
	Florida State University Police Department	
Field Reporting Procedures		
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Policy - Field Reporting Procedures Policy

Documented reporting between sworn officers in the field and headquarters are essential for effective and efficient law enforcement. Therefore, it shall be the explicit policy of the Florida State University Police Department (FSU PD) that mandated reports be submitted completely and within the time parameters specified. Except as authorized by a supervisor, initial reports shall be completed by an officer before the end of his or her tour of duty. The supervisor making such an exception shall ensure that the initial CAD entry is complete and accurate, a summary entry is made on the CAD screen, and that the officer shall complete the report within a 24-hour period. Supervisors shall review reports for compliance, format, correctness, and subsequently route reports appropriately.

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 must be completed and submitted regarding actions taken by officers in response to incidents or calls resulting from any of the following sources [CFA 26.09 A]:
 - a. Citizen reports of crime.
 - b. Citizen complaints.
 - c. Citizen requests for services, unless indicated otherwise by the Shift Supervisor.
 - d. Criminal and non-criminal cases initiated by police officer.
 - 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.
 - i. Incidents concerning potential or actual threat to life, limb, or property.

2. The Offense/Incident Report, Florida Uniform Traffic Crash Report, Uniform Traffic Citation, and Safety Discrepancy Report shall serve as the primary reporting instruments for documenting incidents listed in Section 1 above. Other forms may be required as supplemental documents to the primary reporting instrument. Such forms shall be consistent with state law, local ordinance, or the prescribed criteria of the provider [CFA 26.09 B].

3. The CAD entry may serve as the complete record for miscellaneous activity not requiring documentation in one of the aforementioned primary reporting instruments. In such cases the CAD entry will have enough information to answer the basic questions regarding what actions were taken by the officer and why. Each call for service or incident entered into the CAD shall include the following initial information [CFA 26.09 C]:
 - a. Incident number.
 - b. Date and time of initial reporting.
 - c. Nature of incident.
 - d. Location of incident.
 - e. Name of caller, citizen requesting service, victim or complainant.
 - f. Description of the suspect(s) to included clothing.
 - g. How the call was received.
 - h. Units (officers) assigned (time notified, arrived, and departed).
 - i. Any special units dispatched or requested (time notified, arrived, and departed).
 - j. Communications operator receiving complaint.
 - k. Action taken (if any) by law enforcement personnel, or non sworn personnel and the final disposition regarding the action taken.

B. Completing Field Reports [CFA 26.09 D]

Complete and accurate offense/incident reports shall be completed in the Automated Records Management System (SPILLMAN) in accordance with those procedures set forth in SPILLMAN training.

1. Florida Traffic Crash Reports shall be completed 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*.
2. Procedures for completing other field reporting forms utilized within the department shall be consistent with state law or department directives/memoranda, where applicable.
3. Except as authorized, initial police reports shall be completed before an officer or investigator goes off duty.

C. Review of Field Reports-Responsibility and Accountability

After completion of the field report, the officer shall submit the report to their immediate supervisor. The supervisor shall review it for format, completeness, accuracy, sentence structure, and grammar. Incorrect or inadequate reports shall be returned to the officer for correction before the officer or investigator goes off duty. The immediate supervisor shall approve the report within SPILLMAN [CFA 26.09 E]. The supervisor shall ensure that reports (and attachments) are routed to the appropriate section.

1. Follow-up investigations by the Investigations Division are generally not required to be completed prior to the investigator going off duty.

2. The Chief may authorize an exception to the report completion and routing requirements of this directive when the report is confidential, special, or a unique investigation.
3. If a report is not completed and/or submitted due to insufficient information, a statement to that effect must be included in the narrative. The face sheet shall be as complete as possible, and include appropriate additional information.

A notation shall be included in Spillman by the officer, investigator, or supervisor explaining that the report is incomplete and will be completed at the earliest opportunity.

- a. The Support Service/Investigations Major or his designee shall review the reports in Spillman and assign an investigator to the case for any follow up investigations that might be needed.
 - b. The supervisor is authorized to assign an incomplete report to another officer or investigator.
4. Supervisors may require an officer to remain, 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.
 5. 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.

