

Monroe County Sheriff's Office

Rules and Regulations



Monroe County Sheriff's Office

Manual of Rules and Regulations

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Sheriff

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Undersheriff

This manual was issued to _____ Manual Number _____

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Attestation

By virtue of the authority in me, by the Constitution of the State of New York and the charter of the County of Monroe, I hereby order the adoption of the following rules and regulations for the government of the Monroe County Sheriff's Office.

The precepts in the introduction are hereby approved and ordered incorporated into the rules adopted by me, as part thereof.

These rules and regulations shall supersede all previous rules and regulations heretofore issued.

The right to amend or revoke these rules and obligations, at any time, is reserved to the Sheriff of Monroe County, State of New York.

Rochester, NY

Dated: December 2024

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.

Sheriff of Monroe County

State of New York

CODE OF ETHICS OF THE OFFICE OF THE SHERIFF

As a constitutionally elected Sheriff, I recognize and accept that I am given a special trust and confidence by the citizens and employees whom I have been elected to serve, represent and manage. This trust and confidence is my bond to ensure that I shall behave and act according to the highest personal and professional standards. In furtherance of this pledge, I will abide by the following Code of Ethics.

I SHALL ENSURE that I and my employees, in the performance of our duties, will enforce and administer the law according to the standards of the U.S. Constitution and applicable State Constitutions and statutes so that equal protection of the law is guaranteed to everyone. To that end I shall not permit personal opinions, party affiliations, or consideration of status of others to alter or lessen this standard of treatment of others.

I SHALL ESTABLISH, PROMULGATE AND ENFORCE a set of standards of behavior of my employees which will govern the overall management and operation of law enforcement functions, court related activities, and corrections operations of my agency.

I SHALL NOT TOLERATE NOR CONDONE brutal or inhumane treatment of others by my employees nor shall I permit or condone inhumane or brutal treatment of incarcerated individuals in my care and custody.

I STRICTLY ADHERE to standards of fairness and integrity in the conduct of campaigns for election and I shall conform to all applicable statutory standards of election financing and reporting so that the Office of the Sheriff is not harmed by the actions of myself or others.

I SHALL ROUTINELY CONDUCT or have conducted an internal and external audit of the public funds entrusted to my care and publish this information so that citizens can be informed about my stewardship of these funds.

I SHALL FOLLOW the accepted principle of efficient and effective administration and management as the principle criteria for my judgements and decisions in the allocation of resources and services in law enforcement, court related and corrections functions in my Office.

I SHALL HIRE AND PROMOTE only those employees or other who are the very best candidates for a position according to accepted standards of objectivity and merit. I shall not permit other factors to influence hiring or promotion practices.

I SHALL ENSURE that all employees are granted and receive relevant training supervision in the performance of their duties so that competent and excellent service is provided by the Office of the Sheriff.

I SHALL ENSURE that during my tenure as Sheriff, I shall not use the Office of the Sheriff for private gain.

I SHALL not accept donations from appointed staff.

I SHALL not allow appointed staff to serve on political committees.

I ACCEPT AND WILL ADHERE TO THIS CODE OF ETHICS. In doing so, I also accept responsibility for encouraging others in my profession to abide by this code.

CODE OF ETHICS OF THE POSITION OF DEPUTY SHERIFF

As a Deputy Sheriff, I recognize that I am given a special trust and confidence by the Sheriff and the public that I serve. This trust and confidence is my bond to ensure that I shall behave and act according to the highest professional principles. In furtherance of this pledge, I will abide by the following Code of Ethics:

I SHALL ENSURE that in the performance of my duties, I will enforce and administer the law according to the principles of the United States Constitution and applicable laws of our state, so that equal protection of the law and due process are guaranteed to everyone. To that end, I shall not permit personal opinions, biases, prejudices, party affiliation, or consideration of the status of others to alter or lessen these principles.

I SHALL DEMONSTRATE standards of behavior consistent with the responsibilities, duties, obligations, and functions of a Deputy Sheriff.

I SHALL NOT ENGAGE IN NOR CONDONE brutal, cruel, or inhumane treatment of others or of incarcerated individuals in my care and custody.

I SHALL ADHERE, at all times, to the standards and principles of honesty and integrity, and shall keep my private life unsullied as an example to all.

I SHALL ENSURE that there is a proper use and accountability of property and funds entrusted to my care.

I SHALL PRACTICE sound judgement and decisions in fulfilling the assigned responsibilities, duties and functions of my position as Deputy Sheriff.

I SHALL ENDEAVOR to maintain those standards objectively and merit for which was hired, to the best of my ability.

I SHALL ENDEAVOR to perform my duties in a competent and excellent manner according to the standards given to me in my training and supervision.

I SHALL ENSURE that during my tenure I shall not use the position of Deputy Sheriff for personal gain or self-aggrandizement, and I will conduct myself in the position of Deputy Sheriff according to the best of my skill and power.

I ACCEPT and will adhere to this Code of Ethics. In so knowing I also accept responsibility for encouraging others in my profession to abide by this Code.

