


POLICY 111.3	REPORTING INCIDENTS/OFFENSES	
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A. POLICY

It is the policy of the Fort Lauderdale Police Department that any offense, which may require follow-up, either immediately or at a later date, be reported by means of an Incident Report. Any incident where a member’s action results in, or is alleged to result in, an injury or death to another person shall be reported in the appropriate module. All reports involving a felony will be completed on an incident/supplement report module.

B. INCIDENTS NOT REQUIRING WRITTEN REPORTS

The CAD dispatch screen has retrievable information that will be utilized to document ALARMS, unfounded 911 hang-up calls with refused reportees, certain traffic complaints only or vehicle searches which do not result in the discovery of contraband.

1. Alarms - After conducting the proper investigation, the officer will determine the status of the alarm. If it is determined that the alarm was accidental or a malfunction, the officer will advise the dispatcher of this and no written report will be required.
2. Hang up calls via 911 with no reportee - When a 911 call is received and the complainant hangs up without communicating any information to the phone operator, the phone operator will call the number back and attempt to obtain the nature of the problem and handle it accordingly. If the phone operator is unable to make contact, an officer will be dispatched. If after conducting a proper investigation, the officer determines that the call was unfounded, the dispatcher will be notified and a written report will not be required.

3. Certain traffic complaints do not require a report.
 - a. Traffic complaint code TRAF is used in a case where the likelihood of finding the culprit is remote, such as an anonymous report of reckless driving with an unspecific location or description.
 - b. Assistance Rendered or Assist Other Agency (A.O.A.) is used in a case where traffic direction is needed temporarily, such as to assist FPL or a City crew working in the roadway.
 - c. If a report is necessary the member shall complete an incident report to document their actions.
4. Vehicle searches which do not result in the discovery of contraband shall be documented in the appropriate module (Field Contact, Citation or Citation Warning), by checking the “vehicle searched” drop down box and entering in the notes the justification of the stop and the name and identifiers of the driver of the vehicle. See policy 217.1
5. All other outcomes will be handled on an Incident Report, Incident Report Supplement, Probable Cause Affidavit, or Tow/Impound Module.

C. BICYCLE CIVIL ORDINANCE CITATION EVIDENCE FORM

1. The Bicycle Civil Ordinance Citation Evidence Form is designed for use during the confiscation of a bicycle that has been found not to be in compliance with the City ordinance. The form can be used in place of a police report and civil notice of a City ordinance infraction; however, the bicycle must be entered into FileOnQ, prior to entering the bicycle into evidence.
2. After completing the form the officers will submit the bicycle into evidence.
 - a. Officers will present the top copy of the completed form to the Records Division.
 - b. The second copy will be submitted to Evidence for their records.
 - c. The third copy will go to whom the bicycle was confiscated.

D. THEFT REPORT

Theft Report, Form Z-583, is designed for use in theft reporting (less than \$300) where no culprit is on the scene, the culprit is unknown and there are no unusual or extenuating circumstances. When there is no apparent follow-up, the person wishing to make a report will be directed to the Police Station to obtain a Theft/Lost Property report form.

1. Station Report Officer
 - a. Upon receipt of the online Theft Report the Station Report Officer shall:

- (1). Check the report for completeness, errors and jurisdiction, if errors are found the online report will be forwarded back to the victim for correction;
 - (2). If the report is found to be outside Fort Lauderdale's jurisdiction, the victim will be contacted and referred to the correct jurisdiction;
 - (3). Service Aides or the Station Report will review all online reports for accuracy and obtain an incident number from dispatch;
 - (4). The Service Aide or Station Report will respond via email to the victim that the report was accepted and provide the incident number;
 - (5). The Service Aide or Station Report will forward complete and accurate reports to the appropriate district for sergeants review;
 - (6). Sergeants will forward complete and accurate reports to records.
2. Policy 212.1 (Petit Theft) details instructions for completion, filing and distribution of the Theft Report.

E. ARRESTS

All arrests require a completed probable cause affidavit and an incident report.

1. Additional Guidelines
 - a. Trespass After Warning arrests require a Trespass Affidavit be on file or be completed at the time of the arrest. A copy of a trespass affidavit can be obtained from records or booking and will be submitted to BSO with the PC.
 - b. Witnesses shall be listed in the Names module of the Incident Report module.
 - c. In addition to the P/C and Incident Report for theft arrests, the victim will complete an "Affidavit of Complaint".
 - d. All domestic violence cases require an incident report, as required by Florida State Statute.
 - e. All DUI arrests turned over to the Broward Sheriff's Office DUI Task Force require an incident report.
 - f. Victim Signature for Prosecution - Form Z-685 VICTIM AFFIDAVIT/AFFIDAVIT OF PROSECUTION will be used. Personnel will have the victim sign the form and submit it to their sergeant.
 - g. Show-up Witness Identification – Personnel will perform the show-up and document the victim/witness statements on the Show Up Supplement

(Form Z-683). The personnel will submit this form to their sergeant for review. The sergeant will then submit the form to records to be added to the incident in RMS.

