

	<b>MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES</b>	
	<b>Subject</b>  <b>INCIDENT REPORT GUIDELINES</b>	<b>Policy Number</b> <b>GF-5</b>
		<b>Effective Date</b> <b>05-07-24</b>
<b>Related Information</b> ARS 28-667, <i>Traffic Accident Report</i> Code of Federal Regulations, Title 28, Chapter 1, Part 20 CP-1, <i>Use of Force</i> EA-11, <i>Arrest Procedures</i> EB-1, <i>Traffic Enforcement, Violator Contacts, and Citation Issuance</i> EB-6, <i>Vehicle Collision Investigations</i> ED-3, <i>Review of Cases Declined for Prosecution</i> GB-2, <i>Command Responsibility</i> GE-3, <i>Property Management and Evidence Control</i> GF-3, <i>Criminal History Record Information and Public Records</i> GH-2, <i>Internal Investigations</i> GJ-5, <i>Crime Scene Management</i> GJ-6, <i>Criminal Investigations Organization and Administration</i> GJ-35, <i>Body-Worn Cameras</i>	<b>Supersedes</b>  GF-5 (06-15-23)	

**PURPOSE**

The purpose of this Office Policy is to provide guidelines and procedures to record information regarding any crime or incident reported to, or observed by an Office employee, reserve deputy, and/or posse member.

**POLICY**

It is the policy of the Office to require employees, including deputy services aides (DSAs), and volunteer reserve deputies to generate *Incident Reports* (IRs) in order to document criminal incidents. Employees and reserve deputies may also need to generate IRs for non-criminal incidents such as, but not limited to, civil matters, welfare checks, vehicle tows, as well as any incident that an employee, reserve deputy, or supervisor determines should be documented for later administrative or investigative purposes.

**DEFINITIONS**

**Blue Team:** The Early Identification System (EIS) application that allows employees and supervisors to record information in a database regarding incidents, performance, and conduct. The information from Blue Team is transferred to the IAPro Early Identification case management system.

**Boilerplate:** Language that is stock, unoriginal, appears repeatedly in different reports, and fails to attest to the unique facts of an incident.

**Case Agent:** The lead investigator designated for a specific investigation. The case agent is responsible for overall management of the case. This would include delegation of investigative tasks, lead tracking, collection of supplemental reports and other relevant case documentation, verifying all evidence is impounded, packaging the case for prosecution, and assisting the prosecutor with the presentation of the case in court proceedings and providing a final disposition approval of all property and evidence held in reference to the investigation, at the conclusion of the case.

**Conclusory:** Language that is an inference, which has no proof.

**Digital Recording Device:** A device designed to record, transmit, or receive voice communications, sound, video, or photographic images, including, but not limited to, cellular telephones, digital audio recorders, digital video recorders, and body-worn cameras. Personally owned digital recording devices are not authorized unless exigent circumstances exist and with prior approval of a supervisor. Exigent circumstances include the sum of the conditions and information available in any event which, taken in totality, dictates a need for immediate action.

**Early Identification System (EIS):** A system of electronic databases that captures and stores threshold events to help support and improve employee performance through early intervention and/or to identify problematic operating procedures, improving employee performance, identifying detrimental behavior, recognizing outstanding accomplishments, and to improve the Office's supervisory response. The computerized relational database shall collect, maintain, integrate, and retrieve information gathered in order to highlight tendencies in performance, complaints, and other activities. The database allows the Office to document appropriate identifying information for involved employees, (and members of the public when applicable), and the actions taken to address the tendencies identified. Blue Team, IAPro, and EIPro are applications of the EIS.

**Early Intervention Unit (EIU):** The EIU is part of the Bureau of Internal Oversight. The EIU is responsible for the implementation, maintenance, and operation of the EIS and for providing training and assistance to the EIS users. The unit conducts data analysis, data input, and review of activities exceeding thresholds to address potentially problematic conduct or operating procedures and recognizes positive attributes by reviewing employee awards. The Office shall ensure there is sufficient personnel to facilitate EIS input and training.

