
	PARADISE VALLEY POLICE GENERAL ORDER General Reporting Procedures	Order Number
		41.1 Date 11-14-19

41.1 General Reporting Procedures


- A. Complete and accurate documentation of all reported crimes and investigations, including all mandatory UCR/NIBRS fields, by all involved employees, is required. This requirement includes creating a detailed narrative in a DR that accurately depicts every reported incident of a crime (even when it is determined no crime occurred). This requirement includes completing all reports and forms in the appropriate format as each situation requires and applies to all *personnel* involved in an investigation. *Employees shall* address any questions regarding the completion of a *DR* or form to a *supervisor*. More information about report forms, information required in reports, report completion procedures and procedures for submitting, processing and supervisory review of field reports is contained in the Report Writing Guide.
- B. Generally, *reports* by patrol *officers shall* be completed by the end of the *shift* in which the event occurred. *Reports* by patrol *should* be written in the field utilizing the in car Mobile Data Computer (*MDC*) and Mobile Field Reporting module (*MFR*). Exceptions *must* be approved on a case-by-case basis by a *supervisor*.
- C. *Officers* shall audio or video record conversations and contacts with members of the public, as directed in G.O. 41.40.
- D. *Supervisors shall* review and approve all *reports* submitted by their *personnel*. *Supervisory* review and approval *should* take place in the field utilizing the in car Mobile Data Computer (*MDC*) and Mobile Field Reporting module (*MFR*) when possible. Any needed corrections or additions *shall* be made prior to the submission of the *report* to the Records Section. *Reports shall* not be released until the appropriate *supervisory* review has been completed.
- D. Additional information received after a *report* is submitted to Records, as well as any alteration or correction that *must* be made, *shall* be submitted through the use of a supplementary *report*. Supplementary *reports shall* also receive *supervisory* review prior to submission to Records.
- F. Officers shall inform their supervisor of unusual situations, potential hazards, wanted persons and major investigations. The supervisor shall share this information with the other patrol shifts, command staff and detectives as appropriate.

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41.1.1 Reserved

41.1.2 Responsibilities of Initial Responding Officers

- A. The first *officers* arriving on the scene of a crime or other police incident are responsible for:
 1. Identification, security and protection of the scene,
 2. Prevention of further injury or loss of life, to include the application of first-aid/CPR as appropriate,
 3. Apprehension, interrogation and processing of suspects,
 4. Completion of a thorough investigation,
 5. Locating and interviewing complainants and witnesses,
 6. Collection of *evidence*, or arranging for collection of *evidence*,
 7. Completion of all required *reports*,
 8. Notification of agencies and others, as appropriate to the situation. This notification *may* include police *supervisors*, emergency medical or fire services, the medical examiner, other police agencies or other *Town* departments, public utilities personnel and the public information *officer*.
- B. Generally the first *officer* on the scene *shall* assume responsibility as the case *officer*. The case *officer* is responsible for documenting:
 1. The circumstances and details of the incident,
 2. The *probable cause* for *arrest*, if applicable,
 3. The names and badge numbers of other *employees* involved, and a brief synopsis of their involvement,
 4. Any statements or admissions by the defendant, and

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5. A witness list and synopsis of each witness's involvement.

41.1.3 Crime Scene/Traffic Collision Reports

- A. The *report* of a crime scene or traffic accident investigation *must* be accurate and detailed. Among other things, it *should* include:
 1. date and time of *employee's* arrival at the scene;
 2. location of the crime;
 3. name of the *victim/s*, if known;
 4. name of suspect/s, if known;
 5. action taken at the scene;
 6. whether photos were taken and if measurements were taken;
 7. list of physical *evidence* recovered; and
 8. *Department report* number.
- B. If an *employee* other than the initial case agent responds and processes the scene, that *employee should* also document:
 1. when and how a request for the services of that *employee* was received;
 2. the *employee's* name
 3. the disposition of the physical *evidence*, any photographs or videos, and other relevant crime scene information.