

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER MULTI-BUREAU	DATE OF ISSUE May 8, 2025	EFFECTIVE DATE May 8, 2025	No. 010-25
SUBJECT: Adult Arrest Report		DISTRIBUTION All Personnel	AMENDS:
REFERENCE: NYSLEAP 8.7			RESCINDS 010-19

Purpose: To provide guidelines for the utilization and completion of the Adult Arrest Report (AAR) form.

Policy: An AAR form will be completed each time a person is arrested for a violation of any law or ordinance of the State of New York or any political sub-division thereof, excluding routine traffic violations and Monroe County Parks Law violations.

I. GENERAL

A. The AAR will be initiated by the member effecting the arrest. Members will endeavor to fill in all required information in boxes #1 through #62. In those instances where it is impossible for the arresting deputy to obtain the required information (e.g. subject is incoherent, unconscious, etc.), the information will be obtained by the booking deputy, if the individual is committed to jail, or if the person is released, as soon as is practical by the arresting deputy.

* B. Form preparation instructions: If the Dataworks Plus (aka Moris) Identification Number is known it will be recorded at the top of the AAR. All boxes will be completed as follows:

1. Boxes #1 through #61 are self-explanatory and are to be filled in by the arresting deputy.
2. Boxes #62 through #68 are self-explanatory and are to be filled in by Jail Bureau personnel.

Note: Boxes #9 and #10 must include the town, village or city of occurrence.

C. Routing

- * 1. After all appropriate entries have been made, a printed copy will be provided to the Monroe County Jail and the report needs to be exported from Tyler-Mobile to booking and imported into Dataworks Plus. The Arrest Package copy will be forwarded to the Central Records Office for further distribution and a copy will be forwarded to the appropriate Zone CIS sergeant, along with all reports pertinent to the case.
2. In cases where no jail commitment is made, all copies, will be forwarded to the Central Records Office. Other related reports and the Administration copy will be forwarded to the appropriate Zone CIS sergeant.

D. Legibility & Content

- * 1. All AAR forms will be completed in Tyler-Mobile. The use of abbreviations is to be avoided.
- * 2. All AAR forms will be completely and accurately filled-out noting all information requested on the form. Great care should be given in the recording of all information on the AAR form to ensure an accurate database within DataWorks Plus.

By Order of the Sheriff,



Todd K. Baxter

- * Indicates a change from the previous order.