Introduction

The following rules and regulations were formulated, after many thoughtful hours of research, to set forth guidelines for the performance and conduct of Sheriff's Office personnel. These rules are not all-inclusive and will not be applicable for every incident that may occur in our Office.

Hopefully, these standards as set forth, will eliminate any confusion as to what is expected of each of us and will ultimately raise the level of performance for the entire Sheriff's Office.

Additions, deletions and amendments can be initiated whenever necessary, in order to keep pace with operational changes, as well as to keep pace with the times in which we live.

Our intent is not to publish rules to be punitive, but rather to promote the kind of efficiency, behavior and performance the Sheriff's Office expects and deserves.

Definitions and Glossary

Acting

Serving temporarily in a position in which a member is not ordinarily assigned, generally in a position of higher rank. Each of the authorities, responsibilities and duties of the member in the higher position become those of the acting member.

Appointment

The designation of a person to any position within the Sheriff's Office by the Sheriff, or other designated appointing authority.

Assignment-Transfer

Any personnel placement made by competent authority.

Authority

Legal or rightful power, providing a right to command or act.

Auxiliary

Conferring help, aid, assistance or support.

Chain of Command

The order of authority and responsibility, as delineated by Sheriff to deputy, ascending and descending in order of rank. Members and employees must follow the chain of command for all department, bureau and personal business, unless otherwise instructed, through written order or direction, by competent authority.

Command

To order, direct or exercise authority over, to impose duty and responsibility with an expectation of obedience and compliance.

Command Officer

A member holding the rank of Lieutenant or above.

Competent Authority

Legal or rightful power to influence behavior, or have command over.

Confidential

Secret, not to be divulged to unauthorized persons.

Contraband

Any article or thing, which a person confined in a detention facility, is prohibited from obtaining by statute, rule, regulation or order. This includes, but is not limited to, intoxicating beverages, drugs, food or beverages not normally available to the incarcerated individual population, medicine and money, as well as letters or messages, of an illegal nature, passed between incarcerated individuals, civilian staff, visitors and/or sworn staff.

Current Directive

An authorized instruction or order issued at the administrative level, governing policy, procedure, rules and regulations. Directives will generally be issued in written form, but may be verbal at the direction of the Sheriff.

Dangerous Contraband

Contraband which is capable of such use as to endanger the safety or security of a detention facility or any person(s) therein. This includes, but is not limited to, illegal controlled substances, firearms, weapons, tools, poisons and ammunition. All contraband can become dangerous contraband, dependent upon the manner in which it is used, attempted to be used, or intended to be used.

Dismissal

To remove a member or employee from their position or service with the Sheriff's Office through termination.

Duty

Applies not only to obligatory tasks, conduct or service required by the member/employee occupation, but also those tasks, conduct or service, which are imposed by member/employee rank or status.

Employee

As used herein, shall include every person employed by the Monroe County Sheriff's Office.

Function

The acts or operations expected to be performed by a person, as a result of position or assignment.

Gossip

The initiating or repeating of malicious rumors or trivial conversation, that is derogatory toward the Sheriff's Office or members/employees thereof.

Immediately

To occur, act, or accomplish as soon as possible without loss or delay of time.

Inactive Duty

A condition occurring when members or employees are relieved of their responsibility to report for duty, for the convenience of the Sheriff's Office.

Incompetence

Incapable of the satisfactory performance of assigned duties. A lack of any of the following is evidence of incompetence; courage, honesty, emotional stability, sound judgement, industry, alertness, decisiveness, power to observe, initiative, energy, intelligence or the ability to interact with people.

Insubordination

The willful disobedience of any order lawfully issued by a superior officer or any type of disrespect, mutinous, insolent or abusive language or action toward a superior officer. Ridiculing superior officers, whether in or out of their presence is considered insubordination.

Malfeasance

The performance of misconduct, or a wrongful or unlawful act.

May

As used herein, shall mean that the action indicated is permitted.

Member

As used herein, shall include any person, duly appointed to the Sheriff's Office, as a full-time, regular salaried deputy sheriff, and who is sworn as such. Also includes part-time and seasonal, sworn person while on regular scheduled duty hours.

Misfeasance

The performance of a lawful action in an illegal or improper manner.

Negative Encounter with Law Enforcement

Any interaction with law enforcement that is unfavorable or potentially damaging to the member or employee of MCSO as well as the reputation of MCSO. The key aspect is that the interaction is viewed as harmful to the individual's professional reputation or the integrity of the Sheriff's Office.

Neglect of Duty

Failure to give suitable attention to the performance of duty or neglect to take appropriate action on the occasion of a crime, disorder or other act or condition, deserving prompt attention.

Nonfeasance

The omission of an act which should have been performed while in office.

Off-Duty

That part of the day, which excludes the regularly assigned work period.

Officers

Shall be synonymous with the term member, which is previously defined.

On-Duty

That period when an officer is engaged in the performance of assigned duties.

