

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

GENERAL ORDER MULTI-BUREAU	DATE OF ISSUE APRIL 1, 2022	EFFECTIVE DATE APRIL 1, 2022	NO. 051-22
SUBJECT: GENERAL ORDER Standards and Compliance Unit		DISTRIBUTION All Personnel	AMENDS
REFERENCE: NYSLEAP STANDARDS – 5.3, 7.3. NYSSA (Jail) 45, 57, 58, 78 & 80			RESCINDS 051-20

Purpose: To establish and maintain an independent inspections program and process within the Monroe County Sheriff's Office (MCSO) that ensures accountability for the operational efficiency of all units; monitors compliance with all Federal, State and local regulations applicable to operations, as well as health and safety of the work environment; and develops policy and procedure for all bureaus in the MCSO.

Policy: The Standards and Compliance Unit (SCU) will conduct regular staff inspections of all bureaus, divisions and units within the MCSO to assess staff and organizational compliance with pertinent law and regulations and in the course of doing so, will make recommendations for changes to operations and/or policy and procedures to improve the performance of this agency.

Definitions: Staff Inspections: Inspections conducted by designated all bureau personnel who do not maintain direct supervisory responsibility for the persons, facilities, or procedures being inspected. Personnel assigned to the SCU will exercise agency-wide inspection responsibility and report their findings and recommendations to the Sheriff and Undersheriff through the Commanding Officer of Staff Services.

Line Inspections: Inspections conducted by personnel who maintain direct supervisory responsibility for the persons, facilities, or procedures being inspected.

I. Staff Inspections

A. Purpose and Philosophy

Staff inspections focus on procedures or unit operations and are not conducted to evaluate the performance of individual employees within the agency. A staff inspection may be initiated to assist a unit in developing or revising operational procedures, to identify and correct problematic conditions or to recognize exemplary performance. Staff inspections are non-adversarial and are intended to assess and improve overall unit and agency performance.

B. SCU Staffing

- * 1. A supervisor designated by the Sheriff will command the SCU.
- * 2. The supervisor will report to the Commanding Officer of the Staff Services Bureau.
- * 3. Staff inspectors for the unit will be comprised of representatives from all

bureaus at the discretion of the Sheriff.

4. The Sheriff may designate staff from another unit to act as a liaison to the SCU when necessary.

C. Inspection Process

1. Inspections by the SCU will usually be scheduled at least one week in advance through the respective bureau chief and the appropriate unit commander.
2. All such inspections will commence with an introductory interview of the unit commander, at which time the general plan of inspection will be discussed. Inspections will conclude with an exit interview of observations and findings.
3. The results and recommendations of all inspections will be reduced to writing and submitted to the Commanding Officer of Staff Services. The Commanding Officer of Staff Services will forward the report to the Bureau Chief and/or unit commander, who will have thirty (30) days to respond to the inspection and to develop a written plan for implementing recommendations to address identified deficiencies. The written plan, along with the original report, will be forwarded to the Sheriff and Undersheriff for review. A follow-up inspection will be scheduled and conducted to verify institution of the agreed upon plan. Any deficiencies will be documented and forwarded to the Commanding Officer of Staff Services for action and/or referral to the Sheriff and Undersheriff.
4. The SCU may conduct unannounced inspections to determine the extent of operational deficiencies identified by staff or through other means. The process for conducting such inspections will be the same as the specified above in Section IC3.

D. Types of Inspections

1. The SCU will conduct annual staff inspections of all bureaus within the MCSO. In so doing, the SCU may focus on a division, unit or function of a bureau or develop a program that enables an assessment of bureau-wide compliance with applicable general orders and rules and regulations.
2. Staff and line inspections will be conducted at least every three (3) years in all bureaus, divisions, and units to ensure compliance with organizational policies and procedures. More frequent inspections of units will be conducted based on indicated need.
3. The SCU will conduct all staff inspections required by agency general orders, including, but not limited to inspections or audits of the following:
 - a. All Bureau Units, such as Property & Evidence, Fleet Maintenance, Records Unit, Information Services and Quartermaster.
 - b. Civil Bureau administration and operation.
 - c. Court Security administration and operation.
 - d. Police Operations, including, but not limited to: zone substations, Special Services Group (SSG), Criminal Investigation Section (CIS) and undercover funds audit.
 - e. Jail Operations, including, but not limited to: inmate property, Prisoner Transport, and cash and checking accounts maintained by the jail.
4. Occupational safety and health regulations will be a part of all staff inspections.

5. Bureau Chiefs will notify the SCU of any outside agency inspections expected for their areas of responsibility. If appropriate, SCU personnel will accompany outside authorities during these inspections and make proper documentation and notification to the Commanding Officer of Staff Service of their observations and findings. The results of outside audits or inspections will be forwarded to the SCU upon receipt.

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E. Special Projects

1. Policy and Procedure Development: A primary responsibility of the SCU will be the maintenance of agency general orders, including the regular review and update of these policies, as well as the development of new or additional orders to address agency or bureau specific issues and needs.
2. Sheriff's Occupational Health and Safety Program: In addition, the SCU will be responsible for the administration and operation of the MCSO Occupation Health and Safety Program, developing all necessary procedures and monitoring compliance with such, as well as maintaining proper record-keeping and documentation for this program, in accordance with **MBGO-070 Staff Services Bureau Chain-of-Command**.

F. Assessments Conducted Pursuant to Accreditation Standards: In accordance with accreditation standards, the SCU will conduct the following reports, audits, reviews and/or assessments on an annual basis:

1. Analysis of Use of Force and Brandishing
2. Analysis of Pursuits
3. Review and Staff Inspection of Early Warning System
4. Property Room Audit
5. Analysis of Firearms Discharges
6. AED usage
7. Deployment of Narcan
8. Employee Exposures
9. Analysis of Subject Managements

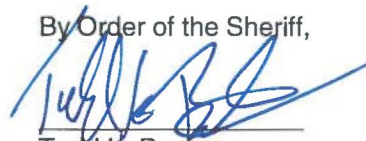
II. Record Keeping

The unit will maintain a logbook of all inspection activity engaged in by the SCU. Log entries will include, but not limited to, dates of inspection and termination, dispositions, and follow-up actions required and completed. Inspections initiated as a result of a referral from Internal Affairs will be coded for tracking purposes. A file on every inspection conducted by the SCU will be securely maintained in the Staff Inspectors Office. The files will be sequentially coded and logged out whenever removed from the office. Only the Commanding Officer of Staff Services may authorize the removal of files from the Office.

III. Line Inspections

First-line supervisors will conduct line inspections of employees, facilities, and procedures on an ongoing basis as part of their routine duties. Supervisors are expected to correct all deficiencies uncovered through line inspections. Substandard conditions will be documented in the responsible employee's Incident File. The employee will be informed of the deficiency and a follow-up inspection will be conducted to ensure improvement or compliance with accepted policies and procedures. The results of follow-up inspections will also be documented in the employee's Incident File (**MBGO-023 Coaching and Counseling Procedures**).

By Order of the Sheriff,



Todd K. Baxter