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# City of Orlando

100 SOUTH HUGHEY AVENUE  
ORLANDO, FLORIDA  
32801-0913

POLICE  
DEPARTMENT

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June 1, 1995

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## MEMORANDUM

ACQUISITIONS

TO: All Sworn Personnel  
PACE Operators  
Community Service Officers

FROM: Thomas D. Hurlburt, Jr. TDH  
Chief of Police

SUBJECT: Report Writing Guide

Recently a committee completed a comprehensive rewrite of the department's report writing guidelines. The attached Report Writing Guide rescinds the Report Writing Standard issued in 1986.

The Report Writing Guide has been designed to be placed in the back of your Policy and Procedures Manual. If you prefer to carry the Guide in a separate notebook, please feel free to do so.

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### MEMORANDUM

TO: ALL PERSONNEL

FROM: Thomas D. Hurlburt, Jr. *TDH*  
Chief of Police

SUBJECT: Report Writing Guide

Enclosed herein are the Orlando Police Department's new report writing guidelines. The need for updated reporting guidelines was immediately realized when PACE came on-line. These guidelines were developed by a project team comprised of members from every bureau within the department.

Input was solicited from all unit sergeants/supervisors within OPD and consultation with the State Attorney's office.

The purpose of these guidelines is to ensure that all necessary and appropriate information is captured at the time the report is taken to provide for effective investigations, prosecutions, and for accurate statistical data.

These guidelines are to be considered requirements for the wide array of reports taken by the Orlando Police Department and will allow all employees who handle report taking (sworn officers, Community Service Officers, PACE operators, and any other employees) to know what information is required in the report.

These guidelines are intended to ensure consistent, uniform, high quality incident reports that will be a positive reflection of the Orlando Police Department.

Please utilize them accordingly.

TDH/dr

## TABLE OF CONTENTS

	Page
Purpose of Report Writing Guide . . . . .	1
Elements of a PACE Report . . . . .	3
List of Report Titles . . . . .	5
Written Statements . . . . .	7
General Report Requirements . . . . .	9
Domestic Violence Report Requirements . . . . .	11
 Report Writing Guides	
Abuse/Neglect - Child, Elderly . . . . .	13
Arson, Attempted Arson . . . . .	15
Assault, Aggravated Assault . . . . .	17
Baker Act . . . . .	19
Battery, Aggravated Battery, Battery on LEO/Fire Fighter . . . . .	21
Bomb Threat and/or Detonation of Destructive Device . . . . .	23
Burglary - Commercial, Residential, Vehicle . . . . .	25
Drug Violation . . . . .	29
Extortion . . . . .	31
Forgery, Fraud, Embezzlement, Fraudulent Document . . . . .	33
Homicide, Attempted Homicide, Suicide, Attempted Suicide, Drowning, Unattended Death . . . . .	35-40
Information Report . . . . .	41
Kidnapping, Attempted Kidnapping . . . . .	43
Missing Person - Juvenile, Adult . . . . .	45
Recovered Stolen Motor Vehicle . . . . .	47
Resisting Arrest with Violence, Resisting Arrest Without Violence . . . . .	49
Robbery - Commercial, Person, Home-Invasion, Carjacking . . . . .	51
Sex Crimes (Other), Exposure . . . . .	55
Sexual Battery - Armed Sexual, Attempted Sexual, Attempted Armed Sexual . . . . .	57
Shooting at/within/into Structure/Vehicle, Throwing Deadly Missile at/within/into Structure/Vehicle . . . . .	63
Stalking . . . . .	65
Theft - Petit, Grand, Motor Vehicle, Attempted Motor Vehicle, Distraction, Pickpocket; Stolen Boat, Stolen Tag . . . . .	67
Trespass . . . . .	71
All Other Reports . . . . .	73
 Index . . . . .	 75

## PURPOSE OF REPORT WRITING GUIDE

The Report Writing Guide was developed to:

- ◆ Improve the quality of incident reports by providing standards or guidelines that establish the essential elements or information that should be included in a report.
- ◆ Provide PACE operators and supervisors with a reference for prompting officers on the elements of a particular incident report.

The Report Writing Guide does not supersede Policy and Procedure, but should be used in conjunction with current P&P's.

It is difficult to set requirements for each report type due to the variations that may occur. Many of the narrative requirements are conditional and are intended to serve as reminders to include information. If certain conditions exist, then other information may be required (i.e., if latents were attempted, then results should be mentioned in the narrative; or if K-9 responded, then the name of the officer and the results of the search should be in the report).