F. INCIDENT/SUPPLEMENT REPORT MODULES

1. All incidents investigated or initiated by an officer that do NOT meet the criteria for being handled on an incident report; the responding unit will code the call out appropriately (Bravo – No Report Needed).

The incident report must be completed using OSSI/MFR

2. The incident report shall be titled appropriately for the incident reported, unless the reported offense is determined through investigation to be false or baseless. If the investigation determines the reported incident to be false or baseless the report shall be titled INFORMATION regardless of the offense and a copy of the incident report will be routed to C.I.D. by selecting the appropriate Follow-Up Unit on page 2 of the incident report module. A Victim not wishing to prosecute does not automatically make a reported offense false or baseless.

3. Supervisors

- a. In order to assure the timely distribution of incident reports to Case Management, the Detective Division, and Crime Analysis, the following procedure will be followed. Incident reports will be approved during the shift immediately following the one during which the report was generated.

4. Report Handling

- a. All reports must be submitted the day they are initiated unless otherwise approved by the shift supervisor.
- b. Officers working details will have the responsibility of seeing that reports they generate are turned in to the appropriate Supervisor Review Group.

- c. On-Duty Incidents

- (1). Whenever officers become the victim of any crime, that officer will immediately notify their supervisor.
- (2). The immediate supervisor will determine who should complete the incident report. Supervisors should give attention to the type of incident involved and the need for investigative follow-up.
- (3). Officers will refrain from following up their own cases where they are listed as victims, unless ordered to do so by their lieutenant or captain.
- (4). Supervisors will notify their lieutenant or captain of these incidents as soon as possible.

- (5). Any official action taken in conjunction with an authorized detail is considered to be an on-duty incident.

d. Other Jurisdiction (O.J.) and Off-Duty Incidents

- (1). Whenever an officer is involved in an off-duty incident that may require police action, an on-duty supervisor will be notified as soon as possible. That supervisor will be responsible for notifying any other parties that should be made aware of the incident. These notifications will be made as soon as possible.
- (2). Officers will report criminal activity to the police agency in whose jurisdiction the activity occurs. Follow-up investigation will be the responsibility of that jurisdiction.
- (3). Officers will complete an FLPD incident report on all O.J. incidents for documentation purposes.
- (4). At no time will officers conduct follow-up investigations on cases occurring O.J. or when off-duty where they are the victims. Incidents that may require FLPD follow-up will be conducted at the direction of the lieutenant or captain.
- (5). When initiating an incident report on a stolen tag that was taken in another jurisdiction but recovered within Fort Lauderdale, the report should be classified as Assist Other Agency (A.O.A.). Since the criminal act (or in this case the theft) did not originate within our jurisdiction, UCR standards mandate that these types of reports should not be counted by the recovering agency.

e. Missing Reports

- (1). The Records Division supervisor shall be responsible for conducting a search of reports missing for more than 14 days.
- (2). Based on the search, the Records Division will generate a Missing Report Notice and forward it, via channels, to the member responsible for the missing report.
- (3). Within one (1) working day of receipt of a Missing Report Notice, the member shall contact the Records Division to resolve the missing report issue.
- (4). If the issue is not resolved within 7 days after the first notice, the Records Division shall generate a second notice. The Records Division shall send the second notice and a print out to the member's captain. The printout shall indicate the missing report number(s) and name(s) of the member(s) responsible for the report(s).
- (5). The captain shall forward the second notice to the member responsible for the report.

- (6). The responsible member shall contact the Records Division immediately to resolve the missing report issue.
- (7). After contacting the Records Division, the member shall indicate the status of the report on the Missing Report Notice and return it, via channels, to the captain.
- (8). The captain shall be responsible for resolving all missing report issues that cannot be resolved by the member or the Records Division.

f. FAILURE TO TURN IN REPORTS OR FOLLOW UP ON MISSING REPORT NOTICES IN ACCORDANCE WITH STANDARDS ESTABLISHED IN THIS SECTION SHALL RESULT IN DISCIPLINARY ACTION.

