System	EMGO-102	7
	Annually	Workload Assessment	PBGO-2	2,7
Zone Lieutenant	Monthly	Zone written Inspections	PBGO-2	
Zone Sergeant	Monthly	Documented Vehicle Inspections	PBGO-2	
CIS Captain	Annually	Annual CIS Report	PBGO-3	
	Annually	Criminal Intelligence Review	MBGO-050	
	Annually	Report on status of Cold Case Investigations	PBGO-31	
Technical Services Unit	Monthly	Inventory and inspection of all issued equipment, TSU equipment stored in vehicles, zones, TSU office.	MBGO-24	6
Special Services Sergeant	Monthly	Inventory and Inspection of Vehicles and equipment	PBGO-39	6
Traffic Enforcement Unit	Monthly	Equipment Inventory	CALEA 17.5.3	6
	Annually	Analysis of TEU activities and Annual	PBGO-36	4

		Report		
K9 Supervisor	Annually	Annual Report	PBGO-17	6
	Monthly	Training Report & Inventory log	PBGO-17	6
	Annual	Inspection & inventory of K9 equipment	PBGO-17	6
SWAT	Annually	Annual Report	EMGO-109	6
	Quarterly	Equipment inventory	EMGO-109	6
HDDS	Annually	Annual Report	EMGO-106	6
	Monthly	Equipment inventory	EMGO-106	6
SCUBA	Annually	Annual Report	EMGO-111	6
	Monthly	Equipment inventory	EMGO-111	6
HRT	Annually	Annual Report	EMGO-112	6
	Monthly	Equipment inventory	EMGO-112	6
Community Services Sergeant	Monthly	Unit Activities	MBGO-19	6
Crime Prevention Deputy	3 years	Evaluation of Crime Prevention Activities	MBGO-19	7
Crime Prevention Deputy	Monthly	Crime Prevention Report	MBGO-19	6
STAFF SERVICES				
Commander	Annually	Accident Review Evaluation	MBGO-38	
	Annually	Training Committee Meeting Report	MBGO-39	7
Lieutenant	Monthly	Inspection of Property Management Office	MBGO-16	3
	Bi Annually	Inventory of Property Office	MBGO-016	7
	Quarterly	Inventory of Controlled items- QM	MBGO-044	7
Firearms Training Sergeant	Annually	Weapons and Ammunition Specifications	CALEA 1.3.9	3,7
	Semi-Annually	Weapons, Ammo, Equipment Inspection located in vault at the PSTF		
Standards and Compliance Unit Supervisor	Annually	Audit of Property & Evidence Office	MBGO-16	1,3
Standards and Compliance Unit	Periodic	Inspection of facilities for hazardous/unsafe conditions	MBGO-13	3
	Periodic	Inspection of facilities to ensure compliance with all State, Federal, Local laws	MBGO-13	
	Annually	Review/Analysis of all Firearms Discharge Reports	MBGO-15	1
	Annually	Analysis of all Subject Management Reports	MBGO-33	1,2
	Annually	Central Records Cash Fund Audit	MBGO-36	1
	Annually	Inspection of Quartermaster's Office	MBGO-44	1,2
	Annually	Audit of Bail Account Activities	MBGO-46	3
	Annually	Inspection of All Bureaus	MBGO-51	1
	Annually	Unannounced Audit of Petit Cash Account	MBGO-61	1
	Annually	Sheriff's Awards Program Account Audit	MBGO-43	1,3
	Annually	Fleet Inspection	MBGO-63	3
	Annually	Analysis of Pursuit Data	PBGO-7	4
	Annually	Bias Based Profiling Case Review	PBGO-22	1
	Periodic	Audit and Inspection of Investigative Undercover Funds	PBGO-34	1
	Periodic	Food Service Inspection as directed by the Sheriff	JBGO-6	1

	Annually	Audit of Food Service Agency	JBGO-6	1
	Quarterly	Audit of Commissary Operation	JBGO-40	
	Annually	Case Review	MBGO-51	1,2
	6 months	Audit of Work Release Accounts	JBGO-5	2
Central Records	Monthly	HLOG	MBGO-45	6
	Quarterly	E-Justice Compliance Inspection	MBGO-45	6
Information Services				
	Monthly	Hate Crime Incidents	PBGO 28	DCJS
County Information Services				
	Periodic	Inventory Audit of computer equipment	MBGO-55	3
	Daily	Internal review of Internet use	MBGO-55	3
	Annually	Audit of I/LEADS & MORIS for verification of all passwords, access codes & access violations	MBGO-53	3,7
Recruitment Unit	Annually	Review & update Recruitment Plan	CALEA CH. 31	3,7
	3 years	Evaluation of Recruitment Goals	CALEA 31.2.2	3,7
Quartermaster	Monthly	Inspection & Report on all Inventory & Equipment at Quartermaster's Office	MBGO-44	
	Semi-Annually	Inspection of Riot Equipment assigned to zones	MBGO-44	
	Daily	Inspection of Weapons Vault	MBGO-44	
	Weekly	Inspection/Audit of all Controlled Items	MBGO-44	
Accreditation Manager	Annually	Emergency Mobilization Test	EMGO-102	4

