

A. PURPOSE. To outline guidelines for ordering-in victims and witnesses

B. GENERAL PROCEDURE

1. All employees will attempt to obtain the name, address, date of birth, telephone number, place of employment, email address, and additional contact telephone numbers, i.e. cell phone numbers for all victims and witnesses. This information shall be properly recorded on police reports.
2. If an arrest is made, the victims and witnesses in all non-Vice Unit cases shall be ordered into the Detective Unit at 0900 hours the following business day. The only exception is explained in subsection B.5. of this Procedure.
3. If a suspect is identified but not arrested and the victim desires prosecution, the victim and witnesses shall be ordered in at either 0900 hours or 1300 hours on the following business day. They are permitted to pick one of the two stated times depending on their convenience.
 - a. If a victim or witness cannot appear at the stated times due to employment or other commitments, the reporting officer shall make a time adjustment.
 - b. The adjusted time shall be recorded on the incident report. The reason for the adjustment shall be explained in the body of the report.
 - c. Employees are requested not to order-in persons between the hours of 1200 and 1300 or after Detective Unit hours.
4. For Vice Unit cases, all persons required to be ordered-in should be ordered-in to the Detective Unit for 1300 hours. Officers shall not order-in juveniles or their parents for Vice Unit cases. A Vice Unit officer will contact them to schedule an appointment if necessary.
5. In all reported incidents (arrests, no arrests, and suspect identified or not identified) of Criminal Sexual Conduct involving juvenile victims under the age of 17, victims, parents/guardians of victims and witnesses shall be instructed to **call** the Family Services Team (456-3421 or 456-3380) the following business day for an appointment. **Do not order them into the Detective Unit or the Children's Assessment Center.**