

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

GENERAL ORDER POLICE BUREAU	DATE OF ISSUE AUGUST 15, 2025	EFFECTIVE DATE AUGUST 15, 2025	NO. 050-25
SUBJECT: GENERAL ORDER Part-Time and Seasonal Deputies		DISTRIBUTION All Personnel	AMENDS
REFERENCE: NYSLEAP 2.5			RESCINDS 050-19

Purpose: To familiarize employees with the duties of both part-time and seasonal deputies and the requirements for such employment.

Policy: Part-time and seasonal deputies will be responsible for supplementing full-time patrol deputies in Monroe County parks and waterways, the Frederick Douglas Greater Rochester International Airport, the Mounted Unit, the Traffic Enforcement Unit and select county buildings. Such members will retain the same law enforcement authority as full-time sheriff's deputies.

I. Requirements

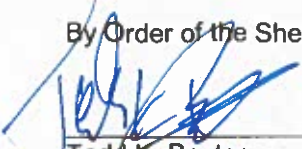
- A. The selection process for part-time and seasonal deputies will be modeled after that used to select full-time candidates.
- B. Part-time and seasonal deputies will assume their duties only after completion of state mandated recruit training. New hires that have already received New York State training / certification as a police officer will not be required to complete another formal state training program.
- * C. A part-time employee shall be defined as one who is regularly scheduled to work twenty-five (25) hours or less per week or one who is employed for a specific portion of a year only. A part-time employee will not be used to displace a full-time Deputy except under extraordinary circumstances.
- D. All part-time and seasonal deputies will be equipped with and wear the standard police uniform, as per **MBGO-026 Uniforms and Equipment**. Marine Division personnel will be equipped with official lightweight Sheriff's uniforms, specifically designated for such duty.
- E. Part-time and seasonal deputies are required to attend all scheduled in-service training that is available or mandated during their employment tenure. Instruction will include, at a minimum, in-service training addressing the use of force and firearms proficiency as scheduled for all Police Bureau members.

II. Indemnification

- A. The County of Monroe shall be responsible for providing, at no cost to employees, the defense in all cases where a civil suit is brought against such employees alleging false arrest or abuse of power arising out of their action in the performance of their duties, provided, however, that the County shall not be obligated to provide such a defense where it is reasonably established that the suit arises from intentional wrongdoing or gross negligence on the part of the employee.

- B. The County of Monroe, in addition to providing the legal defense for employees, shall indemnify such employees from any judgement rendered against them as a result of any civil suit arising in the performance of their duties and in the scope of their employment, providing that the judgement did not result from the intentional wrongdoing or gross negligence of the employee.
- C. The County of Monroe shall provide the legal defense for employees as stated above and should a judgement be rendered against any employee in a civil suit arising out of the employee's actions in the performance of his duties, the County of Monroe shall indemnify the employee provided that the judgement against the employee did not result from the intentional wrongdoing or gross negligence of the employee. Indemnification and public liability protection will be the same for part-time and seasonal deputies, as that for full-time deputies.
- D. Any employee involved in an action in which physical force was utilized or in which the employee discharges a firearm shall file the necessary reports as required by departmental regulations and orders. Any other action of an employee which the employee may reasonably believe may lead to a claim against the employee or the County shall require the employee to file a MB-003 Intra Departmental Correspondence in accordance with established departmental procedures within seventy-two (72) hours of such action.

By Order of the Sheriff,



Todd K. Baxter