**Employee:** A person currently employed by the Office in a classified, unclassified, contract, or temporary status.

**Extraordinary Circumstance:** A circumstance which goes beyond what is usual, regular or customary.

**FileBound:** The application utilized by MCSO's Records Division to electronically store incidental reports.

**Sheriff's Intelligence, Leads, and Operations (SILO) Unit:** The Office unit that is responsible for: 1) handling incoming tips from the community telephonically, through e-mail and internet submissions, written correspondence, or in person; 2) vetting the information for any bias; 3) providing independent corroboration and analysis of those tips; and 4) forwarding them to the appropriate division for investigative follow-up. Information gathered shall be analyzed to produce tactical and strategic intelligence that is disseminated within the Office and to other appropriate detention, law enforcement, or first responder agencies.

**Supervisor:** An employee to whom subordinates report.

- A. Commander: An employee with the rank of lieutenant or above, or its civilian equivalent and above.
- B. First-Line Supervisor: An employee with the rank of sergeant, or its civilian equivalent.

**Traffic and Criminal Software Case (TraCS) Case Management System (CMS):** An electronic database that allows supervisors and detectives to record information needed for case management in all criminal investigations.

## PROCEDURES

1. **Requirements for an Incident Report (IR):** All IR numbers are generated by the Computer Aided Dispatch (CAD) system, at the request of employees or reserve deputies. Office employees, including DSAs, and volunteer reserve deputies, and/or posse members shall utilize the *Incident Report (IR) Form*, located in the TraCS system. IRs shall be used to document incidents for reasons which include, but are not limited to the following:
  - A. An employee or reserve deputy has investigated a reported crime and sufficient information exists to show a crime has been committed;

- B. A complaint is made which necessitates a law enforcement action by Office personnel. Complaints which involve employee misconduct shall be handled, as specified in Office Policy GH-2, *Internal Investigations*;
- C. A detective, other employee, or reserve deputy is assigned follow-up investigative responsibilities, or is required to take action at a later time;
- D. An employee or reserve deputy determines that circumstances warrant a report being initiated after a request for assistance;
- E. An employee or reserve deputy observes an activity which requires that an informational report be initiated and maintained for future use or reference;
- F. An arrest is made; except when warrant arrests made by other law enforcement agencies are turned over to the Office solely for transporting, processing, and booking. These events require no IR and shall be processed as an assist to other agencies, as specified in Office Policy EA-11, *Arrest Procedures*;
- G. An arrest is made on an active warrant from another law enforcement agency and the individual is turned over to that agency. In addition to completing an IR, the following documentation shall be completed:
  - 1. If the arrest is made during a traffic stop related contact, a receipt must be issued, as specified in Office Policy EB-1, *Traffic Enforcement, Violator Contacts, and Citation Issuance*.
  - 2. If no citation or warning is issued to the arrestee as a result of a traffic stop, the employee or reserve deputy shall issue an *MCSO Incidental Contact Receipt* and select “turned over to other agency.”
- H. An employee or reserve deputy issues a citation for a criminal traffic violation without any property impounded, no search was conducted, and it is not an in-custody IR. The employee or reserve deputy shall obtain an IR number and complete the narrative in the citation or complete a full criminal IR, as appropriate;
- I. Providing a means whereby employees and reserve deputies can conduct and record a preliminary investigation of a criminal offense;
- J. Providing complete and accurate information for follow-up investigation and criminal prosecution;
- K. Aiding in recall of events for future reference;
- L. Providing a permanent official record, as permitted by The Arizona State Library, Archives and Public Records Retention Schedule or preservation of pertinent information;
- M. Document incidents involving Use of Force, as specified in Office Policy CP-1, *Use of Force*;
- N. Documenting all impounded property, such as, evidence, safekeeping, and found property, as specified in Office Policy GE-3, *Property Management and Evidence Control*;
- O. Documenting a traffic or motor vehicle accidents which meet the requirements of ARS 28-667 or as specified in Office Policy EB-6, *Vehicle Collision Investigations*; and

