

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

GENERAL ORDER POLICE BUREAU	DATE OF ISSUE August 20, 2024	EFFECTIVE DATE August 20, 2024	No. 039-24
SUBJECT: GENERAL ORDER Special Services Group (SSG)		DISTRIBUTION Police Bureau Personnel	AMENDS
REFERENCE: NYSLEAP 33.3, 43.6			RESCINDS 039-19 035-19

* **Purpose:** To define the duties, responsibilities, and objectives of the Monroe County Sheriff's Office Parks, Marine and Mounted Units, hereinafter referred to as the Special Services Group (SSG).

Policy: Members of these units shall be responsible for maintaining law and order in the areas of their respective assignments and in accordance with this General Order.

I. Administration

A. The SSG will be under the supervision of one or more sergeant(s) who shall be accountable to the Special Operations Commanding Officer.

* B. A full time Police Bureau deputy shall assist the sergeant(s) with the administrative duties and the guidance of seasonal and part-time deputies on a year round basis. A second full time deputy will be assigned from the 1st of May through the 31st of October.

* C. All requests for SSG services will be directed to the SSG Sergeant or the SSG Assistant Supervisor.

II. Supervisory Responsibility

* The Sergeant will:

A. Be responsible for the overall supervision of deputies assigned to the SSG. Duties include scheduling, conducting roll calls, assisting deputies in the performance of their duties and meeting with individual deputies at their assigned posts at least once per shift.

B. Schedule safe boating and snowmobile seminars.

C. Authorize and schedule personnel for special events, coordinating the same with other agencies, to include all details utilizing members of the Parks, Mounted and Marine Units.

D. Review and approve all reports and submit completed forms to the appropriate outside agencies.

E. Respond to all serious incidents occurring in their area of responsibility.

- F. Coordinate all vehicle repairs with the Fleet Maintenance supervisor. Vessel repairs will be coordinated with the contracted Marine vendor.
- G. Designate specific specialized equipment and conduct a monthly inventory to ensure operational readiness.
- H. Maintain files of all receipts, copies of utilization reports, training records, calls for service both dispatched and self-initiated, and arrests by unit members.
- I. Supervision of Snowmobile and Bicycle Unit.
- J. Establish a monthly schedule for the Mounted Unit. The monthly schedule will be forwarded to the Special Operations Commanding Officer at the beginning of each month.
- K. Maintain a log of all Mounted Unit expenditures and reconcile with annual Mounted Unit Budget.
- L. Insure specialized units' expenditures do not exceed budget.
- M. Monitor all related contracts (i.e farrier, saddle customization, veterinarian etc.) do not exceed budget.
- N. In May of each year, provide a budget reconciliation and a proposed budget for the next year to the Chief Deputy.
- O. Maintain a log of all equipment issued to the Mounted Unit deputies, as well as equipment and supplies maintained at the Mounted Unit's facility.
- P. Ensure the completion of a monthly inventory of Mounted Unit equipment, and report the unit inventory to the Sheriff's Quartermaster annually.
- Q. Maintain files of all receipts, copies of utilization reports, training records, calls for service that are dispatched or self-initiated, and arrests by unit members.
- R. Ensure that all deputies receive adequate and periodic training.
- S. Ensure the prompt notification to the Special Operations Commanding Officer and completion of subsequent documentation of all injuries to the mounts and/or unit deputies.
- T. Develop and administer a course of training for all new members of their specialized units that is specific to the specialized function or arrange for members to attend suitable training inside or outside the agency.
- U. Ensure that training continues on a regular basis in order to maintain the members' skills, knowledge and ability at a level that is appropriate to perform the specialized function.

III. Unit Member Responsibilities

- A. The full time patrol Deputies assigned to SSG shall:
 - 1. Assist the Sergeant with the administrative duties of the SSG.
 - 2. In the absence of the Sergeant, serve as group coordinator.

3. Assist and provide guidance to seasonal deputies.

B. Deputies assigned to the Parks Unit shall:

1. Enforce all laws and maintain the peace within assigned parks.
2. Provide assistance to all users of the parks.
3. Consult with park guards to become aware of any large gatherings, hazardous conditions or other areas of concern.
4. Remain within County parks except:
 - a. When traveling to and from his/her area of assignment.
 - b. When directed elsewhere by the dispatcher and with supervisory approval.
 - c. When authorized by a supervisor.
 - * d. Complete a Daily Activity Report, submitting same upon completion of shift.

