


<b>POLICY 111.3</b>	<b>REPORTING INCIDENTS/OFFENSES</b>	
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### A. POLICY

It is the policy of the Fort Lauderdale Police Department that any incident, or offense, which may require follow-up, either immediately or at a later date, be reported by means of an Incident/Investigation Report. Any incident where a member's action results in, or is alleged to have resulted 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 is utilized to document alarms, unfounded 911 hang-up calls with refused reportees, certain traffic complaints, vehicle searches that do not result in the discovery of contraband, and calls for service that do not require follow-up but will require a sufficient synopsis of the incident to be documented in the narrative field of RMS prior to finalizing.

1. Alarms - After conducting the proper investigation, the officer will determine the cause of the alarm activation, if possible. If it is determined the alarm was accidental or a malfunction, the officer will advise the dispatcher and no written report will be required.

2. 911 hang up calls with no reportee - When a 911 call is received and the complainant hangs up without communicating any information, the dispatched officer will conduct a proper investigation. If the officer determines the call was unfounded, the dispatcher will be notified, and a written report will not be required.
3. Certain traffic complaints may not require a written report but will require a synopsis in RMS prior to finalizing.
  - a. Traffic complaints when the likelihood of finding the culprit is remote, such as an anonymous report of reckless driving with an unspecific location or vehicle description.
  - b. Assistance Rendered or Assist Other Agency (A.O.A.) is used when traffic direction is needed temporarily, such as to assist FPL or a City crew working in the roadway.
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 documenting the justification for the stop and the name and identifiers of the driver of the vehicle. See policy 217.1.
5. Calls for service, as designated in section F. 9. of this policy, which do not require follow-up whatsoever.
6. All other outcomes will be handled on an Incident/Investigation 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 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 Records.
  - 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 of less than \$750.00 value where no culprit is on the scene, the culprit is unknown, there are no unusual or extenuating circumstances, or 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 from Station Report. All other thefts will be documented and handled as detailed in Policy 212 – Larceny/Theft.

## **E. ARRESTS**

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). 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. The incident report must be completed using RMS/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 reported offense and a copy of the 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 ensure the timely distribution of incident reports to Case Management, the Investigations Bureau and Crime Analysis, incident reports shall be approved no later than the shift immediately following the one during which the report was generated.

4. Report Handling

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

c. On-Duty Incidents

- (1). Officers who become the victim of any crime shall notify their supervisor as soon as practical.
- (2). The immediate supervisor shall 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 shall notify their lieutenant or captain of these incidents as soon as practical.
- (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). When an officer becomes 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 appropriate police agency based on the location where the incident occurred. Follow-up investigation is the responsibility of that jurisdiction.
- (3). Officers will complete an FLPD incident report on all O.J. incidents for documentation purposes only.

- (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 a report of a recovered tag that was stolen 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, FIBRS standards mandate that these types of reports should not be counted by the recovering agency.

e. Missing Reports

- (1). The Records supervisor shall be responsible for conducting a search of reports missing for more than 14 days.
- (2). Based on the search, Records 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 Records to resolve the missing report issue.
- (4). If the issue is not resolved within 7 days after the first notice, Records shall generate a second notice. Records shall send the second notice and a printout 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 Records immediately to resolve the missing report issue.
- (7). After contacting Records, 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 Records.

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

5. Records

- a. A receptacle is provided for the placing of ancillary paperwork including but not limited to, victim affidavits, Baker Act forms, juvenile transcripts, and any other paperwork as necessary in the Records area.
- b. Records will distribute sufficient copies of reports for the State Attorney's Office.
- c. Records personnel will ensure that all incident reports conform to meet the FIBRS standards. If the incident reports do not conform, Records personnel will notify the personnel via email to complete a supplement report to correct any errors.

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 RMS FAQ located on FLPD Links.

c. Property Module

- (1). Property Report General Guide – The property report does not currently interface with 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 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 and 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, and 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.

7. Miscellaneous Reports/Forms

a. 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.

b. Missing Person Telephone Report

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 when the Station Report Office is staffed. 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, or to any Officer/Service Aide who will verify that all the required information has been included. If the report lacks the required information, the Station Report employee 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; and the completed incident report will be submitted to the respective supervisor review group for approval.

c. 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.

8. Offense Report Titles

Below is a list of some of the Offense Report Titles. As report headers are frequently added, a complete list can be found on the Usershare and the Intranet.

