



# CHANDLER POLICE DEPARTMENT GENERAL ORDERS

*Serving with Courage, Pride, and Dedication*

Order <b>F-05 DEPARTMENT REPORTS</b>	
Subject <b>200 Arrest / Booking Paperwork</b>	Effective <b>01/23/09</b>

## A. ARREST / BOOKING PAPERWORK

[82.2.1] [1.2.5]

Deliver completed appropriate forms to on-duty Records specialists:

Figure 1. Required Forms/Paperwork for IN-CUSTODY BOOKINGS

	Felony In Custody	Misdemeanor In Custody	Juvenile In Custody
Officer(s) Police Reports & All Supplemental Reports	X	X	X
MCAO Adult Felony Submittal Form	X		
MCAO Investigation Checklist	X		
Arrest / Booking Record	X		
Form IV Release Questionnaire (Make copy and attach to submittal)	X	X	X*Felony Only
Proposition 100 Simpson Form	X		X*Felony Only
Final Disposition Form (Automatically generated with Live Scan)	X	X	
Victim Rights Supplement(s)	X	X	
MCSO Property Card	X	X	
Live Scan & MUGPIC	X	X	Type Code - "07"
Within 48 Hours (see**)	**X		
Citation(s)		X	
MCAO Juvenile Referral Form			X
Juvenile Affidavit Form			X

\* Where the possibility exists that a juvenile may be bound over for trial as an adult, a Form IV needs to be completed.

\*\*The complaint for the felony in-custody must be filed with the court within 48 hours (excluding weekends and holidays). The process is as follows:

1. A Chandler employee takes the felony packet (including all reports and required documents) to the Maricopa County Attorney's Office
2. A county attorney from the charging bureau reviews the packet and types a complaint
3. A Chandler employee must pick up the packet at the Maricopa County Attorney's Office and take it to the Clerk's Office (same building)
4. A clerk from the Clerk's Office swears in the Chandler employee (that the information in the report is true and correct to the best of that employee's knowledge)
5. The case is then sent to the court and filed

Because of the many steps required, **it is imperative** that the packet is given to the CIB specialist no later than 8:00 a.m. on the next business day after the arrest is made.

Figure 2. Required Paperwork for SUBMITTALS OR CITE AND RELEASE

	Felony Not In Custody	Misdemeanor Not In Custody	Juvenile Referral Not In Custody	Misdemeanor Cite and Release
Officer(s) Police Reports & All Supplements	X	X	X	
MCAO Adult Felony Submittal Form	X			
MCAO Investigation Checklist	X			
Form IV Release Questionnaire (make copy and attach to submittal)	X			
Proposition 100 Simpson Form	X			X*Felony Only
Final Disposition Form (automatically generated with Live Scan)	*Option			
Victim Rights Supplement(s)	X	X		X
Live Scan & MUGPIC	***X	***X		**Option
Citation(s)				X
MCAO Juvenile Referral Form		X	X	
Juvenile Affidavit Form			X	
Chandler Misdemeanor Complaint Form		X		

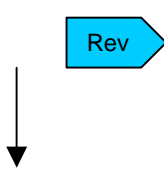
\*Only necessary if suspect was processed at the station, but not booked

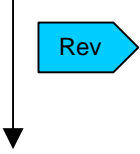


\*\*Not necessary if suspect is cited and released in the field

\*\*\*If suspect is brought to CPD, then fingerprint and photograph the suspect

**B. SUBMITTALS: In-Custody Cases**

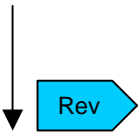

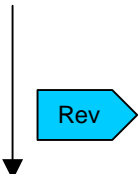
Figure 3. In-Custody Cases Paperwork Flow Chart

