


GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

	TITLE Field Reporting and Management		ACCREDITATION CALEA 82.2.1.a-e, 82.2.2.a-e, 82.2.3 PRIOR REVISIONS 8/21/09, 1/09/12, 1/02/14 3/23/20 ATTACHMENT: 0
	PROPONENT UNIT Logistics Division- Records Unit		
NUMBER 82.2	ISSUE DATE 07/01/98	REVISION DATE 12/31/2023	TOTAL PAGES 13

I. **PURPOSE:** This Order establishes incident reporting policies and procedures.

II. **POLICY:** The Gainesville Police Department shall develop and maintain a reporting system that accurately creates, reviews, and distributes police reports.

III. PROCEDURES:

A. **Report Processing:** All calls-for-service and officer-initiated calls shall be assigned an incident number. The Communication Unit shall assign this number at the time the incident is reported. Each number shall be separate and distinct for each incident. (CALEA 82.2.3)

1. All incidents listed below that occur within the Gainesville Police Department service area shall be reported, to include, but not be limited to, the following:

- i. All citizens' request for services; (CALEA 82.2.2.a.b)
- ii. Incidents resulting in an employee being dispatched or assigned, to include follow-ups; (CALEA 82.2.2.c)
- iii. Criminal and non-criminal cases initiated by law enforcement officers; (CALEA 82.2.2.d)
- iv. Incidents involving arrest, citations or ordinance violation citations. (CALEA 82.2.2e)

2. Reporting can be by way of, but not limited to, incident, offense, arrest, narrative, persons, property, vehicle, or supplemental reports.

B. **Field Reports:** A field report is an arrest, offense, FIR, or other report prepared by sworn personnel, tele-serve operators and PSTs. All field reports shall be reviewed and approved by the Sergeant or designee. The Sergeant or designee shall document their approval in the Field Based Reporting system or by initialing the report if hand written in the appropriate block prior to placing the report in the Records box for filing.

GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

C. **Original Documents:** Original documents shall remain within the Records Division. The only exception would be written statements made by an offender, which must be submitted as evidence to Property and Evidence. Officers can retrieve the original sworn complaint from the Records Division upon completion of the required form with an explanation for the removal of this form.

D. **Case-Number-Only Incidents:** Very specific incidents have been approved for tracking by case number only and will not require a report. The case number and incident history will serve as the record that the incident was reported to police.

1. **Lost Property:** This option may be used for reporting lost personal property items for which a follow-up is not indicated or the owner cannot provide a unique serial number, or owner applied number for the item.

2. Incidents indicating that a *theft* occurred shall be documented on an investigative report.

i. The receiving member shall enter the pertinent information into the computer and assign the call to a telephone report position: (front desk, Tel-serve, etc.).

ii. The reporting member shall complete the call and provide the complainant with the related case report number.

a. Include in the incident history: a case number; the required complainant information (name, gender, date of birth, address, etc); location of occurrence, if known; a brief synopsis of the incident and estimated value of the property; and a code 'J' clearance.

b. A print-out of the incident history will serve as the complainant's copy of the report.

c. If requested, provide the print-out on-scene (at the desk) or by mail.

E. Incident / Investigation Reports:

1. The member assigned to any of the following incidents occurring under the Department's jurisdiction shall write a report or ensure that a report is written by another member, or is otherwise officially documented as required by this Order [CALEA 82.2.1.a]:

i. Crimes (misdemeanor, felony)

GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

- ii. Vehicle crashes (according to reporting criteria listed in Department Manual; G.O. 61.6 and G.O. 61.7),
- iii. When handcuffs or other physical restraints are used to detain a citizen,
- iv. Arrests, including a warrant and *Notice-to-Appear* (NTA);

Exceptions: A Notice to Appear may be used in lieu of an *Incident / Investigation Report* for the following cases:

