

**SENECA FALLS POLICE DEPARTMENT
GENERAL ORDER**

General Order: 475	Rescinds: New Issue
Subject: Supplement	NYS Accreditation:
Effective Date: 07/01/13 By Order Of: Stuart W. Peenstra, Chief of Police	

I. PURPOSE

To provide guidelines for the preparation and use of the Addendum Report form, Lead Sheet and Lead Log.

II. POLICY

- A.** The Addendum Report shall be used to record additional information or follow-up investigative actions relating to a crime or incident reported to the Seneca Falls Police Department.
- B.** The Addendum Report may also be used as a continuation page for other report forms.
- C.** More than one officer may submit an Addendum Report on the same incident. Every member shall document their own actions taken during an incident.
- D.** The Lead Sheet (attachment B) and Lead Log (attachment C) may be used on a major incident if so approved by the commanding officer of CIS.
 - 1. The Lead Sheet would take the place of the Addendum Report.
 - 2. The commanding officer of CIS will coordinate follow-up work documented on the Lead Sheet with the Records Section.

III. PROCEDURES

Members shall complete each box of the Addendum Report form according to the directions below. A slash mark over the box number shall be used for boxes that are not applicable.

- 1. Members shall indicate on top of the Addendum Report whether the form is being used as a continuation of another report or to document investigative actions taken.
- 2. Enter the CR Number on every page used.
- 3. Enter the victim's name as listed on the original report. Use only the first victim's name in this block if there are multiple victims.
- 4. Enter the incident location - same as indicated on the original report including the car beat in which the incident occurred.
- 5. Enter the date that the incident was originally reported using the mm/dd/yyyy format. Use the lined section for report narrative. Members must use the block number boxes if the Addendum is being used as a continuation of another report.
- 6. Place an X in each appropriate box to identify sources for inquiries made regarding this incident by the reporting officer.
- 7. Enter the teletype number of any teletype NYSPIN message sent.
- 8. Enter the Working CR# if applicable.

9. Enter the date that the report is written.
10. Enter the reporting officer's name and rank.
11. Enter the reporting officer's IBM#.
12. Enter the reviewing supervisor's signature.
13. Enter the reviewing supervisor's IBM#.
14. Place an "X" in the box (es) which identifies the current case status of the investigation.
15. Enter the date that the report was reviewed by the approving supervisor.
16. Enter the agency, division, or officer to whom this case was notified or referred/turned over to (TOT).
17. Enter the page number and total number of pages of the report. By having multiple uses, it is critical that members indicate the appropriate page number on the Addendum Report form.

IV. DISTRIBUTION

The Addendum Report shall be distributed as follows:

- A.** Original: Records Section Office.
- B.** Copy #2: Records Management Clerk.
- C.** Copy #3: Police Secretary.
- D.** Copy #4: Maintain with original.

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Attachments