COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK

GENERAL ORDER COURT SECURITY	DATE OF ISSUE October 30, 2025	EFFECTIVE DATE October 30, 2025	NO. 012-25
SUBJECT: GENERAL ORDER Incident Report		DISTRIBUTION Court Security Personnel	AMENDS
REFERENCE: NYSSA 35			RESCINDS 12-19

Purpose: To establish policy and procedures for the use and completion of the **CS-02 Incident Report** for Court Security Bureau members.

Policy: The Incident Report will be used by the Court Security Bureau to record and document any circumstances surrounding incidents of criminal and non-criminal nature.

I. General:

A. The Incident Report will be used for the following criminal and non-criminal Court Security Bureau Incidents:

1. Confiscation of illegal weapon(s)
2. Confiscation of illegal drugs
* 3. Suspicious or inappropriate interactions from someone outside the Court Security Bureau with the Judiciary, Staff or Courthouse
4. Medical incidents
5. Mental hygiene arrests
6. Any situation that the Deputy or supervisor feels requires complete documentation

II. Form Preparation:

Page 1 of ___ at the bottom right of the form indicates the total number of pages that are included for the initial report.

Block 1: **Incident Type**: Provide a description which is most accurate to the incident being reported.

Block 2: **Classification (Supervisory Review)**: If the supervisor agrees with the original classification, this box will contain only the supervisor's signature. If the supervisor disagrees, he/she will strike out the classification in Block 1, enter the proper classification, and initial the re-classification.

Block 3: **CR #**: A crime report number (CR#) is obtained using current procedures and assigned to every incident. That number is placed in this block.

Block 4: **Time of Occurrence**: Month/Day/Year and the time of the incident occurrence.

Block 5: **When Reported**: Month/Day/Year and the time the incident was reported to a supervisor.

Block 6: **Dispatched to**: Location dispatched to.

Block 7: **Location**: Location of incident.

Block 8: **Section:** This is marked as "CS" for Court Security Bureau.

Block 9: **Persons Involved**: Enter Name, Gender, Race, Date of Birth (DOB), Address, Phone Number, and Code of **each** person involved in the incident. Code refers to the subject's nature of involvement, i.e. W1 for Witness #1, W2 for Witness #2, R for Reporting Person, V for Victim, S for Subject.

Block 10: **Nature of Injuries, if any**: Description of injuries if applicable

Block 11: **Person Hospitalized/Treated:** Mark box "Yes", "No", or "N/A" for not applicable.

Block 12: **Where:** If person was hospitalized or treated what location.

Block 13: **Narrative**: Use this block to describe details of the incident. If the narrative expands on information from a prior block, place the appropriate number of that block in the shaded margin. Continue with the information adjacent to that number. When ready to start the narrative body of the report, place 14 in the shaded margin and write the report in the space provided.

Block 14: **Type of Tech Work Performed**: Check the appropriate box if applicable.

Block 15: **Tech Work Performed By:** If applicable, name and IBM # of staff (or Technician) conducting tech work.

Block 16: **Property Inventory #**: If property/evidence gathered/confiscated and stored, the inventory number goes here. That will often be the same as the CR #.

Block 17: **Reporting Officer/IBM #**: The reporting officer's printed name and IBM # and signature.

Block 18: **Assisting Person(s)**: Enter the name(s) and IBM # of any staff member who provided assistance.

Block 19: **Follow Up By**: Referral of the incident for follow-up as applicable. To be completed by the supervisor reviewing/approving the report.

Block 20: **Supervisor Approving/Rank/IBM #**: Signature of the approving supervisor, their rank, and their IBM #.

III. Distribution/Maintenance and Review of Incident Reports:

A. Supervisory personnel will review and approve the report(s) and forward copies to all applicable and prescribed areas.

B. Copies of all completed reports and supplementary information pertaining to reportable incidents will be maintained on file in the designated area.

C. The Court Security Bureau Chief (and/or designated staff) will review (on a regular basis) all reports resulting from the daily review (and/or investigation) of reportable incidents, in accordance with current procedures.

By Order of the Sheriff,

Toda K. Baxter

* Indicates a change from the previous General Order.