

## NIAGARA FALLS POLICE DEPARTMENT

### GENERAL ORDER

EFFECTIVE DATE: 09/30/2013	SUBJECT:  <b>INCIDENT REPORTS</b>	Number 334.00 (NYSLEAP O-51-6)
RESCINDS: 04/15/2003		Number of pages 1

I. Policy:

- A. It is the policy of the Niagara Falls Police Department to record every incident, whether in person, by telephone or other means. All recorded incidents will be entered in the NFPD Computer Aided Dispatch System.
- B. The information recorded will include, but not be limited to, the date and time of the initial reporting, name of victim, complainant, suspect and all others involved. It will include a brief narrative describing the nature of the problem.
- C. Upon being dispatched to a crime scene, accident scene, or call for service that requires police presence, a report is to be filed by the responding officer when required. The report shall be thorough, and include the date and time of the incident, the date and time of the report, names of all involved, weapons, vehicles, and other pertinent data as described on each report.
- D. Reports will be turned in at the conclusion of each officer's tour of duty, or be transmitted by electronic means as directed by a supervisor.
- E. The desk lieutenant of each successive shift shall be responsible for reviewing and signing off on the previous shift's reports. If the desk lieutenant rejects a report, it shall be forwarded back to the previous shift supervision, who shall then assume responsibility for timely correction and resubmission of the report. There shall be no delay in this procedure. All reports shall be submitted as soon as practical.