

Peoria Police Department Policy and Procedure Manual

Policy 4.01 B Patrol Administration



**“Our Community...
Our Commitment”**

I. POLICY

It is the policy of the Peoria Police Department to ensure uniformity and compliance with regulations dealing with the day to day operations of the Patrol Services Bureau (PSB). This procedure establishes a standardized system to ensure uniformity in Patrol Administrative Procedures.

II. PROCEDURES

A. Submission of Incident Reports (82.2.1.e)

1. Procedures for writing Incident Reports (IR).

a. The purpose of an IR is to record any crime, incident, or activity in the City of Peoria that has been reported to the Peoria Police Department or observed by a police officer.

b. Sworn personnel and Peoria Police Services Officers will complete an IR on all offenses (Felony, Misdemeanor, or Petty Offense) if the elements of a crime are present, even if the suspect is unknown and there is no need for immediate follow-up. Regardless of the victim's desire for prosecution, motive to prosecute, or only being reported for insurance purposes, an IR will be written. Burglary, theft, and auto theft offenses in which multiple offenses were committed at the same location with different victims shall generally have sole and separate IR numbers

c. Computer Aided Dispatch (CAD) numbers will not be given to citizens. These numbers are often mistaken as IR's and they serve no purpose to citizens.

2. Procedures for handling Incident Reports are as follows. (82.1.5)

a. IR's will be turned in to the shift supervisor for further review. The shift supervisor's review signature implies acceptance of a report as meeting Peoria Police Department standards. (82.2.4)

b. After quality control measures have been taken, reports will be forwarded to the Records Management Section by the shift supervisor.

c. All felony, in custody reports, and domestic violence reports where probable cause exists to arrest the suspect, however, the suspect's whereabouts are unknown, recovered stolen vehicles, missing persons, and runaway juveniles will be completed prior to the employee ending their shift. All other IR's may be held for completion no longer than the end of the employee's work week at the discretion of the shift supervisor.

(1) Officers working their last day of work before going on days off, vacation, etc., may not place reports on hold.

(2) IR's not forwarded to the Records Management Section at the end of each shift shall require a copy of the face sheet to be forwarded for tracking purposes. The face sheet shall contain the following information:

(3) IR Number; Date/Time of Report; Offense; Victim(s); Arrested Person(s), and Charge(s).

(4) Officers are required to have all in custody paperwork reviewed by a patrol supervisor before securing from their shift.

(5) Any officer who is not returning to work the following day shall have all of their paperwork reviewed and signed off by a patrol supervisor before securing from their shift.

3. The following incidents will not be recorded on a short form report. Under circumstances not covered by this policy, when a question arises, a first line supervisor will have the final determination on what type of report will be completed by the officer.

a. All in-custody arrests.

b. Criminal acts with articulate, identifiable suspect information where investigative follow-up is warranted and likely to result in an arrest or criminal complaint.

c. Crimes against persons (i.e.: crimes against children, sex crimes, serious assault cases). The exception to this would be misdemeanor assaults that do not meet the criteria in Section 4.01.3.b.

d. Death investigations where a doctor will not sign the Death Certificate.

e. All Domestic Violence cases where a crime was committed.

f. All Hate Crimes.

g. All Stalking crimes.

h. Major burglaries with a loss in excess of \$25,000.00.

i. School area reports of suspicious activity or criminal conduct.

B. Online Reporting

1. Online (internet) Reporting is a service provided to the public by which certain offenses may be reported to the Peoria Police Department by means of the City's internet website.

a. The following offenses have been approved for the Online Reporting system. All other offenses will require the response of a Police Officer or a Police Services Officer (PSO):

(1) Theft

(2) Criminal Damage

(3) Lost Property

b. Station Officers assigned to the front desk at the PSAB facility will be required to check the Online Reporting mailbox twice each day for any new Online Reports that may have been submitted. Upon receipt of an online report, the assigned Station Officer will screen the report for the following:

(1) Description (narrative of offense) is consistent with crime type being reported.

