

Geneva Police Department <b>GENERAL ORDERS</b>		<b>FIELD REPORTING AND MANAGEMENT</b>	
<input type="checkbox"/> new: <input checked="" type="checkbox"/> rescinds: Policy & Procedure 8.1 <input type="checkbox"/> amends:		<b>cross-reference:</b> GO 400; GO 435; GO 760 <b>Accreditation/Recognition standards:</b> NYS L.E.A.P.: 8.1	
<b>effective date:</b> 8.6.04	<b>issue/amend/review date:</b> 8.6.04 / 02.17.15 / 5.14.20		

<b>I. PURPOSE</b>	The purpose of this General Order is to establish and describe policies and procedures for a uniform report writing and management system to be used by Geneva Police Department personnel.
<b>II. DEFINITIONS</b>	<b>PD Manager-</b> Law Enforcement agency records management software, which is used for calls for service, incidents, arrests, supplemental information, investigations, property/evidence management, Incident-Based Reporting (IBR), Uniform Crime Report (UCR), warrants, alarm tracking, and any other records as authorized by the Department.
<b>III. POLICY</b>	<p><b>A.</b> It is the policy of the Geneva Police Department to generate timely, accurate reports of police activities and functions and to provide for efficient management of all reports. Department personnel must complete all required reports and other paperwork as prescribed.</p> <p><b>B.</b> Personnel will follow Department policies, procedures, General Orders, and other directives in determining whether to file a report and what type of report to file in a given situation. On a general basis, assigned personnel will complete a report in the following situations:</p> <ol style="list-style-type: none"> <li>1. Any crime;</li> <li>2. Any arrest;</li> <li>3. Injury to a person, to exclude routine assist ambulance calls;</li> <li>4. Any injury to persons occurring in or on City-owned property or facilities;</li> <li>5. Any damage to City-owned property or facilities;</li> <li>6. Dangerous or hazardous conditions;</li> <li>7. Any event, incident, situation or condition that will require follow-up action within the Department, by another City Department, or an outside agency;</li> <li>8. To document any additional information and/or follow up action;</li> <li>9. Any time assigned personnel and/or supervisor believe it is appropriate to file a written report; or</li> <li>10. Any time an officer uses force or is otherwise required to file a Use of Force Report <i>See G.O. 400- Use of Physical Force/Deadly Physical Force and Firearms.</i></li> </ol>

**IV. FIELD REPORTING SYSTEM**

**A. Types of Reports**

1. NYS Incident Report

- a. The NYS Incident report is used to report incidents that are criminal or non-criminal in nature.
- b. Incident reports will be maintained in electronic format in the PD Manager and a hardcopy (paper) format will be maintained in the Records Bureau for cases with a case file and/or arrest.

2. NYS Domestic Incident Report

- a. Domestic Incident Reports will be used for any domestic related incident as required in ***G.O. 435- Domestic Incidences and Orders of Protection.***
- b. Domestic Incident Reports will be maintained in hardcopy (paper) format in the Records Bureau.

3. Missing Persons Report

- a. Missing Persons Report will be completed on all missing persons- ***See G.O. 760 Missing Persons Investigations.***
- b. Missing Person Reports will be maintained in hardcopy format by the Records Bureau.

4. NYS Motor Vehicle Accident Report - MV104A

- a. MV104A reports will be completed for any motor vehicle accident in which there is personal injury, property damage in excess of \$1,000 is sustained to any one vehicle, or upon the request of an involved party.
- b. MV104A reports will be maintained in electronic format in TRACs and in hardcopy format in the Records Bureau.

5. NYS Arrest Report

- a. NYS Arrest Reports will be completed anytime an officer makes an arrest.
- b. Arrest Reports will be maintained in electronic format in PD Manager and a hardcopy format will be maintained in the case file in Records Bureau.

6. Supplemental Report

- a. Supplemental reports are used to:
  - 1. Include additional pages of a primary report;
  - 2. Report activities or observations of officers assisting the assigned officer writing the report.
  - 3. Report follow-up or additional investigative activity on an incident or case.
  - 4. Report new or updated information on an incident or case.
- b. Supplemental reports are maintained in electronic format in PD Manager and when applicable in hardcopy format with the original report in a case file in the Records Bureau.

