



**ORANGE COUNTY SHERIFF'S OFFICE  
GENERAL ORDER  
PARTICIPATION IN THE NYS FINGERPRINT/CRIMINAL  
HISTORY SYSTEM-UCR/IBR SYSTEM**

DATE ISSUED	DATE EFFECTIVE	REVISION NUMBER	REVISION DATE	PAGE
<b>05/01/05</b>	<b>05/01/05</b>	<b>15-01</b>	<b>07/20/15</b>	<b>1 of 2</b>



To: All Deputy Sheriffs & Office Personnel  
 From: Sheriff Carl E. DuBois  
 Subject: General Order - Participation in the New York State Fingerprint/Criminal History System and the Uniform Crime Reporting System/Incident Based Reporting System (IBR)

**PURPOSE:** The purpose of this General Order is to ensure that the Orange County Sheriff's Office fully participates in Uniform Crime Reporting (UCR) System and/or the Incident Based Reporting System (IBR) on the national and state level. Participation will be performed in accordance with processes set forth by the Federal Bureau of Investigation (FBI) and the New York State Division of Criminal Justice Services (DCJS). Quarterly reports and monthly reports will be filed in a timely manner with information obtained through the utilization of the Impact Records Management computer program.

It is also the policy of the Orange County Sheriff's Office to fully participate in the New York State Fingerprint/Criminal History Records System in accordance with procedures set forth by the New York State Division of Criminal Justice Services (DCJS). Fingerprints and photographs of defendants will be obtained as authorized in Section 160.10 of the Criminal Procedure Law of the State of New York and fingerprints submitted through the Division of Criminal Justice Services (DCJS).

**I. INCIDENTS TO BE RECORDED**

Include but not limited;

- A. Reports of crime against persons or property
- B. Calls for service
- C. Officer initiated cases
- D. Incidents involving arrests, citations or summonses
- E. Supplemental reports

**II. INFORMATION TO BE RECORDED:**

Include but not limited;

- A. Date and time of incident
- B. Name of Complainant , Victim or Witness
- C. Nature of complaint
- D. Date and time of report
- E. Report of actions taken by reporting Deputy

III. TYPES OF RECORDS/REPORTS. The following records/reports shall be maintained as part of the regular course of business, and shall be periodically reviewed for completeness and accuracy.

- A. Incident/Arrest reports
- B. Traffic Accident Reports ( MVA 104)
- C. Uniform Traffic Ticket
- D. Warrant files
- E. Criminal Investigation files
- F. Evidence and Property records

***REFERENCE:***

***ACCREDITATION STANDARDS:***

***NYS DCJS: 8.1, 8.2***

***CALEA: 82.2.1, 82.2.2, 82.2.3***