(2) Crime reported meets online reporting offense criteria (theft, lost property, or criminal damage).

(3) Victim information is complete.

(4) Narrative contains sufficient data for police reporting purposes.

(5) Property described as lost, stolen, or damaged is included within the applicable property fields on the form.

c. If the online report is incomplete and/or does not contain sufficient data, the Station Officers will contact the complainant by telephone to resolve the discrepancies immediately. If needed, the Station Officer shall write a supplement to resolve minor discrepancies. In the event that the discrepancies are significant, the Station Officer shall elect to disregard the online report in its entirety and initiate an original call-back report themselves.

d. Upon acceptance of an online report, the Station Officer will:

(1) Contact the Communications Bureau to initiate a call for service and to obtain an IR number.

(2) Email the IR number to the reporting person/victim.

(3) Complete and mail a Report Information Brochure (RIB) and a Victim's Rights Waiver, if applicable, to the reporting person/victim.

(4) Print, sign, and date the Online Report and forward to the on-duty Sergeant for approval.

e. Online Reports will be processed by the Records Management Section in the same manner as all other official police reports.

C. Preliminary Investigations (42.1.4) – PSB officers are responsible for the preliminary investigation of crimes committed in their beats

1. On-scene Considerations: The success of any investigation that involves a definable crime scene depends heavily on the initial observations and actions of the first officer to arrive at the scene. While the circumstances of a particular scene will govern the actions taken by the officer to protect and preserve the physical evidence, the following are considered to be generally valid guidelines: (42.1.4) (42.2.2.a)

a. Self protection.

b. Summon medical aid for and attend to injured persons at the scene as a matter of first priority.

c. On major crime scenes ask yourself the question, "Do I have permission to be here?" If not, do you have the consent of the owner or a warrant? Remember, there is no "murder scene exception" to the search warrant. If necessary, the scene can be secured and protected while an appropriate warrant is obtained.

d. Secure and protect the scene. If a sufficient number of officers are available, immediate measures necessary to protect the crime scene should proceed simultaneously with giving aid to injured persons or examining apparently deceased persons. The immediate measures include such actions as: (42.2.2.c)

(1) Checking the scene for the presence of involved parties or injured persons.

(2) Prevent the destruction of evidence.

(3) Cordoning off critical exits or entrances.

(4) Posting personnel to control spectators especially around areas expected to have a high potential for physical evidence yield.

(5) Covering exposed items that may lose evidentiary value due to rain, smoke, direct sunlight, etc. (Always keep any material used to cover items of evidence. Package and tag this material separately.)

(6) The underlying intent of all actions taken to protect the scene of a crime is to preserve its physical aspects so that it may be reviewed in detail by the detective or laboratory examiner assigned to the case. The major task of the officers preserving the scene is to prevent certain actions, specifically:

(a) Unnecessary traffic throughout the scene.

(b) Particular caution must be taken to avoid and prevent walking or driving in areas likely to have foot or tire impressions;

(c) Moving items or disturbing the bodies of deceased persons;

(d) Touching or moving items or touching surfaces that are likely to yield latent prints or other trace evidence;

(e) The removal or addition of any item to or from the scene without the specific permission of the officer assigned to process the scene.

(7) It is important that these restraints not be lifted until the investigator in charge has specifically released the scene.

e. Identify witnesses and suspects. Witnesses and suspects shall be detained at the scene if at all possible. In any event, enough information should be obtained to allow them to be located by Criminal Investigations Bureau (CIB) investigators. The minimum information shall consist of name, address, home telephone number, date of birth, business telephone number, cell phone, email, and an Arizona Crime Information Center (ACIC)/National Crime Information Center (NCIC) warrant check. (42.2.2.b)

f. Maintain control of the scene until relieved of that responsibility. (42.2.2.a and c)

(1) Document the entry of all persons into the scene on the Peoria Police Department Crime Scene Log. Personnel posted to protect the scene should record appropriate information on all persons admitted to the scene, including other officers.