Orders

A command or a directive, given by one in authority, directed to a subordinate. It may be verbal or written.

Orders, Lawful

Any written or verbal directives issued by superior officers, to any subordinate or group of subordinates, in the course of official duties, which is not in violation of any law, ordinance or Sheriff's Office rule, procedure or instruction.

Orders, General

Written orders issued by the Sheriff outlining policy or procedure on matters which affect the entire Office of the Sheriff. A General Order is the most authoritative directive issued by the Sheriff's Office and may be used to amend, supersede or cancel any other rule, regulation or order. General Orders are permanent Sheriff's Office policy and remain in full force and effect until such time as they are amended, superseded or rescinded by the Sheriff.

Orders, Special

Written directives, issued by competent authority, outlining instructions covering particular situations. Special Orders are automatically cancelled when their objectives are achieved or superseded.

Orders, Personnel

Announce appointment, assignment, transfer, promotion, demotion, suspension, dismissal, and restoration to duty, termination by resignation or retirement of a member/employee.

Promotion

An assignment, by the appointing authority, from a position in one class to a position in a different class, having a higher maximum rate of pay and commensurate authority.

Policy

Any governing principle, broad plan or course of action, verbal or written, designed to accomplish organizational goals.

Privilege

In reference to conditions of employment, shall designate those conditions, which are not basic rights, but are granted at the convenience of the Sheriff's Office by competent authority.

Procedure

The official method of dealing with any given situation as prescribed by General Orders, Special Orders, Training Bulletins or Procedural Manuals.

Ranking Officer

Any officer on scene, having the highest rank or grade. Officers of the same grade shall rank according to date of appointment to that grade, unless otherwise ordered by the Sheriff.

Report

A written communication, unless otherwise specified.

Right

In reference to conditions of employment, shall designate those conditions specifically outlined by law and administrative directives.

Rules and Regulations

As used herein, are interchangeable, since both indicate basic internal Sheriff's Office legislation. Rules and Regulations refer to broad precepts of authority, responsibility and conduct, carrying the full force and effect of a direct order from the Sheriff. Rules and Regulations stand until cancelled or superseded by direct written order of the Sheriff.

Shall-Will

As used herein, indicate that the action required is mandatory.

Sick Leave

Any time an employee/member is properly excused from duty for illness, injury, etc. under the applicable provisions.

Staff

Those individuals who are primarily responsible for the internal operations of a unit or division of the Sheriff's Office. Assisting in planning or supervising the activities of others.

Superior Officer

As used herein, shall refer to all officers holding a higher supervisory/command position.

Supervisor

A member who holds the rank of Corporal or Sergeant.

Suspension

The act of temporarily denying members/employees the privilege of performing their duties, as a consequence of dereliction or other violation of Sheriff's Office regulations.

Through Official Channels

Orders or directives, either verbal or written sent through commanding officer, in descending or ascending order of rank, Chain of Command.

Unity of Command

Members and employees are, at all times, accountable only to their respective immediate supervisor, as is practicable. Unit of command refers to the purpose and effort of working together, towards the same goal and that for every objective the unit of effort is under one responsible commander.

Section I-Orders and Discipline

1.1 Obedience of laws, Ordinances, Rules and Regulations

Members and employees of the Sheriff's Office shall obey the laws of the United States, the State of New York, laws and ordinances enforced in Monroe County, and all rules and regulations, orders and authoritative instruction of the Sheriff's Office. In order to sustain any allegation of any violation of law or ordinance, rule or regulation, as a basis for a charge under this section, it is not required or necessary that a formal criminal complaint be filed or sustained, but only that the facts exist which would constitute a violation of the law or ordinance, rule or regulation, in question. A conviction for a violation of any law or ordinance shall automatically constitute a violation of this rule.

1.2 Familiarity with Laws, Ordinances, Rules and Regulations

Members and employees of the Sheriff's Office shall study and become familiar with the rules and regulations, directives and policies of the Sheriff's Office, federal laws, state laws, city, town, and village ordinances, affecting their duties. Members and employees assigned to the Jail shall additionally study and become familiar with the New York Commission of Corrections Minimum Standards.

A. Returning from Absence

Members and employees of the Sheriff's Office, returning to duty from any leave, shall acquaint themselves with all amendments, or additions of orders and other authoritative instructions of the Sheriff's Office, which have been issued during their absence.

B. Unfamiliarity no Defense

Unfamiliarity with or ignorance of rules and regulations shall not constitute a defense, as it will be presumed that the member or employee was familiar with the law, rule, ordinance or policy.

C. Making Changes as Directed

It shall be the personal responsibility of every member and employee to promptly make all directed changes in any manual, text, reference book or copy of same, which is issued by the Sheriff's Office.

1.3 Obedience to Orders-Insubordination

Members and employees of the Sheriff's Office shall promptly and obediently comply with all lawful orders including any order relayed from a superior by an employee of the same or lesser rank. Non-compliance shall be considered insubordination. Insubordination by members or employees is prohibited.