- P. Documenting a complete and accurate record of events that transpired during the processing of a crime scene or a serious accident scene, as specified in Office Policy GJ-5, *Crime Scene Management*.
- 2. **Sources for IR Information:** Information is gathered from various sources when preparing an IR. The sources include, but are not limited to the following:
  - A. **Firsthand Experience:** Information obtained by the author through their own experience such as things heard, seen, or smelled.
  - B. **Other Parties:** Information given to the author by other parties. Other parties include, but are not limited to the following:
    - 1. Victim;
    - 2. Suspect;
    - 3. Witness;
    - 4. Investigative Lead;
    - 5. Complainant; or
    - 6. Through tip information received from the Sheriff's Intelligence, Leads, and Operations (SILO) Unit.
  - C. **Computer Aided Dispatch (CAD) System:** The CAD system is capable of providing the reporting author with a variety of information, including, but not limited to, the following:
    - 1. A unique identification number (MC [Event] Number), generated by the CAD system, which shall be used to identify and record each incident including, but not limited to, calls for service, employee on-view activity, and incidents adjudicated or referred to other agencies by the Communications Division. This number will serve as the basis for filing and retrieving subsequent reports of the incident, thereby providing a means for auditing the system;
    - 2. An IR number, generated by the CAD system, which shall be assigned upon the request of an employee or reserve deputy. This computer generation ensures that all cases receive a unique, sequential number;
    - 3. Event information which the CAD system automatically records and logs. The event information includes, but is not limited to, dates, times, event type and sub-type, priority, event location, beat, primary unit and employee or reserve deputy, disposition, and comments related to the event; and
    - 4. Management reports, employee or reserve deputy activity, and incident history can be obtained from the CAD system through use of the Office intranet, such as Praxis, MPS, and INET viewer.
  - D. **Digital Recording Devices:** Digital recording devices are capable of providing the reporting author with information upon review of the images or audio that is recorded. These recordings may be provided by employees authorized to record interactions with the public or may be provided by a member of the public, to include a witness, a victim, or a complainant. Personally owned digital recording devices are not authorized unless exigent circumstances exist. Employees shall notify

their supervisor if a personal digital recording device is used. For the purpose of this Office Policy, digital recording devices include, but are not limited to the following:

1. Body-worn cameras (BWC);
  2. County-owned audio or video recorders;
  3. Surveillance recordings in districts or jail facilities;
  4. Surveillance cameras from businesses or homes; and
  5. Cellular phone images, videos, and audio recordings.
3. **Components of an IR:** The following components shall be included in all IRs to include the MCAO Release Questionnaire [Form 4] Probable Cause Statement, if applicable:
- A. **Face Sheet:** The information included on a Face Sheet gives pertinent details of the incident. All sections of the IR Face Sheet shall be completed, if known. Information that shall be stated on the Face Sheet includes, but is not limited to the following:
    1. **Event Section:**
      - a. The date and time when the documented action is taken, not the date and time the IR is actually being written;
      - b. The IR number. Selection of the “Hand-Written” check box shall be selected when electronic submission in TraCS is unavailable;
      - c. The informational only box selected for cases which do not directly involve a criminal offense; and
      - d. The MC (Event) Number.
    2. **Incident Section:**
      - a. A complete identification of the incident location, including the physical street address or geographical coordinates of rural scenes, city, state, and Justice Court Precinct;
      - b. The name, and serial number of all employees, including DSAs, volunteer reserve deputies, or posse members on scene investigating, assisting, and/or contacted regarding the incident;
      - c. The date and time the incident occurred, as reported or known, or estimated date and time range if the exact time is unknown;
      - d. The most accurate Radio Code should be used to reflect the details contained within the narrative and listed offenses. If multiple offenses are alleged, the highest-level offense can be used to determine the appropriate Radio Code; and
      - e. The 911 Tape request function shall be selected when a complaint call needs to be retained for evidentiary purposes.

