

**SECTION: THREE
CHAPTER: SIX**

SUBJECT: REQUIRED REPORTS

ISSUE DATE: 08-15-16

REFERENCE: NYSA 8.5, 47.1, 47.2, 50.7, 50.8, 51.6, _____

I. ARREST REPORTS

A. Purpose

1. To establish policy for the use of the New York State standardized arrest report (Form DCJS 3203) by members of the Palmyra Police Department.

B. Policy

1. All members affecting a Penal Law, Village Ordinance, DWI, or AUO 1st/2nd arrest shall complete an arrest report.

C. Procedures

1. Members of the Palmyra Police Department shall conform to the Guidelines for completing same that are printed on the report package.
2. Multiple Charges
 - a) A total of six separate charges may be listed on the arrest report provided that:
 - 1) The charges all relate to the same incident or complaint number
 - 2) If multiple charges arise with the same defendant (ie: bad Checks) then a separate arrest report for each specific incident must be filed.
 - 3) In no case will a photocopy of an original arrest be accepted.
3. Distribution
 - a) The arrest report document will be turned in with all other paperwork. A copy shall be given to the District Attorney's office on charges of DWI and any other Felony or when the District Attorney's office request one, along with the DA's report. A copy will also be placed in the case file.

II. INCIDENT REPORTS

A. Purpose

1. To establish policy for the use of the New York State Standardized Incident Report (Form DCJS 3205) by members of the Palmyra Police Department.

B. Policy

1. All members answering a complaint for service wherein an arrestable offense was committed, are required to complete an Incident Report, including DWI and AUO 1st/2nd. Incident Reports are also required when directed by a supervisor, or by other written directive. Missing persons are also documented on an Incident Report.

C. Procedure

1. Members of the Palmyra Police Department shall conform to the guidelines for completing same that are printed on the report package.
2. All portions of the report are to be filled out.
3. The Standardized incident Report will be filled out at the time of the initial report and will not be held over to another day.
4. If an item does not apply it is to be filled in with a dash or **N/A**.
5. Continued narratives will be completed on an addendum form and attached to the incident report.
6. Distribution
 - a) The Standardized Incident Report is to be filed for review by a Supervisor.
 - b) The Supervisor will forward the Standardized Incident Report for filing.

III. ADDENDUM REPORTS

A. Purpose

1. To establish the policy for the use of the Addendum (also known as “supplemental”) Report (NYS Supplemental Report, Form DCJS-3206) by members of the Palmyra Police Department.

B. Policy

1. The Addendum Report form will be utilized to continue the narrative section of an Incident or Arrest Report.

C. Procedure

1. Members of the Palmyra Police Department shall conform to the guidelines for completing same as indicated on the face of the form.
 - a) The “Incident No.” and/or Arrest Number shall be the same as on the original report.
2. All applicable boxes on the top portion of the Addendum Report will be completed.
3. Addendum Reports will be completed in the following circumstances:
 - a) As a narrative continuation for an Incident Report.
 - b) As a narrative continuation for an Arrest Report.
 - c) To report follow-up action or additional information received in the ongoing investigation of an incident reported on an Incident Report.
 - d) When directive by a supervisor to complete same, or by other written directive.
4. The narrative portion will be completed as accurately as possible to describe the facts of the case and actions taken.
5. Distribution
 - a) The Addendum Report, when used as a continuation form, will be attached to the original report and filed for review by a Supervisor.
 - b) The Addendum Report, when used to report investigative action taken after the filing out of the original report, will be filed separate from the original report for supervisory review.
 - c) The reviewing supervisor will forward the Addendum Report to the Police Clerk for filing.