(2) Any officer, of any rank, entering the inner scene shall be required to submit a supplemental report describing their purpose at the scene and what actions they took while there. The report shall include the time of arrival and time of departure from the scene.

(3) Anyone who assumes the responsibility of entering a crime scene shall be accompanied by the crime scene supervisor or their designee.

g. Establish contact with the on-duty Patrol supervisor. The on-duty Patrol supervisor will be notified in all incidents that may require the involvement of the Public Information Officer (PIO). Incidents requiring notification will include, but are not limited to, the following; homicides, sexually related crimes, crimes involving a child victim, crimes occurring at a school, violent felony crimes, etc.

h. Prepare notes to document actions and observations. Notes can be used later in the preparation of the IR. As soon as possible the following details should be noted: (42.2.2.a)

- (1) Time of arrival at the scene.
- (2) Weather conditions at the time of arrival.
- (3) Persons present at the time of arrival.
- (4) Any other important circumstances that will aid the investigation.

i. Cooperate fully with the investigator(s) assigned to the scene by making all known information immediately available to the investigator.

(1) If an item was touched or moved by officers securing the scene, that fact should be made known to the investigator.

(2) If the scene has undergone any physical changes due to weather, etc., the officer(s) who arrived first should pass their observations on to the investigator.

j. Prepare and submit an IR.

2. CIB will take the initial investigation on crimes as outlined in the policy, Criminal Investigations, #4.02.

3. Field Interviews (41.2.4)

a. At the Scene of a Crime.

(1) General on-the-scene questioning as to facts surrounding a crime, or other general questioning of citizens in the fact finding process is permitted without the need to warn those questioned as to their rights. However, if after general on-the-scene questioning, a person questioned is placed IN CUSTODY and interrogation is to continue, then Miranda Warnings will be given prior to further questioning.

(2) Field Interrogations (FI): Field interrogations do not require the rights admonition prior to interrogation as long as questions are limited to a request for name, address, and explanation of actions.

(3) Vehicle Stops: A police officer may stop a vehicle and question its operator with regard to the enforcement of civil or criminal laws.

(4) Field contacts in which no Incident Report or citation has been issued may be documented on a Field Interview Card, as outlined below:

(a) FI cards shall be prepared by any officer of the Peoria Police Department who receives

information on, observes, or has contact with any person whom they believe may have been, may become involved in, or have any knowledge of any criminal activity. FI Cards are not intended to supplement or replace a Peoria Police Department IR. (51.1.1.a)

(b) The officer completing the FI Card is responsible for ensuring the quality of information it contains. Further, officers shall utilize their experience, knowledge, and good judgment in determining the validity of circumstances prior to completion of the FI Card. (51.1.1.b)

(c) Officers shall submit their completed FI Cards to their immediate supervisor for review. The immediate supervisor shall review and initial the FI Cards by the name of the submitting officer to indicate their approval and forward them to the Crime Analyst.

(d) The Property Crimes supervisor shall review each FI Card for completeness and accuracy prior to authorizing data entry. Approved FI Cards shall be data entered into the appropriate area of the Peoria Police Department's Records Management Computer System by the CIB Administrative Assistant.

(e) All FI Cards shall be maintained in a physically secure location. FI Cards are accessible only to law enforcement personnel with Arizona Criminal Justice Information System (ACJIS) clearance, and the crime analyst who is conducting official police business. The FI Cards shall be kept separate from the central records files and be classified as closed records. (51.1.1.d) (51.1.2)

(f) FI files shall be retained and purged in accordance with the current departmental policy concerning the purging of official records. (51.1.1.c)

b. Utilization of informants by patrol officers will be in accordance with Policy 4.02, Criminal Investigations, and 4.22 Confidential Funds/Informants. (42.2.9)

c. One-on-One Identifications.

