**Patrol Procedures:**

1. Utilize back-up officers when needed
2. Primary Officer responsible for reports
3. Primary Officer responsible for control of scene and directing secondary units as needed
4. Clear calls with

* Report
* Arrest
* Assistance Rendered
* Unfounded

1. Ensure all proper paperwork and equipment available for patrol (i.e. DV pamphlets on K drive, Accident reports , etc)

**Radio Procedures:**

1. Key mike, wait 2 sec, then talk
2. Do not cover each other
3. Think before you talk!
4. Clear, concise, SHORT broadcasts (brevity)
5. Make sure you have cell phones for officer to officer conversations

**Report Writing:**

**Incident Report**: general overview of incident including victims, witness, vehicle, and suspect info and disposition. Charges being filed. Actions of officers involved (i.e. arrest, area check, evidence collections, interviews, filed show-up, Miranda, photos, etc)

**Officer’s Statement:** First person account of the officer explaining exactly what actions they did specifically. (i.e. I took photos of and collected and packaged the knife…..I field tested the substance and received a presumptive positive for the presence of cocaine)

**Probable Cause Certification (Booking Form):** A very specific, yet simple narrative of the arrestee’s involvement in a particular crime, along with information that supports that suspect’s involvement (i.e. evidence, testimony, etc). It should have info that supports the elements of the crime and names any victims.