


FAYETTEVILLE POLICE DEPARTMENT
FAYETTEVILLE, ARKANSAS 72702

GENERAL ORDER #19

SUBJECT: Paperless Automated Case Entry (PACE)

CROSS-REFERENCE: 41.1.1(B)(1) Preliminary and Follow-up
Investigations

DATE APPROVED BY COP: February 3, 2003


Chief Rick Hoyt

PURPOSE: To establish a directive to explain the conversion to a paperless reporting system for police reports. The PACE system is intended to replace field reporting as the primary police reporting system.

ORDER: It shall be the policy of the Fayetteville Police Department to file police reports in the most efficient manner possible. Reports will be completed immediately or within the same shift that the incident occurred unless otherwise approved by a supervisor. Supervisors will then review reports for content and errors and lock them into the computerized records system within the same shift that the incident occurred or as soon as possible thereafter. The report will then be available to department investigators and administration within the shortest amount of time possible.

PROCEDURES: All officers of the Fayetteville Police Department are directed to adhere to the guidelines contained within this General Order pertaining to the PACE reporting system.

1. Officers are responsible for conducting a preliminary investigation when dispatched on a call or on a self-initiated activity. Officers will contact complainants, victims, and witnesses, and gather all evidence and information needed for a PACE report.
2. When an officer is finished with the call he indicates he will be filling out a new case by calling in Disposition 1. This puts the incident into the PACE Queue.
3. If an officer chooses to call in the PACE report while the call is still active in CAD, the dispatcher will need to give the incident the PACE Command before proceeding to a PACE Operator for a report. This allows the call to stay active in CAD until the officer clears the call.

4. Officers will respond to a PACE location (Appendix A; *this appendix may be updated and re-issued as needed to provide current information on PACE phone locations*) upon clearing the call to phone in the report to a PACE Operator. Officers will use signal 18-A when checking out to call in a PACE Report.
5. Officers may use the PACE Report Guide (appendix B) to take field notes and document information needed for the PACE Report.
 - (A) General guidelines for calling in reports to the PACE Operator.
 - (1) Organize your field notes and briefly outline your report before calling the PACE Operator.
 - (2) Review the material to be dictated; crime scene notes, interviews, etc. All pertinent facts should be at hand before dictation begins.
 - (3) Pronounce complex medical and legal words carefully. Pronounce them slowly-syllable by syllable or spell them out if necessary.
 - (4) Avoid mumbling or slurring words and speak clearly.
 - (5) Dictate numbers slowly, numeral by numeral, e.g., "one, five, zero, eight" for 1508.
 - (6) Dictate citations precisely.
 - (7) Avoid distracting mannerisms or background noise.
 - (8) Don't use inappropriate police jargon or expressions.
 - (9) Start the narrative with a synopsis of facts supporting the investigation or arrest.
6. If the PACE number is busy, officers will return to service and try again at the earliest opportunity. After hours, officers will call the PACE Operator number and leave reports on a recorded line by using a voice mail system.

Officers may choose to phone in the report from the scene or another location. Officers at the station with an arrest or for another function associated to the original incident may go Signal 18A and phone in the report from the station, but should not go to Records to dictate a report directly to a PACE Operator. Officers out of service dictating PACE reports are subject to call.

7. Once the report is complete and before the end of each shift, supervisors will access the PACE Incident Files and approve and/or amend reports in the PACE Queue pending review.
8. A stolen vehicle report and stolen vehicle license report must be entered ACIC as soon as possible.
 - (A) Officers may call in stolen vehicle or license information to dispatch to be put in the narrative of the incident.
 - (B) Officers may add the vehicle or license to the narrative of the incident by using the Add Narrative command on the MCT while the call is still active in CAD and advise dispatch the vehicle needs to be entered ACIC.
 - (C) Officers may bring the information into dispatch to be entered ACIC.
9. Officers may call the PACE Operator to complete Supplemental Reports. Officers must have the Incident/Case number ready for the PACE Operator to complete these reports. The PACE Operator will enter your Arrest Report after you have compiled the needed information.
10. Technical and operational details are to be found in the PACE Procedures in Appendix C. This appendix may be updated and re-issued as needed to provide current information on the operational aspects of the reporting system.

Appendix A

PACE Locations

The businesses listed below have volunteered their offices and spaces for PACE locations. Officers should be courteous and professional when using these locations to phone in PACE reports.

