



# Hopi Law Enforcement Services

## Reporting & Response Protocol

### 928-734-7340/7341



# Reporting & Response Protocol

## ***Introduction***

The following Reporting & Response Protocol of the Hopi Law Enforcement Services was developed in partnership with Villages Against Meth, a grassroots, community-led group of Hopi-Tewa community members.

*The intent of this resource is to engage in a shared responsibility of H.L.E.S. and the community in reporting & responding to local concerns. Be a good witness and responder, creating accountability of service & community.*

The protocol is formatted in a rubric format to display the categories of;

- Information Needed
- Description
- Rationale

Villages Against Meth requested an opportunity to collaborate with Hopi Law Enforcement Services to support the community concerns that reflected gaps in communication, uncertainty around the requirements to report, fear of retaliation in reporting crime, substance use & abuse, and/or concerning behaviors. The intent to collaborate stems from a strong desire to establish a direct relationship with law enforcement in order to develop clear protocols and channels of communication, further supporting a unified effort to address community concerns.

In development of the Reporting & Response Protocols, Hopi Law Enforcement Services participated in a facilitated presentation during the Meth & Drug Community Summit held on December 4, 2019 in Kykotsmovi, Arizona. This provided a space and opportunity for community input and response from law enforcement.

The final contributions and approved Reporting & Response Protocols will be shared with the community, local programs and resources, as well as available for reproduction and dissemination through community channels.



**What information is required to dispatch an officer?**

Information Needed	Description	Rationale
<p><b>THE EVENT</b></p> <p>What occurred?</p> <p>People involved.</p> <p>Place (be specific – home, car, apartment, is this a past event or did it just happen, etc.)</p> <p>How are you or others impacted?</p>	<p><b>Keep as many details as possible to share with the dispatcher or officer.</b></p> <p><b>Write it down as soon as you can to keep any details</b> that include what lead up to the event or activity.</p> <p>What occurred?</p> <p>What do you feel needs to be done immediately?</p> <p>*What is your immediate need or request – ambulance, an officer on site, to make contact with someone who can help you leave the situation, etc.</p> <p>How has this impacted you?</p> <p>Who else was impacted?</p> <p>Are you safe or have you left the area?</p> <p>Are there children involved or impacted?</p> <p>Are there elders involved or impacted?</p> <p>Where can you be reached? Home, phone, through a family member or friend, at work, etc.</p>	<p>The more detailed you are about the event and surrounding circumstances, this allows the dispatcher to relay as many details to the officer or supervisors on duty.</p> <p>Details may aide in HLES making contact with other services and resources that can assist with significant needs. *Behavioral Health, Ambulance, Fire &amp; Rescue, Child Protective Services, Elderly Services, etc.</p> <p>You may be under a lot of stress or feel like you aren't prepared to share all details but the most important is your safety and that of others who may be involved.</p> <p>Try to provide as many details as you can to give the responder a sense of the urgency or your specific needs to be addressed.</p>
<p><b>LOCATION OR DIRECTION</b></p> <p>Learn more about your surroundings and local community to be able to provide directions when speaking to an officer or reporting through a dispatcher.</p> <p>Some communities are developing maps and identifying specific areas</p>	<p><b>Directions to the location.</b></p> <p><b>Provide as many details</b> that will aide in identifying where the individual or activity is happening.</p> <p><b>If a person leaves or a situation changes</b>, call HLES and offer any details of the vehicle, on foot, direction traveling, clothing style or color, etc.</p>	<p>Often times, there is some information provided with a name for a household. Dispatchers relay information to Officers.</p> <p>Details help in various ways, including but not limited to... time of day, direction of travel for an individual, landmarks or mile posts, the direction the house faces (front door), any details that will confirm the location when officers arrive (boxes</p>



