

**SENECA FALLS POLICE DEPARTMENT  
GENERAL ORDER**

<b>General Order:</b> 502	<b>Reviewed:</b> 07/01/13
<b>Subject:</b> Snowmobile Accident Report	<b>NYS Accreditation:</b>
<b>Effective Date:</b> 05/20/2019 <b>By Order Of:</b> Stuart W. Peenstra, Chief of Police	

**I. PURPOSE**

To establish policy and procedures for the investigation and reporting of snowmobile accidents by the Seneca Falls Police Department.

**II. DEFINITION**

A snowmobile accident is any incident in which injury and/or property damage is caused, unintentionally, by the movement of a snowmobile.

**III. POLICY**

- A.** Members will be selective in reporting snowmobile accidents. Officers will determine if snowmobile accident calls meet the established criteria for being reported by the Seneca Falls Police Department. All snowmobile accidents occurring in the Town of Seneca Falls will be reported on form OPS-208 when:
  - 1. There are injuries
  - 2. There is property damage of \$100.00 or more to any single snowmobile or to someone's' property
  - 3. There is damage to or by municipality or school owned or leased property
- B.** Officers will assure that injured persons are cared for and that proper identification information is exchanged between operators and that operators are aware of their responsibility to report to Albany via form OPS-209 (available on all computers under SFPD FORMS).
- C.** Snowmobile Accident Report Forms (OPS-208) will be completed in accordance with directions set forth in the New York State Parks and Recreation and Historic Preservation Department's Snowmobile Accident Report System Manual for Police (OPS-208M), a copy of which has been assigned to each member.

**IV. PROCEDURE**

Procedures for the conduct of the investigation of a snowmobile accident are as of those for a motor vehicle accident (see G.O. 501).

**V. DISTRIBUTION**

Completed snowmobile accident reports will be submitted to the oncoming supervisor for review. After the reports are reviewed the supervisor(s) will distribute the reports where they need to be sent and forward them to the Records Section. The Records Section will distribute the two (2) plies as follows:

- A.** One copy to New York State Officer of Parks and Recreation
- B.** One copy to be retained by the Records Section.

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