

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

GENERAL ORDER POLICE BUREAU	DATE OF ISSUE March 23, 2026	EFFECTIVE DATE March 23, 2026	No. 001-26
SUBJECT: GENERAL ORDER Police Bureau Chain of Command & Organization		DISTRIBUTION Police Bureau Personnel	AMENDS
REFERENCE: NYSLEAP 29.1, 50.1			RESCINDS 001-19

Purpose: To familiarize members and employees relative to the organizational structure of the Police Bureau and to define the responsibilities of each component contained therein.

Policy: The Monroe County Sheriff's Office (MCSO) shall provide a formal structure through which organizational components are arranged, defined, directed and coordinated.

Definitions:

Line Function - Those activities that are directly related to carrying out agency objectives.

Staff Function - Those activities carried out to support the line functions.

I. Police Bureau Chain of Command

- A. Sheriff
- B. Undersheriff
- C. Chief Deputy
- D. Major
- E. Captain
- F. Lieutenant
- G. Investigator Sergeant or Sergeant
- H. Investigator / Deputy

II. Organizational Structure

- A. The Police Bureau is one of four bureaus, which comprise the entire Sheriff's Office.
- B. The Chief Deputy maintains overall responsibility for the Police Bureau and is accountable to the Undersheriff. The Major of Operations will report to the Chief Deputy. Joint Terrorism Task Force (JTTF) will also report to the Chief Deputy. All pertinent information gathered will be disseminated through the Chief Deputy.

- * C. In order to achieve and maintain effective direction, coordination and control, in most instances, two (2) sergeants and one command officer will exercise control of a platoon.
- * D. Operationally, each division, subdivision, unit and component comprising the Police Bureau will fall under the direct command of one supervisor. In further adhering to the principle of unity of command, members and employees shall be held directly accountable to one supervisor at any given time.

III. Operations Division

- A. The Major of Operations maintains overall command responsibility for the Operations Division and is accountable to the Chief Deputy. The activities of the Operations Division are considered as line functions.
- B. The Operations Division is comprised of and responsible for the management and administration of the following; Patrol, Specialized Operations and Criminal Investigation Section (CIS):
 - 1. Patrol: Zone Operations.
 - 2. Special Operations: Specialized Tactical Units, Special Services Group, Traffic Enforcement Unit, Community Service, Special Events, Warrant Unit, and Airport Security Unit.
 - 3. Criminal Investigation Section: Zone, Headquarters and CIS Personnel, Pistol Permit Unit, Firearms Investigations Unit, and Sex Offender Unit.
- C. Zone Operations: Responsibilities consist of providing direct police services to the public. Services include; the protection of life and property, resolution of conflict, enforcement of State and Local laws, identification of criminal offenders and criminal activity, and the apprehension of offenders. Zone substations will be commanded by a Captain, who will be accountable to the Major of Operations.
- D. Special Operations: The Special Operations Commanding Officer maintains overall command responsibility for Special Operations and is accountable to the Major of Operations.
 - 1. Special Operations is comprised of and responsible for the management and administration of the following units:
 - a. Specialized Tactical Units
 - b. Special Services Group
 - * c. S.T.A.R
 - * d. Community Engagement
 - e. Special Events
 - f. Warrant Unit
 - g. Airport Security Unit
 - h. Motor Unit

