



Military and Naval Affairs

KATHY HOCHUL
Governor
Commander-in-Chief

RAYMOND F. SHIELDS, JR.
Major General
The Adjutant General

MNAG-TAG

07 MAR 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Self Reporting by All Ranks and Grades of Arrests and Convictions
Regardless of Classification (Felony or Misdemeanor)

1. References:

- a. Army Regulation 600-20 (Army Command Policy, paragraph 4-23).
- b. Air Force Instruction 1-1 (Air Force Culture, Air Force Standards, paragraph 2.14).
- c. New York Naval Militia Instruction 1001.1C (Administration Manual).
- d. Directive, New York National Guard 1325 (Misconduct).

2. Applicability: This policy is applicable to all service members assigned to the New York Army National Guard, New York Air National Guard, New York Naval Militia, and New York Guard.

3. This policy is effective the date it is signed.

4. Policy: Service members assigned to the New York Army National Guard, New York Air National Guard, New York Naval Militia, or the New York Guard, will self-report to their Chain of Command any arrests, pending criminal court dates with jurisdictions to include Integrated Domestic Violence Court, and criminal courts that occur after the effective date of this memorandum. Service members who report an arrest must keep their chain of command apprised of all court date and final disposition of their case.

a. Initial reports may be written or verbal and will contain at a minimum the date and time of arrest, criminal charge(s), and the arresting agency's name.

b. Reports of convictions and adjudication must include a certificate of disposition or final adjudication and if applicable, an order of protection or restraining order.

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c. Traditional Guardsmen will submit their report by the next scheduled drill or within thirty days, whichever is sooner. Active Guard Reserve, Fulltime National Guard for Operational Support, State Active Duty, and Title 32 Dual Status Technicians will report to their Chain of Command or Supervisor no later than the next business day. New York Naval Militia service members will submit their report to the Chief of Staff of the Naval Militia within 30 days of arrest. New York Guard service members will submit their report to the G1 of the New York State Guard within 30 days of their arrest.

d. Once notified, the service member's Chain of Command will report the information through official correspondence in the Serious Incident Report format to their higher headquarters.

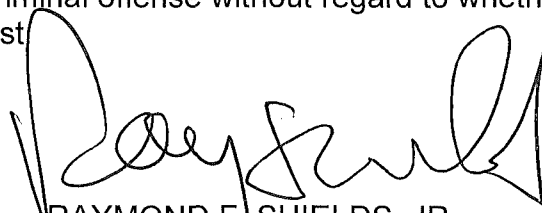
5. Punitive nature: Failure to adhere to the requirements set forth in this policy memorandum can result in adverse administrative and/or disciplinary actions.

6. Definitions:

a. Arrest: For the purpose of this policy, the term "arrest" includes the detention, charging or otherwise by a police officer or peace officer when he or she has reasonable cause to believe that a crime was committed in his or her presence or otherwise.

b. Crime: For the purpose of this policy, the term "crime" is defined as an action that constitutes a misdemeanor or felony offense contained in a state or federal penal code. Any arrests, fines, or convictions for driving while intoxicated or impaired for the purpose of this policy, are defined as a crime. Traffic infractions, other than alcohol related offenses, are not considered crimes.

c. Criminal Conviction: For the purpose of this policy, the term "criminal conviction" is defined as the outcome of a criminal prosecution which results in a judgment that the accused is determined to be guilty of a criminal offense without regard to whether this was the result of a trial, plea, or no contest.



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*Switched
to DMNA
due to Naval
Militia
NYSEN*

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