Note: When officially detailed outside of Monroe County, members and employees shall carry out all lawful orders and directives as may be given them by competent authority and will remain at the scene of the detail until the conclusion of the event or until relieved of duty by competent authority.

1.4 Issuance of Orders

Orders, written or verbal, from any command officer or supervisor, to any subordinate in the Sheriff's Office, shall be in clear, concise, understandable language. Orders shall be civil in tone, issued in pursuit of Sheriff's Office business and in accordance with all legal requirements.

1.5. Conflict of Orders

Adhering to the principle of the concept of "unity of command", members and employees are, at all times, accountable only to their respective immediate supervisor. Sheriff's Office personnel who are given any instruction or order, which conflicts with any previous instruction, or order they have received, shall call this fact to the attention of the person issuing a second order. If so instructed or directed, the latter order shall be obeyed. Previous orders or instruction shall be countermanded only when necessary for the good of the Sheriff's Office. The supervisor issuing the countermanding order shall be held responsible for justifying the action.

1.6 Unlawful Orders

Unlawful Order: An order that is clearly criminal in nature.

Any employee who receives an unlawful order, which is readily identifiable as criminal in nature, shall immediately bring such concern to the attention of the person issuing the order. If it is still readily apparent that the order is unlawful, the employee shall bring such concern to the attention of the next higher-ranking supervisor or command officer.

1.7 Insubordination

Members and employees of the Sheriff's Office are prohibited from engaging in any disrespectful, mutinous, insolent or abusive behavior or action toward a superior officer or other competent authority. Insubordination is prohibited whether the member or employee is in or out of the presence of the superior officer or other competent authority.

Section II-Performance of and Attention to Duty

2.1 General Duties

Members and employees of the Sheriff's Office, shall at all times, within the limits of their lawfully delegated authority, protect life and property, preserve the peace, prevent crime and detect and arrest violators of the law. They shall enforce the laws of the United States, the State of New York, the County of Monroe, the ordinances of the City of Rochester, and the towns and villages of Monroe County. Members and employees assigned to the Jail Bureau shall enforce the rules and regulations for incarcerated individuals, and abide by the New York State Commission of Corrections Minimum Standards. They shall also ensure the safety and wellbeing of the incarcerated individuals and protect the security of institution and the public. Further, members and employees will, in all instances, be held fully accountable for the decisions and actions taken during the discharge and execution of their duties and responsibilities, and will additionally be held accountable for their failure to exercise their lawfully delegated authority.

2.2 Absence from Duty

Members and employees of the Sheriff's Office shall not, under any circumstances, be absent from duty without first obtaining permission through their supervisory chain of command, in accordance with current directives. They shall, unless otherwise directed, present themselves for duty at the time and place specified by their assignment and shall be physical and mentally fit to perform their duties. Members and employees shall complete the number of hours on duty required by their assignment.

2.3 Action Required Regardless of Assignment

Members or employees of the Sheriff's Office who are detailed to special duty, are not relieved of the responsibility of taking appropriate action as may be necessary when the occasion arises, even though the occasion may be outside the specific area of their special assignment. An exception to this rule may occur in those cases in which a member is assigned in an undercover capacity and when the taking of action would seriously impair the success of the undercover assignment. The use of good judgement in these instances is imperative.

Note: Detailed to another bureau

When a member or employee of any bureau is assigned by written order to another bureau, the member or employee will be governed by the written directives relative to that bureau, and direction of the supervisory personnel of the bureau to which such member or employee is assigned.

2.4 Cooperation and Coordination

Members and employees of the Sheriff's Office shall coordinate their efforts with other members and employees of the Sheriff's Office so that their teamwork may ensure maximum achievement and continuity of purpose in attaining the objectives of the Sheriff's Office. Members and employees are charged with the responsibility of fostering and maintaining a high degree of cooperation within the Sheriff's Office.

2.5 Seeking Information Regarding Duties

Members and employees of the Sheriff's Office who are in doubt as to the nature or details of their assignment, shall immediately seek such information from their immediate supervisor.

2.6 Inspecting Area of Assignment

Members and employees of the Sheriff's Office will inspect their areas of assignment as soon as possible and note any condition requiring appropriate attention. Disciplinary actions may be instituted against any member or employee who negligently fails to discover, report, or take appropriate action as required, in connection with any act or condition, or if such act or condition discovered is known to the member/employee and appropriate measures are not taken.

2.7 Leaving Area of Assignment

Members and employees of the Sheriff's Office shall not leave their area of assignment, unless specifically dispatched or authorized to do so by the dispatcher or a commanding officer, and then only on official business. In no event, shall on-duty personnel leave the county limits except when engaged in official business authorized by their supervisors, or in close pursuit of a violator of the law.

2.8 Attitude and Impartiality

Members and employees of the Sheriff's Office, while being vigorous and unrelenting in the performance of their duties, must maintain an objective, impartial, and professional attitude toward all individuals that they contact in their official capacity.