3. Synopsis Section: Brief description of the incident being documented, to include the date, time, and location.
4. Persons Section: The Persons box(es) with information on all persons involved in the incident.
  - a. Make sure to include a complete description for each person. The description may include, but not be limited to the following:
    - (1) Correct spelling of full names and list any known aliases;
    - (2) Age;
    - (3) Date of birth: (use standard month/day/year format);
    - (4) Social Security Number;
    - (5) Booking number, if applicable;
    - (6) Identifying marks;
    - (7) Physical home address, including apartment number, work address, city, state and zip code; and
    - (8) Telephone and /or cellular number.
  - b. Persons who are listed as offenders/arrestees, unknown, and/or truly unknown, and those listed as victims shall have their own set of values listed as follows:
    - (1) Persons listed as offenders/arrestees shall be initially identified in the ID block of the Face Sheet. For example, a report with three offenders shall be listed as “S01”, “S02”, “S03.”
    - (2) Unknown and truly unknown persons shall be initially identified in the ID block of the Face Sheet. Unknown persons are subjects with some identifying information and/or descriptions available. Truly unknown persons are subjects with no identifying information and/or descriptions available (no identifiers such as name, age, sex, race, ethnicity, weight, height, hair, or eye color, etc.). Offenders who are truly unknown shall be listed as “00.”
    - (3) Persons listed as victims shall be initially identified in the ID block of the Face Sheet. For example, a report with three victims shall be listed as “V01”, “V02”, “V03.”
5. Offenses Section: If the incident involves multiple offenses, all offenses shall be listed. Offenses should be linked to both the victim(s) and suspects(s), as applicable.
6. Vehicles Section: List associated vehicle code and type of involvement. Vehicles should be linked to persons and/or offenses, as applicable. If a vehicle is stolen and/or recovered, the vehicle shall be entered in the vehicle and property section, as specified in this Office Policy.
7. Property Section: List associated property code type. Property should be linked to persons associated with the property, as applicable. Stolen and/or recovered vehicles shall be entered

consistent with entries in the vehicle section. The estimated value of the vehicle shall be included as provided by the victim or through any valuation documentation showing the value or estimated value of the vehicle, such as Kelly Blue Book which can be accessed online at [KBB.com](http://KBB.com).

- B. Narrative: The information included in the Narrative shall tell the facts of the incident. The narrative text shall be completed within the narrative of the form to make the text searchable within TraCS. The following questions shall be answered in all IRs in order to give the most complete and accurate report possible:
1. What: Describe what occurred. If this event occurred based on a SILO Unit tip, the following should be considered:
    - a. When an IR is initiated following a tip received through the SILO Unit, and in an effort to protect the identity of the person submitting the tip, only the SILO tip control number, the alleged criminal activity referenced in the tip, and the relevant subsequent action taken should normally be referenced within the report.
    - b. If the name and contact information of the person submitting the tip is included in a tip received through the SILO Unit, that information should not normally be included in the IR unless contact is made with the person submitting the tip and it is determined they are willing to assist without anonymity. Only then should the name and contact information of the person submitting the tip be referenced.
  2. When: List the date and time the incident occurred and the date and time the incident was reported. Use standard month/day/year format and list the time in military time.
  3. Where: List the location of the incident to include the physical address. Be as accurate as possible. If unable to obtain an address, record the nearest intersection or permanent landmark.
  4. Who: List all persons involved, as listed in the Persons Section of the IR Face Sheet. **There should not be any person listed in the narrative section which is not listed in the IR Face Sheet.** The reporting author should limit the number of times that a person's identifying or locating information is listed in the IR to make redaction easier to accomplish. Identifying information includes, but is not limited to, date of birth, social security number, and/or driver's license number. Locating information, includes, but is not limited to, physical home address, telephone number, e-mail address, and/or place of employment.
    - a. Except for a person's name, **other than a victim's name**, identifying information of a person listed in the Face Sheet should not be repeated in the narrative section.
    - b. Except for the general location of an offense, **victim names** and identifying or locating information should not be repeated in the narrative section. Additional references to the victims in the narrative section shall be made as, "Victim," "Victim 1," "Victim 2," and so forth.
    - c. Any identifying information included in a person's false statement may be included in the narrative section for evidentiary purposes.
  5. How: List the method used to commit the offense, the circumstances surrounding the act, any weapons/tools used, the method of operation, as well as any other pertinent details surrounding the act. Within the IR narrative detail investigative efforts and facts which establish probable cause for arrest and support requested charges; in addition, summarize and

include facts which establish probable cause for arrest and requested charges in the MCAO Release Questionnaire [Form 4] Probable Cause Statement.

