

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

GENERAL ORDER POLICE BUREAU	DATE OF ISSUE SEPTEMBER 1ST, 2020	EFFECTIVE DATE SEPTEMBER 1ST, 2020	NO. 048-20
SUBJECT: GENERAL ORDER Sergeant and Investigator Sergeant Training Program		DISTRIBUTION Police Bureau	AMENDS
REFERENCE:			RESCINDS 048-11

Purpose: To provide a formal training process for newly promoted sergeants and investigator sergeants, and to provide a means of monitoring performance during the probationary period.

Policy: It is the policy of the Monroe County Sheriff's Office (MCSO) to utilize a formal training/evaluation process for newly assigned sergeants and investigator sergeants.

I. Organizational Structure

- A. The Police Bureau is responsible for the line supervision of sergeants and investigator sergeants involved in the process.
- B. The Staff Services Bureau shall be responsible for staff control and guidance of the training process.

II. Duties and Responsibilities

- A. Captains shall:
 - 1. Monitor the progress of probationary sergeants and investigator sergeants assigned under their command.
 - 2. Review evaluation reports regarding probationary sergeants and investigator sergeants and forward them to the Major of Operations.
- B. Platoon Commanders/CIS Lieutenant shall:
 - 1. Observe the performance of probationary sergeants and investigator sergeants assigned to the platoon or CIS, providing guidance and assistance when required.
 - 2. Complete a forty-five (45) day review reports and forward them to their Captain.
- C. The Training Unit Sergeant shall:
 - 1. Schedule new sergeants in the Sergeants Training Program, following the guidelines in section IV.
 - 2. Disseminate the forty-five (45) day evaluations to command officers and maintain the complete evaluations record.
 - 3. Provide remedial training for new sergeants.

- D. Sergeants designated as training sergeants shall:
 - 1. Provide instruction and assistance to the probationary sergeant during the initial training period.
 - 2. Explain and demonstrate the procedures specified on the training checklist.

III. Sergeants; and Investigator Sergeants' Manual

- A. The All Bureau Training Unit will develop and update the Sergeants' Manual and disseminate copies of the manual to all Police Bureau Sergeants.
- B. In addition to the manual, probationary sergeants shall also be issued a checklist of the tasks listed in the manual.

IV. Training Period

- A. The training period for new sergeants shall consist of:
 - 1. Two weeks with one training sergeant.
 - 2. One week with a second training sergeant, in a different zone.
 - 3. One week with a third training sergeant, in the remaining zone.
 - 4. One final week with the original training sergeant.

Note: In this process, the term "week" shall refer to a minimum of four workdays. During the training period, the new sergeant shall remain with the training sergeant.
- B. The training period for new investigator sergeants shall consist of:
 - 1. Two weeks assigned to MFU/HQ (including CIS orientation).
 - 2. One week assigned to investigator sergeant at zone.
 - 3. One week assigned to a road patrol training sergeant.
 - 4. One final week with original training sergeant (CIS).
- C. Training sergeants shall explain and demonstrate the tasks on the checklist, and shall afford the new sergeant the opportunity to perform as many tasks as possible.
 - 1. In conjunction with performance evaluation rater training received in supervisor school, training sergeants will ensure that new supervisors are familiar with the performance evaluation process.
 - 2. It will be the Training Unit's responsibility to coordinate this activity. At a minimum, performance evaluation training will consist of the following:
 - a. Measurement definitions (understand and utilizing)
 - b. Procedures for the use of forms.
 - c. Rater responsibilities.
 - d. Review of **MBGO-030 Performance Evaluation**.

V. Training Checklist

- A. Training sergeants shall date and initial each task on the checklist as they explain or demonstrate the task.
- B. When the probationary sergeant or investigator sergeant properly performs an activity, the performed column must be initialed and dated by a person with the rank of lieutenant or above.

- C. Upon completion of the initial training period, the probationary sergeant or investigator sergeant shall keep the checklist and finish all of the tasks that have not yet been initialed, having the checklist initialed by a lieutenant or above. When all tasks have been performed or at the end of the probationary period, the checklist will be forwarded to the Training Unit.

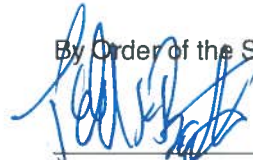
VI. Review Process

- A. For the duration of the probationary period, the sergeant's immediate commander shall complete a review report every forty-five (45) days. The review report shall include the categories from the performance evaluation and each category shall be graded as "acceptable" or "needs improvement."

Note: In order for performance to be acceptable, it must meet or exceed performance evaluation guidelines for a rating of "4".

- B. The completed review reports will be signed by both the rater and the sergeant and forwarded to the Chief Deputy through the chain-of-command.

By Order of the Sheriff,



Todd K. Baxter