

**SENECA FALLS POLICE DEPARTMENT
GENERAL ORDER**

General Order: 480	Rescinds: New Issue
Subject: Supplemental Report	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 Supplemental Report form.

II. POLICY

- A.** The Supplemental Report form shall be used to record additional offenses, victims, associated persons, or suspect/arrested/missing persons in conjunction with a Standardized Incident Report (SIR) which documents an incident or crime.
- B.** During the course of an investigation, the Supplemental Report form may also be used to record additional offenses or names in conjunction with the Addendum Report form.
- C.** Although the Supplemental Report is primarily to be used in conjunction with the SIR or Addendum Reports, it may, under limited circumstances, be utilized as a standalone report when investigative efforts develop suspect name and pedigree information not previously recorded in the course of an investigation.

III. PROCEDURES

- A.** Supplemental Report forms shall be completed in the same manner as the SIR. All boxes and fields must be addressed.
- B.** Members must check the box which indicates if the report is:
 - 1. Supplemental (conjunction with another report).
 - 2. I.A. – Investigative Action (stand-alone report).
- C.** When used in conjunction with the SIR or Addendum Reports, members need only to complete those sections pertinent to the added information. For example, an additional victim and/or suspect, CR#, page number, reporting officer's name, etc.

IV. DISTRIBUTION

The Supplemental Report shall be placed in the case file.

Reviewed: 05/20/2019