IV. UNIFORM TRAFFIC TICKETS/ TRACS

A. Policy

1. Members of the Palmyra Police Department will fairly and impartially enforce the provisions of the New York State traffic laws to:
 - a) Prevent and/or reduce motor vehicle accidents
 - b) Promote traffic safety
 - c) Encourage compliance with traffic laws
 - d) Relieve traffic congestion
2. Uniform traffic tickets are only to be used when the TRACS system is not available. Dispositions of TRACS tickets are the same as applied in this order to UTT's. The completion of Uniform Traffic Tickets are to be based on the directions as outlined in the (TSLED) officer's handbook.

B. Adjudication

1. Felony traffic tickets
 - a) A felony complaint must be prepared prior to arraignment.
 - b) A copy of the UTT will be attached to the felony complaint.
 - c) The defendant will receive a copy of the felony complaint.
 - d) All copies of the UTT will be placed in the appropriate locations as per current directives.

C. Voiding Uniform Traffic Tickets

1. When a Uniform Traffic Ticket must be voided the issuing officer will write "VOID" across the front of the ticket, and forward same to the Palmyra PD Clerk with an explanation for the VOID.

D. Inventory Control

1. The CPD Clerk will keep a log of when and who issued UTT'S.
2. Once received the Palmyra PD Clerk will enter the pertinent information in the arrest book and the ticket file in the computer.

V. PARKING TICKETS

A. Policy

1. The Palmyra Police Department will fairly and uniformly enforce all legally mandated parking restrictions using the Village of Palmyra Municipal Code, and the New York State Vehicle and Traffic Law.

B. Distribution

1. Employees will notify the Palmyra Police Clerk of the date and ticket numbers taken by the officer.
2. The Palmyra PD Clerk will keep a log of all summonses distributed.

C. Missing Summonses

1. Employees will report the number of any missing tickets to the Clerk.

D. Form Preparation

1. Employees will complete the face of the ticket before issuing it. The appropriate violation box will be checked.
2. Law sections are not required to be written on the summons.
3. Officers will run the Data on the vehicle and log the registered owner's name, address and date of birth.

E. Distribution

1. All tickets issued will be forwarded to the Palmyra PD Clerk at the end of each officer's tour of duty.
2. It is the Palmyra PD Clerk responsibility to ensure all tickets are entered in a log book and are accounted for.

VI. DOMESTIC INCIDENT REPORT FORM (DIR)

A. Purpose

1. To establish policy for the use of the New York State Standardized Domestic Incident Report Form (DIR) by members of the Palmyra Police Department
 - a. The DIR will replace the required "Crime Report" or "Incident Report" in all cases where a Family Offense, crime, or **a written report is viewed as necessary on a Domestic Incident** that has occurred whether an arrest is made or not, or when there is an allegation or history of violence and the participants are members of a domestic relationship.

B. Policy

1. All members answering a complaint for service wherein a Domestic Incident, as previously defined, was committed, are required to complete a Domestic Incident Report.

C. Procedures

1. All portions of the report are to be filled out.
2. The Standardized Domestic Incident Report will be filled out at the time of the initial report and will not be held over to another day.
3. If an item does not apply it is to be filled in with a dash or **N/A**
4. The standard "Addendum Report" will be utilized for additional information needed to support the DIR.
5. Witness information will be listed at the top of the of the first addendum report page. Information will include their name, address, telephone numbers, and relation to investigation.
6. Additional narrative will be included on the Addendum Report and on subsequent pages.
7. Whenever a Police Officer is investigating a Family Offense, the investigating Officer will:
 - a. **Upon completing the DIR, immediately give the victim(s) written notice of the legal rights and remedies available to them (Victim Rights Notice)**
 - b. **When necessary the Victim Rights Notice will be given orally.**
 - c. **This notice is located on the last copy of the DIR in both English and Spanish.**
 - d. **Provide the victim with a copy of the DIR.**

8. Page 2 of the DIR (*Statement of Allegations/Supporting Deposition*) should be written in the words of the deponent, or by the deponent, if possible. If this page is to be used as a Supporting Deposition to a criminal charge, the ORIGINAL must be attached to the Court information. The arresting officer is responsible for ensuring that a copy is made to attach to the original DIR.
9. Distribution
 - a. The Domestic Incident Report is to be filed for review by a Supervisor.
 - b. The Supervisor will forward the Domestic Incident Report for filing.

