COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK

GENERAL ORDER POLICE BUREAU	DATE OF ISSUE NOVEMBER 23, 2026	EFFECTIVE DATE NOVEMBER 23, 2026	NO. 10-26
SUBJECT: GENERAL ORDER **Airport Security Unit**		DISTRIBUTION Police Bureau Personnel	AMENDS
REFERENCE:			RESCINDS 010-20

Purpose: To familiarize Monroe County Sheriff Office (MCSO) employees regarding policy and procedure governing security at the Frederick Douglass Greater Rochester International Airport (FDGRIA).

Policy: The Airport Security Unit (ASU) shall maintain security of the GRIA terminal, buildings and grounds as required under the provisions of the Transportation Safety Administration (TSA) regulations, Federal Aviation Administration (FAA) regulations and directives, Monroe County Airport Law, New York State laws and the City of Rochester Municipal Code.

I. Organization

A. The Sheriff shall maintain overall responsibility for achieving the objectives of this security program by agreement with the Director of Aviation. ASU will fall under the direct command of the Special Operations Captain, with overall command by the Major of Operations.

* B. ASU shall maintain four supervisors: first platoon, second platoon, third platoon and a swing shift sergeant. When an assigned supervisor is not available, the C-Zone supervisor shall be notified and assumes supervisory responsibilities as required.

C. ASU deputies shall be accountable to their shift supervisor or other designated police supervisory personnel as appropriate.

II. Administration

A. The Sheriff's Office area located within the terminal building of the GRIA will be utilized as the operations office for the ASU.

B. All police reports and records will be maintained through established procedures of the MCSO.

C. A case tracking logbook will be maintained at the ASU. ASU Sergeants will track all investigations assigned to their personnel (**PBGO-015 Managing Criminal Investigations**).

D. Crime reports requiring follow-up by an Investigator will be forwarded to C-Zone for assignment by the CIS Zone Administrative Sergeant.

III. Personnel and Assignments

ASU will be comprised of both full-time and part-time deputies.

A. Full-time deputies shall be assigned to the security checkpoint and maintain security of screening points and sterile corridors as outlined in the aviation security manual.

* B. During first platoon hours full-time deputies will be responsible for the airport terminal and the exterior grounds and buildings. If additional resources are required, the first platoon sergeant should request assistance from the road patrol through the ECD Dispatcher.

C. Part-time deputies assigned to second and third platoon shall be responsible for the public side of the airport terminal and exterior grounds and buildings.

IV. Equipment

A. Communications – ASU deputies shall be provided with two-way portable radios capable of communicating on assigned police channels, as well as channels allotted to the Airport Rescue and Fire Fighting Division (ARFF). Communications shall be maintained with air traffic controllers prior to and during any activity on or near the airfield in compliance with Federal Aviation Regulations (FARS).

Note: No deputy shall, under any circumstances, operate any vehicle on any runway or taxiway unless he/she has received the appropriate FAA vehicles operations training, has established two-way radio communications with the FAA Ground Traffic Controller or is escorted by an official of FDGRIA which has established the appropriate communications.

* B. Marked Sheriff's vehicles will be assigned to ASU for utilization by security patrols. The assigned vehicles will be equipped with two-way radio communications enabling personnel to communicate on all FDGRIA channels as well as police frequencies.

V. Duties and Responsibilities

A. Sergeants shall:

1. Prepare and maintain administrative reports including personnel schedules personnel files, payroll, case tracking log and monthly statistical reports as required.

2. Supervise all ASU deputies during their specific tour-of-duty and be held accountable for the appearance, conduct, discipline and efficiency of all personnel under their command.

3. Conduct roll calls, read and distribute orders, directives and other necessary communications. They shall make assignments to the necessary posts, give proper instruction when needed, provide proper relief of assigned personnel, inspect for proper attire, appearance and equipment, record all absences, make necessary contacts to secure replacement personnel when required to cover specific assignments.

4. Establish and maintain communication with GRIA management and TSA personnel to ensure that security objectives are met.

5. Be responsible for the cleanliness and maintenance of the station facilities and the equipment assigned thereto.

6. Conduct monthly inspections to ensure that personnel are performing their assigned duties and following prescribed procedures.

7. Respond during their tour-of-duty to all emergency situations arising at the FDGRIA and make notification to command personnel in accordance with prescribed procedures.

* 8. Promptly notify the Special Operations Lieutenant or Captain, or when absent the duty lieutenant of all matters of importance.

9. Ensure that all deputies assigned to ASU receive training in airfield vehicle operations within thirty (30) days of their assignment to ASU. Training will be conducted in cooperation with FDGRIA Operations Supervisors.

10. Carry out any other orders as directed by a superior officer.

B. All deputies shall:

1. Perform all duties in an alert, courteous and professional manner.

2. Carry out all orders and directives of superior officers.

3. Report promptly for duty assignments in proper uniform, ensuring a neat and clean appearance.

4. Protect all persons utilizing the FDGRIA facilities and airport property.

5. Prevent crimes, offenses and traffic violations on FDGRIA property.

6. Comply with all laws, as well as agency Rules and Regulations and the Monroe County Airport Law, FAA/TSA regulations and directives.

7. Monitor vehicle passes, visitor passes, FDGRIA identification cards and restricted parking permits.

* 8. Patrol and conduct security inspections of perimeter fence lines. Ensure that all gates and locks are secure and operational. Deputies responsible for the exterior grounds and buildings will conduct at least one perimeter checks during their tour-of-duty. The frequency of perimeter checks may be increased when any credible non-specific threat is identified.

* 9. Assist private security with mandated TSA Checks and unattended vehicles on the A, B, and C roads upon request to include ticketing and when necessary, towing vehicles of flagrant violators.

10. Be constantly alert regarding criminal activity, potential security problems and any other general breaches of security.

11. Promptly respond to any FDGRIA emergency as directed.

12. Conduct inspections for violations of the Monroe County Airport Law.

13. Secure and log any found or turned in property in the ASU office property storage room.

14. Be familiar with FDGRIA specific procedures regarding JTTF, Vice, ETD Response and the National Terrorism Advisory System (NTAS) responsibilities. These procedures will be outlined in the ASU Standard Operating Procedure Manual and Security Directives issued by the TSA.

* C. Full-time deputies assigned to the security checkpoint shall (in addition to the above):

1. Remain at their post at the security checkpoint checking the passenger screening points as required.

* 2. Respond promptly to door and gate alarms upon request from Aircom and determine if the alarm was accidental or a breach of security.

3. Monitor the activities of those agents involved in the actual screening of passengers and luggage. They may also assist those agents in the event of an imminently dangerous situation or in the event that an interpretation of the law is requested.

VI. Suspected Drug/Illicit Activity

* The Greater Rochester Area Narcotics Enforcement Team (GRANET), the Special Operations Lieutenant, CIS Lieutenant and the applicable federal task force deputy shall be immediately notified of any seizure of suspected drugs or cash.

By Order of the Sheriff,

Todd K. Baxter