

401.2 SUPPLEMENTAL REPORT (TPD 306)

A. General Supplement:

1. If necessary, add any additional entities and detail pages that are required.
2. Enter a new text page by clicking on “Text” in the toolbar.
3. Use the code “SP” for Supplement in the Type field.
4. In the Subject field, type out what type of supplement is being originated (i.e., *Re-classified* or *Additional Information*, etc.).
5. Type out the text detailing the supplemental information, including information regarding the addition of detail page or entities.

B. Additional Stolen Property:

1. Additional stolen property reports are entered as shown above with the added element of a property report.
2. Subject line of the text will be labeled *Additional Stolen Property*.
3. A property report will be attached to the supplement, listing each additional stolen item being added to the report.

C. Mail-In Supplement:

1. The preferred method for citizens to provide supplemental information to reports, such as additional stolen property or suspect information, will be through the DORS online reporting system. Officers will provide the complainant with the web address <http://www.tampagov.net/police/online-reporting> and advise them to select the incident type of “Supplemental Report” to submit further details. Officers will provide the citizen with the original report number and direct them to submit that number when prompted in the online system. Officers should ensure the citizen understands the process and has no further questions before departing the scene. Officers will document the URL and explanation of the process were given to the citizen.

The supplement form (TPD 306) can be used for citizens without access to the internet to submit additional stolen property and mail it to the Records Section. The Records Section will then enter the property into the Records Management System (RMS). Before leaving the scene of a property crime, the officer will enter the original report number in the report number block. The report form instructions for the complainant are printed on the backside

of the supplement form (TPD 306). The officer will review the instructions with the citizen before departing the scene. Officers will document the supplement form (TPD 306) and instructions were given to the citizen.

For detailed instructions on entering supplements and stolen property, refer to the training guidelines available on the City of Tampa I-NET.

Supersedes SOP 401.2, dated 12/20.