(1) Moving a Detained Subject:

(a) If it is necessary for a witness to identify a detained subject, officers should not move the subject to the witness. As a rule, the witnesses should always be brought to the detained subject's location. However, if that is impractical and no other alternative exist, officers may take the subject to the witness. It will be necessary to clearly articulate the reason for making this type of decision in an Incident Report.

(b) Unless probable cause exist, officers may not take a detainee, to the station in order to take statements, take fingerprints or for any other reason unless the detainee agrees to the movement.

(2) All one-on-one identifications will be conducted within two hours of the commission of the crime. No one-on-one identifications will be conducted after the two-hour procedural rule has elapsed.

(3) Any subject who is detained for a one-on-one identification will be advised that they are being detained for investigative purposes. Officer may detain a person for investigative purposes only long enough to confirm or dispel any suspicions the officers may have.

(4) When a witness is asked to view a subject under detention, they will be advised that the person being detained may, or may not be, the person involved. No more than one witness at a time will view a subject under detention.

(5) If the witness identifies the detained subject as the suspect, the officer will ask the witness why they believe that person is the suspect, and will document this information in the IR.

(6) Officers will not inform the witness if their identification was correct. Additionally, where multiple witnesses are involved, the officer will advise the witnesses not to discuss their identification with other witnesses.

(7) Officers will make a concerted effort to avoid tainting the one-on-one identification whenever possible. The subject of the line-up will not be handcuffed unless it is necessary for officer safety, or the subject is a flight risk, which will be documented in the IR. Officers will avoid over saturating the viewing location with multiple patrol vehicles or personnel surrounding the subject.

D. False Reporting

1. Enforcement of False Reporting to Law Enforcement Agencies: It is the policy of this agency that enforcement of this statute will be limited to persons who make false reports to this agency regarding criminal matters only.

2. For example, if a person knowingly makes a false report (sexual assault, theft, burglary, etc.) this would be the appropriate code with which to charge them. Or, if the person falsely identifies themselves during the investigation, arrest, or citation for a specific crime.

3. It is difficult to convince prosecutors, judges, or jurors that a person who gives a false statement (lies) during an interview or interrogation is actually in violation of this statute, regardless of the actual wording. For this reason, our

enforcement of this statute will be limited to those who make false criminal reports to our agency, or to avoid their true identity.

E. Second Response Ordinance

1. When a complaint is received regarding noise or offensive language coming from a party, gathering, or event, patrol personnel will respond and contact the responsible party/parties for said events.

2. In the event the officer determines that the party, noise, or offensive language is unreasonably disturbing, a written warning for the appropriate violation (Arizona law, City Code § 13-77.a, or § 13-77.b) will be given by an officer, and will serve as the IR. While issuing the warning, the Written Notice For Second Response Violation of City Ordinance No 94-15.c Form (#152-036) shall be read to and signed by the responsible party. The original of this form shall be forwarded to the Records Section after the narrative has been completed, and the copy shall be given to the responsible party. If the responsible party refuses to sign the form, the officer will write "refused" in the signature block and give the copy to the responsible party. The lines on the back of the form will be used to document, in narrative form, the officer's observations and actions at the scene.

3. Officers responding to a second or subsequent call to the location of a prior call in which notice was given in regards to noise or offensive language coming from a party or gathering, shall issue a citation for City Code § 13-77.b or Arizona Revised Statutes (ARS) § 13-2904, whichever is appropriate.

a. Actual physical arrests will be made only in aggravated situations which require the action to be taken to preserve the peace or prevent other crimes from occurring.

b. When a second response within a twenty-four hour period is necessary for the same violation, an Incident Report will be written, noting the observations and action of the officer during the initial response (based upon the narrative written on the back of the form), and all subsequent responses to the location. The copy of the original Second Response Form will become an attachment to the Incident Report.

F. Door Hangers – Public education is an important aspect in the deterrence of crime. Crime Prevention door hangers shall be completed and distributed by on-duty personnel when they observe an open garage door, open window, unsecured vehicle, etc., that if corrected, could reduce the likelihood of a crime occurring.