Report Headers
Abandoned Vehicle
Abduction - Parental
Aggravated Assault
Aggravated Assault (Domestic)
Aggravated Battery
Aggravated Battery (Domestic)
Aggravated Stalking
Aggravated Stalking (Domestic)
Aircraft Crash
Alarm
Alarm (Open Door)
All Other Family Offenses
All Other Larceny
All Other Offenses
All Other Sex Offenses

Report Headers
Animal Bite
Animal Complaint
Animal Cruelty
Arson
Assist Other Agency
Assisting or Promoting Prostitution
Attempted Murder
Bad Checks
Baker/Marchman Act
Betting/Wagering
Block/impede Traffic
Bomb Threats
Bribery
Burglary/Breaking & Entering - Commercial
Burglary/Breaking & Entering - Conveyance
Burglary/Breaking & Entering - Residential
Call for Service
Careless Driving
Child Abuse
Child Neglect
City Ordinance
Code Violations
Confidential School Drill
Confidential School Safety Risk Assessment
Counterfeiting/Forgery
County Ordinance
CPIS Investigation
Created in Error
Credit Card/Automated Teller Machine Fraud
Criminal Mischief
Criminal Mischief (Felony)
Curfew/Loitering/Prowling
Cyberbullying
Death Investigation
Destruction/Damage/Vandalism of Property
Disobey/avoid traffic control device
Disorderly Conduct
Disturbance (Domestic Non-Crime)

Report Headers
Disturbance (Non-Crime)
Driving Under the Influence of Alcohol - Florida offense (separated out from NIBRS 90D)
Driving Under the Influence of Both Alcohol and Drugs - Florida offense (separated out from NIBRS 90D)
Driving Under the Influence of Drugs - Florida offense (separated out from NIBRS 90D)
Driving Under the Influence Where Unknown if Alcohol or Drugs - Florida offense (separated out from NIBRS 90D)
Drug Equipment Violations
Drug/Narcotic Violations
Drunk and Disorderly
Drunkenness
DWLS W/O Knowledge
Elderly Abuse/Exploitation
Embezzlement
Endangered Persons
Extortion/Blackmail
Fail to Register as a Career Offender
FAILED TO RETURN RENTAL VEHICLE
Failure to Register as Sex Offender
False Pretenses/Swindle/Confidence Game
Family Offenses, Nonviolent
Felony Battery
Felony Battery (Domestic)
Fire
Fondling
Fraud - Crypto
Fraud - Other
Gambling Equipment Violation
Graffiti Offense
Hacking/Computer Invasion
Harassment
Homicide
Human Trafficking, Commercial Sex Acts

Report Headers
Human Trafficking, Involuntary Servitude
Identity Theft
Impersonation
Incest
Information
Information/Follow up needed - ECU
Information/Follow up needed - SVU
Information/Follow up needed TRU
Intimidation other than stalking
Justifiable Homicide (Homicide Unit Use Only)
Kidnapping (Parental)
Kidnapping/Abduction
Larceny (Felony CID)
Lewd and Lascivious Exhibition
Liquor Law Violations
Lost Property
Missing Person
Missing Person
Missing Person - Endangered
Missing Person - Recovered OJ
Missing Person - Runaway
Motor Vehicle Theft
Municipal Ordinance
Negligent Manslaughter (Homicide Unit Use Only)
No Proof of Insurance
Noise Complaint
Obstructing Justice
Open Container in vehicle
Operating/Promoting/Assisting Gambling
Peeping Tom
Pocket-picking
Police Assist
Pornography/Obscene Material
Prostitution
Protection Order Service
Protection Order Violation
Purchasing Prostitution

Report Headers
Purse-snatching
Rape
Recovered Auto
Recovered Auto OJ
Robbery
Robbery (Armed)
Robbery (Carjacking)
Sextortion
Sexual Assault With An Object
Shoplifting
ShotSpotter Alert
Simple Assault
Simple Battery
Simple Battery (Domestic)
Sodomy
Sports Tampering
Statutory Rape
Stolen Offenses
Suspicious Incident
Suspicious Incident (SVU)
Theft From Building
Theft From Coin-Operated Machine or Device
Theft From Motor Vehicle
THEFT OF CATALYTIC CONVERTER
Theft of Motor Vehicle Parts or Accessories
Threats/Intimidation
Traffic Arrest
Traffic Complaint
Traffic Homicide
Treason
Trespass of Real Property
Trespassing
Truancy
Vagabondage
Violation of Restraining Order
Wanted Person
Weapon Law Violations
Weapons Complaint

Report Headers
Welfare Fraud
Willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person
Wire Fraud

9. CAD Disposition Codes:

A	Report written
AN	Report Written NARCAN
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
FI	Field Interview Card
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 (non-Traffic Related)
M	Same as previous case
N	Night Economy Unit
O	Supplement to case
P	Park Checks
R	Refer to other agency
S	Community Engagement
T	Traffic Stop – Citation Issued
W	Traffic Stop – Warning Citation Issued
V	Traffic Stop – Verbal Warning

10. The following are designated calls, if they do not require follow-up whatsoever, no written reports are required. The call for service may be finalized in RMS with the appropriate Disposition Code, and by adding a sufficient synopsis of the incident in both the CAD and RMS comment/narrative section, whereby a report could be properly generated at a later time. Additionally, when available, the name, birthdate, race, sex, address, and telephone number of all involved subjects shall be added to the RMS Persons section.

- 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 City 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 are issued-no arrest made or vehicle not searched.
- h. Property or bar checks with no violations found.
- i. Disturbances requiring no follow up.
- j. DOC or DOI where subjects are GOA.
- k. Juvenile complaints requiring no follow up.
- l. Suspicious incidents, persons and vehicles that are GOA.
- m. Trespassing calls where the person(s) are GOA.
- n. Traffic, parking, and noise complaints.
- o. Narcotics, gambling, or prostitution complaints where subjects are GOA.