5. Records

- a. A receptacle is provided for the placing of victim affidavit's, baker act forms, juvenile transcripts and any ancillary paperwork as necessary in the Records area.
- b. Records will make and distribute sufficient copies of reports for the State Attorney's Office.
- c. Records personnel will ensure that all incident reports conform to meet the UCR standards. If the incident reports do not conform, records personnel will notify the personnel via email to complete a supplement report to correct the error.

6. Modules

- a. Common elements
 - (1). Incident Report Numbers – Enter the incident report number accurately any time there is a place for it. This is necessary to ensure that the separate modules used and all supplements will merge properly once they are approved and transferred to RMS.
 - (2). Offense Title – Enter the appropriate TITLE as listed in the “Incident Report Title” list that describes the report being made. Use only the titles provided on the list. Do not alter the Incident Offense Title within the Incident Module.
- b. Incident Report
 - (1). The Incident Report may be used only as an original report.
 - (2). On reports involving victims of crimes, it is necessary to have the victim sign the Victim Affidavit and submit it to your sergeant for approval.

- (3). For detailed explanations of all data entry sections department personnel can access the OSSI FAQ located on FLPD Links.

c. Property Module

- (1). Property Report General Guide – The property report does not currently interface with the FileOnQ, therefore in the cases outlined below it is necessary to list property twice, once on the Property Module and again by entering the items into FileOnQ.
 - (a). Stolen Property – List all stolen property and values on the Property module.
 - (b). Recovered – All items recovered after the initial incident will be documented on an Incident Report Supplement. Department personnel will use the supplement type Information Change (INFC) so that records personnel can make the status change correctly in RMS. List the recovered property in the narrative, do NOT use the property module or note section.
 - (c). Stolen/Recovered – All items stolen and recovered must be entered into the Property Module in the Incident Report. Items must be entered as stolen. Then the item status will be changed to recovered. This will create two items for the individual pieces of property, this is to be expected.
 - (d). Recovered for other jurisdiction – Must be listed on both Property module and entered into FileOnQ if submitted into evidence. (Entry into FileOnQ is not required if the items are turned directly over to the other agency).
 - (e). Lost – Listed only on Property module.
 - (f). Found – Same as Recovered.
 - (g). Safe Keeping – List all such property in the Property module and enter it into FileOnQ.
 - (h). Evidence/Seized – List all such property in the Property module and enter it into FileOnQ.
- (2). Vehicle Module – All of the vehicles involved in the incident shall be entered into this module. Use the appropriate status located in the vehicle module for each involved vehicle. The only time a value should be used in this module is if the vehicle is stolen.

d. Names Module

- (1). This module is used to add victims, witnesses, suspects, reporting persons, offender/arrestees, missing persons and involved others to an incident report.
- (2). MISSING PERSON/RUNAWAY information will be entered by using the module located on Page 2 in the OSSI/MFR Incident Report.
- (3). Officer Assaulted/Killed information also appears only on this module and is required to be completed whenever a suspect is charged with assaulting an officer. By selecting the victim type (L - Law Enforcement) and saving the name record, the LE Assault module will be usable.

e. Supplement Module

- (1). This module is used to facilitate personnel documenting additional information or actions not contained in the Incident Report.
- (2). Offense Title Change – Personnel will complete an Incident Report Supplement and use the Supplement Type INCC (Incident Type Change). Records personnel will make the appropriate changes in RMS.
- (3). Vehicle Tow/Impound Module
 - (a). Personnel will complete this form and utilize all appropriate fields necessary to document the vehicle, contents and damage. All of this information is necessary in the Tow/Impound Module for accurate reporting. See related policy (124.0, D).
 - (b). Personnel must document:
 - a). License plate and state and License plate type
 - b). Vehicle Identification Number (VIN), Vehicle Style, Decal Number, License Plate Expiration, Vehicle Type, Vehicle Year, Make, Model & Color
 - c). Vehicle Owner
 - d). Incident Number
 - e). Vehicle Hold if applicable. If there is a hold on the vehicle personnel must document who authorized the hold and the reason (this information will be placed in the contents section under the Additional Information

tab). If is a hold for another jurisdiction, document the agency, their case number and the reason for the hold. See related policy (205.0, I.)

f). Additional Information Tab

- 1]. Owner contacted, contact time, keys with the vehicle, radio in the vehicle, weatherproofing, inside storage, reason for hold
- 2]. Damaged area(s) – open this box and place check marks next to any area that already has damage prior to being towed.
- 3]. Damage – Explain the damage to accurately describe it for the tow sheet
- 4]. Contents – list all contents from the vehicle inventory
- 5]. Investigating Officer – Personnel conducting the inventory prior to the vehicle being towed

f. Bilingual Information – Form Z- 622 (Spanish); Form Z- 621 (Creole)