JAIL BUREAU				
Superintendent	Monthly	Bail Account Reconciliation Report	MBGO-46	8
	Quarterly	Housing & Classification of Inmates Report	JBGO-27	9
	Annually	Use of Restraint on Pregnant Females	JBGO-13	9
	Monthly	MCJ/MCF Security Inspections	JBGO-53	
Jail Administration	Monthly	Food Service Inspections MCJ/MCF	JBGO-6	2
Lieutenant	Daily	MCJ/MCF Area Visual Inspection	JBGO-53	
	Periodic	Audit of Search Practices	JBGO-28	4
Sergeant	Daily	MCJ Sgt's Inspection Report MCF Sgt's Inspection Report	JBGO-53	
	Each Shift	Forensic Unit Supervisory Tour	JBGO-24	
	Weekly	Administrative Segregation Behavior Reports	JBGO-26	
Staff	Daily	Inspection of Assigned Area	JBGO-53	
	Daily	Rescue Tools	JBGO-8	
	Weekly	Guard Alarm Testing	JBGO-8	5
	Daily	Weapons Locker Log	JBGO-11	6
	Quarterly	Inspection & Written Record of QET Equipment	JBGO-20	5
	Monthly	Sanitation Inspection	JBGO-53	5
Jail Records	Daily	Inmate Population Reports	NYSSA 69	
	Monthly	Inmate Population Reports	NYSSA 69	
	Annually	Inmate Population Reports	NYSSA 69	
Visits	Monthly	Record of Activities	NYSSA 69	4
Prisoner Transport	Daily	Inspection of Court Holding Areas	JBGO-21	6
	Daily	Records of Activities	NYSSA 69	6

	Daily	Inventory/Inspection of Equipment	JBGO-21	
SRT Member	Monthly	Inventory/Inspection of Equipment	EMGO-120	6
Firearms Instructor	Semi-annually	Inspection & Report on all facility firearms & ammunition at MCJ/MCF	JBGO-11	
OC Instructor	Quarterly	OC Quarterly Inspection Form	JBGO-49	5
Food Service Supervisor	Daily	Inspection of Food Service Areas	JBGO-6	
	Daily	Sanitation Food Service Equipment Log	JBGO-53	
Monroe County Health Dept.	Annually	Food Service Inspection MCJ/MCF	JBGO-6	
Local Fire Official	Annually	Fire & Safety Inspection MCJ/MCF	JBGO-6	
Contract Commissary Provider	Monthly	Report of Inmates who consistently order OTC medications	JBGO-16	5
	Weekly	Detailed Invoice Report/Commissary Balance Report	JBGO-40	5
Mental Health Provider	Annually	Statistical Report	JBGO-31	
Health Authority	Monthly	Inspection of First Aid Kits	NYSSA 130	
	Weekly	Inventory of Health Care Items (e.g., syringes, needles, sharps)	NYSSA 131	
Fire Committee Coordinator	Weekly	MCJ/MCF Fire Safety Inspection	EMGO-107	
	Annually	Review & Report on Safety & Fire Prevention Policies	EMGO-107	
COURT SECURITY BUREAU				
Chief	Annually	Physical Security Survey	NYSSA 37	7
	Semi-annually	Fire Equipment Test	CALEA 73.5.9	7
Division Sergeant	Monthly	Firearms Assignment Log	CSGO-11	6
Weapons Screening Sergeant	Daily	Inventory and Inspection of all firearms & Ammunition in Gun Lockers	CSGO-11	6
Certified First Responder Coordinator	Weekly	AED/EMS Bag checks	CSGO-10	6
	Annually	Distribute list of AED/EMS Bag locations	CSGO-10	6
CIVIL BUREAU				
Chief	Monthly	Monthly Report	SOP Manual	1
	Annually	Annual Report	SOP Manual	1
Senior Accountant	Monthly	Disbursement Report	CBGO-15	2
	Annually	Yearly Report	CBGO-15	1
	Monthly	Receipt Summary Report	CBGO-15	1
	Monthly	Bank Reconciliations	CBGO-15	1,2
Clerk II	Daily	Cash Reports	SOP Manual	6

* Any report or inspection not specifically mentioned in this order will still be required if directed by other existing directives.