


<p>Accreditation Standards: 82.2.1, 82.2.2, 82.2.4, 82.2.5; CFA 26.01, 26.02, 26.03</p> <p>Revisions: 08/97; 05/07; 10/14; 02/15; 04/19; 04/20; 07/20, 1/22</p> <p>References: FSS 119; DSD 1300; Uniform Offense and Arrest Forms Manual; Instructions for Completing the Florida Uniform Traffic Crash Report</p>	<p>University of Florida Police Department</p>  <p>Department Standards Directive</p>	<p>Responsibility: Administration</p> <p>Pages: 09</p> <p>Related Documents: None</p>
<p>TITLE: FIELD REPORTING PROCEDURES</p>		

1310 Field Reporting Procedures

1310.1 Purpose. The purpose of this directive is to establish operating procedures for the processes of field reporting and field report management.

1310.2 Discussion. Field reporting and its associated processes are an important part of the law enforcement function. Officers and supervisors have, as part of their responsibilities, the duty to ensure that police reports are timely and properly completed in accordance with Department procedures.

Department employees should understand the responsibility for complying with Florida Public Records Law, Chapter 119, Florida State Statutes; and when police records, in whole or in part, are confidential and exempt from public disclosure.

1310.3 Policy. Police officers and Police Service Technicians (PST's) shall initiate police reports as mandated. Reports shall be completed properly and in a timely manner. Except as authorized, initial reports shall be completed before going off duty. Supervisors shall review reports for compliance, format, correctness, and accuracy; and route appropriately.

1310.4 Procedure.

- A. Initial Reports.** Every incident or call for service occurring within this agency's jurisdiction will be recorded initially in the Computer Aided Dispatch (CAD) to ensure a permanent record of such call.
1. Reports shall be made of actions taken by officers in response to incidents or calls resulting from any of the following sources:
 - a. Citizen reports of crime.

- b.** Citizen complaints.
 - c.** Citizen requests for services.
 - d.** Criminal and non-criminal cases initiated by police officers or PST's.
 - e.** Incidents involving arrests, citations, or summonses.
 - f.** Civil complaints.
 - g.** Outside agency request for assistance.
 - h.** Incidents involving violations of University Rules and Regulations.
- 2.** The Offense/Incident Report, Florida Uniform Traffic Crash Report, Uniform Traffic Citation, and Safety and Environmental Condition Report shall serve as the primary reporting instruments for documenting incidents listed in 1 a. through h. above.
- a.** Other forms may be required as supplemental documents to the primary reporting instrument.
 - b.** Such forms shall be consistent with state law, local ordinance, or the prescribed criteria of the provider.
- 3.** The CAD entry may serve as the complete record for miscellaneous activity not requiring documentation in one of the aforementioned primary reporting instruments. Each call for service or incident entered into the CAD shall include the following initial information, if available and as applicable:
- a.** Incident number.
 - b.** Date and time of initial reporting.
 - c.** Nature of incident.
 - d.** Location of incident.
 - e.** Name, phone number, and address of caller, citizen requesting service, victim, or complainant.
 - f.** How the call was received.
 - g.** Units (officers) assigned (time notified, arrived, and departed).
 - h.** Any special units dispatched or requested (time notified, arrived, and departed).

- i. Police Communications Operator receiving complaint.
 - j. Disposition of action taken (if any) by law enforcement personnel.
- 4. Written Reports – When Required.** Written reports shall be required as indicated for all of the following types of incidents:
- a. Written Report Mandatory.**
 - (1) Murder.
 - (2) Non-negligent manslaughter.
 - (3) Justifiable homicide.
 - (4) Negligent manslaughter.
 - (5) Kidnapping/abduction.
 - (6) Forcible sex offenses.
 - (7) Robbery.
 - (8) Aggravated assault.
 - (9) Simple assault.
 - (10) Intimidation.
 - (11) Arson.
 - (12) Extortion/blackmail.
 - (13) Burglary.
 - (14) Larceny.
 - (15) Motor vehicle theft.
 - (16) Counterfeiting/forgery.
 - (17) Fraud.
 - (18) Embezzlement.
 - (19) Stolen property (buying, receiving, possessing).