6. Why: List the reason the incident occurred, if known. There may be times when this cannot be answered.
  7. Digital Recording Device: List all digital recording devices used during the incident, to include, but not limited to, audio recording devices and video surveillance.
  8. Body-Worn Cameras: If a BWC was not used, deactivated, or interruptions in the recording occurred, the reason for non-use, deactivation, or interruption shall be documented in the IR, as specified in Office Policy GJ-35, *Body-Worn Cameras*.
  9. Supervisor Approval: List and document incidents, such as identification investigations, which require supervisor notification and approval. If the documentation is completed by a supervisor, the supervisor shall notify and seek approval from the next level supervisor in their chain of command. Include in the narrative the time the supervisor gave their approval. Incidents that require supervisor notification and approval, include, but are not limited to the following:
    - a. Any immigration-related investigation;
    - b. Any immigration-related crime; and
    - c. Any crime related to identity fraud or the lack of identity documents.
  10. In addition to answering the above questions, the reporting author shall consider the following criteria when writing the narrative:
    - a. Accuracy: State only facts, not personal opinions of the author. Be objective and impartial. Do not use conclusory language;
    - b. Clear and Concise: Write a condensed statement of the incident and investigation, which includes all required information, as specified in this Office Policy;
    - c. Complete and Chronological: Make sure to include all elements of the incident. The Narrative may begin with the onset or initiation of the incident and tell the “facts” through to its investigative conclusion; and
    - d. Conclusion: Write a summation or conclusion statement at the end of the original IR narrative detailing the current disposition, such as the status of the investigation and/or remaining tasks that need to be completed. Following the completion of an investigation assigned to the Investigations Bureau, a case summary shall be completed by the case agent or designee, as applicable.
- C. History Section: The IR history section shall include verification of the IR submission and review as follows:
1. The signature or electronic signature of the employee or reserve deputy who completed the IR;
  2. The name reviewed by; and serial number of the supervisor reviewing the report and the date or electronic date of the review; and

3. The name approved by; and serial number of the supervisor approving the report and the date or electronic date of the review.
4. **IR Supplement:** An IR Supplement shall be completed by any employee, including a DSA, volunteer reserve deputy and/or posse member when their involvement can provide relative detail information regarding their response and/or investigation of the incident.
  - A. The supplement portion of the report shall be written using the same general criteria set forth for the Narrative and shall include a full synopsis of their involvement related to the incident. All sections of the IR Supplement Face Sheet shall be completed, if known.
  - B. IR Supplements shall not be opened or created separately from an original IR number generated by the CAD system.
    1. IR Supplements should be written by first selecting the original IR and then selecting the add form function in TraCS or created with the original assigned IR number generated by the CAD system.
    2. It is the responsibility of the author to corroborate all information listed in the IR supplement to ensure all aspects of the response and/or investigation are documented, as specified in this Office Policy .
5. **Submission of an IR:**
  - A. Sworn:
    1. Deputies, reserve deputies, and deputy services aides shall complete and submit all original IRs prior to the end of the shift, absent extraordinary circumstances, as approved by a supervisor. Examples of extraordinary circumstances include, but are not limited to the following:
      - a. A deputy, reserve deputy, or deputy services aide who is assigned an IR and has been on duty for an extended shift, must return to work the following shift, and excessive fatigue is a safety concern;
      - b. A deputy or reserve deputy who is assigned an IR and is involved in a serious incident that requires immediate attention;
      - c. Deputies and reserve deputies assigned to a DUI task force who cite and release for a DUI; and
      - d. IRs not submitted by the end of the shift due to an extraordinary circumstance, shall be completed and submitted by the next calendar day. Supervisors shall conduct their review within 72 hours of the contact.
    2. Deputies or reserve deputies, who are assigned an IR during off-duty employment or during an off-duty incident, shall submit the report to any on-duty supervisor or watch commander prior to the end of their shift. The on-duty supervisor or watch commander shall accept and review these reports as required by Office Policy.
    3. Supervisors shall review an IR within 72 hours of an arrest or detention of a person, absent exceptional circumstances. If the incident did not include an arrest or detention, the

supervisor shall review the IR within seven calendar days, absent exceptional circumstances.