2.9 Courtesy

Members and employees shall be courteous to the public. They shall be tactful in the performance of their duties, control their temper, and exercise the utmost patience and discretion. Members and employees shall not engage in argumentative discussion, even in the face of extreme provocation. In the performance of their duties, they shall not use coarse, violent, profane, or insolent language or gestures, and shall not make derogatory comments or express any prejudice concerning race, religion, politics, national origin, gender, lifestyle, age, or similar personal characteristics.

2.10 Assistance to Fellow Officers

No member or employee of the Sheriff's Office shall fail to aid, assist, and protect their fellow members and employees, to the fullest extent of their capabilities, in the time of need, in accordance with established procedures.

2.11 Assistance to Citizens

Members and employees of the Sheriff's Office shall render all possible service to the citizens in accordance with established policy and procedures of the Sheriff's Office. When any citizen requests assistance, advice, or makes complaints or reports, either by telephone or in person, all pertinent information shall be obtained in a professional and courteous manner and shall be judiciously acted upon.

2.12 Loitering, Sleeping, or Loafing on Duty

Members and employees of the Sheriff's Office shall not loiter, sleep or loaf on duty, or in any manner shirk their responsibilities in the performance of duty.

2.13 Conducting Personal Business on Duty

Members and employees of the Sheriff's Office will not conduct any personal business while on duty. They shall not devote any of their on-duty time to pursue any private business or enterprise, unless authorized by a command officer.

2.14 Reading on Duty

Members and employees of the Sheriff's Office shall not unnecessarily read newspapers, periodicals or books while on duty. This rule does not prohibit the reading of material related to the police field. Professional publications may be read or studied so long as they do not interfere with the performance of assigned duties.

2.15 Games or Recreational Activities While on Duty

Members and employees of the Sheriff's Office shall not engage in any recreational activity, or game of chance while on duty, except upon instruction from competent authority. In addition, listening to radio or television programming that is not business related or previously granted by competent authority is prohibited.

2.16 Concealing Self On Duty

Members and employees of the Sheriff's Office shall not conceal themselves while on-duty, except for required purposes or upon instruction of competent authority.

2.17 Meal Periods

Members and employees of the Sheriff's Office shall secure meal periods in compliance with current directives or when scheduled by their supervisors.

2.18 Loitering in a Public Place

Members and employees of the Sheriff's Office, while on-duty, shall not loiter about or congregate in any area or other public place unless in the performance of official business. This restriction applies to off-duty members in the event that they are in uniform.

2.19 Unauthorized Audio/Video Taping or Surveillance

Employees of the Sheriff's Office are expressly forbidden to engage in the on or off-duty use of a recording device to surreptitiously view, eavesdrop, broadcast, or record other Sheriff's Office employees, unless it is pursuant to a CIS investigation, IA investigation, or any other investigation that is approved by the Sheriff or Undersheriff. Recording devices may include, but not limited to any mechanical, digital, or electronic device, camera, or any other instrument capable of recording, storing, or transmitting visual or audio media.

2.20 Command

All levels of supervisors and command shall ensure that employees under their command perform their full duty. All levels of supervisors and command shall provide efficient, effective, and meaningful direction to subordinates.

All levels of supervisors and command or temporarily assigned supervisors must provide a good example in both conduct and appearance, have a thorough understanding of the rules and regulations of the Monroe County Sheriff's Office, and shall assist and instruct subordinates in the proper performance of their duties.

2.21 Subordinate Incompetency or Misconduct

All levels of supervisors and command who overlook, condone, or fail to take action on incompetence or misconduct on the part of subordinates shall be guilty of neglect of duty.

Section III- Improper Use of Official Position

3.1 Refer to the *Law Enforcement Code of Ethics* (page 7 herein)

3.2 Use of Badge or Position for Personal Gain

Members and employees of the Sheriff's Office shall not, at any time, use their official position, official identification cards or badges for personal or financial gain, obtaining privileges avoiding the consequences of illegal acts, or obtaining privileges not otherwise available to them, except in the line of duty. Members and employees of the Sheriff's Office shall not lend their identification cards or badges to another person or permit their identification cards to be reproduced.

3.3 Using Photographic or Office Affiliation for Commercial Purposes

Members and employees of the Sheriff's Office shall not, without the written permission of the Sheriff, permit their photographs or names to be used endorsing any product or service which is any way connected with law enforcement. They shall not, without the permission of the Sheriff, allow their names or photographs to be used in any commercial enterprise, which alludes to their employment with the Sheriff's Office.

3.4 Soliciting Gifts or Gratuities

Members and employees of the Sheriff's Office shall not solicit or accept any gifts, gratuities, loans or fees, when there is any direct or indirect connection between solicitation or acceptance and their status as members of this Office or employment, or when such connection would reasonably be inferred.

3.5 Soliciting Free Admissions

Members and employees of the Sheriff's Office shall no solicit free admissions to theatres or other places of amusements, for themselves or others, except in the line of duty.