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## ELEMENTS OF A PACE INCIDENT REPORT

The following elements of a PACE Report are listed in the order in which they should be provided to the PACE operator.

### 1. Basic Incident Information

The officer shall provide the PACE operator with information such as: Report title; Occurred location, if different from Dispatch location; Date and times of occurrence, etc.

### 2. Event Log Narrative

The officer shall provide a brief synopsis describing the incident following the guidelines in the current Policy and Procedure.

In sexual batteries, the victim's name, details of the offense, or other information that would identify the victim should not be mentioned in the Event Log narrative.

Other information contained in Event Logs may also be confidential or exempt from the Public Records Act. Event logs should be reviewed by the Patrol Operations Bureau Aide or the Legal Advisor prior to release to the public.

### 3. Case Narrative

The officer shall provide a narrative that addresses the elements of the specific crime and meets the requirements of the Report Writing Guide for the incident type.

The PACE operator shall repeat the narrative to the officer as it was dictated. The officer shall monitor the narrative as repeated and make any corrections or additions as needed.

### 4. Offense Information

The officer shall provide answers to questions such as: Location type; Occupancy code; Weapon code; Entry and exit points and method, etc.

In this section of the report, the officer shall also provide information on Evidence Collected and Crime Specific information. Crime Specific questions should be answered, if the reporting officer has the information, for the following types of crimes: Burglary, Robbery (including Carjacking and Home-Invasion), Motor Vehicle Theft, Sex Crimes, and Homicides.

The Crime Specific information is used by the Criminal Investigations Division for the development of modus operandi and linking suspects to multiple cases.

5. **Principals Information**

The officer shall provide information on principals in the following order: Suspects/Arrestees, Victims, Witnesses, Complainants, and Informationals. The Informational subject type should only be used when the person does not fit one of the other categories. The Informational person should be only indirectly associated with the incident and not be anticipated to have any connection to the crime.

When the PACE operator enters each person's name, the computer searches the database for a match (global name search). The operator will review the information on each person with the officer. If there is not enough information to make a POSITIVE match, then the PACE operator will enter the person in the computer (create a new jacket) using the information provided by the officer. If there is enough information to make the match, then the officer should provide PACE with any updated information.

**NEVER CHOOSE A PERSON FROM THE COMPUTER DATABASE (GLOBAL NAME) UNLESS YOU ARE SURE IT IS THE SAME PERSON. CHOOSING A PERSON'S JACKET FROM GLOBAL WILL TIE ALL PREVIOUS REPORTS TO THE PERSON LISTED IN THE CURRENT REPORT.**

In the principals section of the PACE Report, the officer will provide a physical description and characteristics, as well as victim/offender relationships. A subject narrative can be used to provide additional information that cannot be placed in the fields provided.

6. **Property Information**

The officer shall provide information on any property involved, such as: Value, Description, Style, Model, Color, Serial number, Registration information, VIN number, Caliber, etc.

## REPORT TITLES

The following is a list of Report Titles that may be used on Incident Reports.

Aggravated Assault  
Aggravated Battery  
Aircraft Crash  
Animal Abuse/Neglect  
Armed Sexual Battery  
Arson  
Assault  
Attempted Armed Sexual Battery  
Attempted Arson  
Attempted Homicide  
Attempted Kidnapping  
Attempted Motor Vehicle Theft  
Attempted Sexual Battery  
Attempted Suicide  
Baker Act  
Battery  
Battery on Law Enforcement Officer/Fire Fighter  
Boating Accident  
Bomb Threat and/or Detonation of Destructive Device  
Carjacking  
Child Abuse  
Child Neglect  
City Ordinance Violation  
Commercial Burglary  
Commercial Robbery  
Confiscated Property  
Criminal Mischief  
Custody Dispute  
Distraction Theft  
Drowning  
Drug Violation  
Elderly Abuse/Neglect  
Embezzlement  
Exposure  
Extortion  
Federal Aviation Authority Violation  
Forgery  
Found Property  
Fraud  
Fraudulent Document  
Grand Theft  
Home-Invasion Robbery  
Homicide