G. Notification of Next-of-Kin of Seriously Injured, Ill, or Deceased Persons (55.2.6)

1. The message shall be delivered as quickly and professionally as possible. (81.2.11)

2. When delivering emergency notification officers should, when possible:

a. Deliver the message in person, and/or use the services of the Peoria Police Department's Chaplain. The on-call chaplain shall be contacted by a supervisor and requested to meet with the officer assigned to deliver the message.

b. If known, a friend of the family should be contacted and accompany the officer and chaplain when the message is delivered, or respond to lend ongoing support.

3. When delivering a message of serious injury or illness, the officer:

a. Shall attempt to make notification in person if unable to make contact by telephone.

b. May request the assistance of a member of the Peoria Police Department Chaplain Service in delivering the message.

4. These procedures apply to requests initiated locally and/or initiated by other agencies.

H. Do Not Resuscitate (DNR) Orders/Living Wills

1. The Peoria Fire Department Standard Operating Procedure establishes the process for persons who do not wish to be resuscitated, or have living wills, in accordance with Arizona law. The referenced procedure indicates that patients who do not wish to be resuscitated will have the following documents in their possession:

a. A Pre-Hospital Medical Care Directive, printed on orange background in either letter or wallet size, which includes the patient's biographical information and signature, and the signature of a witness and the patient's licensed health care provider.

b. A wrist or ankle hospital type bracelet, which has "DO NOT RESUSCITATE" in bold lettering on an orange background. The orange bracelet is a signal that the Pre-Hospital Medical Care Directive exists and attending personnel should make every effort to locate the Directive. The Pre-Hospital Medical Care Directive must include the treatments the patient wants to have withheld (chest compression, defibrillation, assigned ventilation, intubations, and advanced life support medication).

2. If the Pre-Hospital Medical Care Directive is not found or is absent, or if the patient or patient's surrogate now wishes the patient to be resuscitated, full resuscitative efforts and advanced life support will be initiated.

I. Notification of the Medical Examiner's Officer (41.2.5)

1. Any death due to other than natural causes, or a natural cause death where an appropriate physician will not sign the death certificate, is a Medical Examiner's case. PSB officers will follow the procedures set forth in Policy 4.02 regarding investigation of these types of deaths

2. All cases where persons have received injury in the City of Peoria, and have later died from that injury in a hospital outside the City of Peoria, are Medical Examiner's cases and Peoria Police Department cases. These incidents will be followed in accordance with Policy 4.02, except for the following circumstances:

a. When the hospital attending physician will sign the death certificate.

b. The PSB officer believes that the deceased died in the hospital due to a hospital procedure. In this case, the Crimes Against Persons (CAP) Sergeant will be notified.

c. If the injury is traffic related and occurred in the City of Peoria, the Traffic Services Section (TSS) supervisor will be notified.

3. Yellow Tag: If a PSB officer is assigned to complete a yellow tag, all relevant information will be filled out. In addition, the Office of the Medical Examiner (OME) questionnaire form will be completed and will accompany the yellow tag.

4. Homicides, Sudden Infant Death Syndrome (SIDS), Violent Deaths: All homicides, SIDS, deaths involving violence (i.e. suicides) or suspicious deaths will be investigated by CIB. These types of deaths require CIB supervisor notification.

5. Next of Kin: PSB officers will attempt to contact the next of kin on all natural death cases only. When the next of kin is not available or no preference of mortuary is given, the information will be included in the death investigation IR and PSB officers will follow Policy 4.02.

6. Body Bag Seals: Snap-lock body bag seals are furnished and utilized by OME personnel. All officers will note the seal number utilized in the death investigation report. The Snap-lock seal helps ensure the integrity of items that have to remain with the deceased during transportation to the Medical Examiner's Office. All officers will note in their death investigation report the time and the name of the OME personnel who placed the Snap-lock seal on the body bag, where applicable.

