



DISTRICT ATTORNEY  
WILLIAM J. FITZPATRICK  
315-435-2470  
Fax: 315-435-3912

## *PROJECT SAFE-SCHOOLS*

### Procedures For Making A Request For Payment

Regardless of the nature of the incident, a report **MUST BE COMPLETED**, either as an internal school report or an official police report, in order to be considered for payment.

1. Appropriate incident occurs at/in school involving a weapon.
2. An internal or police report must be prepared.
3. Complete, in full, the District Attorney's ***Request For Payment*** form. *Note: The amount of reward money issued will be determined upon the quality of information received, final result of the investigation, and the recommendation of the police officer.*
4. Make a copy of all internal school or police reports and attach same to the District Attorney's ***Request For Payment*** form. Submit these documents to the attention of Investigator Steve Young at the District Attorney's Office.
5. Upon review and approval of the request for payment, a check will be issued to the reporting police officer (SRO). The officer will be responsible for cashing the check and forwarding the money to the student.



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**Request for Payment**

To: Inv. Steve Young  
D.A. Investigations Bureau  
Office: 435-3916 x4306  
Cell: (315) 480-7595

Date: \_\_\_\_\_

DR #: \_\_\_\_\_

I, \_\_\_\_\_, a police officer with the  
\_\_\_\_\_ (Dept.) hereby request payment in the amount of  
\$ \_\_\_\_\_ to be paid to \_\_\_\_\_

[ ] (*check if anonymous source*), D.O.B. \_\_\_\_\_, in exchange for information received  
which led to the recovery/seizure/arrest of \_\_\_\_\_

\_\_\_\_\_ (describe weapon/ narcotics/  
incident).

Comments: \_\_\_\_\_  
\_\_\_\_\_

***False statements made herein are punishable as a Class A Misdemeanor pursuant to  
Section 210.45 of the Penal Law of the State of New York.***

***AFFIRMED UNDER PENALTY OF PERJURY***

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

NOTE: Forward completed "Request for Payment" form and a copy of your department's police  
report or internal memo regarding the incident to:

Inv. Steve Young  
Onondaga County D.A.'s Office  
505 South State Street,  
4<sup>th</sup> Floor  
Syracuse, NY 13202