- (20)Criminal mischief.
- (21)Drugs/narcotics.
- (22)Drug equipment.
- (23)Non-forcible sex offenses.
- (24)Obscenity offenses.
- (25)Gambling offenses.
- (26)Prostitution/commercialized sex offenses.
- (27)Liquor law offenses.
- (28)Bribery.
- (29)Weapons violations.
- (30)Driving under the influence.
- (31)Recovered property for other jurisdictions.
- (32)Missing person.
- (33)Death (natural, suicide, accident).
- (34)Escape.
- (35)Misconduct/corruption.
- (36)Fire.
- (37)Trespass after warning
- (38)Recovered property.
- (39)Lost license plate.
- (40)Abandoned vehicle/property.
- (41)Property damage.
- (42)Mentally ill person.

- (43) Disorderly conduct.
- (44) Harassing/obscene telephone calls.
- (45) Bomb cases/threats.
- (46) Injured Person.
- (47) All arrests.
- (48) Curfew/loitering.
- (49) Domestic/dating violence.
- (50) Stalking/cyber stalking

b. Written Reports Required As Directed. Documentation of an incident can be done through the addition of notes in CAD calls or completion of other documents such as field interviews or written warnings. In some cases, these could be an approved method of capturing required information about an incident. Written documentation is required for the following incident types but supervisors may permit an exemption at their discretion. Supervisors shall consider any special or unusual circumstances pertaining to an incident of these types before granting an exemption to requiring documentation.

- (1) Information.
- (2) Sick person.
- (3) False alarm.
- (4) Civil matter.
- (5) Assistance.
- (6) Building security.
- (7) Lost/missing property. (CAD entries will be sufficient for items that have a replacement value of less than \$750 or losses identified during inventory where no suspicious circumstances are identified. A report will be written at the request of the reporting person.)
- (8) Traffic crashes (resulting in death/injury, vehicle damage requiring tow, criminal charges, or at the request of the reporting person).
- (9) Trash dumping/littering.

- (10)Unsafe conditions
- (11)Animal call.
- (12)Improper distribution of literature.
- (13)Suspicious incident/person/vehicle.
- (14)Soliciting on campus.
- (15)Disturbance.

5. Completing Field Reports.

- a. Offense/Incident Reports shall be completed using the forms in the Incident and Arrest Modules in accordance with those procedures set forth in the Florida Department of Law Enforcement Uniform Offense and Arrest Forms Manual.
- b. Florida Traffic Crash Reports shall be completed using the forms in the Traffic Crash Module in accordance with those procedures set forth in the Department of Highway Safety and Motor Vehicle Instructions for Completing the Florida Uniform Traffic Crash Report.
- c. Procedures for completing other field reporting forms utilized within the department shall be consistent with state law or department directives/memoranda, where applicable.
- d. Except as authorized, initial and supplemental police reports shall be completed before an officer or investigator goes off duty.

6. Voiding Field Report. Reports will not be voided without approval of the shift supervisor. The only exception will be for those case report numbers issued in error by the Police Communications Section.

- a. In the event a case report number is issued in error by the Communications Section, the employee issued the case report number will complete the narrative of the report using the CR# ISSUED IN ERROR template, title the report as void, and submit it for approval.
 - b. Employees wishing to otherwise void case reports will contact their supervisor on duty and provide an explanation for the void request. The shift supervisor has the authority to approve or deny the report being voided. If it is decided to void the report, the supervisor will inform their Division Commander and provide the explanation.
- (1) Upon approval, the employee issued the case report number will complete the narrative of the report using the VOIDED WITH APPROVAL template, title the report as void, and submit it for approval.