<p>to share with law enforcement and their local communities.</p> <p>When in a vehicle, turn on vehicle hazard lights to signal location.</p>	<p><b>Call HLES for any updates</b> you may have. There is no limit to the number of times you need to call and every detail provided is helpful.</p> <p>Let dispatch know if you are in a vehicle, the direction the car is facing and which side of the road the vehicle is on.</p>	<p>stacked, trash bin, wood piles, cars parked facing a direction, window coverings, etc).</p> <p>Hazard lights will signal attention, all details provided help law enforcement to properly identify vehicles they are looking for and approaching.</p> <p>NOTE: It's also possible to use the hazard lights to signal location for homes or areas that are less visible from a main road or otherwise hard to find location.</p>
<p><b>CLOTHING</b></p> <p>Pay attention and try to make a note of specific clothing a person is wearing or how they are wearing it.</p>	<p><b>Color</b> <b>Style</b> <b>Accessories</b> <b>Specific demeanor or way a person walks</b></p> <p>Any details that will be helpful in HLES identifying an individual is helpful.</p> <p>If the person left angry and in a hurry, do your best describe that and include it in any reports you may submit.</p>	<p>When an officer makes contact with an individual reported, they want to do their best to ensure they are addressing the correct person.</p> <p>The manner in which a person wears things may be a personal style such as a hat backwards, tight, baggy or oversized pants, knee high sock, shoes with no shoestrings, shoe brand or tread, etc.</p> <p>Any details to help identify a person is extremely helpful.</p>
<p><b>TIME</b></p> <p>Exact time Estimate; Morning Afternoon</p> <p>Using general recall with associations to social or community happenings (trash pick up, am/pm bus stop, transit or delivery, etc.)</p>	<p><b>Check the time and make note of it.</b></p> <p>The time of an actual event is important. If you need details for a report later or to use for specific reasons like requesting an emergency restraining order, key details like time are important.</p> <p>Time also validates the progress of events.</p>	<p>Time can play a critical role for reporting activities or events to law enforcement, as well as any other needs in following through with what may have happened.</p> <p>If you're not sure what time it is, make a best estimate of the time you are reporting or recording your information.</p>



	If you were unable to check the time, it's helpful to reference a social or community happening that can be followed up on to establish a general time.	5-10-15 minutes before, or try to reference something that may be routine like the trash pick-up, a delivery, t.v. show, etc.
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***What is the HLES process in responding to a meth-related call?***

- 1) Call to report the event or activity
- 2) Officer will respond; Officer makes contact with the reporter and others involved or witnesses.
  - a. Will provide an opportunity for a written report from the reporter.
- 3) Officer will attempt to make contact with the individual reported.
- 4) Officer will use all information gathered to make a decision of any actions to be taken including but not limited to; formal report, release, arrest, follow up, referral, etc.
- 5) Officer completes the report for the event/incident. Submits to the court.

**NOTE:**

A release does not indicate non-action. All persons are assumed innocent until proven guilty.

***How do I follow up on my report?***

- a. Individuals may call Hopi Law Enforcement to request the police report number for their report and request any follow-ups if directly involved with the matter. Any additional activity related to the matter of the initial report can be reported to H.L.E.S. by calling dispatch or walking in to submit a report.
- b. Reporters may be requested to submit a formal written report or of their own free-will, submit a report of the event/incident reported.
- c. The Hopi Court will carry out the work of any actions to be taken based on the officer's report, any reports or witness statements, and logged evidence. If individuals are requested to be present for court hearings, this will be done through the Hopi courts. An individual is encouraged to make contact with the Hopi courts to learn about the process and how they will be involved moving forward.



# Follow Up Recommendations

## Anonymous Reporting

During the Meth & Drug Community Summit, the question of anonymity in reporting was brought forth which is also an outstanding area of concern voiced in prior meetings of Villages Against Meth. There is no alternate number for anonymous reporting. Call 928-734-7340/7341.

Hopi Law Enforcement Services assures the community that any person can make a report and request to remain anonymous. If individuals wish to be followed up with, they will need to leave a name and contact information. The person may use a first and last name, or *other* name to be addressed by, for a follow up from H.L.E.S. No name or contact information provided indicates there is no need for H.L.E.S. to return a call and further, will be unable to make contact for any report provided.

Information Needed	Description	Rationale
Same components as in the reporting protocol. <ul style="list-style-type: none"> <li>• The Event or Activity</li> <li>• Location or Direction</li> <li>• Clothing</li> <li>• Time</li> </ul>	Provide as many details as possible for law enforcement to follow up on.  You do not need to leave your name to submit a report.  <b>An alias may be</b> used if you wish to be contacted or want to follow up on a report.	An anonymous report requires the same details for law enforcement to follow up on and verify details.  Law enforcement will respond to every call/report.  If you want a follow up or to be called back, HLES will need contact information and a name.