3.6 Interference with Private Interests

Members and employees of the Sheriff's Office shall not interfere in legitimate private interests and shall not interfere unnecessarily with the lawful business of any person, while conducting Sheriff's

Office business. They shall maintain a neutral position with regard to the merits of a labor dispute, political protest, or other public demonstration, while acting in an official capacity.

3.7 Recommending Attorneys or Bondsmen

Members and employees of the Sheriff's Office will not solicit, suggest, recommend, advise, or counsel the engagement or retention of any specific attorney or legal firm, or any bail bondsman, or company, for the purpose of obtaining legal counsel or aid, for any person, as a result of official business. This prohibition shall not apply in those situations involving a relative of a member or employee of the Sheriff's Office.

3.8 Withdrawing Charges

Members and employees of the Sheriff's Office shall not withdraw charges for any offense committed against their person or property, while engaged in their duties as police officers, unless approved by the Sheriff.

3.9 Communicating Information to Aid Evasion

Members and employees of the Sheriff's Office shall not communicate, in any manner, directly or indirectly, any information, which might assist persons accused or guilty of criminal or quasi-criminal acts, to escape arrest or punishment. Nor shall they provide information, which might enable such persons to dispose of or secrete evidence of unlawful activity, including, but not limited to money, merchandise, or other property unlawfully obtained.

3.10 Civil Cases

Members and employees of the Sheriff's Office shall not use the powers of their office or offer assistance in the pursuit of matters which are strictly private or civil in nature. Exceptions will be involving those matters where they are required by law to so exercise their powers or where a breach of peace has occurred or is imminent.

Section IV- General Conduct

4.1 Oath of Office

All members are required to take the oath of office, swearing to enforce the law and uphold the constitution of the United States and the State of New York, prior to assuming sworn status.

4.2 Conduct Unbecoming Members and Employees

Members and employees of the Sheriff's Office shall conduct themselves, at all times, both on and off-duty, in such a manner as to reflect most favorably upon the Sheriff's Office. Conduct unbecoming a member or employee shall include conduct which brings the Sheriff's Office into disrepute or reflects discredit upon the member/employee, as a member/employee of the Sheriff's Office, or that conduct which impairs the operation or efficiency of the Sheriff's Office or member/employee.

4.3 Consorting with Persons of Ill Repute

Members and employees of the Sheriff's Office shall not consort or knowingly associate with persons of questionable character, nor shall they frequent those places where such persons are known to congregate, except in the official performance of their assigned duties.

4.4 Truthfulness

Members and employees of the Sheriff's Office are required to be truthful in speech and writing, whether or not they are under oath.

4.5 Gossip

Members and employees of the Sheriff's Office shall not engage in gossip or slanderous communication.

4.6 Debts

Members and employees of the Sheriff's Office shall pay all just debts and legal liabilities incurred by them. They shall not sell, assign their salary or contract any debts or liabilities which they are unwilling or unable to pay.

4.7 Accepting Rewards

Members and employees of the Sheriff's Office shall not accept any reward or fee, received for, or as result of, any services rendered in the line of duty, to the community or any person, without first obtaining permission from the Sheriff.

4.8 Accepting Compensation for Damages

Members and employees of the Sheriff's Office shall not seek, sue for, or solicit, nor shall they accept, from any person or agency, any money or other compensation, for damages and/or expenses incurred by them in the line of duty, to include instances in which the member/employee has received sick pay, without first making prior written notification to the Sheriff and his legal counsel.

4.9 Discussing Evidence

Members and employees of the Sheriff's Office shall not discuss the evidence in any official proceeding arising out of their Sheriff's Office employment, with attorneys, except in the presence of or with the knowledge of such member/employee's bureau or unit commander. This restriction shall not apply to attorneys representing the People of State of New York, serving in their official capacity.

4.10 Confidential Information

Members and employees of the Sheriff's Office shall treat the official business of this Office as confidential. Any information regarding official business shall be disseminated in accordance with the law and established Sheriff's Office procedures. Members and employees may remove or copy official records or reports from a Sheriff's Office installation only in accordance with established Sheriff's Office procedures. Members and employees shall not divulge the identity of persons giving confidential information, except as authorized by the proper authority, in the performance of official business.

4.11 Divulging Police Information

Members and employees of the Sheriff's Office are prohibited from acquiring or attempting to acquire any information from Sheriff's Office files, computer systems, or reports that they are not entitled to as part of their official duties. They must not share passwords, permissions, or access to technology with anyone who is not explicitly authorized. Additionally, members and employees must not knowingly allow the misuse of any police information.

4.12 Membership and Organizations

Members and employees of the Sheriff's Office shall not join or be a member of any organization or society whose object or purpose, either directly or indirectly, would adversely affect the discipline or conduct of the members/employees. Members and employees of the Sheriff's Office shall not knowingly be connected with or be a member of any subversive organization, except in the line of duty and with the knowledge and consent of the Sheriff.

