


<b>POLICY 111.3</b>	<b>REPORTING INCIDENTS/OFFENSES</b>	
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## TABLE OF CONTENTS

A.	POLICY	1
B.	INCIDENTS NOT REQUIRING WRITTEN REPORTS	1
C.	MISCELLANEOUS INCIDENT CARDS (FORM Z-510)	2
D.	NARCOTICS MISCELLANEOUS INCIDENT CARD	3
E.	HOMELESS INCIDENT CARD (FORM Z-618)	3
F.	MISDEMEANOR THEFT INCIDENT (MTI) CARD (FORM Z-573)	4
G.	BICYCLE CIVIL ORDINANCE EVIDENCE CITATION FORM	4
H.	THEFT REPORT (Form Z-583)	5
I.	P/C (Probable Cause) ONLY ARRESTS	5
J.	OFFENSE/SUPPLEMENT REPORT FORMS	6
a.	Common elements	9
b.	Offense Report - Form Z-496	10
c.	Property Report/Vehicle Report - Form Z-499	10
d.	Person(s) Report - Form Z-497	11
e.	Supplement Page 1 - Form Z-248 A and B	11
f.	Bilingual Information – Forms Z-622 (Spanish); Z-621 (Creole)	11
g.	Missing Person Fax-in Report - Form Z-625A and Z-625B	12
h.	Victim Confidentiality Request - Form Z-582	12
<b>A.</b>	<b>POLICY</b>	

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 Offense 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 on the appropriate form. All reports involving a felony will be completed on an offense/supplement report form.

## **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 or certain traffic complaints only.

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 TRF 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. Traffic complaint code TFD 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. Neither of these instances require a report and do not generate an OR number. If a report is necessary the member shall request the dispatcher to generate an OR number.
4. All other outcomes will be handled on an Offense Report, Supplement Form, Probable Cause Affidavit, Tow Slip, Homeless Incident Card, Miscellaneous Incident Card (M.I.), Narcotics MI Card, or Misdemeanor Theft Incident (MTI) Card as listed below.

**C. MISCELLANEOUS INCIDENT CARDS (FORM Z-510)**

1. Write-offs via CAD dispatch screens will be used ONLY for alarms (accidental/malfunction), 911 hang-up calls with refused reportees (unfounded) and traffic complaints described above by advising the Dispatcher of the appropriate disposition -- NO M.I. needs to be done.
2. Officers will adhere to the same standards for completing offense reports as listed under Section 111.3-A. The M.I. card is not intended to replace the handling of incidents on offense reports. M.I. cards will be used to document the handling of an incident where no follow-up investigation is anticipated.
3. When an "M.I." call is completed, officers will receive the Offense Report number and "times" from the dispatcher by air or via a mobile data terminal. The

appropriate boxes on the front of the card and the narrative on the back will be completed as thoroughly as possible.

4. M.I. cards will be turned into supervisors for review in the same manner as offense reports during the shift.
5. Supervisors will review the M.I. cards for:
  - a. Completeness;
  - b. Legibility; and
  - c. Appropriate use and compliance with the reporting policy.
6. Supervisors will be required to clarify any questions regarding the use of an M.I. card versus a full police report and sign the card acknowledging their review/approval.

**D. NARCOTICS MISCELLANEOUS INCIDENT CARD**

1. The Records Division tracks all reported narcotics offenses through Narcotics Miscellaneous Incident Cards or offense reports.
2. Officers dispatched to a report of narcotics activity or initiate contact with a suspected drug dealer shall document the results of the incident on a Narcotics Miscellaneous Incident Card or an offense report.
3. The Narcotics Miscellaneous Incident Card is not intended to replace the use of offense reports and Officers will adhere to the standards for completing offense reports as listed under 111.3 – A.
4. Supervisors will not cancel an officer's response to a narcotics complaint under any circumstances, and a Narcotics Miscellaneous Incident Card will be completed with any available information.

**E. HOMELESS INCIDENT CARD (FORM Z-618)**

1. The Records Division Homeless Database tracks encounters between officers and homeless individuals that have been documented through a Homeless Incident Card (Form Z-618) or by an offense report.
2. Officers having interactions and or contacts with persons determined to be homeless as a result of self initiated contact or as a result of a citizen complaint shall document that contact with a Homeless Incident Card (Form Z-618) or an offense report that includes the disposition of the contact.
3. Officers shall insert the letters HL (homeless) in the Special Enforcement field of all Offense Reports involving a homeless person, including arrest reports. The HL code will ensure that the Records Division enters the information into the Homeless Database.