- (1). These forms are to be used when encountering citizens whose primary language is either Spanish or Creole. They will assist in determining if the person is lost, injured or the victim of a crime. If the person was the victim of a crime, there is a section where they can indicate the type of crime, if a weapon was involved and provide the suspect description.
- (2). These forms are a forced-choice format, consisting of two pages. The top page is written either in Spanish or Creole. The bottom page is a carbonless copy of the first but with the English translations. The victim will mark the appropriate boxes on the top page of the form and the officer will flip over to the bottom page for the translation.
- (3). This form is to be completed every time a crime victim's primary language is either Spanish or Creole and shall be submitted along with the incident report.

g. Missing Person Fax-in Report – Form Z-625A and Z-625B

In the event that a juvenile runs away from a State authorized facility (Juvenile Detention Center, halfway house, emergency shelter, etc.) the

missing person report may be filed by telephone or fax when a Station Report person is available. A representative of the facility will fax a completed Missing Person Fax-in Report, Forms Z-625A and Z-625B to the FLPD Records/Teletype unit. The Regional Communications Center will create a call for service in the CAD. The report will then be assigned by dispatch to the Station Report employee if one is working, or to any Officer/Service Aide who will verify that all the required information has been included. If the report is lacking required information, the Station Report person will contact the facility and obtain it. The facility will then be given the assigned incident report number. The assigned unit will call in a BOLO to the Fort Lauderdale Police Department's Teletype Center; once completed the incident will be submitted to the respective supervisor review group for approval.

h. Victim Confidentiality Request – Form Z-582

- (1). Any document that reveals the identity, home or employment telephone number, home or employment address, or personal assets of the victim of a sexual battery, aggravated child abuse, aggravated stalking, harassment, aggravated battery, or domestic violence and identifies that person as the victim of a crime is considered confidential. Records personnel shall mark all such documents as confidential.
- (2). Upon request, victims of the above crimes may submit a written request for confidentiality (Victim Confidentiality Request – Form Z-582).
- (3). The completed Victim Confidentiality Request shall be submitted to the Records Unit.

7. Offense Report Titles

REGIONAL RMS OFFENSE CODES	
AOA	A.O.A.
ABV	ABANDONED VEHICLE
ACCI	ACCIDENT
AGA	AGORAVATED ASSAULT
AGB	AGORAVATED BATTERY
AGS	AGGRAVATED STALKING
ALAR	ALARM / OPEN DOOR
ARRE	ALL OTHER ARRESTABLE OFFENSES
DSOR	ALL OTHER DISORDERLY CONDUCT
FAMI	ALL OTHER FAMILY OFFENSES
SEXO	ALL OTHER SEX OFFENSES
ANMA	ANIMAL ABUSE/NEGLECT

ANB	ANIMAL BITE
ORDI	ARRESTABLE ORDINANCE VIOLATION
ARS	ARSON
ASL	ASSAULT
AUTO	AUTO THEFT
AUTM	AUTO THEFT - MOTORCYCLE
ATOO	AUTO THEFT - OTHER
AUTT	AUTO THEFT - TRUCK / BUS
BAKR	BAKER / MARCHMAN ACT
BAT	BATTERY
BEVE	BEVERAGE LAW VIOLATION
BIGA	BIGAMY
BOMB	BOMB THREAT
BRIB	BRIBERY
BEC	BURGLARY CONVEYANCE
BER	BURGLARY RESIDENCE
WPN	CARRY CONCEALED WEAPON
CHLA	CHILD ABUSE
CHLN	CHILD NEGLECT
CONT	CONTRABAND (INTRODUCE / POSSESS / FOUND)
COUN	COUNTERFEITING
PAS	CRIMINAL MISCHIEF
DEAT	DEATH INVESTIGATION
SUIC	DEATH INVESTIGATION / SUICIDE
DEST	DESTRUCTNE DEVICE
DOC	DISORDERLY CONDUCT
DOI	DISORDERLY INTOXICATION
DSOI	DISORDERLY INTOXICATION
DOME	DOMESTIC DISTURBANCE (NON-CRITvIE)
DUI	DRIVING UNDER THE INFLUENCE
DRGO	DRUGS / NARCOTICS OFFENSES
ELDA	ELDERLY ABUSE / NEGLECT
ELAS	ELDERLY ASSISTANCE
ELDE	ELDERLY EXPLOITATION
EMB	EMBEZZLEMENT
ERRO	ERRONEOUS RELEASE
ESCA	ESCAPE
EXTO	EXTORTION / BLACKMAIL
FIR	FIRE
FWD	FORGERY