Impersonating a Law Enforcement Officer  
Industrial Accident  
Information Report  
Injunction Service or Violation  
Kidnapping  
Lost Property  
Missing Person, Adult  
Missing Person, Juvenile  
Motor Vehicle Theft  
Natural Disaster  
Other Sex Crimes  
Person Robbery  
Petit Theft  
Pickpocket Theft  
Possession of a Controlled Substance  
Recovered Missing Person, Adult  
Recovered Missing Person, Juvenile  
Recovered Motor Vehicle Tag  
Recovered Stolen Motor Vehicle  
Recovered Stolen Property  
Residential Burglary  
Resisting Arrest with Violence  
Resisting Arrest without Violence  
Sale and Delivery of a Controlled Substance  
Sexual Battery  
Shooting at/within/into Structure/Vehicle  
Stalking  
Stolen Boat  
Stolen Tag  
Suicide  
Suspicious Incident/Person  
Threats/Harassment  
Throwing Deadly Missile at/within/into Structure/Vehicle  
Trafficking in a Controlled Substance  
Train Accident  
Trespass  
Unattended Death  
Vehicle Burglary (Conveyance)  
Vehicular Homicide  
Warrant Arrest  
Weapons Violation

## WRITTEN STATEMENTS

The importance of quality written statements to the successful investigation and prosecution of any case cannot be stressed enough. Officers must review victims' and witnesses' statements to insure that they contain all of the information necessary to support probable cause and to identify the suspect responsible. Officers should remember that their own reports and affidavits, unless the crime was personally observed by them, are basically "hear-say".

### STATEMENTS REQUIRED

Written statements should be obtained whenever possible, but must always be obtained in the following circumstances:

- In misdemeanor and felony cases where the subject responsible for the offense has been identified.
- All cases involving transient victim(s), whether the subject responsible for the offense has been identified or not.

### VICTIM/WITNESS STATEMENTS

All victim/witness statements must address the elements of the crime at hand. (Most crime specific elements are listed before each crime in this guide; if not, consult your Florida State Statute Book.)

Suspect identification should be as detailed as possible in the statement. If the suspect's name, address, etc. is known, it should be written in the statement. If the suspect is a stranger to the victim/witness, they should describe the suspect with as much detail as possible.

If an officer writes a statement for a victim or witness at their request, the statement must be written verbatim. Each witness statement must contain every fact known to that witness that goes to prove any element of the offense(s). This is done to insure a more successful prosecution. The officer should acknowledge on the statement that it was written with the consent of the subject. The victim/witness must still sign the statement. Officers should read the statement back to the witness and note on affidavit that it was read and acknowledged by witness.

Officers should obtain secondary addresses and telephone numbers (even out-of-state) and social security numbers from victims and witnesses who may move before the trial. This will assist the State Attorney's Office in locating them at that time.

The victim's desire to prosecute must always be clearly stated in their written statement.

The written statements are also the only written material from which victims and witnesses can refresh their memories at the time of the trial, sometimes months after the crime has occurred.

### SUSPECT/DEFENDANT STATEMENTS

Suspect's/Defendant's statements should be obtained whenever possible at the time of the incident or arrest, in the event that they attempt to add or change their story at the time of the trial. If C.I.D. personnel are involved in the investigation or responding to the scene, then this should only be done with their consent.

### PROPERTY CASES

These statements should always contain the value of the property taken or damaged. This enables proof of a misdemeanor or a felony and also aids the courts in obtaining victim restitution upon a conviction.

### REVIEW OF STATEMENTS

After a subject has written a statement, it should be reviewed for legibility and content. If there are problems, then the subject should be asked to clarify or correct the statement in his own words and initial any changes or deletions.

## GENERAL REPORT REQUIREMENTS

The following requirements apply to all reports.

1. In the Narrative, use a person's name if known (i.e. Victim Smith, Suspect Jones). If the name is unknown, use Suspect #1 or Suspect #2.
2. In cases involving property, list each item in the Property Section. Groups of the same or similar items may be combined; but items of great value or that may be readily identifiable must be listed separately with specific descriptions provided, when available.  
  
When referring to stolen property in the Narrative, give the location of the property if it helps establish the MO of the perpetrator.
3. The total value of all the property taken shall be mentioned in the report Narrative.
4. If a juvenile is a principal in a report, parent/guardian and school information shall be obtained and reported in the Principal's Section of the report.
5. All subjects mentioned in the report Narrative, shall be listed in the Principals Section of the report. All Subjects listed in the Principals Section, shall be mentioned in the report Narrative.
6. All vehicles mentioned in the report Narrative, shall be listed in the Vehicle Section of the report. All vehicles listed in the Vehicle Section, shall be mentioned in the Narrative. If a tag is known on a suspect vehicle, the registration information shall be listed in the Narrative.
7. If a subject is not a local resident (tourist, transient), obtain local address information, i.e., motel name, phone number, room number. State when subject is leaving area and when subject will be at permanent address. Include any permanent local contact person.
8. The narrative shall contain a synopsis of each principal's involvement in the incident and any statements obtained.
9. Detailed descriptions of suspects (even if the name is known) and missing persons shall be included in the Principals Section of the report.
10. Any handwritten report shall be completed using the current forms and shall follow the guidelines in this manual .
11. All narratives shall be written in chronological order, meaning the incident is described in the order in which the events occurred and not from the perspective of any one witness or the officer.

