

**SENECA FALLS POLICE DEPARTMENT
GENERAL ORDER**

General Order: 470	Rescinds: New Issue
Subject: New York State Incident Report	NYS Accreditation: 29.4, 40.1, 8.2
Effective Date: 07/01/13 By Order Of: Stuart W. Peenstra, Chief of Police	

I. PURPOSE

To establish policy and procedures for the use and completion of the New York State Incident Report.

II. DEFINITIONS

A motorized vehicle or vessel shall include but not be limited to any motor vehicle commonly used for on or off road use, any vessel commonly used upon waterways, and any trailer commonly used for towing or hauling behind a motor vehicle.

** Examples of motor vehicles used for on or off road use include a car or truck, three of four-wheeled recreational vehicle, riding lawn mower/tractor, motorcycle, or snowmobile.

** A trailer would not include lawn carts that can be towed behind riding lawn mowers or tractors.

III. POLICY

- A.** The New York State Incident Report shall be used to record both criminal and non-criminal incidents that are investigated by the Seneca Falls Police Department and deemed appropriate for documentation as determined by the investigating member, her/his supervisor, Seneca Falls Police Department policies, or other authority. This includes all calls for service.
- B.** The New York State Incident Report shall also be used to document the recovery of a vehicle which has been reported stolen to a law enforcement agency OTHER than the Seneca Falls Police Department.
- C.** Members will provide the report number (CR#) to the complainant and/or victim of the incident when such incident is being documented. Report copies shall not be distributed to the complainant and/or victim prior to supervisory review and approval of the Chief of Police, after a FOIL has been filled out.
- D.** Members shall provide crime victims with a Crime Victim Information Card. This contains information that explains the availability of victim compensation and other services pursuant to the NYS Executive Law, Article 22. If such information is not available in written form at the time of the report, members shall verbally explain to the victim or reporting person where such crime victim information can be obtained.

- E. Supervisors shall ensure that subordinates conduct proper preliminary investigations and that Incident Reports are completed fully and accurately. Supervisors shall train or request training for their subordinates as investigatory or report writing training needs are identified.
- F. The contents of this order, or the information required for the completion of the New York State Incident Report, shall not interfere with other Seneca Falls Police Department policies or procedures that are designed to guide members while conducting preliminary investigations into criminal activity or missing persons.

IV. PROCEDURES

- A. In order to ensure full compliance with the National Incident Based Reporting System (NIBRS), complete and accurate information is required when documenting events reported to the Seneca Falls Police Department. As such, the Incident Report shall be completed in its entirety.
- B. Additional victims, suspects, missing, and/or associated persons shall be added to the Incident Report.
- C. Members shall utilize the New York State Incident Report that is on all computers owned by the Town of Seneca Falls Police Department. All Incident Reports that involve a violation of law will be made IBR Compliance, (Incident Base Reporting). The coded responses provide specific information that NIBRS uses for crime reporting, tracking, and comparisons nationwide.
- D. If any question or box does not apply to the incident, members shall enter a dash (-). If the answer is unknown, members shall enter an "X" or type (Unknown).
- E. Both members and supervisors shall determine the status of a criminal investigation. Members are to refer to the General Orders that govern specific investigations, i.e. Investigative Function (GO 401), Missing Persons (GO 430) for guidance in this area.
- F. Members will be trained by the Seneca Falls Police Department field training officer on how to properly fill out and file the Incident Report.

V. DISTRIBUTION

The Original New York State Incident Report shall be filed with the Records Section Office with the signature of the officer handling the complaint as well as the supervisor who reviewed the report.

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