4. After supervisor review, the supervisor shall approve the IR in TraCS within ten calendar days. Upon approval, the IR will be routed electronically through TraCS to the DR Section of the Records and AFIS Division.
  - a. If the author inadvertently checks the “Hand-Written” check box, hard copies shall be printed, signed and forwarded through interoffice mail to the DR Section of the Records and AFIS Division.
  - b. If the IR was issued prior to the 2021 calendar year, hard copies shall be printed, signed and forwarded through interoffice mail to the DR Section of the Records and AFIS Division.

B. Detention:

1. Detention officers shall complete and submit all original IRs that require or involve the immediate response of the Jail Crimes Unit to the scene, prior to the end of shift. All others shall be submitted within 72 hours of occurrence.
2. Detention supervisors shall review IRs that require the immediate response of the Jail Crimes Unit to the scene within 72 hours and then forward the IR through the TraCS system to the Jail Crimes Unit. All others shall be reviewed within seven calendar days from the issued date, absent exceptional circumstances.
3. After supervisor review, the supervisor shall approve the IR in TraCS within ten calendar days. Upon approval, the IR will be routed electronically through TraCS to the DR Section of the Records and AFIS Division.
  - a. If the author inadvertently checks the “*Hand-Written*” check box, hard copies shall be printed, signed and forwarded through interoffice mail to the DR Section of the Records and AFIS Division.
  - b. If the IR was issued prior to the 2021 calendar year, hard copies shall be printed, signed and forwarded through interoffice mail to the DR Section of the Records and AFIS Division.

- C. In the event that TraCS is down, employees shall complete IRs in hard copy format. Once TraCS comes back online, employees shall enter the information into the TraCS system, as specified in this Office Policy.

6. **IR Taken in Error:**

- A. If an IR was issued in error, the employee who obtained the IR shall notify Communications Division personnel and advise them of the error.
- B. Upon receiving notification, Communications Division personnel shall provide an event comment in CAD stating that an IR was taken in error and change the original disposition to a 2X.

- C. The employee who obtained the IR shall document a descriptive explanation why the IR was taken in error in the Synopsis section of the IR Face Sheet.
7. **Supervisory Review:** Supervisors shall review all IRs prior to submission to the Records and AFIS Division. Supervisors shall review and approve IRs electronically in the TraCS system, which electronically records the date and time of the review and approval.
- A. When a sworn supervisor completes their review, they shall electronically mark the report in TraCS, as approved. When a detention supervisor completes their review, if submission through the TraCS system is not possible, they shall sign and date the hard copy of the report, before sending it to an office assistant, who will enter the information in TraCS. A supervisor's signature indicates their agreement that the report contains the requirements set forth by this Office Policy and all the necessary elements of the legal basis for the action or all the elements of a reported crime, if applicable. Reports not meeting the above listed requirements shall be electronically "rejected" in TraCS back to the reporting employee for possible correction or further information in addition to documenting the issue(s), as specified in this Office Policy.
    - 1. If the IR requires correction, the supervisor shall reject the report in TraCS to the authoring employee.
    - 2. If an error has been identified in an IR after it has been placed into "Accepted" status, the supervisor shall contact the DR Section to have the report rejected back to the authoring employee along with a brief reason for the rejection, in order to correct the error. Once the IR form(s) enter the "Filed" status, no further corrections can occur. An IR Supplement shall be completed to document the correction(s).
  - B. Supervisors shall review reports and forms for accuracy, brevity, completeness, boilerplate or conclusory language, inconsistent information, lack of articulation of the legal basis for the action, or other indicia that the information in the reports or forms is not authentic or correct. Noticeable grammar and punctuation errors shall be corrected prior to submission to the Records and AFIS Division. Supervisors shall address any concerns with the reporting author through non-disciplinary or disciplinary action as appropriate.
  - C. When a subordinate's IR writing reveals deficiencies of a serious nature, the supervisor signing off on the report shall complete an IR Memorialization entry in Blue Team. The supervisor shall select the Incident Type - IR Memorialization in Blue Team and select the relative allegations beginning in the prefix IRM to document if an employee's report contains conclusory or boilerplate language; contains inconsistent information; lacks support for the action; has other indicia that the information in the report or form is not authentic or correct; contains no probable cause for arrest; contains no reasonable suspicion; is missing elements of the crime; or is bias-based profiling. The IR Memorialization entry shall be sent to the EIU through the chain of command, using the Blue Team application, as specified in Office Policy GB-2, *Command Responsibility*.
    - 1. Conclusory language contains only an inference and has no stated proof.
    - 2. Boilerplate language is stock, unoriginal language that appears repeatedly in different reports and fails to attest to the unique facts of an incident.
    - 3. These deficiencies are related because the use of conclusory language can lead to boilerplate language. For example, an employee may write "I noticed the subject was drunk." This language is conclusory, because it is not supported by fact; when repeated across reports, the language is also boilerplate.