12. When multiple offenses have occurred, the title of the report should reflect the most serious crime or incident.
13. Reports that include addresses that refer to large geographical areas, such as apartment complexes, condominiums, hotels, motels, parking garages or shopping malls shall include a specific location of the crime within the large area (i.e. the southeast corner of the parking lot near Sears.). Should also include the name of the complex or business in the narrative of the report.
14. The address, phone number, social security number, and photograph of the following persons are protected by Florida State Statute:

Current and retired Law Enforcement Officers, including  
correctional and correctional probation officers.

Current Firefighters

All Judges

HRS Employees (current and former) who investigate abuse  
and criminal cases

Spouses and children of above personnel, including their  
place of employment, school or daycare facilities.

If the individual chooses not to give their home address or phone number, the address and phone number of their employer should be used in the report.

15. Include evidence number in the narrative.
16. The disposition "A" should only be used for original incident reports.
17. If a CST processes the scene, the CST's report will cover most of the evidentiary information. If a CST did not process the scene, it is the officer's responsibility to document evidence information.

## DOMESTIC VIOLENCE REPORT REQUIREMENTS

The following guidelines apply to all reports involving domestic violence:

"Domestic violence" is defined as "any assault, battery, sexual assault, sexual battery, or any criminal offense resulting in physical injury or death of one family or household member by another who is or was residing in the same single dwelling unit." "Family or household member" means "spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who have a child in common regardless or whether they have been married or have resided together at any time."

Section 741.29(2), F.S., was amended to provide that a law enforcement officer investigating an allegation of domestic violence "shall make a written police report as part of the field arrest and incident reporting form" that "clearly indicates" the alleged offense was an incident of domestic violence. If an arrest was not made, the officer must explain the reasons in the report. The narrative of the report should include the following additional information:

- ◆ A complete description of injuries.
- ◆ A statement that the legal rights and remedies pamphlet was given.
- ◆ A description of the relationship and how it is domestic.
- ◆ A description of the elements of the crime and how probable cause was established. If there are co-combatants, state who was the primary aggressor if this can be established.
- ◆ A description of evidence that was obtained (photos of injuries should be taken as well as disarray in the home, torn and bloody clothing should be seized as well as weapons, 911 tapes should be preserved, statements should be taken from witnesses including children and neighbors, spontaneous statements should be recorded and medical treatment should be noted as well as names of medical personnel who administered treatment.)
- ◆ A statement indicating whether an injunction is in place and the injunction number if known. Also record any known history of violence between the combatants.
- ◆ A case disposition (arrest, filed at large, warrant obtained). Do not refer victim to Misdemeanor Intake Unit.

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## **CHILD ABUSE, CHILD NEGLECT, ELDERLY ABUSE/NEGLECT**

### **ELEMENTS OF CRIME**

CHILD ABUSE/NEGLECT - This report title should be used for incidents of child abuse or neglect on person(s) under the age of 18 by a suspect(s) who is a parent, care giver or who has assumed responsibility for care of the victim on a permanent or temporary basis.

ELDERLY ABUSE/NEGLECT - This report title should be used for incidents of elderly abuse, neglect or exploitation of person(s) 60 years of age or older by a suspect(s) who is a relative, care giver or adult household member.

### **NARRATIVE REQUIREMENTS**

#### OCCURRENCE

- ◆ Describe incident in chronological order.
- ◆ Describe specifics of abuse, neglect or exploitation and how perpetrated, including any weapons used.
- ◆ Describe involvement and synopsize testimony of all subjects included in the principals section.
- ◆ If injuries occurred, describe. How inflicted? If medical attention administered, by whom?
- ◆ How long was victim in suspect's care and control?

#### SUSPECT

- ◆ What is relationship between suspect and victim?
- ◆ Why is person a suspect?
- ◆ Can victim or witness identify suspect? Specify individually.
- ◆ If suspect identified: How (photo line-up, known, street I.D.)? By whom?
- ◆ If suspect had a vehicle, describe.
- ◆ If tag number on suspect's vehicle was provided, give registration information.

