



# SOUTH MIAMI POLICE DEPARTMENT

<b>GENERAL ORDER NUMBER:</b> 34.2	<b>DATE OF ISSUE:</b> July 31, 2011	<b>EFFECTIVE DATE:</b> August 1, 2014	<b>NUMBER OF PAGES:</b> 04
<b>CFA STANDARD:</b> 26.09 <b>SUBJECT:</b> Records – FIELD REPORTING AND MANAGEMENT	<b>NEW (X) RESCINDS (X)</b>  <b>AMENDS ( ) OTHER ( )</b>	<b>By Order Of:</b>    <b>Rene Landa,</b> <b>CHIEF OF POLICE</b>	

**CFA STANDARD:** 26.09

**SECTIONS:**

- 34.2.1            Field Reporting System**
- 34.2.2            Reporting Requirements**
- 34.2.3            Case Numbering System**
- 34.2.4            Report Review Procedures**
- 34.2.5            Report Distribution**

**RESCINDS:** All existing orders in conflict.

**PURPOSE:** To establish departmental policy and provide guidelines for field reporting and management of those reports; to establish procedures for Police Department revenue collection from police report copies and crash report copy requests; to establish guidelines on the distribution of the report copies.

**SCOPE:** All departmental personnel.

**POLICY:** It is the policy of the South Miami Police Department to provide copies of police reports and traffic crash reports to the public and as required by Florida State Statute. Victims of crimes committed within the jurisdiction of the City of South Miami, reporters of non-criminal incidents and parties involved in traffic crashes within the City of South Miami will not be charged for copies of reports. The managing of the public records requests shall be the responsibility of the department’s Records Section and its Supervisor.

**PROCEDURE:**

**34.2.1            Field Reporting System**

- A. All South Miami police officers receive training with the field reporting system. This training is received while the officer is in Field Training status, and in the form of on-the-job training.

### **34.2.2 Reporting Requirements**

- A. All requests for police service and employee initiated activity are reported to and documented either within the Records Section or the field reporting system. A record is made of actions taken by South Miami Police Department personnel, whether investigating a complaint or referring the matter to proper agencies for action. This includes, but is not limited to the following: [CFA26.09M(a)]
  - 1. Citizen reports of crime;
  - 2. Citizen complaints;
  - 3. Incidents resulting in an employee being dispatched or assigned;
  - 4. Officer initiated criminal and non-criminal cases; and
  - 5. Incidents involving arrests, citations or summons.
- B. If two or more persons report the same incident, only one case number is required, unless directed to do otherwise by a shift supervisor.
- C. Forms to be used: standard computerized and hard copy forms shall be used for reporting: alarm form, crash form, offense report, FI report, domestic violence supplement, DUI report, and others approved for use by officers. [CFA26.09M(b)]
- D. Information required: complete information is required for each report, including standard information, such as time, date, reporter, officer reporting, victim(s), witness(es), subject(s) when known, particulars of property, and other facts relevant to the report. [CFA26.09M(c)]

### **34.2.3 Case Numbering System**

A unique event number will be assigned by the South Miami Police Communications Officer to each police activity and call entered at time of dispatch. Case numbers will be assigned to all written reports. These numbers are a continuous, sequential alphanumeric number beginning with the first activity each calendar year and the actual current year (i.e. 051, 052) consecutively until December 31, 2359 hours, then the digits start again with the new year-prefix. The purpose of this number is to document all complaints, calls for service, traffic arrests, incident reports, etc.

### **34.2.4 Report Review Procedures**

- A. Prior to submission to the Records Section, all reports (offense, supplemental, crash, false alarm reports, etc.) must be completed with all available information that the officer can ascertain on the scene. [CFA26.09M(d)]

- B. Upon completion of the report, the officer will affix his name or other identifier (such as badge or court ID) and the report will be reviewed by the shift supervisor for accuracy and completeness. Any corrections and/or additions should be made by the employee when possible, no later than the employee's end of shift, unless otherwise approved by a supervisor. The supervisor, upon completion of his/her review, will affix his name or other identifier to the report to be forwarded to the Records Section where personnel will have access to them for processing the next business day, or forward them. [CFA26.09M(e and f)]

Reports will be completed and submitted by officers by the end of the shift, unless otherwise approved by a supervisor. Daily worksheets will be completed and submitted by officers and detectives by the end of the shift, unless otherwise approved by their supervisor.

### **34.2.5 Report Distribution**

- A. Offense reports, incident reports, supplementary reports, traffic crash reports, false alarm reports, etc. are reviewed and signed by the officer's immediate supervisor or other shift supervisor, if applicable, then routed to the Records Function for verification, coding, storage, and proper distribution.
- B. All original reports, and blue copies of arrest affidavits, will be retained in files in the Records Section. Copies of various reports are made by the Records Section personnel and distributed for follow-up and investigative purposes. The following are examples of such distribution to other departmental functions:
1. All original incident reports, crime supplements, Field Interview reports, and Hit-and-Run traffic crash report copies will be routed to the CID Lieutenant for review and assignment to a detective.
  2. Copies of all traffic crash reports, including hit and run crashes, will be forwarded to the Department of Highway Safety and Motor Vehicles (DHSMV) in Tallahassee and to the Miami-Dade Police Department Traffic Engineering Unit.
  3. Complaint/Arrest Affidavits are distributed as listed below:
    - a. The original, yellow, pink, and green copies accompany the defendant to the Miami-Dade Correctional Facility. Corrections personnel will then distribute these copies;
    - b. The goldenrod copy is given to the defendant;
    - c. The blue copy will be retained by the arresting officer and submitted to the "in box" along with a photocopy of the original;
    - d. If a defendant is issued a "PTA", the original, yellow, pink, and green copies are forwarded to the Records Function. They will

forward the original Complaint/Arrest Affidavit to the SAO. The blue copy will be retained by the arresting officer and submitted to the “in box” along with a photocopy of the original;

- C. Copies of reports to be distributed outside this agency, including releases to individuals and the news media, will be according to F.S.S. 119.07, General Order 27.1, and all sections of this General Order. The requests for copies of police reports shall be made during regular business hours, on Monday through Friday between 0800 to 1600 hours, excluding official holidays. If a request is made on days or times not specified in this section, the request(s) shall be approved on the next business day following that day the request was received.
- D. There are several ways in which police reports may be distributed to the public. They are as follows:
  - 1. By a request in-person at the Police Department facility;
  - 2. The police report copies may be faxed to a state attorney or another police department. The person(s) requesting the report must send a faxed written request with identification information and a signature;
  - 3. Police report copies may also be mailed to a victim or reporter. A request in writing should be mailed to the Records Function with identification information and a signature;
- E. Victims of crimes committed within the jurisdiction of the City of South Miami, reporters of non-criminal incidents and parties involved in traffic crashes within the City of South Miami will not be charged for copies of reports. Other requesting parties, such as Insurance Companies, attorneys, etc. will be charged by the following procedure and fees:

Records Revenue Collection:

- 1. The fee for copies of a police report (for applicable parties) is as follows:
  - a. Single-side (front only) copy is fifteen cents (15¢) per page.