**IV. FIELD REPORTING SYSTEM (cont.)**

**B. Department Reports and Forms**

1. The Department provides numerous pre-printed or PD Manager generated reports and forms that are associated with investigations and other Departmental activities. A list of authorized reports and forms is maintained in the Records Bureau.

**C. Completing Reports**

1. The following reports will be completed using either the PD Manager or the TRACs system in the Public Safety Building unless the systems are not operational in which case they will be completed by hand or with computer:
  - a. NYS Incident Report
  - b. NYS Arrest Report
  - c. MV104A - TRACs
  - d. Supplemental Report
2. The following reports will be completed by hand:
  - a. NYS Domestic Incident Report
  - b. Missing Persons Report

**D. Numbering System**

1. The Department uses a numbering system for all calls for service or police incidents reported to the Department. These control numbers are referred to as Control Report (CR) numbers and are automatically assigned sequentially by the PD Manager system through the E911 Center. The following information, at a minimum, will be included in all calls for service:
  - a. Control number (CR);
  - b. Name of officer receiving complaint;
  - c. Date, time and location of call;
  - d. Nature of call and brief description;
  - e. Name, address and phone number of complainant, if available;
  - f. Name(s) of person(s) involved, if available;
  - g. Date and time officer is dispatched, arrives on scene, and clears scene;
  - h. Name of officer assigned; and
  - i. Disposition of action taken by officer(s) assigned.
2. All calls for service or police incidents will have a unique CR number assigned to them and will be used on all necessary reports for the call or incident.
3. The format for the CR number will be in chronological order of receipt, prefixed by the year in which the incident is reported, (e.g., 2020-1000).

<p><b>V. REPORT WRITING GUIDELINES</b></p>	<p><b>A.</b> Any required Departmental report or form will:</p> <ol style="list-style-type: none"> <li>1. Be appropriate to the type of activity performed, service provided, or information received.</li> <li>2. Cover the subject completely as possible and contain all pertinent information.</li> <li>3. Be written promptly, accurately, comprehensibly and legibly.</li> </ol> <p><b>B.</b> The body of the report must be set out in narrative style, written in chronological order of occurring events, and the following questions should be answered if possible:</p> <ol style="list-style-type: none"> <li>1. <u>WHO?</u> - Record all pertinent information regarding the victims, suspects, witnesses and other persons involved. Get correct spelling of person's names, addresses and phone numbers.</li> <li>2. <u>WHAT?</u> - Record all pertinent information as to the type of property involved or the offense committed.</li> <li>3. <u>WHERE?</u> - Describe the geographic location of the area in which the incident occurred or location of evidence, if any.</li> <li>4. <u>WHEN?</u> - State the date and time the offense was committed, suspects were apprehended, and all other pertinent information which took place.</li> <li>5. <u>HOW?</u> - Describe in general the manner in which an offense was committed and the procedures used in completing the investigation or handling of the call for service.</li> <li>6. <u>WHY?</u> - State what motivated the offense, if known, and why certain procedures were used, if appropriate.</li> </ol>
<p><b>VI. REPORT FILING PROCEDURES</b></p>	<p><b>A. Reporting Personnel Responsibility</b></p> <ol style="list-style-type: none"> <li>1. Completion of reports <ol style="list-style-type: none"> <li>a. All reports should be completed as soon as possible and submitted for review prior to leaving at the end of his/her tour of duty, unless otherwise directed by a supervisor.</li> <li>b. All handwritten reports and documents shall be written legibly in blue ink.</li> </ol> </li> </ol> <p><b>B. Supervisory Responsibility</b></p> <ol style="list-style-type: none"> <li>1. All completed reports will be reviewed by a Supervisor and checked for accuracy and completeness.</li> <li>2. Based on the report(s) submitted, the Supervisor will decide if the situation requires further action.</li> <li>3. After approving the report, the Supervisor will route the report according to Department procedure or submit for secondary review if necessary (e.g., Use of Force Report).</li> <li>4. Reports not approved will be returned to the submitting personnel for correction and then re-submitted for approval.</li> </ol> <p style="text-align: right;">Approved By</p> <p style="text-align: right;"><b>MICHAEL J. PASSALACQUA</b> <i>CHIEF OF POLICE</i></p>