4.13 Public Statements and Appearances

Members and employees of the Sheriff's Office shall not publicly criticize or ridicule the Sheriff's Office, its policies, or other members by speech, writing, or expression that is inflammatory, obscene, unlawful, undermines the effectiveness of the Sheriff's Office, interferes with the maintenance of discipline or is made with reckless disregard for truthfulness. Members and employees of the Sheriff's Office shall not address public gatherings, appear on radio or television, lecture on police or other related subjects, prepare any articles for publication, act as correspondents to a newspaper or periodical, release or divulge investigative information or any other matters of the Sheriff's Office while portraying themselves as having an official capacity in such matters, without the approval of the Sheriff. This paragraph shall not apply to testimony required by law.

4.14 Correspondence and Letterheads

Members and employees of the Sheriff's Office shall not use official Sheriff's Office letterheads for personal or unofficial correspondence. All correspondence leaving the Sheriff's Office shall be issued only with signature of the Sheriff, or under the name of the Sheriff.

4.15 Personal Cards

Except for official MCSO business cards as authorized by the Sheriff, members and employees of the Sheriff's Office shall not utilize business cards bearing their Sheriff's Office affiliation and rank.

4.16 Expenditure of Office of the Sheriff Funds

Use of money or resources or the creation of any financial obligation in the name of the Sheriff or the Sheriff's Office without prior knowledge and authorization of the Sheriff is prohibited. Under no circumstances will members or employees utilize Sheriff's Office equipment, supplies, personnel, funds or other resources for any non-official purpose without the express written permission of the Sheriff. As used in this section, non-official purposes shall be defined as any purpose, which is not in the furtherance of the constitutional, statutory, or contractual duties of the Sheriff.

4.17 Signing Pistol Permit Applications

Members and employees of the Sheriff's Office shall not sign pistol permit applications as character references for any individual not employed by the Monroe County Sheriff's Office.

4.18 Possession of Alcoholic Beverages and Drugs in Sheriff's Office Facilities

Members and employees of the Sheriff's Office shall not bring or store alcoholic beverages, non-prescribed controlled substances, narcotics or hallucinogens, in any Sheriff's Office facility or vehicle, except in the performance of duties or as authorized by the Sheriff. All such items shall be processed in accordance with Sheriff's Office procedures.

4.19 Use of Alcoholic Beverages

Members and employees of the Sheriff's Office, unless in the performance of official business, shall not drink or purchase any alcoholic beverages while on duty. Members and employees of the Sheriff's Office who are off-duty, and in uniform or any part of their uniform dress, shall not drink alcoholic beverages. Members and employees of the Sheriff's Office, while on or off-duty, shall not drink alcoholic beverages to the extent that it renders them unfit to perform or report for duty, or which results in the commission of an act which might tend to bring discredit to the Sheriff's Office.

4.20 Use of Tobacco

Smoking and/or chewing of tobacco is prohibited in all enclosed facilities within a place of employment as well agency vehicles, without exception. This includes common work areas, auditoriums, building entryways, classrooms, conference rooms, loading docks, garages, private offices, elevators, hallways, medical facilities, employee lounges, stairways, restrooms, fleet vehicles and other enclosed facilities.

4.21 Timepiece Required

It shall be the personal responsibility of every member and employee of the Sheriff's Office to equip themselves with a suitable timepiece, and to carry such timepiece at all times while on-duty.

4.22 Off-duty Loitering in Sheriff's Office Facilities

Members and employees of the Sheriff's Office, when off-duty and not engaged in official business, or utilizing gym facilities shall not loiter in or about any Sheriff's Office facility or area assigned for service use.

4.23 Character Witness

Members and employees of the Sheriff's Office shall not testify as a character witness at any trial, hearing or investigation for either the defendant or complainant, without the express approval of the Sheriff.

4.24 Contraband and Dangerous Contraband

Members and employees of the Sheriff's Office are prohibited from introducing or carrying any type of contraband or dangerous contraband into or within any security area of the jail or other designated security area, unless approved by the Sheriff or other authorized designee.

4.25 Use of Force

Members and employees of the Sheriff's Office are prohibited from using unlawful or unreasonable force upon another person. Any deputy present and observing another deputy using force that they reasonably believe to be clearly beyond that which is objectively reasonable under the circumstances shall intercede to prevent the use of unreasonable force, if and when the deputy has a realistic opportunity to prevent harm.

4.26 Blackjacks, Saps, etc.

Members and employees of the Sheriff's Office shall be prohibited from carrying blackjacks, saps, and other similar types of items, while in uniform or acting as representative of the Sheriff's Office.

Section V- Reports

5.1 Altering or Requesting the Alteration of Reports

Members and employees of the Sheriff's Office shall not alter or request any other person to alter or withdraw any report, letter, request or other written communication that is being sent up or down the chain-of-command. This paragraph shall preclude the correction of grammatical errors. All such communications shall be forwarded without unnecessary delay. No member or employee shall advise, counsel, order or otherwise dissuade any other member or employee from making an submitting any lawful or proper report, whether on criminal or disciplinary matters.

5.2 False Reports

Members and employees of the Sheriff's Office shall not falsely make or submit any type of official report or knowingly enter or cause to be entered, any purposely inaccurate, false, or improper information on the books or records of the Sheriff's Office.