C. Deputies assigned to the Marine Unit shall:

- * 1. As soon as practical, attend and successfully complete the Marine Law Enforcement School and Marine Patrol Vessel Operations Course offered through the New York State Office of Parks and Recreation, as directed by the Staff Services Bureau Training Unit.
- * 2. Enforce Marine related rules and laws on Monroe County Waterways.
- * 3. Investigate boating crashes and marine related incidents, documenting same on appropriate forms.
4. When not on assignment, patrol assigned waterways, giving close attention to known problem areas.
5. Render assistance to vessels/persons in distress.
6. Monitor appropriate police and marine radio channels.
7. Operate vessels at a safe speed, particularly when responding to emergencies or when in pursuit.
- * 8. Maintain working knowledge of all equipment aboard patrol vessels.
- * 9. Complete daily activity reports, submitting same at completion of shift.

* D. Mounted Unit:

Only members who are assigned to the Mounted Unit and who are properly trained will ride and/or control his/her assigned mounts.

1. Deputies assigned to the Mounted Unit shall:

- a. Care for horses, to include but not limited to cleaning of stalls, feeding and watering, turning out into pasture, cleaning and brushing.
 - b. Ensure that all equipment is kept in a state of operational readiness to include care and cleaning, preventative maintenance, repair, workability and responsiveness. Lost or worn equipment will be reported to the SSG Sergeant. Mounted Unit members will be equipped, at a minimum, with each of the following:
 - i. Helmet.
 - ii. Spurs.
 - iii. Boots.
 - iv. Saddle, bridle, and blanket.
 - v. Appropriate inclement weather gear.
 - vi. Hi-visibility traffic vest.
 - c. Complete daily cleaning and maintenance of the Mounted Unit's facility, including agency vehicles and trailers.
 - d. Complete Daily Activity Report (tracking hours and tasks, to included directed patrols and special attentions completed during tour of duty).
2. Mounted Unit Duties will generally consist of, but are not limited to the following:
- a. Vehicular and pedestrian traffic control at special events, major shopping malls, parks and villages.
 - b. Searches.
 - c. Crowd control.
 - d. VIP visits.
 - e. Special details, such as parades, funerals, etc.
 - f. Pro-active patrol.
3. Mounted Unit Training
- a. Team members will train on a regular basis in order to maintain skills, develop additional abilities and maintain proficiency with mounts and equipment.
 - b. Newly appointed members to the Mounted Unit must demonstrate a working knowledge of Mounted Unit related topics to include:
 - i. Stable Management: To include no less than eight (8) hours of instruction in the proper way to clean, bed, water and prepare a horse stall. In addition, hay storage and handling, feed storage, manure handling and disposal and maintenance of County horse barn facility.
 - ii. Horse care and horse health issues: To include no less than eight (8) hours of general horse care. Basic equine first aid, grooming techniques, nutritional needs, hoof care, signs of most common illnesses.
 - iii. Tack and Equipment: To include no less than four (4) hours of equipment nomenclature and use and care of issued horse tack and equipment.

- iv. Trailing: will include eight (8) hours of trailing a horse. To include safe loading, unloading, driving and maneuvering both the two horse and four horse trailers in daily patrol and under EVOC conditions.
- v. Basic Equitation: Prior to patrolling on horseback, all newly appointed members must demonstrate his or her ability to safely and effectively ride in a secured environment. This will be accomplished in the Mounted Unit training arena or other similar training environment(s) deemed suitable for the safe instruction in basic equitation. Time necessary for this training components highly variable based on several factors to include the new member's prior riding experience, physical condition, ability and willingness to learn. A training regimen will be tailored to the Individual needs of the new appointee. Horse mounted patrol is a blend of horsemanship and law enforcement duties where one's riding must become secondary to the Deputy's tasks at hand. Regardless of the appointee's prior experience, instruction must be given to ensure the ability to properly perform police work while on horseback. Topics will include mounting, dismounting, arrest procedures, controlling the horse in the midst of both passive and aggressive crowds, gunfire, maneuvering through traffic, etc.

By Order of the Sheriff,



Todd K. Baxter