4. The Homeless Incident Card (Form Z-618) will denote a homeless contact and no special notation is necessary.

**F. MISDEMEANOR THEFT INCIDENT (MTI) CARD (FORM Z-573)**

1. The Misdemeanor Theft Card is used to capture the necessary data required for FDLE and UCR and may be used by the State Attorney's Office for prosecution should an offender be identified at a later time.
2. The MTI card is light blue in color and is self-explanatory.
3. When completing the MTI card the member shall advise dispatch "REPORT TAKEN" as if completing a standard police report form.
4. The MTI card may be used only in the following circumstances:
  - a. Non-custody thefts or frauds/fails to pay under \$300 where the victim is one of the following businesses:
    - (1). convenience store
    - (2). gas station
    - (3). liquor store
    - (4). supermarket
    - (5). drug store/hospital
    - (6). restaurant (use location type 99 "other")
  - b. A delayed misdemeanor theft from one of the above businesses where the culprit can be identified by the reportee and the reportee wishes to file charges with the State Attorney's Misdemeanor Case Filing Division. In this case the MTI card must be signed by a police officer and notarized and be as detailed as possible

**G. 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 an evidence form must also be submitted upon 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.

## **H. THEFT REPORT (Form Z-583)**

Theft Report, Form Z-583, is designed for use in theft reporting (less than \$1000) 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 or the Police Department's website to download the report form.

1. Communications Center
  - a. Upon receiving such a complaint in the Communications Center, the call taker shall inform the victim that it is not necessary for an officer to respond and direct the victim to the Police Department's website (flpd.org) to download a Theft/Lost Property report.
  - b. In the event that the victim does not have Internet access, they will be directed to the Police Department between 0700-1700 hours to obtain a Theft/Lost Property report with instructions that they can fill out and submit immediately to the front desk attendant, or mail-in at a later time.
2. Station Report Officer
  - a. Upon receipt of a mailed in Theft Report the Station Report Officer shall:
    - (1). Ensure the report is notarized by a Notary Public prior to submittal;
    - (2). Check the report for completeness, errors and jurisdiction;
    - (3). Obtain an offense report number and affix it to the report;
    - (4). Forward the report to a supervisor for review.
3. Policy 212.1 (Petit Theft) details instructions for completion, filing and distribution of the Theft Report.

## **I. P/C (Probable Cause) ONLY ARRESTS**

On-view misdemeanors and all active warrant/capias arrests, where no follow-up action is required, require only a completed probable cause affidavit. No offense report is necessary.

1. Procedure
  - a. The probable cause affidavit will serve as the offense report.
  - b. All information that would have been included on the offense report shall be included in the probable cause affidavit.
  - c. The "Location Type" code will be placed in the "Beat" section of the probable cause affidavit.

- d. A probable cause supplement will be used if necessary.
  - e. A photocopy of the "Court Copy" of the probable cause affidavit will be made.
  - f. The photocopy will be stamped with red ink with the "P/C ONLY" stamp, to alert the Records Division that the P/C is the offense report.
  - g. The "P/C ONLY" report shall be turned in to a supervisor for review. The supervisor shall place their signature and CCN on the bottom right corner of the "P/C ONLY" prior to delivery to Records.
2. Exceptions and Additional Guidelines
- a. Trespass After Warning arrests require a Trespass Affidavit be on file or be complete at the time of the arrest.
  - b. Witnesses shall be listed on a Person(s) Report and attached to the P/C ONLY photocopy.
  - c. In addition to the P/C, theft, misdemeanor battery and all narcotics arrests require a face copy of the offense report be completed in its entirety to facilitate UCR reporting requirements.
  - d. In addition to the P/C for theft arrests, the victim will complete an "Affidavit of Complaint".
  - e. All domestic violence cases require an offense report, as required by Florida State Statute.
  - f. All juvenile arrests require an offense report for both misdemeanor and felony arrests.
  - g. All DUI arrests turned over to the Broward Sheriff's Office DUI Task Force require an offense report.
  - h. A Probable Cause Affidavit may serve as a DUI arrest offense report for arrests not turned over to the Broward Sheriff's Office Task Force. When necessary, a supplemental report shall be completed in addition to the P.C to include any information that would not normally be included in a probable cause affidavit, such as response to resistance, medical treatment or tow information. The supervisor reviewing this "P.C. only" report will be responsible for determining if and when a supplement should be completed.

