

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

GENERAL ORDER MULTI-BUREAU	DATE OF ISSUE February 8, 2010	EFFECTIVE DATE February 9, 2010	No. 65-10
Subject: General Order Addendum Report		DISTRIBUTION All Personnel	AMENDS
REFERENCE: CALEA 82.2.1, 82.2.4, 82.3.5			RESCINDS 65-99

Purpose: To provide guidelines for the preparation and use of the Addendum Report.

Policy: The Addendum Report will be used only as a continuation page for the Standard Incident Report, Supplemental Investigative Action Report, Domestic Incident Report, and Field Interview Report. In no instance shall the Addendum Report be used as a page 1. The Addendum Report will also be used as a continuation page for Motor Vehicle Accident Reports in cases where the continuation consists of narrative-type information which is not mandated by the Department of Motor Vehicles (i.e. information on a third vehicle requires a second accident report page rather than an Addendum Report form).

I. Form Preparation Instructions:

- A. "Page ___ of ___" (left side of report) will be completed after an officer determines the total number of pages involved in the report. (An Addendum Report will never be "Page 1" of a report). Each page will be numbered.
- B. "A continuation of a _____ Report" will be completed with the classification of the offense or incident recorded on page 1 of the original report. If the Addendum Report is used as a page 2 for an Accident Report or a Criminal Intelligence Field Interview Referral, the report title (i.e. accident, or field interview) will be entered in this space.
- C. "CR number" - Each page will be numbered with a CR number.
- D. "Victim's name" - As listed on the original report. (If the original has multiple victims, use only the first victim's name in this block).
- E. "Location" - Same as indicated on the original report.
- F. "Section" - The Zone in which the incident occurred.
- G. "Date of Incident" - If not exactly known (i.e. a burglary in which an exact date of occurrence extends over a period of time), the earliest date will be entered in this box. Dates will be listed as double digits (i.e. 03/01/10).
- H. "Block" - In this box indicate the block letter or number being continued.
- I. "Reporting Officer(s)" - The name of the deputy submitting the report, legibly written or printed.
- J. "Supervisor Approving" - The signature of the supervisor approving the report's content.
- K. "Distribution Box" - This block can be used by the supervisor to direct routing of report copies.

II. **Distribution:**

- A. Copies 1 and 4 of the Addendum Report filed with any Standard Incident Report or Domestic Incident Report shall be forwarded to Records with copy 1 of the original report.
- B. Copies 2 and 3 shall be forwarded or retained by the Zone responsible for the investigation.

By Order of the Sheriff,


Patrick M O'Flynn