

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

<b>GENERAL ORDER MULTI BUREAU</b>	<b>DATE OF ISSUE MAY 28, 2025</b>	<b>EFFECTIVE DATE MAY 28, 2025</b>	<b>NO. 100-25</b>
<b>SUBJECT: GENERAL ORDER  Community Liaison Team</b>		<b>DISTRIBUTION  All Personnel</b>	<b>AMENDS</b>
<b>REFERENCE: NYSLEAP 29.1</b>			<b>RESCINDS 100-19</b>

**PURPOSE:** To establish policy, procedure, and operational guidelines regarding the Monroe County Sheriff's Office (MCSO) Liaison Unit.

**POLICY:** MCSO will maintain a Community Liaison Team, consisting of Multi Bureau Deputies on various shifts and platoons. Community Liaison Team members will work together and individually within their specialty in an effort to create and maintain positive relations and trust with the various communities we serve.

**Definitions:** Community Liaison Team - A team of deputies as noted above in "Policy", selected on a volunteer basis and responsible for managing communication and coordinating activities between public interest groups and the MCSO.

Community Liaison Team Supervisor- Sergeant or above, responsible for overseeing the selection process of Community Liaison Team members, coordinating training for members, tracking and reporting of MCSO Community Liaison Team functions, and assisting in coordinating scheduling issues between Community Liaison Team members and their regular assignments.

Community Liaison Team Activity Log- a database on the MCSO "I" drive for Community Liaison Team use only.

**I. Community Liaison Team Member Responsibilities**

- A. Implement and manage strategic use of positive, constructive communication with special interest groups.
- B. Coordinate activities and convey information to various special interest groups in accordance with MCSO policies and procedures.
- C. Be willing to be utilized in situations where the liaison may be helpful in dealing with persons represented by a special interest.
- D. Convey special interest group concerns to the MCSO.

**II. Community Liaison Team Structure**

- A. The Community Liaison Team Supervisor will be determined by the Sheriff or his designee.
- B. The Community Liaison Team Supervisor will report to the Sheriff's Executive Officer.

- C. The Community Liaison Supervisor will be responsible for:
1. Maintaining a roster and contact information of Community Liaison Team members
  2. Monitoring the effectiveness of the Community Liaison Team for training needs, deficiencies, and overall performance, as well as reporting issues, concerns, and needs to the Sheriff's Executive Officer.
  3. Ensuring that all Community Liaison Team members meet and maintain established performance standards.
  4. Ensuring the maintenance of the Community Liaison Team database for accuracy and completion of after action reports.
  5. The overall daily operations, functions, and maintenance of the Community Liaison Team.

**III. Selecting Community Liaison Team Members**

- A. Members shall volunteer to be part of the Community Liaison Team.
- B. Members shall be willing to participate in various activities outside of their regular work schedule.
- C. Community Liaison Team members should possess compassion for those individuals with special interests and a willingness to encourage cooperation between the MCSO and the special interest group.
- D. Members should have a history of experience and interest in their liaison field.

By Order of the Sheriff,



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Todd K. Baxter