**J. OFFENSE/SUPPLEMENT REPORT FORMS**

- 1. All incidents investigated or initiated by an officer that do NOT meet the criteria for being handled on an M.I. card MUST be reported on the appropriate offense/supplement report forms (Z-496 thru Z-501, Z-248a and Z-248B).

The report forms must be completed in BLACK ballpoint ink and/or typewritten. All data and narratives must be printed legibly and all shaded areas completed. Consult the code section on the report and/or the "Reports Manual" for specific information concerning all data collection portions of the reports.

2. The offense 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 a POLICE INFORMATION regardless of the offense and a copy of the offense report forwarded to C.I.D. 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 reports to Case Management, the Detective Division, and Crime Analysis, the following procedure will be followed. Offense reports will be copied for distribution during the shift immediately following the one during which the report was generated.
  - b. Supervisors will have the responsibility of allowing themselves sufficient time to meet with their officers, review the reports for quality and completeness, and deliver them to Records prior to completing their tour of duty.
4. Report Handling
  - a. All reports must be turned in 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 either a supervisor and/or zone unit to forward to a supervisor.
  - 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 police 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 police 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 offense report on a stolen tag that was taken in another jurisdiction but recovered within Fort Lauderdale, the report should be classified as Tag Recovered OJ [TRO]. 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 offense/ supplement, miscellaneous incident cards, traffic citations, accident reports, juvenile transcripts and tow slips in the Records area.
- b. Records will make and distribute sufficient copies of report forms for Crime Analysis, Case Management, State Attorney's Office, Confiscations, Investigative Services, etc.
- c. Subsequent to distribution of copies, data from the reports will be entered by data entry personnel into the appropriate program/file.
- d. If an error or omission is found in the report that would preclude complete entry of data into a program/file, the report shall be directed to the initiating officer, their sergeant or lieutenant, who will insure prompt addition or correction of the report and its timely return to Records for entry.

## 6. Forms

- a. Common elements
  - (1). Report Numbers – Enter the report number any time there is a place for it. This is necessary to insure that the separate pages that make up a single report are properly handled and accounted for.
  - (2). Case Reference – Enter the appropriate TITLE as listed in the “Offense Report Title” list that describes the report being made. Use only the titles provided on the list.
  - (3). Shaded Code Areas – Key data entry areas have been shaded to assist in proper entry of all required information. Most shaded areas require a code as provided in an adjacent code box on the report itself.
  - (4). Code Boxes – Various entries must be made using specific codes as required by the State. Code boxes have been provided on the

report covering most required codes. Additionally, a quick reference guide is available that explains and lists other codes not included on reports and the “Reports Manual” provided complete listing and explanations of each data entry section and associated codes.

b. Offense Report – Form Z-496

- (1). The Offense Incident Report may be used as either an original report and/or as a supplement report by checking the appropriate box, located below the OR # entry box.
- (2). On reports involving victims of crimes, it is necessary to have the victim complete the Affidavit of Complaint on the rear portion of the form.
- (3). For detailed explanations of all data entry sections on this form refer to the “Report Manual.” Copies of the manual are available in the write-up room or through Property Control or the training section.

c. Property Report/Vehicle Report – Form Z-499

- (1). These two reports are included on one form, which is attached to the Offense Incident Report to create a single bi-fold package of the most used forms.
- (2). Property Report General Guide – The property report does not currently interface with the evidence forms, therefore in the cases outlined below it is necessary to list property twice, once on the Property Report and again on an Evidence Form.
  - (a). Stolen Property – List all stolen property and values on the Property Form.
  - (b). Recovered – Primarily listed on the Evidence Form, but items valued in excess of \$1,000.00 must also be listed on a Property Report.
  - (c). Stolen/Recovered – Treated the same as recovered, unless items are returned to an owner. Then no Evidence Form is required, just list a Property Report with values included.
  - (d). Recovered for other jurisdiction – Must be listed on both Property Report and on Evidence Form if submitted into evidence. (No evidence form required if turned directly over to the other agency).
  - (e). Lost – Listed only on Property Form.
  - (f). Found – Same as Recovered.