- a. Based on the unique facts of the incident, the report could have avoided conclusory language by stating: “I noticed the subject had a strong odor of an alcoholic beverage emitting from their person, their eyes were bloodshot and watery, they staggered as they walked toward me, and their speech was slurred as they spoke. It appeared the subject was under the influence of alcohol.”
  - b. Although this new language is not conclusory, it can become boilerplate through repeated use in reports; this problem often arises through use of a template. Supervisors should therefore look for repeated language even if it is not conclusory.
- D. The supervisor signing off on the report shall document on an IR Memorialization entry any investigatory stops or detentions that appear unsupported by reasonable suspicion or are otherwise in violation of Office Policy; or stops or detentions that indicate a need for corrective action or review of Office Policy or training. The supervisor shall take appropriate action to address all violations or deficiencies in investigatory stops or detentions, which may include non-disciplinary corrective action or referring the incident for administrative or criminal investigation. The IR Memorialization entry shall be sent to the EIU through the chain of command, using the Blue Team application, as specified in Office Policy GB-2, *Command Responsibility*.
- E. The supervisor signing off on the report shall document on an IR Memorialization entry any arrests that appear unsupported by probable cause or are otherwise in violation of Office Policy; or indicate a need for corrective action or review of Office Policy, strategy, tactics, training, or a referral to the Professional Standards Bureau (PSB). The supervisor shall take appropriate action to address violations or deficiencies in making arrests, which may include notification to prosecuting authorities, non-disciplinary corrective action, and/or referring the incident for administrative or criminal investigation. The IR Memorialization entry shall be sent to the EIU through the chain of command using the Blue Team application, as specified in Office Policy GB-2, *Command Responsibility*.
8. **IR Distribution:** Employees who distribute IRs shall pay particular attention to the row of blocks located on the upper portion of the IR form which indicates the case status of the report, which is only to be updated by a detective sergeant. This case status determines which Office divisions shall receive a copy of the report.
  - A. District, division, or section administrative personnel will normally be responsible for photocopying reports and the correct routing of reports.
  - B. Reviewing supervisors may also determine whether a report shall be forwarded to a particular area having an interest in, or an investigative responsibility for, the case.
  - C. The release of reports or records to individuals or agencies, whether they are active participants within the Criminal Justice System or otherwise, is governed by strict federal guidelines set forth in the Code of Federal Regulations (CFR) under Title 28, Chapter 1, Part 20. Office Policy GF-3, *Criminal History Record Information and Public Records* outlines the provisions under which records and reports can be released.
  - D. Release of records or reports to the media will be authorized only through the Public Information Office (PIO) and shall follow Office Policy regarding the release of Criminal History Record Information (CHRI) and case report information.
9. **IR Tracking:** In order to improve control of the report flow process within the Office, thereby improving report access, statistical recording, and trend tracking, the tracking of IRs may be divided into two distinct areas: Investigative Status and IR Maintenance.