FPR	FOUND PROPERTY
FRDO	FRAUD - ALL OTHER
FRDC	FRAUD - CREDIT CARD / ATM
FRDF	FRAUD - FALSE PRETENSE
FRDI	FRAUD- IMPERSONATION
FRD	FRAUD- WELFARE
FRW	FRAUD- WIRE
FRA	FRAUD- WORTHLESS CHECK
GAM	GAMBLING
GAM	GAMBLING - ALL OTHER
HOM	HOMICIDE
INDE	INDECENT EXPOSURE / LEWD LASCIVIOUS ACT
INFO	INFORMATION
INM	INMATE DEATH
KID	KIDNAPPING / FALSE IMPRISONMENT
LEW	LEWD / LASCIVIOUS MOLESTATION
PRO	LOITERING/PROWLING
LPR	LOST PROPERTY
MAN	MANSLAUGHTER
MISS	MISSING PERSON
TRA	NON-ARRESTABLE TRAFFIC OFFENSE
POR	PORNOGRAPHY / OBSCENE MATERIAL
DRG	POSSESSION OF DRUG PARAPHERNALIA
PROP	PROPERTY DAMAGE
VPR	PROSTITUTION
REC	RECOVERED AUTO
RECP	RECOVERED PROPERTY
RESI	RESIST ARREST
ROB	ROBBERY
ROB	ROBBERY BY SUDDEN SNATCHING
ROB	ROBBERY-CARJACKING
RUN	RUNAWAY
CAS	SEXUAL BATTERY
SHO	SHOOTING / UNLAWFUL DISCHARGE
SOD	SODOMY
STK	STALKING
STOL	STOLEN PROPERTY - BUY / SELL / POSSESS
SPI	SUSPICIOUS INCIDENT
SPP	SUSPICIOUS PERSON
SUSV	SUSPICIOUS VEHICLE

THF	THEFT - ALL OTHER
THFB	THEFT- BICYCLE
THF	THEFT - FROM VENDING MACHINE
THF	THEFT- MOTOR VEHICLE PARTS
THFP	THEFT - POCKET PICKING
THF	THEFT- RETAIL / SHOPLIFTING
THR	THREATS / INTIMIDATION
TRES	TRESPASSING
TRU	TRUANCY
UNL	UNLAWFUL ASSEMBLY
VEHI	VEHICULAR HOMICIDE
VESS	VESSEL VIOLATION
VIOC	VIOLATION OF COURT ORDER
VIOP	VIOLATION OF PAROLE / PROBATION / COMMUNITY CONTROL
WAR	WARRANT / PICK-UP ORDER
WEA	WEAPONS VIOLATIONS - ALL OTHERS

8. Report code outs:

A	Report written
B	Assistance rendered
C	Alarm- contact made/accidental
D	Alarm- no contact made/malfunction/open door with CAD notes
E	Civil matter
F	Accident Driver Exchange form given
G	Gone on arrival
H	Assist other agency
I	No police response to non-emergency call
J	No violation observed
K	Unfounded
L	Verbal warning

9. The following are designated calls where no written reports are required. The call for service may be coded out via their CAD by adding a reason in the CAD's comment section. HOWEVER, these calls must not require a follow-up by the Fort Lauderdale Police Department. Additionally, Officers should add sufficient call-related information in the CAD's comment section, whereby a report could be properly generated at a later time.

- a) Crashes with the vehicles GOA or delayed reports of crashes where a late accident report is given.
- b) Animal complaints (Loose, GOA, bites, barking or injured animals)
- c) Assisting another agency or Fire department, excluding warrants and arrests
- d) Civil matter where no police action is taken.
- e) Disabled or unattended vehicles, with the exception of towed vehicles.
- f) Open door, where an owner responds and no violations of law are found.
- g) Traffic stops where verbal warnings or citations issued-no arrest made or vehicle not searched.
- h) Property or bar checks with no violations found.
- i) Disturbances with no follow up
- j) DOC or DOI where subjects are GOA
- k) Juvenile complaints with no follow up.
- l) Suspicious persons and vehicles, that are GOA
- m) Trespassing calls where the person(s) are GOA.
- n) Traffic, parking and noise complaints.
- o) Narcotics/gambling/prostitution complaints where subjects are GOA
- p) Suspicious incidents where there is no follow up.