1. Open Containers:

- a. Hours. A person may possess and consume an open container of an alcoholic beverage outside of the licensed premises of an alcoholic beverage establishment, only within the hours of 8:00 a.m. to 12:00 a.m. Extended hours of consumption for special events may be granted pursuant to applicable sections of the Code of Ordinances.
- b. Glass container prohibition. Open containers of alcoholic beverages possessed or consumed outside within the arts, culture, and entertainment districts must not be made of glass.
- c. Notice of boundaries. Alcoholic beverage establishments shall post, at all points of egress from the licensed premises, a map of the boundaries of the arts, culture, and entertainment district in which it is located. Alcoholic beverage establishments shall also provide, either in electronic or paper form, a map of the arts, culture, and entertainment district upon request. ([LB-2023-11-Open Container Ordinance Map P.12](#)).
- d. Enforcement. Any person or alcoholic beverage establishment not in compliance with any provision of this article will be subject to the penalties designated in sections 1-9 or 2-339 of the Code of Ordinances. Each violation will be considered a separate offense, which can be prosecuted separately.
- e. Possession of Alcohol by persons less than 21 years of age, (If the offender is at least 18 years old).
- f. Possession of alcohol in a city owned park.

2. A Civil Citation may be used for the following violations:

- i. Open Container
- ii. Public Urination
- iii. Certain Noise Violations

GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

B. In general, a Civil Citation should be issued as opposed to a Notice to Appear or physical arrest for violation of the City Ordinances, specifically open container violations. The following is a list of guidelines to issue a civil citation in lieu of a criminal charge/Notice to Appear.

- i. No related Criminal Offense
- ii. No order maintenance or crowd management issues associated with the violation.
- iii. Offender has valid identification, or is verifiable through DAVID.
- iv. Offender does not have a prior history of failure to appear.

C. A Civil Citation will NOT be used if:

- i. The offender is aggressive or hostile towards officers or citizens.
- ii. The offender attempts to conceal or destroy evidence of the violation or other criminal act.
- iii. The offender takes flight or attempts to evade detainment.
- iv. Related criminal offenses such as trespass, possession of alcohol by a person under 21, narcotics, etc.
- v. The offender has received an open container citation within the preceding year.
- vi. Refusal to sign a civil citation. (Also See GO 1.3 Arrests).

3. UTC (Uniform Traffic Citation):

- a. A UTC serves as the charging document (in accordance with GO 61.1).
 - b. When a UTC or NTA is utilized as the charging document the officer is required to document the use of handcuffs (or other approved physical restraints) on the charging document, if applicable (as stated in GO 1.3 Arrests).
- v. Trespass and trespass warnings. For a trespass warning procedures in GO 40.37 Trespassing shall be followed.
- a. Arrests made subsequent to a trespass warning being issued (as a return to the location from which the person was originally warned) are to be recorded on an *Incident / Investigative Report* under a NEW case report (CR) number rather than on a supplement to the original case report number.
 - b. The reporting member shall reference the original case report number in the arrest report.

GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

- c. Immediate arrests made after a person is appropriately warned and refuses to vacate a premise, is found on a 'posted' premise, or through other similar circumstance, shall be recorded as one incident on the *Incident / Investigation Report* under an original case report number.
- d. Subsequent trespass arrests made in conjunction with another charge (such as shoplifting) are to be recorded under the new incident case report number and referenced to the original trespass case report number.
- vi. Custodies pursuant to Marchman Act or Baker Act,
- vii. Missing persons or runaway children,
- viii. Found/recovered property,
- ix. Civil matters likely to lead to litigation,
- x. Damaged City property or damage or injury caused by City property, City employee,
- xi. Racial or bias incidents and/ or "hate crimes,"
- xii. Requests by a citizen (unless otherwise instructed by a supervisor),
- xiii. Crime scene processing (*Crime Scene Report*),
- xiv. Vehicle tows (*Vehicle Tow Report*),
- xv. DUI arrests (*Alcohol Influence Report*),
- xvi. Information pertinent to the Department's operation,
- xvii. Supplemental information involving a previously reported crime to the Department (*Supplement Report*),
- xviii. Specifically required by a written Department directive,

GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

2. Report Content:

- i. General: Incident/Investigation Reports shall contain, at the least, the following general information:
 - a. Report number;
 - b. Name of victim or complainant;
 - c. Date, time, and location of incident;
 - d. Witness information, if any;
 - e. Facts that describe the incident;
 - f. Facts describing the type of police action taken.
- ii. Specific: Depending on the incident being documented, members shall also include specific information regarding the investigation of crimes, such as:
 - a. Persons information (suspects, witnesses, others), including names, contact information, involvement, etc.;
 - b. Information documenting elements of the crime;
 - c. Establishment of probable cause;
 - d. Location, collection and disposition of property, evidence, etc.,
 - e. Other pertinent information which contributes to the cohesiveness of the investigation.
 - f. Trespass warnings, when issued, and the ID number of the teletype operator logging the entry.
 - g. The name and ID of the officer who applies and double locks the handcuffs.
 - h. The name(s) of transporting officer(s).
 - i. The names and ID numbers of additional officers on-scene.

GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

F. **Report Writing Procedures:** Members shall accurately complete all required reports, documentation, and forms in a truthful, accurate, concise, legible manner.

1. Submission of Reports:

- i. Members of the Department shall submit reports to their supervisors and/or the Records Unit in a timely manner.
- ii. **Reports shall be completed and submitted prior to the end of the employee's workday, unless otherwise authorized by a supervisor.**
- iii. **Sworn Complaints:** Members shall personally submit a signed copy of approved sworn complaints directly to Records Unit personnel for entry into the log prior to the end of the member's workday, unless otherwise authorized by a supervisor.
 - a. Sworn complaint submissions shall be recorded on a log maintained by the Records Unit.
 - b. Supervisors may personally submit sworn complaints directly to the Records Unit on behalf of the investigating officer.

2. Sworn Written Statements:

- i. Members shall personally submit sworn written statements (those not submitted as evidence) directly to Records Unit personnel for entry into the log prior to the end of the member's workday, unless otherwise authorized by a supervisor.
- ii. Sworn Written Statement submissions shall be recorded on a log maintained by the Records Unit.
- iii. Supervisors may personally submit sworn written statements directly to the Records Unit on behalf of the investigating officer.

GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

3. Units authorized to retain the original reports of open investigations for extended periods of time to accomplish a law enforcement objective (e.g. SID) shall submit a face sheets of pending reports in the Records Management System. The report shall be locked in the Records Management System.

NOTE: Supervisors are responsible for following up to ensure reports are completed.

4. Review of Reports:

- i. The receiving supervisor shall review the report, checking such areas as jurisdiction, completeness, appropriateness, accuracy, format, and grammar.
- ii. The supervisors, after approving the report, shall electronically sign the report and any associated or accompanying documents or reports (e.g., mittimus).
- iii. The documents and reports shall be forwarded to the Records Unit.

NOTE: Supervisors are responsible for following up regarding the status and forwarding of all pending reports.

5. **Distribution:** After receiving and processing reports, the Records Unit ensures that the various organizational components (and other agencies) receive copies of reports specific to the component's function(s). (See Records Manual).
6. **Kickbacks:** When reports have been forwarded to the Records Unit or to the Property and Evidence Unit without being appropriately reviewed or completed, Unit personnel will initiate kickback reports and forward them to the members' commanding officers for action.

GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

- i. The commanding officers shall assign an appropriate supervisor to ensure that the needed correction is accomplished and forwarded to the Records or Property and Evidence Unit in a timely manner.
- ii. The assigned supervisor shall be responsible for reviewing and returning the correction made by the effected member.

G. **Clearing Calls Dispatched as Felonies:** When a Department member is dispatched or responds to a felony call-for-service, the call will be cleared using the following guidelines:

- 1. **Crime Verified as Dispatched:** If the facts surrounding an incident indicate that the reported felony crime occurred or is believed to have occurred, the incident will be appropriately documented.
 - i. For dispositions where a complaint withdrawal is considered, a supervisor must be consulted.
 - ii. Supervisors will discuss the details of the incident to determine whether or not accepting a complaint withdrawal is appropriate.

H. **Complaint Withdrawals:**

- 1. Occasionally, a member may, after conducting the preliminary investigation, consider allowing a complainant to withdraw his/her intention to pursue charges. This option will be used appropriately and sparingly, and only if in the best interest of the complainant, the case, and the Department.
 - i. **Members' Responsibilities:**
 - a. **Conducting an Investigation:** In order to substantiate a case that later may be pursued members shall conduct a thorough investigation, to include documenting, photographing, fingerprinting, collecting evidence and statements, and performing other actions applicable to the reported crime *regardless of the use of a complaint withdrawal*.

GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

b. Instructing the Complainant: Members shall clearly explain to the complainant that he/she has the right to pursue charges at a later date if he/she decides not to pursue them when the complaint is reported.

