

MEDINA POLICE DEPARTMENT GENERAL ORDER

ORDER NO: 2018-040

SUBJECT: CR/Incident Reports

EFFECTIVE DATE: 29th, June, 2018

RESCINDS ORDER NO:

DISTRIBUTION: All Department Personnel

PURPOSE: To establish and maintain a written record system for documented law enforcement activities that the Medina Police Department partakes in. It is essential having written reports and written documentation to meet management, operational, and informational needs of the department .

- I. **POLICY:** Members of the Medina Police Department will be aware of and properly complete all required reports and paperwork as prescribed.
- II. **DEFINITIONS:**
 - A. CR Number - Crime Reporting Number assigned to the respected call/incident that the Medina Police Department processes. It helps in the tracking and filing of reports associated with the incident.
 - B. IR - Incident Report
 - C. AR - Arrest Report
 - D. CAD - Computer Aided Dispatch through the Orleans County Sheriff's Office – Dispatch
 - E. MHF - Mental Hygiene Form
 - F. DIR – Domestic Incident Report
- III. **PROCEDURE:**
 - A. CR numbers will be generated for all activities conducted by the members of the Medina Police Department.
 1. CR numbers can be self generated and/or generated by Orleans County Dispatch. In order for officers to self generate CR numbers they **will** be required to be logged onto the CAD system while mobile during their tour

of duty. However, if the officer is not mobilized, utilization of the CAD system in the day room and/or notifying dispatch for the creation of a CR number will be sufficient.

- B. SJS Incident/Arrest Reports **will** be completed in accordance to the following elements.
1. Felony, misdemeanor, violation complaints - IR completed.
 2. Felony, misdemeanor, violation complaints with arrest - IR and AR completed.
 3. Felony/misdemeanor traffic infractions – IR and AR, all other traffic infractions - IRs are not required.
 4. Domestic with arrest – IR, DIR, and AR, Domestic without arrest – IR and DIR.
 5. Mental Hygiene with arrest – IR, MHF, and AR, Mental Hygiene voluntary – IR and MHF
 6. If the officer feels that under the circumstances of the incident there might be further investigation an IR should be completed.
 7. Motor Vehicle Accidents – MV-104A form, See General Order Number 2018-035 Sec. I Sub B which stipulates that an IR is **only required** if the circumstances surrounding the accident warrant such.
 8. When a CR number is developed and the circumstances do not meet the above elements for an IR, officers **will** type a narrative on the complaint on CAD to help inform the department as to what went on. **It is important that officers do not become complacent and utilize this procedure in lieu of completing an IR.**
 9. Incidents involving numerous arrestees and where the arrests occur within a short time frame, (1) hour, after the incident **will** follow the following process:
 - a. One (1) IR will be created under the CR for the incident.
 - b. First arrestee will be assigned the IR/ CR number as its AR number.
 - c. Any remaining arrestees will be assigned different AR numbers after the first arrestee. ***** New CR numbers will need to be created for each AR created*****
 10. Incidents involving numerous arrestees and where the arrests occur hours after the incident **will** follow the following process:

- a. One (1) IR will be created under the CR for the incident.
 - b. New CR numbers need to be created and assigned to the respected ARs when someone is arrested hours after the initial CR incident. ***
Do not assign the original CR number for the incident to anyone who is arrested during this time***
11. One (1) CR number **will** be created for foot patrol duty/ door checks, and parking enforcement during the winter months. If something occurs during foot patrol and/or a business is found unlocked during door checks another CR number **will** be created. Midnight parking enforcement needs only one (1) CR number per side/officer, any parking tickets issued during that time can be added to that CR number on CAD.
 12. Special Details need only one (1) CR number created. Information related to that detail can be added to the CAD under that detail CR number. However, if during the detail you have a felony, misdemeanor, or violation arrest then another CR number needs to be generated.
 13. Incident Reports should be completed in a timely fashion. All IR/AR and respected paperwork **will** be completed for review in a **48** hour time period. *****Keep in mind that the Court, District Attorney's Office, Probation, and other assisting organizations rely upon us to get the proper paperwork in so they can meet the judicial deadlines placed upon them*****
 14. All IRs/ARs completed **will** have one hard copy created for placement in the Medina Police Department file system. Just saving IRs/ARs to the computer **will not** be tolerated. *** **Basis for this ideology is if the computer system fails we can resort to the hard copies for information*****

By Order Of:

Chad D. Kenward
Chief of Police

