

403.3 CONSENT AND RELEASE FORM (TPD 310 & TPD 310B)

I. BACKGROUND: A Consent and Release form (TPD 310) may be used by officers to provide written documentation that a person:

A. Consents to:

1. An interview;
2. A search; or
3. A DNA swab;

B. Is providing a sworn statement;

C. Is requesting a complaint be withdrawn;

D. Is releasing Tampa Police Department from liability when a vehicle is left in the care of a third party; or

E. Is completing a missing person or juvenile affidavit.

II. PROCEDURE:

A. Form Instructions:

1. Fill in appropriate information: page number(s), date, report number (if available).
2. Place a (X) in the appropriate section that applies to the investigation.
3. The officer will complete the necessary information for the particular section and read the entire section to the affected person(s).
4. Upon completion, the officer will have the affected person(s) put his/her initials in the appropriate area, print his/her name at the bottom of the form and then sign his/her name.

B. Statement Instructions:

1. Have the person write an account in his/her own words detailing the subject of the consent and release or facts of the sworn statement.
 - a. If an individual is unable to write a statement, the officer will write/document the person's verbal statement for him/her.
 - b. Prior to the officer completing the statement, a notation will be made on the first line of the statement form as follows:

This statement was written/documented by officer _____ as stated by the below listed subject.

2. Verbally confirm that the person can read and fully understand the statement. If there is any doubt, read the statement verbatim to the person and make any modifications requested by the individual.
3. Have the person print and sign his/her name on the bottom of the form in the spaces provided.
4. Officer(s) will fill in the day, date and year the statement was originated.
5. Officer(s) will sign and place their badge number on the bottom of the form in the spaces provided.
6. Ensure that suspects/defendants who are in custody have been advised of their constitutional rights pursuant to SOP 307.4 prior to writing a statement. Such individuals should fill out the top of the statement form themselves.

Supersedes SOP 403.3, dated 12/20.