5.3 Reporting Information Regarding Criminal Activity

Members and employees of the Sheriff's Office shall communicate promptly, to their immediate supervisor all information relative to crimes, criminal activity, suspected places of gambling, or other disorderly activity of which they may have knowledge.

5.4 Reporting Unauthorized Gifts and Gratuities

Should any unauthorized or unlawful gift or gratuity, loan or fee come into the possession of any member or employee of the Sheriff's Office, it shall be reported immediately to the Sheriff, together with a written explanation of the circumstances connected therewith.

5.5 Reporting Arrests and Court Actions

Members and employees of the Sheriff's Office shall immediately report to their commanding officer(s) any arrests or criminal court actions instituted against them. Additionally, any situations in which the member or employee is involved in, or may become the subject or focal point of a criminal investigation, complaint or any other similar negative encounter with a law enforcement including witnessing (excluding Internal Affairs investigations) will be immediately reported.

Commanding officer(s) will subsequently relay this information to the Sheriff or Undersheriff immediately.

5.6 Reporting Testimony for the Defense

Members and employees of the Sheriff's Office who are requested to testify, who are subpoenaed to testify, or who otherwise intend to testify on behalf of the defense or against any government agency, in any criminal action, shall immediately notify their commanding officer prior to testifying. Any member or employee of the Sheriff's Office who is requested or subpoenaed to testify against the Sheriff's Office, the County of Monroe, or any other subdivision of the County, in a civil action shall also be required to immediately notify their commanding officer and the Sheriff's legal counsel. Commanding officer(s) will immediately report this action to the Sheriff.

5.7 Report Address and Telephone Number

Members and employees of the Sheriff's Office shall record their marital status, correct residence address, telephone number and/or emergency telephone number where they can be reached. Unlisted numbers shall be listed with the agency, but be restricted to police use only. Notification of any change of address, telephone number or marital status shall be made in writing, within 24 hours, to the Sheriff's Office by completing MB-25- Employee Data Change Form and forwarding it to Staff Services. All employees must also log into the SAP Portal, click on Employee Self Service, select Personal Profile, and change address by clicking on the pencil.

5.8 Residency Requirements

Sworn Members of the Sheriff's Office must reside in accordance with following guidelines:

Deputy Sheriff Road Patrol	Within Monroe County or a Contiguous County
Deputy Sheriff Jailor	Within New York State
Deputy Sheriff Civil	Within Monroe County
Civilians	Contiguous County or Discretion of Sheriff

Section VI
Schedule of Attachments to Rules and Regulations
For Non-Sworn Employees

Court Security Bureau General Order #01
 Police Bureau General Order #01
 Jail Bureau General Order #01
 Civil Bureau General Order #01

Chain of Command
 PB Chain of Command and Organization
 JB Chain of Command and Organization
 CB Chain of Command and Organization

Multi-Bureau General Order #02
 Multi-Bureau General Order #03
 Multi-Bureau General Order #08
 Multi-Bureau General Order #09
 Multi-Bureau General Order #13
 Multi-Bureau General Order #14
 Multi-Bureau General Order #18
 Multi-Bureau General Order #20
 Multi-Bureau General Order #21
 Multi-Bureau General Order #23
 Multi-Bureau General Order #25
 Multi-Bureau General Order #27
 Multi-Bureau General Order #30
 Multi-Bureau General Order #31
 Multi-Bureau General Order #32
 Multi-Bureau General Order #34
 Multi-Bureau General Order #35
 Multi-Bureau General Order #38
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 Multi-Bureau General Order #59
 Multi-Bureau General Order #64
 Multi-Bureau General Order #67
 Multi-Bureau General Order #69

Organization Charts
 Chain of Command
 Engaging in Outside Employment
 Vacations
 Sheriff's Employee Health and Safety Program
 Color Coded ID Cards
 Sick Leave Procedures
 Media Relationship
 Internal Affairs Unit
 Coaching and Counseling Procedures
 Military Courtesy
 Attendance, Tardiness, and Absenteeism
 Mileage Reimbursement
 Disciplinary Procedures
 Sheriff's Office Vehicles, Vessels and Bicycles
 Termination of Employment
 Personal Appearance
 Accident Review Process and Hearing Board
 Intra-Departmental Request Form
 Alcohol and Drug Abuse Policy
 Sheriff's Office Awards Program
 Sheriff's Quartermaster
 Leave Time
 Research and Planning Unit
 Standards and Compliance Unit
 Victim/Witness Assistance Program
 Deputy Sheriff- Trainee Program
 Computer Rules and Use
 Quality Resource Council
 Non-Sworn Hiring Process
 Personnel Early Warning and Intervention System
 Employee Discrimination and Sexual
 Harassment Policy
 Staff Services Bureau Chain of Command &
 Organization

Multi-Bureau General Order #70

Emergency General Order #104
 Emergency General Order #117

Bomb Threat Procedures
 Evacuation Procedures