- 1). The complainant shall be instructed that he/she shall contact the reporting member if he/she chooses to pursue charges at a later date.
- 2). If the reporting member will be unavailable for an extended time due to leave or transfer, the complainant may contact another officer to conduct the follow-up.
- 3). Any assigned member shall respond in a timely manner to the complainant's request for follow-up.
- 4). The member assigned the follow-up shall complete a supplemental report and, if indicated, a sworn complaint.
- 5). The member should only complete a sworn complaint if the investigation revealed substantial information for the review or the pursuit of the charge.
- 6). Members should check the statute of limitations for the reported crime.

c. Type of Crime/Approval:

- 1). Members may use complaint withdrawals for misdemeanor crimes.
- 2). Exception: Members shall not use them for cases involving domestic violence.
- 3). Members shall not use complaint withdrawals for felony crimes unless prior approval from a supervisor is obtained.
- 4). Members shall not use complaint withdrawals in any case where the victim or complaining party is a juvenile.

ii. Supervisor Responsibilities: Reviewing supervisors shall:

GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

- a. Ensure the reported crime has been appropriately investigated and documented.
 - b. Carefully consider all aspects of the reported crime and consequences of the initial withdrawal of a complaint prior to deciding the best course of action.
2. Officers & PSTs need to complete offense reports along with the complaint withdrawal. The signed complaint withdrawal should be turned into Records so it can be attached to the report form.
 3. Offense reports in which the victim wishes to sign a complaint withdrawal form shall be “unfounded” or “exceptionally cleared” (A U.C.R. status).
 4. If an arrest has been made for a particular misdemeanor offense the Records Division shall forward a copy of the complaint withdrawal to the State Attorney’s Office.
- I. **Case Report Numbers:** To accurately track and account for the investigation of incidents reported to the Department, each incident that results in a report or is required to be tracked (gas drive-offs, lost property) shall be assigned a unique and separate case report number.
1. Case report numbers shall be assigned employing a system that uses 02 for operations and 05 for the Joint Narcotics Task Force as a prefix followed by the calendar year (in a two-digit mode) followed by a **six** digit number, based on the numerical order in which the number was issued (e.g., 02-08-00001; 02-08-00002, etc.).
 2. The year’s numbering system shall begin upon the first request after midnight of each New Year (January 1).
 3. Incidents, which are supplemental or directly related to a previously reported incident, should be documented using the case number assigned to the initial, original incident.
 4. If the incident constitutes a separate crime, e.g. multiple burglaries, criminal mischief’s, at an apartment complex/neighborhood which occurred during the same time period, each incident should be recorded under a separate case report number.
- J. **Forms:** Members shall use the proper form to report an incident. Examples include:

GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

1. '*GPD Investigative Report*' shall be used for all original investigative, arrest and information reports.
2. '*Supplemental Report*' shall be used to record follow-up, crime scene processing and supplemental information.

NOTE: Units who do their own minor processing may note their actions in the original investigative report.

- i. *Vehicle Tow Reports* shall be used whenever a member orders a vehicle towed by the contractual wrecker service, or an outside agency reports (by phone, teletype, etc.) the recovery of a vehicle stolen from GPD jurisdiction.

NOTE: See G. O. 84.2 Vehicle Tow and Release Procedures, and /or G.O. 40.16, Stolen Vehicle Procedures, for pertinent information.

- ii. *Traffic Crash Reports* shall be used when investigating traffic crashes [see G.O. 61.6, 61.7].
- iii. *Property vouchers* shall be used to submit property and evidence collected as a result of a law enforcement function [see G.O. 84.1].
- iv. *Juvenile Civil Citation* (GPD 252) for the Teen Court Program (see G.O. 44.5)

K. **Requests for Non-Submitted Documentation:** When original reports, sworn complaints, traffic citations or other documents have not been forwarded to the Records Unit or to the Property and Evidence Unit in a timely manner, Unit personnel will forward non-receipt announcements to the respective members' commanding officers for action.

1. The commanding officers shall assign an appropriate supervisor to ensure the needed document is forwarded to the Records or Property and Evidence Unit without additional delay.
2. The assigned supervisor shall be responsible for ensuring that the effected member forwards the document, or provides a valid reason for continued delay.
3. If a delay is indicated, the supervisor shall follow up to ensure the report is forwarded.

GAINESVILLE POLICE DEPARTMENT
GENERAL ORDER

By Order of

*Signed Original on File in the
Accreditation Unit*

Lonnie Scott
Chief of Police