



**ORANGE COUNTY SHERIFF'S OFFICE  
GENERAL ORDER  
STATISTICAL AND DATA SUMMARIES**



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 3</b>

To: All Deputy Sheriffs & Office Personnel  
 From: Sheriff Carl E. DuBois  
 Subject: General Order # 05-113- Statistical and Data Summaries

**PURPOSE:** The purpose of this General Order is to ensure that the Orange County Sheriff's Office maintains records of all activities and formalizes its record keeping process. Records will be retained in accordance with provisions set forth in the State Retention and Disposition Schedule CO-2.

**I. STATISTICAL SUMMARIES.** The Orange County Sheriff's Office will maintain daily, monthly, and annual activity record summaries. These records will provide statistical information regarding the daily, monthly, and annual activity of the Orange County Sheriff's Office.

**A.** Statistical information is provided through the assistance of the Orange County Sheriff's Office's computer management systems for civil process and criminal justice.

1. These summaries provide daily statistical information regarding, types of incidents, number of incidents, arrests, traffic summonses, traffic accidents, unusual occurrences, prisoner transports, civil process executed and all other activities of the Orange County Sheriff's Office.
2. On a daily basis, statistical information will be entered into the Orange County Sheriff's Office's computer management systems through data entry of incident reports, arrests and civil process information.

**B.** Monthly, a report will be generated to provide statistical information regarding the activities of the Orange County Sheriff's Office as well as specialized units and/or Divisions of the Sheriff's Office.

**C.** Annually, supervisors may be assigned to prepare a report detailing the activity of their particular area of responsibility; and provide same to the Sheriff or his designee for completion of a cumulative annual report.

**II. RECORDS RETRIEVAL.**

**A.** A Master Name Index will be maintained by the Orange County Sheriff's Office. The Master Name Index will be provided through the Orange County Sheriff's Office computer management system.

1. Information for the Master Name Index will be generated through data entry from the Orange County Sheriff's Office use of the Impact Records Management.
  2. Names appearing in this index will include: suspect(s), victims, complainant, witnesses, person knowledgeable, persons interviewed, person canvassed, and person who discovered incident when not victim or complainant.
- B. The Master Name Index may include the following information on individuals, not including suspects.
1. Name, Address, Age, Date of Birth, Sex
  2. Relationship to the investigation.
  3. Relationship to the suspect or defendant, if identified.
  4. Contact telephone number(s)
- C. The Master Name Index should include as much information concerning the suspect(s) as reasonably possible.
- III . ARREST HISTORY RECORDS. All arrests made by the Orange County Sheriff's Office shall be entered into the Impact Records Management System.
- A. Information concerning the arrest defendant will include at least the following:
1. Name.
  2. Date of birth.
  3. Age.
  4. Actual street address of their residence, and mailing address if different from the street address.
  5. Telephone number.
  6. Race.
  7. Sex.
  8. Height.
  9. Weight.
  10. Eye Color.
  11. Hair Color.
  12. Social Security Number.
  13. Facial Hair.
  14. Complexion.
  15. Scars and marks, if any, their description and location.
  16. Tattoos, if any, their description and location.
  17. Clothing when arrested, if applicable.
  18. Other information concerning the arrest defendant that should be contained, include, but not limited to:
    - (a) Name, street address and telephone number of nearest relative not living with the defendant.

- (b) Name, address and telephone number of the defendant's attorney.
  - (c) Name, address and telephone number of the defendant's employer.
  - (d) Names of any co-defendants.
  - (e) State or country of birth.
  - (f) Education.
  - (g) Religion.
- B. All information pertinent to the arrest, including all charges, arraignment and further proceeding information.
- C. New York State Integrated Justice Portal generated motor vehicle inquiries and responses should be forward and contained in the appropriate arrest file folder. This is essentially important when the defendant has been charged in conjunction with an offense of the Vehicle and Traffic Law of the State of New York or a motor vehicle was used to commit the alleged offense.

***REFERENCE:***

***ACCREDITATION STANDARD 8.6, 8.8***