VII. JUVENILE CONTACT/REFERRAL REPORTS (JCR)

- A. Purpose
 1. To establish policy for the use of the Juvenile Contact/Referral Reports (JCR) by members of the Palmyra Police Department.
- B. Policy
 1. All members answering a complaint for service wherein contact is made with a person under the age of 16 outside of the presence of the child's parent(s) or legal guardian(s), or wherein the child has committed an offense that would constitute a crime if an adult, will complete a Juvenile Contact/Referral Report (JCR). The JCR will also be filed if the subject is a missing person, runaway or PINS. The JCR will also be filed when directed by a Supervisor.
- C. Procedure
 1. All portions of the report are to be filled out.
 2. The Juvenile Contact/Referral Report will be filled out at the time of the initial report and will not be held over to another day.
 3. If an item does not apply it is to be filled in with a dash or N/A
 4. Continued narratives will be completed on an addendum form and attached to the incident report.
 5. Distribution
 - a. The Juvenile Contact/Referral Report is to be filed for review by a Supervisor.
 - b. The Supervisor will forward the Juvenile Contact/Referral Report for filing.

IX. FIELD INFORMATION REPORT (FIR)

- A. Purpose
 1. To establish a policy for the use of the Field Information Report (FIR) by members of the Palmyra Police Department.
- B. Policy
 1. The Field Information Report (FIR) is a single-page, single-copy report form utilized by patrol personnel to document intelligence information, suspicious conditions, persons, and/or vehicles, and other similar information that does not meet the criteria established for other mandated reports, but is documented by necessity for follow-up or additional action by other officers/units/agencies.
 2. Patrol personnel shall complete an FIR when:

- a) Information regarding the possibility of an impending criminal act is obtained from any source.
- b) Narcotics-related information is received from any source.
- c) Information is received from a confidential informant.
- d) Identification of suspicious person(s), vehicle(s) and/or condition(s) may require additional follow-up action, or may have some future investigative value (i.e.: known burglar found in area of closed business.)
- e) Information is of an officer-safety nature.
- f) Information may benefit the ongoing investigative efforts of another unit/agency.
- g) Directed by a supervisor.

C. Procedures

1. Members of the Palmyra Police Department shall conform to the guidelines established herein when completing The Field Information Report.
 - a) **Location of Incident:** If address is unknown, be as descriptive and specific as possible.
 - b) **Date and Time:** When information is received.
 - c) **CR#:** SJS assigned number.
 - d) **Subject Descriptions:** Include as much information as possible about the referenced subject(s), especially if identity is not known.
 - e) **Vehicle Information:** Describe fully.
 - f) **Premises Description:** Be specific as to location, such as 1st floor apartment, or rear door, etc.
 - g) **Narrative:** Provide detailed information about the subject(s), vehicle(s), and/or premises in the top boxes. Be specific with information received, and quote persons, if necessary. Describe circumstances surrounding contact or interview. List associates, if known. Continue the narrative on an addendum sheet, if needed, and attach.
 - h) **Refer To:** After supervisory review, indicate which officer/unit/agency the information should be referred to, if any. If unknown, leave blank.
2. The FIR is to be completed in a timely manner and submitted for supervisory review prior to distribution. Information of a confidential nature should not be released to any non-law enforcement personnel, unless approved by a Supervisor or directed by law.
3. Distribution
 - a) The FIR is turned into the member's supervisor for review by shift's end.
 - b) After supervisory approval, the FIR is submitted to the Police Clerk for filing. Copies should be placed in the Daily Info Book and forwarded to the Chief of Police, if necessary.
 - c) Copies to be forwarded to other units or agencies will be distributed by the Police Clerk, after approval from the Chief of Police

By order of:

David B. Smith
Chief of Police