- (g). Safe Keeping – List all such property on both a Property Report and on an Evidence Form.
  - (h). Evidence/Seized – Primarily listed on an Evidence Form.
  - (3). Vehicle Reports – The Vehicle Report portion of this form has areas to enter two vehicles. The TOP vehicle section may be used to enter any type of vehicle. The bottom may be used for any vehicle except for a stolen one. Some code entry areas require that supplemental information be gathered from either the “quick reference” guide or the “Reports Manual.”
- d. Person(s) Report – Form Z-497
- (1). This form is used to add additional victims, witnesses or suspects to a report when there are more than two (2) victims/witnesses and/or suspects who cannot be listed on the Offense Incident Report.
  - (2). This form must also be used when reporting a MISSING PERSON. Certain information concerning the status of the missing person and other state required data is collected on this form only.
  - (3). Officer Assaulted/Killed information also appears only on this form and is required to be completed whenever a suspect is charged with assaulting an officer.
  - (4). There is also a short narrative continuation section on the back to facilitate medium sized reports.
- e. Supplement Page 1 – Form Z-248 A and B
- (1). This form comes in both lined and unlined versions to facilitate both hand-written and typed reports.
  - (2). Offense Changed To – This entry section is used to amend a report title after follow-up investigation. The new type and title are listed and a corrective entry is made by Data Processing personnel to correct the master program/file.
- 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 offense 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 Police Department’s Communications Center. The Communications Center supervisor will create a call for service in the CAD and assign a case number to the report. The report will then be assigned to the Station Report person 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 offense report case number. The Station Report person will complete a BOLO for the missing juvenile and indicate the CCN of the employee completing taking the BOLO on the report form. The Station Report person will then make a copy of the fax on yellow paper and submit the yellow copy for supervisory review as any other offense report.

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

Abandoned Vehicle	Abduction
Accident (Marine)	Accident (Non-Vehicular)
Accident (Other)	Alarm

Animal Bite	Animal Complaint
Arson	Assault (Aggravated)
Assault (Other)	Assault (Threats)
Auto Theft (Auto)	Auto Theft (Bus)
Auto Theft (Motorcycle)	Auto Theft (Other)
Auto Theft (Truck)	Auto Theft OJ (Recovered)
B&E Auto	B&E Business
B&E Conveyances	B&E Hotel/Motel
B&E Residence	B&E School
Battery	Battery (Aggravated)
Battery (Domestic/Aggravated)	Battery (Domestic/Simple)
Battery on Police Officer	Battery on Det. Officer
Bolo Person	Bolo Vehicle
Bombing	Bomb Threats
Child Abuse	Child Abuse (Neglect)
Child Pornography	Child Protective Investigation
Child Abuse (Sexual)	Civil Complaint
Code Complaint	Cruelty & Neglect of Child
Death (accidental)	Death (Homicide)
Death (Natural)	Death (Suicide)
Death (Unknown)	Disturbance (DOC)
Disturbance (DOI)	Disturbance (Domestic)
Disturbance (Noise)	DUI/DWI
Elderly Abuse	Embezzlement
Emergency Message	Environmental Crimes
Escape	Extortion
Fire	Fraud (Credit Card)
Fraud (Failure to Pay)	Fraud (Forgery)
Fraud (Identity Theft)	Fraud (Other)
Fraud (Worthless Document)	Gambling
Larceny (Auto Accessories)	Larceny (Bicycle)
Larceny (Boat)	Larceny (Coin Machine)
Larceny (Decal)	Larceny (Pickpocket)
Larceny (Grand)	Larceny (Other)
Larceny (Purse Snatch)	Larceny (Retail Theft)
Lewd/Lascivious Act	Liquor Laws
Miscellaneous Incident	Missing Person
Missing Tag	Petit Theft
Obscene Phone Call	Open Door
Narcotics Complaint	Police Assist (Includes Capias Arrest)
Police Information	Pornography
Prohibited Parking Area	Property (Found)
Property (Lost)	Prostitution
Prowler	Robbery (Armed)
Robbery (Strong-arm)	Sex Offense

Sexual Battery	Sexual Battery (Rape)
Sick Person	Sick Person (Att. Suicide)
Sick Person (Baker Act)	Sick Person (Marchman Act)
Stalking	Stalking (Aggravated)
Stolen Tag	Suspicious Incident
Suspicious Person	Suspicious Vehicle
Tag Recovered OJ	Towed Vehicle
Traffic Complaint	Trespassing
Vandalism	Vandalism (Graffiti)
Wanted Person	Waterways Complaint
Weapons Complaint	Zoning Complaint