- * i. Strategic Enforcement Team (SET)
 - * 2. Specialized Tactical Units: Responsibilities encompass those activities normally associated with specialized services provided as an extension of the direct police response, such as SWAT, K-9, Bomb Squad, SCUBA, RTF, Hostage Recovery, Unmanned Aerial Systems (UAS) and Drone Response Team.
 - 3. Special Services Group: Duties and responsibilities commensurate with those described above under Zone Operations, with activities centered in Monroe County Parks, upon waterways patrolled by the Sheriff's Office, and select buildings of Monroe County. Additionally, the following units will be supervised under SSG; Mounted, Snowmobile and Bicycle Units.
 - * 4. Sheriff's Tactical Accident Reduction Unit (S.T.A.R): Responsible for traffic enforcement, specialized DWI patrols and commercial vehicle enforcement. Additionally, this unit will coordinate traffic grant funding expenditures and direct traffic patrols.
 - * 5. Community Services Unit: Responsibilities include developing, coordinating and delivering programs regarding police-community relations including special events, programs relating to school safety and crime prevention, Refer to **MBGO-019 Community Services Unit**.
 - * 6. Warrant Unit: Responsible for accepting, recording, serving and maintaining all indictments; town, village and Family Court warrants of arrest and apprehending violent fugitives in conjunction with the US Marshal's Service Fugitive Task Force.
 - * 7. Airport Security Unit: Responsibilities consist of providing police services at the Greater Rochester International Airport.
 - 8. Motor Unit: Responsible for the administration of the Motor Unit's equipment, personnel, training, and assignment of details.
 - * 9. Strategic Enforcement Team (SET): A multiple mission unit assigned to Special Operations. Responsibilities include proactive and reactive enforcement duties within Monroe County, targeted apprehension of wanted persons, proactive criminal investigations, and strategic enforcement details. This unit is further responsible for supplementing special events and to supplement zone operations when needed.
- E. Criminal Investigation Section: The Captain assigned to CIS maintains overall command responsibility for the Criminal Investigation Section and is accountable to the Major of Operations. The activities of the CIS are considered as line functions **Reference: MBGO-007 Bias/Hate Crime Investigations and PBGO-003 Criminal Investigation Section.**
- 1. The Criminal Investigations Section is comprised of and responsible for the management and administration of the following specialized investigative units:
 - a. Major Crimes Unit
 - b. Technical Services Unit
 - c. Arson Investigation Unit

- d. SABIS
 - e. GRANET
 - * f. RIOC
 - g. Economic Crimes Unit
 - h. Surveillance Unit
 - i. Child Exploitation Task Force
 - j. MCAC
 - k. Digital Forensics Unit
 - l. Licensing Compliance Unit
 - m. Sex Offender Coordinator
 - n. Firearm Investigations Coordinator
 - o. Pistol Permits Unit
 - p. Cyber Crimes Unit
 - * q. ATF Task Force
 - * r. Juvenile Offender Unit
 - * s. DEA Task Force
 - * t. CIS Plain Clothes Deputies
 - u. Victim and Witness Assistance Program
2. Major Crimes Unit: Responsibilities include the investigation of all homicides, robberies, rapes and serious physical injury assaults; the investigation of criminal incidents occurring within the confines of the jail facilities (i.e., inmate assaults, escapes and cases involving the promoting of prison contraband); and the investigation of bias-related crimes.
 3. Technical Services Unit: Responsible for providing evidence gathering and analysis services regarding crime scenes. Added duties include; firearm investigation, latent fingerprint comparisons and handwriting analysis.
 4. Arson Investigation Unit: Responsible for investigating all suspicious fires, attempting to determine cause and origin. Additionally, coordinates office efforts regarding appropriate disposition of juvenile suspects involved in fire-setting incidents.
 5. SABIS: Responsible for administering and operating the New York State Automated Biometric Identification System for the Finger Lakes region.

