

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

GENERAL ORDER MULTI-BUREAU	DATE OF ISSUE OCTOBER 2, 2026	EFFECTIVE DATE OCTOBER 2, 2026	NO. 117-26
SUBJECT: GENERAL ORDER Gender Based Violence		DISTRIBUTION All personnel	AMENDS
REFERENCE: NYSLEAP 44.2, New York State Finance Law § 139-m, New York State Human Rights Law, New York State Labor Law, New York State Executive Law			RESCINDS

Purpose: Monroe County Sheriff's Office (MCSO) is committed to maintaining a safe, respectful, and supportive workplace free from discrimination, harassment, retaliation, and violence. Gender-based violence may affect employee safety, attendance, performance, and workplace well-being regardless of whether the conduct occurs on MCSO property or outside the workplace. This general order establishes MCSO's commitment to responding to employees affected by gender-based violence in a survivor-centered, trauma-informed, and culturally responsive manner.

Policy: MCSO prohibits discrimination, harassment, or retaliation against any employee because they are or are perceived to be a victim or survivor of gender-based violence, domestic violence, sexual violence, stalking, sexual harassment, coercive control, human trafficking, or related conduct protected under federal, state, or local law. MCSO recognizes that employees affected by gender-based violence may require workplace support, accommodations, leave, referrals to services, or workplace safety planning. The MCSO shall provide information, assistance, and referrals consistent with applicable law and this general order.

Definitions:

Gender-Based Violence: Violence or threats that happen because of someone's sex, gender, sexual orientation, gender identity or expression, or other related characteristics. Gender-based violence is an umbrella term that includes domestic violence, sex-based discrimination, sexual harassment, sexual assault, and sexual violence, and can also include stalking or human trafficking.

Domestic Violence: A pattern of coercive behavior, including acts or threatened acts, used by a perpetrator to gain power and control over a victim, as defined in New York State Social Service Law § 459-a, including, but not limited to physical, sexual, psychological, economic, and/or emotional abuse; or the threat of any of the acts as mentioned earlier. Domestic violence includes but is not limited to family violence, intimate partner violence, dating violence, or dating abuse.

Sexual Violence: Sexual acts or activities that happen or are attempted without consent, including rape, molestation, groping, harassment, and sexual abuse. These acts may or may not be crimes.

Stalking: An unwanted pattern of repeated harassing or threatening behavior, causing fear, substantial emotional distress, or safety concerns for the victim.

Coercive Control: An act or pattern of acts, threats, humiliation, and intimidation that is used to harm, punish, or frighten.

Sexual Harassment: Refer to MBGO 069 Employee Discrimination, Sexual Harassment and Workplace Violence.

I. Scope

This general order applies to all MCSO employees, including full-time, part-time, temporary, seasonal, interns, volunteers, and any other individuals performing work on behalf of MCSO.

II. Employee Rights and Responsibilities

A. Employees may:

1. Disclose or decline to disclose experiences of gender-based violence;
2. Request reasonable workplace accommodations related to safety or recovery;
3. Use available leave in accordance with law and MCSO policy;
4. Access support services and referrals; and
5. Report concerns without fear of retaliation.

B. Employees are encouraged to cooperate in workplace safety planning efforts where appropriate.

III. Employer Responsibilities

A. MCSO shall:

1. Maintain and distribute this general order upon hire and annually thereafter;
2. Designate supervisory personnel to administer this general order. Each supervisor has the responsibility to assist any employee of this agency who comes to that supervisor with a complaint of gender-based violence in documenting and filing a complaint. Responsibilities of the supervisor include:
 - a. Provide information regarding available services and resources;
 - b. Respond to disclosures in a survivor-centered, trauma-informed, and culturally responsive manner;
 - c. Maintain confidentiality to the extent permitted by law;
 - d. Provide reasonable accommodations where required by law;
 - e. Implement workplace safety planning measures when appropriate; and
 - f. Investigate complaints of retaliation, discrimination, or general order violations.

IV. Required Information Sharing

A. In compliance with New York State requirements, MCSO shall provide employees with access to information concerning gender-based violence resources, including:

1. The New York State Domestic and Sexual Violence Hotline;

2. Local domestic violence and sexual violence service providers;
 3. Employee Assistance Program information, where applicable; and
 4. Workplace postings or electronic notices concerning gender-based violence and employee rights.
- B. Information shall be posted in locations accessible to employees and, where feasible, made available electronically and in languages commonly spoken by employees.

V. Referrals to Services

- A. Employees who disclose that they are current or past victims or survivors of gender-based violence shall be offered referrals to appropriate services, including:
1. The New York State Domestic and Sexual Violence Hotline:
Call: 1-800-942-6906
Text: 1-844-997-2121
 2. Local domestic violence or sexual violence service providers;
 3. Employee Assistance Program services, where applicable; and
 4. Other community-based support resources.
- B. Acceptance of referrals or services is voluntary.

VI. Non-Discrimination and No-Retaliation

- A. MCSO strictly prohibits retaliation, harassment, intimidation, adverse employment action, or discrimination against any employee who:
1. Discloses experiences of gender-based violence;
 2. Requests accommodations or leave;
 3. Reports general order violations;
 4. Participates in an investigation; or
 5. Accesses services or resources under this general order.
- B. Violations of this section may result in disciplinary action up to and including termination.

VII. Compliance with the Law

- A. This general order shall be interpreted and applied consistent with all applicable laws, including but not limited to:
1. New York State Finance Law § 139-m;
 2. New York State Human Rights Law;
 3. New York State Labor Law, including Safe and Sick Leave provisions;

4. Applicable collective bargaining agreements; and
5. Other applicable federal, state, and local laws and regulations.

B. Nothing in this general order limits employee rights under applicable law.

VIII. Confidentiality

- A. Information disclosed under this general order shall be maintained confidentially to the extent permitted by law and shared only with personnel who have a legitimate business need to know or where disclosure is required for safety or legal reasons.
- B. Records related to disclosures, accommodations, or workplace safety planning shall be maintained separately from personnel files whenever practicable.

IX. Workplace Safety

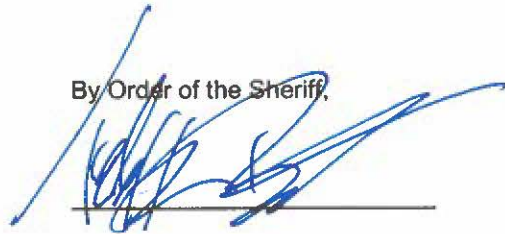
Where appropriate and consistent with operational needs, MCSO may work with affected employees to implement workplace safety measures, including but not limited to:

1. Modified work schedules;
2. Changes in work location;
3. Escort arrangements;
4. Parking accommodations;
5. Notification to security personnel; or
6. Compliance with lawful Orders of Protection.

X. Violations

Employees who violate this general order, engage in retaliation, misuse MCSO resources to commit acts of gender-based violence, or otherwise interfere with workplace safety may be subject to disciplinary action up to and including termination, consistent with applicable law and collective bargaining agreements.

By Order of the Sheriff,



Todd K. Baxter