1. All Fayetteville Fire Stations between 7:00 AM - 10:00 PM
2. WRMC - Emergency Room
3. Walgreens, 300 E. Township, phone in manager's office.
4. Best Western Inn, 1122 S. Futrall, 24 HRS lobby.
5. Days Inn, 2402 N. College, 24 HRS lobby.
6. Holiday Inn Express, 1251 S. Shiloh, 24 HRS lobby.
7. Motel 6, 2980 N. College, 24 HRS lobby.
8. Clarion Inn, 24 HRS lobby.
9. Quality Inn, 523 S. Shiloh, 24 HRS
10. Sleep Inn, 728 Milsap, 24 HRS lobby
11. Hampton Inn, 523 S. Shiloh, 24 HRS lobby.
12. Super 8 Hotel, 1075 S. Shiloh 24 HRS

FAYETTEVILLE POLICE DEPARTMENT

PACE REPORT GUIDE

INCIDENT #

OFFENSE INFORMATION

DATE OF OCCURRENCE THRU	TIME OF OCCURRENCE THRU	DATE OF REPORT	TIME OF REPORT
COMMON NAME/INCIDENT LOCATION	CITY	STATE	ZIP
INCIDENT TYPE:	# OFFENSES	#SUSPECT(S)	#VICTIM(S)
NAME OF VICTIM:			

CASE STATUS

- | | | |
|--|--|--|
| <input type="checkbox"/> - CLEARED BY ARREST | <input type="checkbox"/> - OPEN INACTIVE | <input type="checkbox"/> - TURNED OVER TO SOCIAL AGENCY |
| <input type="checkbox"/> - UNFOUNDED | <input type="checkbox"/> - CLOSED INACTIVE | <input type="checkbox"/> - TURNED OVER TO ANIMAL CONTROL |
| <input type="checkbox"/> - EXCEPT. CLEARED | <input type="checkbox"/> - TURNED OVER TO PROPERTY OFFICER | <input type="checkbox"/> - TURNED OVER TO DET. DIVISION |
| <input type="checkbox"/> - OPEN ACTIVE | <input type="checkbox"/> - TURNED OVER TO OTHER DEPT | |

SUSPECT # ()		COUNTS:	
OFFENSE #1: CHARGE/ARREST #:		<input type="checkbox"/> A <input type="checkbox"/> C	Attempted - A Committed - C
OFFENSE #2: CHARGE/ARREST #:		<input type="checkbox"/> A <input type="checkbox"/> C	
OFFENSE #3: CHARGE/ARREST #:		<input type="checkbox"/> A <input type="checkbox"/> C	
OFFENSE #4: CHARGE/ARREST #:		<input type="checkbox"/> A <input type="checkbox"/> C	

SUSPECT # ()		COUNTS:	
OFFENSE #1: CHARGE/ARREST #:		<input type="checkbox"/> A <input type="checkbox"/> C	Attempted - A Committed - C
OFFENSE #2: CHARGE/ARREST #:		<input type="checkbox"/> A <input type="checkbox"/> C	
OFFENSE #3: CHARGE/ARREST #:		<input type="checkbox"/> A <input type="checkbox"/> C	
OFFENSE #4: CHARGE/ARREST #:		<input type="checkbox"/> A <input type="checkbox"/> C	

LOCATION TYPE: (Which best describes the above address)

<input type="checkbox"/> - HIGHWAY	<input type="checkbox"/> - COMMERCIAL	<input type="checkbox"/> - MISCELLANEOUS	<input type="checkbox"/> - SERVICE STATION
<input type="checkbox"/> - BANK	<input type="checkbox"/> - CONVENIENCE STORE	<input type="checkbox"/> - RESIDENCE	

STRUCTURE OCCUPANCY TYPE:	# OF PREMISES ENTERED	DOMESTIC VIOLENCE:	HATE CRIME:
<input type="checkbox"/> - OCCUPIED <input type="checkbox"/> - UNOCCUPIED <input type="checkbox"/> - ABANDONED		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
ENTRY METHOD:	ENTRY/EXIT POINT CODES: (FILL IN BLOCK TO THE RIGHT)		ENTRY POINT EXIT POINT
<input type="checkbox"/> - FORCED <input type="checkbox"/> - NO FORCE	01 - NOT APPLICABLE	06 - DOOR (FRONT)	
EXIT METHOD:	02 - UNKNOWN	07 - DOOR (REAR)	12 - ROOF
<input type="checkbox"/> - FORCED <input type="checkbox"/> - NO FORCE	03 - WINDOW (FRONT)	08 - DOOR (SIDE)	13 - WALL
	04 - WINDOW (REAR)	09 - DOOR (GARAGE)	14 - OTHER
	05 - WINDOW (SIDE)	10 - FROM ADJ AREA	

TOOLS/WEAPONS USED:

ARSON: Single Occup Resid. Other Resid (apts) Storage (garage) Indust. Manuf Other Community Restaurant
 Community/Public (Schools,Hosp) Other Struc (under constr) Motor Vehicle Other Mobile (trailer, RV, boat) Other (land, fences)

VICTIM USED: (Check as many as apply)	OFFENDER USED: (Check as many as apply)
<input type="checkbox"/> Alcohol <input type="checkbox"/> Drugs <input type="checkbox"/> Computer Equipment	<input type="checkbox"/> Alcohol <input type="checkbox"/> Drugs <input type="checkbox"/> Computer Equipment

# ADULTS PRESENT ()	# JUVENILES PRESENT ()
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REPORTING OFFICER	BADGE #	DATE	SUPERVISOR	BADGE #	DATE
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