Responsible Person	Task
<p><b>1. Case Officer</b></p> 	<ol style="list-style-type: none"> <li>Complete reports and have them approved by a sergeant before leaving duty</li> <li>Complete submittal form and clearly write and highlight across the top of the form, "IN CUSTODY"</li> <li>Complete Victim's Rights supplements</li> <li>Complete MCAO investigation checklist</li> <li>Attach copy of Form IV and Proposition 100 Simpson form</li> <li>Live Scan and MUGPIC</li> <li><b>Initial in the upper left corner and hand deliver the packet to an on-duty patrol sergeant (Do Not Leave the Packet On A Sergeant's Desk)</b></li> </ol>
<p><b>2. On-Duty Sergeant</b></p>	<ol style="list-style-type: none"> <li>Approval all related reports</li> <li>Deliver report packet to the "Incoming" in-custody basket in Records and verbally announce that an in-custody packet needs to be processed</li> </ol>

<p><b>3. Records Processor</b></p> 	<ol style="list-style-type: none"> <li>Prepare official copy of approved report for the agency to which it is to be sent</li> <li>Place review process stamp on upper left part of submittal form</li> <li>Place employee number on the lower left corner of cover</li> <li>Place packet in the "Completed" in-custody basket in Records</li> <li>Contact the sergeant that turned in the packet and advise that it is completed</li> </ol>
<p><b>4. On-Duty Sergeant</b></p> 	<ol style="list-style-type: none"> <li>Pick up the packet from the "Completed" in-custody basket after reports are attached</li> <li>Review the report for elements of the crime and probable cause</li> <li>Make sure that all required documents are attached</li> <li><b>If approved</b>, initial and forward             <ul style="list-style-type: none"> <li>Felony packets to CIB no later than 8:00 a.m. on the next business day</li> <li>Misdemeanor packets to Records</li> </ul> </li> <li><b>If rejected</b>, immediately contact the officer to correct the problems</li> </ol>
<p><b>5. CIB Designee</b></p> 	<ol style="list-style-type: none"> <li>Log the felony complaint and forward to the County Attorney's Office</li> <li>Maintain a log of complaints and dispositions and log into GUI</li> </ol>
<p><b>6. Records Designee</b></p>	<ol style="list-style-type: none"> <li>Forward the packet to the appropriate prosecutorial agency</li> </ol>

**C. SUBMITTALS: Not In-Custody Cases**

Figure 4. Not In-Custody Cases Paperwork Flow Chart

Responsible Person	Task
<p><b>1. Case Officer</b></p> 	<ol style="list-style-type: none"> <li>Complete reports and have them approved by a sergeant</li> <li>Complete the submittal form</li> <li>Complete Victim's Rights Supplement</li> <li>Complete MCAO Investigation Checklist</li> <li>Attach a copy of the Form IV and Proposition 100 Simpson Form</li> <li>When complete, forward it to your team sergeant for review</li> </ol>
<p><b>2. Sergeant</b></p> 	<ol style="list-style-type: none"> <li>Check the report writing system to ensure all reports for that case have been approved and sent to Records</li> <li>When all reports are completed and approved, forward submittal form to Records</li> </ol>
<p><b>3. Records Processor</b></p> 	<ol style="list-style-type: none"> <li>Prepare official copy of approved report for the agency to which it is to be sent. Place review process stamp on upper left part of submittal form</li> <li>Place employee number on the lower left corner of cover</li> <li>Place completed packet in the Sergeant Submittal Review Box in Records</li> </ol>

Responsible Person	Task
<p>4. Admin Sergeant/On-duty Sergeant</p> <p style="text-align: center;">↓</p>	<p>a. Review to ensure the documentation needed for a criminal complaint exists</p> <p>b. Initial the submittal and forward it to:</p> <p style="margin-left: 20px;">1) <b>Felony submittals</b>: To the CIB specialist</p> <p style="margin-left: 20px;">2) <b>Misdemeanor complaints</b> and <b>juvenile referrals</b>: The completed "Complaint" basket in Records located at the Admin Specialist's in-basket</p> <p>c. Team sergeant will monitor pendings for timeliness and accuracy</p>

Rev

**D. PRISONER PROPERTY**

[1.2.5]

Figure 5. Release of Prisoner Property Documentation Guidelines

Action	Required Documentation
<p>1. Receiving / Releasing Property</p>	<p>See E-12.400 B Prisoner Processing: Booking Paperwork for procedures</p>

