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Purpose Statement

To ensure safety and security for each person in our community.

Phoenix Police Department Operations Digest

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There will be a two-week publication limit on all articles requesting publication in the *Operations Digest*. If you require a longer publication term, indicate in your e-mail and the decision will be made at the operations lieutenant's discretion. Submission deadline for *Operations Digest* entries is **Tuesday at 5 p.m.** Send entries via e-mail to **Mrs. Rita Hardin and Ms. Lenore Cerniglia** in the Planning and Research Bureau. Entries must include an **approval by a lieutenant or above**. Visit our website at www.phoenixpolice.com under the Briefing Section to view this and other editions.

Operational Information

Information Regarding Bookings - Victim Information Form Requirements:

Arizona Revised Statute 13-4405.C requires law enforcement agencies in the State of Arizona to provide specific victim information to the jail at the time of arrest, for any felony or misdemeanor crime committed against a victim. The information is used by the jail to notify the victim of:

- The scheduled time, place and date for initial appearance
- Their right to be present at the initial appearance
- The suspect's approximate release date and time

To accomplish this mandatory notification of victims, which include businesses and neighborhood associations, officers are required to complete the **MCSO Victim Information Form** at the time of booking. Bookings which require this form include:

- New felony and/or misdemeanor charges
- Felony or misdemeanor warrant bookings involving a case in which the Phoenix Police Department was responsible for the original investigation of the offense (it is the **arresting officer's responsibility** to research the associated DR to obtain the victim's contact information; "unknown" should not be written on this form unless the victim's information is truly not known and cannot be located in the DR)
- Bookings for DUI's that resulted in accidents where the victim incurred property damage or injury

Completion of this form is mandatory when the victim is a person, business or neighborhood association.

This form, which is available at the 4th Avenue Jail, replaces any other forms that may be in circulation and is mandated by Operations Order 5.4.2.D.2.

It is the responsibility of each officer to ensure this MANDATORY form is completed. This form is to be submitted to jail personnel at the time of booking and is NOT to be transported to the Records and Identification Bureau.

DUI Arrest Procedure:

Officers are reminded that they must advise a suspect under arrest for DUI that they have the right to arrange and pay for any independent chemical test. The advisement must be documented in the appropriate section of the AIR. Officers will follow Operations Order 6.4.3.K.