J. Emergency Street, Highway, and Utility Notifications (41.2.5)

1. Officers will immediately notify Communications personnel of any major roadway hazards, electrical hazards, or inoperative traffic signal.

2. Communications personnel will immediately contact the appropriate agency to ensure that emergency repairs are accomplished.

3. In cases of downed electrical power lines, Communications personnel will also dispatch the Fire Department.

K. Vacation and Patrol Watches

1. Vacation watches are courtesy patrols conducted by Peoria Police Department Volunteers for a time period not to exceed two (2) consecutive weeks. Any damage noted by the Volunteer shall be reported to the Community Services Supervisor who will make contact with the responsible party. Any department employee may complete a Vacation Watch form and forward it to the Community Services Supervisor for assignment. Employees must advise citizens that this service shall be provided if volunteer staffing permits.

2. Patrol Watches are conducted by sworn police officers only. Patrol Watches alert department personnel of potential problems or increased potential for criminal activity in a specific area or at a specific location. Station Officers shall complete a Patrol Watch form and enter it into the Roll Call District Information on the Mobile Data Computer (MDC). Citizens will be advised that this service shall be provided if patrol staffing levels and calls for service permit. Patrol Watches shall expire after two (2) weeks unless a supervisor approves an extension due to additional intelligence information or other unusual circumstances.

L. Notification of Supervisory Personnel Relating to Law Enforcement Personnel Involved in Off-Duty Incidents

1. Officers on the scene of any incident in which an off-duty officer has been identified as a suspect or investigative lead in a criminal offense shall immediately request an on-duty supervisor to respond.

2. Supervisors responding to scenes involving off-duty officers will ensure that the duty sergeant or officer-in-charge of the applicable agency is notified of the incident as soon as practical.

3. The Duty Commander will be notified in all cases involving the physical arrest of any off-duty officer or in cases where any off-duty officer is suspected of committing a crime.

M. Undocumented Persons – The Peoria Police Department values the importance of developing and maintaining a close relationship with all members of the

community and is sensitive to the needs of undocumented persons to whom we provide law enforcement service.

1. Enforcement: The investigation and enforcement of federal laws relating to illegal entry and residence in the United States is specifically assigned to the United States Immigration and Customs Enforcement (ICE) of the United States Department of Justice.

a. Officers will not stop persons for the sole purpose of determining immigration status.

b. Officers will not arrest a person when the only violation is an infraction of a federal immigration law.

c. Undocumented persons who are victims and/or witnesses of a crime should be assured that ICE will not routinely be notified by the Peoria Police Department. ICE may be contacted in order to attempt to obtain lawful temporary status.

2. ICE Notification: If an undocumented person is arrested, the decision to notify ICE will be based on the following criteria:

a. If the offense is a minor traffic violation, ICE will not be notified. Felony Driving Under the Influence (DUI) offenders will be turned over to ICE when feasible.

b. If the offense is a misdemeanor and the person meets the cite and release criteria, a citation may be issued. ICE will not be notified by the Peoria Police Department if the person is released, unless the offense involves theft or assault.

c. If the undocumented person is booked into jail on felony or misdemeanor charges, ICE will be notified and a "Hold for ICE" will be placed on the booking slip at the request of ICE.

d. If the person will be released from police custody as the result of further investigation, ICE will not be notified unless the offense is a theft, assault, or felony.

e. Officers may transport ICE prisoners only in life-threatening situations or when exigent circumstances exist.

