

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

GENERAL ORDER POLICE BUREAU	DATE OF ISSUE May 18, 2026	EFFECTIVE DATE May 18, 2026	No. 21-26
SUBJECT: POLICE BUREAU GENERAL ORDER MSO Case Report & MSO Case Supp		DISTRIBUTION Police Bureau Personnel	AMENDS
REFERENCE: NYSLEAP 8.2, 8.7, 29.4, 40.1, 50.1			RESCINDS 24-P-06

Purpose: To establish policy and procedures for the use and completion of the Monroe County Sheriff's Office (MSO) Case Report and the MSO Case Supp. The MSO Case Report will be utilized in order to ensure full compliance with the New York State Incident Based Reporting System (NYSIBRS).

* **Policy:** The MSO Case Report shall be used within the Law Enforcement Mobile program by Police Bureau Personnel to record criminal incidents, stolen and recovered stolen vehicles, reported missing and returned missing persons, and non-criminal incidents that are investigated by the Monroe County Sheriff's Office and deemed appropriate for documentation as determined by the investigating member, their supervisor, and/or departmental policies and the New York State legal mandates. The MSO Case Supp will be used to report any follow-up action or additional information relating to a crime, or incident, previously reported to the Sheriff's Office.

I. Criminal Incidents

- A. An MSO Case Report will be used to record all offenses prescribed by the New York State Penal Law and violations of any other law or ordinance for which arrest action could be taken.
- B. A member of the Monroe County Sheriff's Office receiving information concerning the alleged commission of an offense shall prepare and submit an MSO Case Report.
- C. The conduct of preliminary investigations will be guided by the directive set forth in **MBGO-102 Preliminary Investigation Process** and the procedures delineated in the Manual for Police of New York State.

II. Stolen / Recovered Stolen Vehicles

- A. The MSO Case Report will be used to record preliminary investigative data regarding offenses that involve the loss of a vehicle. Members will use this form when a motor vehicle is stolen, taken without authorization or taken through fraudulent means.
- B. The form will be used to record data related to the recovery of a stolen vehicle as defined in Article 10 of the New York State Penal Law.

III. Missing and Returned Missing Persons

- A. Missing person investigations shall be conducted as outlined in **PBGO-038 Missing Persons, Amber Alert and Vulnerable Adult Alert**.

- B. Deputies shall ensure that all information required in the aforementioned order is documented on the MSO Case Report. This includes appropriate codes that are required by NYSPIN for data entry.

IV. Non-Criminal Incidents

- A. The MSO Case Report shall be utilized by Police Bureau personnel to document the circumstances surrounding significant incidents of a non-criminal nature

- B. The MSO Case Report will be used for the following types of calls:

1. Fires of a non-criminal origin.
2. Unattended deaths.

- * Note: Unattended deaths are classified as DOA's and suspected suicides, which are determined by the Medical Examiner's Office. The MSO Case Report should refer to these cases as "Death Investigations" only.

3. Miscellaneous or minor motor vehicle accidents.
4. Unsecured commercial and residential doors (alarm or patrol initiated).
5. Ambulance calls involving injuries.
6. Any situation that the investigating deputy or the supervisor feels requires complete documentation.

*** V. Form Preparation**

- A. In order to ensure full compliance with the New York State Incident Based Reporting System (NYSIBRS), complete and accurate information is required when documenting events reported to the Sheriff's Office.

- B. Members shall utilize the electronic report form contained within the Law Enforcement Mobile Program.

- C. Members are to refer to the Monroe County Sheriff's Office MSO Case Report and MSO Case Supp Instructions for Completing Reports, if any additional questions regarding the completion of the MSO Case Report arise.

- D. An MSO Case Supp will be utilized to report any follow-up action or additional information relating to a crime or incident previously reported.

Note: Members will ensure that the victim(s) receives the appropriate victim information as required by law by issuing a Victim Information Notification Card.

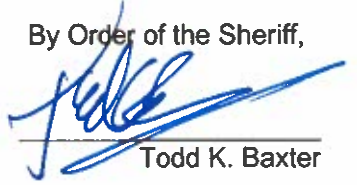
- E. An Addendum Report (PB-300) will be utilized as the narrative section attached to Alcohol Influence Report (PB-157).

*** VI. Distribution**

- A. Supervisory personnel shall review and approve all MSO Case Reports and MSO Case Supp within the Law Enforcement Mobile Program. Copies will be provided as needed for the use of Zone personnel for their distribution.

- B. Central Records personnel shall make proper notifications within the LERMS RMS as required by current directives and/or as indicated on the report.

By Order of the Sheriff,

A handwritten signature in blue ink, appearing to read "Todd K. Baxter", is written over a horizontal line.

Todd K. Baxter