- A. Investigative Status: An IR is in an investigative status after the report has been reviewed by a detective supervisor for prioritization and solvability and assigned an administrative case status. Each report is then assigned to the appropriate investigator, as specified in Office Policy GJ-6, *Criminal Investigations Administration and Organization*. The detective supervisor assigns reports through the Traffic and Criminal Software (TraCS) Case Management System (CMS). Reports not assigned to a detective shall be given an administrative designation of “suspended/inactive.” Each of these reports may remain in this status until either the statute of limitation expires, or new investigative information is received. If the statute of limitation has expired, the case shall be closed. If new information is received and requires follow-up, the report should subsequently be assigned to the appropriate investigator by the detective supervisor.
1. The assigned detective shall update the case status in TraCS CMS, as specified in Office Policy GJ-6, *Criminal Investigations Organization and Administration*.
  2. If the case report was forwarded to the County Attorney for prosecution consideration, the case file shall be updated in TraCS CMS and maintained in a pending/open status. Upon return of the case from the County Attorney’s Office, the case will be assigned an administrative case status, in accordance with the County Attorney’s disposition, such as, but not limited to, open, exceptionally cleared, or arrest.
  3. All cases returned from the County Attorney’s Office will be entered, documented, and tracked in the EIS by the EIU and forwarded to the assigned investigator through Blue Team.
    - a. Upon receipt of the Blue Team notification for a turndown or further investigation, the requested action shall be completed.
    - b. The entry shall then be marked as completed and forwarded through the chain of command for review.
    - c. Cases declined for prosecution or dismissed by a prosecutorial agency shall be processed, as specified in Office Policy, ED-3, *Review of Cases Declined for Prosecution*.
    - d. The receiving employee or reserve deputy shall ensure the County Attorney’s disposition of the case be included as a portion of the case file and maintained in the DR Section of the Records and AFIS Division. This shall serve as a record of the County Attorney’s disposition.
  4. Each detective component shall maintain a log of all cases submitted to the County Attorney’s Office for disposition.
  5. Regardless of assigned administrative case status, additional follow-up may be conducted, and Supplements may be written at any time.
- B. IR Maintenance: All IRs and Supplements shall be maintained in the following manner:
1. All original IRs and Supplements shall be forwarded to the DR Section within ten calendar days of completion, as specified in this Office Policy.
    - a. All criminal IRs shall be sent to the DR Section upon completion for scanning into the File Bound system.

- b. Crash reports and some citation reports, including, but not limited to, driving on a Suspended License and Mandatory Insurance Citation, assigned an IR number shall be written utilizing the TraCS system and distributed to the DR Section through the TraCS system.
2. The DR Section will ensure that written reports are received for all issued IR numbers. On a monthly basis, the DR Section will distribute a list of missing IRs to all appropriate commanders.
3. Copies of IRs, Crash reports, and booking documentation shall be kept within an operational component for a minimum of six months. Law enforcement copies of citations shall be retained in the individual unit or district file for a period of at least one year. Each division commander may establish a longer retention period, if they deem it necessary, but not to exceed that, which is allowed by the Arizona State Library and Archives Records Retention and Disposition Schedule, found at <http://www.azlibrary.gov/arm/retention-schedules>. IR information necessary for aggregate data analysis will be uploaded to the EIS and maintained indefinitely.
4. All originals and copies of case files will be maintained in a secure manner, with access limited to authorized persons, such as, but not limited to, the investigative unit responsible for the case; the case agent; the authoring deputy, DSA, detention officer, or reserve deputy; Records and AFIS personnel; and the Administrative Services Division.
5. Once IRs are received at the DR Section, they will be scanned into FileBound and stored until the appropriate retention period has been met, as defined by the Arizona State Library, Archives and Public Records retention schedule. Once this period has been met the IRs shall be purged and a purged notification document kept in its place. Investigators may retain their case files, in a secure manner, for as long as necessary.
6. The EIU shall be responsible for maintaining all records associated with the EIS. This includes data storage, data retrieval, reporting, data analysis, pattern identifications, identifying employee intervention, supervisor use of system, Office procedure evaluations, documentation, auditing, and general training on the EIS.