N. Council Meetings – Sworn Employees assigned to duty at City Council meetings are expected to remain at the Council Chambers until the end of the meeting, at which time the officer is to contact the City Clerk or their staff to provide safe escort to the parking areas. If Council schedules an Executive Session, the officer will remain until its conclusion to provide security and safe escort to the parking areas

O. After-hours Construction Permits

1. When a complaint is received regarding noise emanating from after-hours construction, patrol personnel will respond and contact the responsible party/parties for said operations. In all of the following cases, notification should be made to the City Building Safety Manager to advise of the incident. For the purpose of this policy, after-hours refers to those hours set forth in City Code § 13-77. Those hours are:

a. Concrete Work:

September 30th to April 1st 1900 hours - 0600 hours
April 2nd to September 29th 1900 hours - 0500 hours

b. Other construction in residential zones:

September 30th to April 1st 1900 hours - 0700 hours
April 2nd to September 29th 1900 hours - 0600 hours

c. Other construction in commercial or industrial zones:

Year Round 1900 hours - 0500 hours

2. Concrete Work: With a Permit

a. The responsible party must have a permit for Extended Construction Hours. The permit should be displayed or able to be produced on scene. City Code § 13-77.d.3 states that the permit shall be kept on the work site and shown to City officials on request.

b. If the permit is produced and the noise is from the equipment required to perform the work, then no action will be taken.

c. If the noise is from other sources, i.e. radio, yelling etc., then the officer may issue a warning in the manner prescribed by Peoria Police Department Policy 4.01.S or City Code § 13-77.b, and a second complaint could result in a citation being issued.

3. Concrete Work: Without a Permit

a. If the responsible party fails to produce an Extended Construction Hours permit upon request, a citation will be issued or a long-form complaint completed for violation of City Code § 13-77.d.1., Noise Limitations as well as § 13-77-d.3, Conducting business outside of normal construction hours without a permit.

b. Due to concrete being a perishable item, the work should be allowed to be completed.

4. Non-Concrete Work

a. If an Extended Construction Hours permit is produced, the officer may still halt the work if:

- (1) The officer believes that the noise is unreasonable and
- (2) The peace of the residents is being disturbed and
- (3) The facts surrounding the incident can be articulated in a report and
- (4) No materials will be lost or damaged.

b. If no permit can be produced, the officer may immediately cease all work given that no material will be lost or damaged.

c. If there are perishable materials involved, the work will not be stopped and the officer may issue the appropriate citations. Consideration should be given to the number of complaints and facts surrounding the incident prior to stopping work.

P. Felony In Custody (FIC) Paperwork

1. The purpose of this procedure is to insure a consistent and timely process for submission of all reports and required paperwork for Felony In Custody arrests.

2. The arresting officer/case agent is responsible for insuring that the report and all required paperwork is completed and reviewed by a supervisor prior to securing from their shift

3. The arresting officer shall utilize the Felony In Custody (FIC) Envelope for placement of all required paperwork. The information fields on the outside of the envelope shall be filled in as indicated.

4. The FIC envelope shall contain all of the required forms listed on the envelope. If the officer prepares a typed or handwritten report (not a Field Report), the original shall be included in the FIC envelope.

5. The completed FIC envelope shall be placed into the Felony In Custody bin at police headquarters or the PPPSB and the officer shall notify a supervisor for review.

6. The arresting officer shall note in their report that the required In Custody paperwork has been completed and notify a supervisor when the report is complete.

7. If the arresting officer utilizes a PSO for booking assistance, the FIC envelope will be provided to the PSO for placement of that portion of the required paperwork that the PSO generates. The PSO will annotate in the appropriate location on the envelope and then return the envelope to the arresting officer.

8. In the event the Live Scan, county booking system or other automated system does not produce the

required paperwork; booking sheet, Form 4, Form 27, and Fingerprint Cards, they shall be completed by the arresting officer or PSO.

9. The records clerk receiving the FIC envelope shall process it immediately for CIB dissemination by annotating in the appropriate location on the envelope and forwarding the envelope containing one copy of the incident report(s) and one copy of each of the required forms listed on the envelope, to CIB.

10. In the event any of the required paperwork is missing from the envelope, the Records Clerk shall immediately notify the On Duty Watch Commander, who shall take the necessary steps to have the paperwork completed and returned to Records as soon as possible.

11. Any holding of paperwork or reports, delays or discrepancies shall be annotated on the back of the FIC envelope and signed, dated and timed by the supervisor authorizing or correcting the issue.

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