6. GRANET: Responsibilities include the investigation and suppression of all illegal narcotics trafficking and other vice-related activities such as gambling, prostitution, and criminal intelligence gathering related to organized crime, both traditional and non-traditional.
- * 7. The Regional Investigative Operations Center (RIOCC): Dedicated facility whose mission is to track real-time information pertinent to ongoing investigations. RIOCC members provide real-time information related to public safety through the use of technology and other investigative techniques to enhance investigations, community safety, and quality of service.
8. Bias Crimes Unit: Responsible for the investigation of crimes committed that were based upon factors involving gender, religion, race, national origin or sexual orientation.
9. Economic Crimes Unit (ECU): Responsibilities include the enforcement of complex conspiracy related and high dollar financial crimes.
10. Surveillance Unit: Provides a wide range of technical services to assist personnel in covert investigative methods.
11. Child Exploitation Task Force: Responsible for the investigation and enforcement of child predator crimes perpetrated by use of the internet.
12. Intelligence Unit/Field Intelligence Officer (MCAC): Responsible for criminal data collection, crime pattern analysis, and the distribution of investigatory information as it pertains to criminal activity in Monroe County.
13. Digital Forensics Unit: Responsible for conducting forensic examinations on electronic devices in support of criminal investigations.
14. Licensing Compliance Unit: Responsible for the licensing of second hand dealers, and ensuring they remain in compliance with applicable Monroe County Laws.
15. Sex Offender Coordinator: Responsibilities include overseeing the management of sex offenders in the MCSO jurisdictions, to include offenders residing in areas of patrol, and those incarcerated at MCJ or MCF.
16. Firearm Investigations Coordinator: Responsibilities include overseeing the management of all firearms that are processed through the Property Management Office. The Firearms Coordinator is also responsible for the following: processing all firearms (FRA & FRF), submitting judge review letters that meet the criteria for a suspension, reviewing all MCSO reports for pistol permit violations, conducting Brady Check Investigations with the Monroe County Clerk's Office, maintaining the MCSO Firearms Database, working with the Monroe County/Rochester Gun Project as a team member, working with MCAC for all firearms related incidents, and working with the Monroe County Courts as the enforcement officer for failure to comply with orders and weapons confiscation orders.
17. Pistol Permits Unit: Responsible for conducting background investigations for all Monroe County pistol permit applicants, as well as the maintenance of the unit's records and files.

Note: Any Police Bureau units not specifically mentioned in this order will retain duties and responsibilities enumerated in other existing directives.

18. Cyber Crimes Task Force: Responsible for the investigation of Cyber Incidents to include computer intrusions, theft or intellectual property and personal information and online fraud.
- * 19. ATF Violent Crimes Task Force: Consists of ATF Special Agents, FBI, Border Patrol and NYS National Guard. Members assigned to the ATF Task Force work out of the ATF Rochester, NY Field office. Task Force member's duties include: targeting and investigating individuals and organizations engaging in violent crimes, narcotics activities involving firearms, firearms trafficking, possession, sale and distribution of illegal firearms.
- * 20. Juvenile Offender Unit: Part of the Major Felony Unit (MFU) of the Criminal Investigation Section (CIS). Members are assigned to investigate incidents involving respondents 17 years old and younger. Members maintain juvenile records for the agency and report monthly statistics. Members maintain working relationships with Family Court, Youth Part Court, Juvenile Probation and the Child Advocacy Center of Greater Rochester. Members are required to work cohesively with patrol, update the general order as needed and provide in – service training and training for new investigators.
- * 21. DEA Task Force: Assist with investigating and dismantling drug trafficking organizations by conducting surveillance, gathering intelligence, executing warrants, and participating in high-risk operations. TFO's are deputized with federal authority, allowing them to enforce federal drug laws and collaborate with multiple agencies to combat drug-related crimes.
- * 22. CIS Plain Clothes Deputies: Perform uniformed and plain clothes duties based on need determined by the immediate supervisor, CIS command, or Police Bureau Operations. Responsibilities include Licensing of Secondhand Dealers/Pawn Shops and enforcement, proactive stolen property investigations, assisting MCU and ECU investigations, surveillance and apprehension, assisting Surveillance Tech Unit with installation of technology.
- * 23. Victim and Witness Assistance Program: Responsible for assisting victims and witnesses during the initial crisis of a crime or other serious incident providing necessary support throughout subsequent criminal proceedings. Responsible for having a working knowledge of the NYS Victim's Bill of Rights.

By Order of the Sheriff,



Todd K. Baxter

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