D. Supervisor Responsibilities and Accountability

Shift Supervisors are responsible for ensuring that reports are completed correctly and promptly. Their responsibility includes reviewing the report for completeness, accuracy, sentence structure, grammar and punctuation [CFA 26.09 F].

1. The Shift Supervisor is further responsible for processing and routing reports originated by the Patrol Division. The Shift Supervisor routes written reports to the following locations; Clerk of the Court, State Attorney's Office, General Council's Office, Greek Life, DHSMV, FSU Housing Office, Dean of Students, Student Rights and Responsibilities, Library, Safety, TPD, Victim Advocate, Department Head, and other. The Investigations/Support Services Major is responsible for processing and routing reports received or initiated by the Investigation Division.
2. The Shift Supervisor will ensure the timely routing of domestic violence reports to the Records Section. The Shift Supervisor shall send an email message to the records custodian, and "Cc" the Accreditation Manager alerting them to the incoming report. The Records Section, upon receipt of a domestic violence report shall forward a copy of the report within twenty-four (24) hours to the nearest domestic violence center, i.e. Refuge House. The report, with the appropriate redactions may be faxed to the "Refuge House" administrative office, fax no. (850) 413-0395.

E. Routing of Reports

Following approval of a report, the Shift Supervisor or Deputy Chief or designee will route the report as follows [CFA 26.09E]:

1. Offense/Incident Reports.

- a. The Offense/Incident Report, with accompanying documents, to include, but not limited to Arrest Affidavit, sworn complaint, copy of written statements, copy of documents relating to evidence, Notice to Appear Citation, or Uniform Traffic Citation (UTC), will be routed to the Records Section.
 - b. All CAD entries and Offense/Incident Reports are available for review in CAD or the Case Management module of SPILLMAN.
4. Traffic Crash Reports. Traffic crash reports will be routed to the Records Section for filing and distribution.
 5. Safety Discrepancy Report. Safety Discrepancy Reports shall be routed to the appropriate University department(s).

F. 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 routing procedure.

1. A copy of a report provided to Non-Departmental personnel before normal routing may be done only with the express authority of the Chief or Deputy Chief. A note shall be entered in Spillman referencing the distribution of the original report prior to normal routing the notation should reflect:
 - 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. An advance copy of a report may be provided to the Investigations Division when needed for continuation of an investigation.
3. Sworn members in need of a copy of a report, traffic ticket, etc., for court, shall submit a records request by email or in-person to the Records Section, which is responsible and accountable for maintaining and retrieving reports in accordance with the provisions of General Order titled, "Records Management". The request shall be filled either on the date of request or by the next working day, circumstances permitting. The requested copy will be placed in the mailbox of the requesting officer. The requesting officer shall be responsible for checking the mailbox and retrieving the requested information.

G. Records Section Responsibilities and Public Access to Police Records

The Records Sections, upon receipt of a domestic violence report shall forward it within twenty-four (24) hours to the nearest domestic violence center, i.e. Refuge House [CFA 15.09 F].

The Records Section will also retrieve and distribute copies of reports to the State Attorney, Students Rights and Responsibilities, Personnel Services, other FSU divisions, DCF, Juvenile Justice, various

outside agencies, and members of the general public in accordance the polices and procedures discussed in the General Order titled, "Records Management".

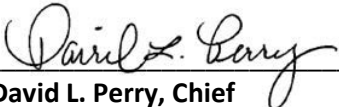
Public access to and copies of police reports for citizens as provided for under the Public Records Law, Chapter 119, F.S., shall be in accordance with Department General Order titled, "Records Management," or as authorized by the Chief.

Glossary—None

Index

Field Reports
Field Reports, Copies
Field Reports, Distribution of
Field Reports, Forms Used
Field Reports, Initial
Field Reports, Processing of
Field Reports, Public Access to
Field Reports, Review of
Field Reports, Routing of
Field Reports, When Required
Offense/Incident Reports
Public Records, Access to
Public Records Law (Chapter 119, F.S.)
Reports, Written
Safety Discrepancy Report
Traffic Crash Reports
Traffic Crash Reports, Routing of

Attachments--None

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