

## **NIAGARA FALLS POLICE DEPARTMENT**

### **GENERAL ORDER**

EFFECTIVE DATE: 08/13/2013	SUBJECT: <b>RECORDS SYSTEM COMPONENTS</b>	Number 110.00 (NYSLEAP A-8-1)
RESCINDS:  04/15/2003		Number of pages 2

**Policy:**

It is the policy of the Niagara Falls Police Department that a report will be prepared in the field by police personnel investigating incidents of crimes, missing persons, motor vehicle accidents, recovered stolen vehicles, deaths (non-homicide), weapons discharges, weapons surrenders, use of force and domestic incidents. Police personnel may also file a police report if the incident does not fall into one of the above categories and the investigating officer deems it necessary to record the particulars of the incident for future reference. Each reportable incident will be assigned a unique complaint (CR or blotter) number. All reports will be prepared in the manner prescribed in the appropriate manuals and in accordance with NFPD training procedures.

All original reports shall be forwarded to an immediate supervisor for review and approval. The reviewing supervisor will check the report for accuracy and completeness. The reviewing supervisor will return any report found deficient to the reporting officer for corrections and re-submission. A police report will not be considered complete unless all of the necessary peripheral documents are also attached to it and the reviewing supervisor approves and signs it. Approved police reports will be forwarded to the Records Division for accuracy checks and filing.

In cases where it is necessary for another unit or division to conduct a follow-up investigation, the reporting officer will forward a photocopy of the police report to the division or unit that will be conducting the follow-up investigation. All follow-up investigations will be documented by the reporting officer preparing a supplemental police report with the same unique complaint (CR or blotter) number as the original police report. A completed supplemental police report will be forwarded to the immediate supervisor of the reporting officer for approval. Unless otherwise stipulated in this policy, all approved supplemental police reports will be forwarded to the Records Division for accuracy checks and filing.

Most original reports shall be maintained in an area of the Records Division that is locked during non-business hours. No original report shall be taken from the Records Division at

any time. Records Division personnel may make copies of original reports for authorized personnel or others as permitted by department policy.

The only original reports not maintained by the Records Division shall be original reports generated and maintained by the Office of Professional Standards, Criminal Investigation Division reports of certain major crimes (homicide, serious assaults), Narcotics and Intelligence Division reports, and Youth Aid Division reports. Each of these Divisions shall maintain responsibility for the security of their reports.

The Administrative Captain will verify that a report has been completed for each complaint requiring a report by comparing the reports submitted with the Computer Aided Dispatch System (CAD). If a report is missing, an attempt will be made to find it, or the reporting officer will be notified to complete a report if one has not been done.

Updating the original computerized report, with new information about victims, witnesses, property, vehicles, suspects, or additional investigative discoveries, is accomplished by submission of a supplemental police report detailing the new information.

Most police reports are filed in the computer system. Complaint number, date, time or nature of incident/offense address, complainant, victim, suspect, person(s) arrested, property description, vehicle information, or any combination of the above descriptors may be used to retrieve the computerized report.

All FREEDOM OF INFORMATION LAW requests shall be reviewed and approved by the Administrative Captain before any data is disseminated. Requests for information under this law shall be made through the Records Division.