(2) If the shift supervisor does not agree with the decision to void the case report, the employee issued the case report number will complete the report in its entirety.

- 7. Entry into FCIC/NCIC.** To ensure compliance with applicable Florida Department of Law Enforcement (FDLE) statutes, regulations and policies as well as completeness and accuracy of records, it is imperative officers and PSTs provide dispatchers all available information and property details so that data entered into FCIC/NCIC matches data in reports.
- a. When property or a person needs to be entered into FCIC/NCIC, officers and PSTs shall message Dispatch the data needed for the entry or cancellation.
 - b. The specific entry/exit template should be used for the entry or cancellation. Entry/exit templates are available on the Department SharePoint site.
 - c. The entire template has to be copied and pasted into a message in MCT. All data fields shall be entered prior to transmitting the message to Dispatch. The message shall be sent to all available CAD workstations.
 - d. Dispatchers shall acknowledge receipt of the request by sending a reply message (e.g., message received, standby for NIC number).
 - e. Once the entry or cancellation is complete, the dispatcher shall send another message providing the NIC number or a message stating the cancellation was completed.
 - f. The requesting officer/PST shall acknowledge receipt of the message (e.g., message received).

B. Review of Field Reports.

1. After completion of the field report, the officer shall submit the report for supervisor review. The supervisor shall review it for format, completeness, accuracy, sentence structure, and grammar. Incorrect or inadequate reports should be returned to the officer for correction before the officer or investigator goes off duty.
2. Following review and approval, the immediate supervisor shall assign the follow-up officer, if applicable, or assign the appropriate disposition.
3. Follow-up investigations by the Investigations Division are generally not required to be completed prior to the investigator going off duty. Initial reports should be completed on the day received.
4. The Chief may authorize an exception to the report completion and routing requirements of this directive when the report is confidential or a unique investigation.
5. In general, a supervisor should avoid assigning a lengthy or complicated case to an officer when the officer's days off or vacation immediately follows.

6. Supervisors may require an officer to remain on, or return to, duty to complete or correct a report that is grossly insufficient or has glaring errors. Supervisors shall use discretion in this authority.
7. Supervisors may make minor corrections to a report. The supervisor should notify the officer or investigator at the first available opportunity of the error to make them aware of it.

C. Division Supervisor Responsibilities.

1. Shift Sergeants and Commanders are responsible for ensuring that reports are completed correctly and promptly. Their responsibilities include reviewing the report for completeness, accuracy, sentence structure, grammar and punctuation, as well as, processing and routing reports originated by any division other than Investigations. While it is preferable that supervisors review the reports of those assigned to their shift, this does not preclude supervisors from reviewing the reports of other shifts/divisions as necessary. It is important that reports are reviewed in a timely manner to ensure appropriate follow-up can occur.
2. The Investigations Division supervisors are responsible for processing and routing reports received or initiated by the Investigation Division.

D. Advance Copy of An Initial Police Report. When authorized, a copy of an initial police report may be provided to either Departmental or non-Departmental personnel before the completion of normal routing. The routing of the original report shall follow normal procedure.

1. An advanced copy of a report provided to non-Departmental personnel before normal routing may be done only with the express authority of the Chief, Deputy Chief, or designee. A note shall be attached to the original report prior to routing reflecting:
 - a. The name and date of the person to whom the copy was provided;
 - b. The person who gave authority;
 - c. The name of the person providing the copy.
2. Sworn members of the department may print out reports as needed for official department business.

E. Records Section. Records will distribute copies of reports in accordance with Department Standards Directive 1300.

F. Public Access to Police Records. Access to, and copies of, police reports for citizens as provided for under the Public Records Law, Chapter 119, Florida State Statutes, shall be in accordance with Department Standards Directive 1300 or as authorized by the Chief.

1310.5 Glossary. None.

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Approved: _____
Bart Knowles, Chief

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