#### EVIDENCE/TESTIMONY

- ◆ If statements of victim and/or witness obtained, specify individually.
- ◆ If any evidence, describe. Where located? By whom?
- ◆ Scene processed for fingerprints? By whom? If not, why?
- ◆ If scene processed, describe results.
- ◆ If photos taken, specify. If not, why?
- ◆ If crime scene contamination list maintained, specify.
- ◆ If K-9 responded, specify officer and results.

### FOLLOW-UP/ACTIONS TAKEN

- ◆ Describe all follow-up.
- ◆ If neighborhood canvassed, specify results.
- ◆ Prosecution desired?
- ◆ If suspect arrested: Charges? Where located? By whom? How? Any statements made by suspect?
- ◆ If case to be filed with SAO: By whom? Specify suspect.
- ◆ In applicable Misdemeanor cases: Was Intent to Prosecute form completed by victim? (See Policy and Procedure)
- ◆ For non-residents, provide additional contact information. (See General Report Requirements)

### NOTIFICATION AND RESULTS

- ◆ If CID, HRS or others notified: Who was notified? Results?

### EVENT LOG REQUIRED FOR

- ◆ Significant incidents

## **ARSON, ATTEMPTED ARSON**

### **ELEMENTS OF CRIME**

To willfully damage by fire or explosive.

### **NARRATIVE REQUIREMENTS**

#### OCCURRENCE

- ◆ Describe incident in chronological order.
- ◆ Describe involvement and synopsize testimony of all subjects included in the principals list.
- ◆ Describe object or structure damaged by fire. If business, was it open?
- ◆ Was structure occupied? By whom?
- ◆ Was structure locked? By whom and when?
- ◆ Cause of fire/explosion?
- ◆ Who discovered incident?
- ◆ Who reported incident?
- ◆ Did OFD respond? Unit Number/Name of responding units.
- ◆ If environmental conditions (lighting, etc.) were a factor in the incident, describe.

Note: If arson was to a stolen or abandoned vehicle, see Motor Vehicle Theft report requirements.

#### SUSPECT

- ◆ What is relationship between suspect and victim?
- ◆ Why is person a suspect?
- ◆ Can victim or witness identify suspect? Specify individually.
- ◆ If suspect identified: How (photo line-up, known, street I.D.)? By whom?
- ◆ If suspect had a vehicle, describe.
- ◆ If tag number on suspect's vehicle was provided, give registration information.

#### EVIDENCE/TESTIMONY\*

- ◆ If statements of victim and/or witness obtained, specify individually.
- ◆ If any evidence, describe. Where located? By whom?
- ◆ Evidence of other crime within structure?
- ◆ Scene processed for fingerprints? By whom? If not, why?
- ◆ If scene processed, describe results. If not, why?
- ◆ If photos taken, specify.
- ◆ If crime scene contamination list maintained, specify.
- ◆ If K-9 responded, specify officer and results.

### FOLLOW-UP/ACTIONS TAKEN\*

- ◆ Describe all follow-up.
- ◆ If neighborhood canvassed, specify results.
- ◆ Prosecution desired?
- ◆ If suspect arrested: Charges? Where located? By whom? How? Any statements made by suspect?
- ◆ If case to be filed with SAO: By whom? Specify suspect.
- ◆ For non-residents, provide additional contact information. (See General Report Requirements)
- ◆ Who was left in charge of property?

### NOTIFICATION AND RESULTS

- ◆ If CID, OFD investigator, or others notified: Who was notified? Results?

### **EVENT LOG REQUIRED FOR**

- ◆ All incidents

\* NOTE: In those cases where an OFD investigator responds to the scene, some or all of the required information may be unavailable to the reporting officer. The OFD case number should be included in the narrative.

## **ASSAULT, AGGRAVATED ASSAULT**

### **ELEMENTS OF CRIME**

ASSAULT (Including DOMESTIC VIOLENCE) - To intentionally and unlawfully threaten by word or act. Suspect appeared to have the ability to carry out the act. Victim had well founded fear that violence was about to happen. Fear may be established by an objective assessment of the suspect's actions.

AGGRAVATED ASSAULT (Including DOMESTIC VIOLENCE) - The assault was made with a deadly weapon/motor vehicle and was made with a fully-formed conscious intent to commit the crime.

### **NARRATIVE REQUIREMENTS**

**In domestic violence cases refer to the Domestic Violence Report Requirements.**

#### OCCURRENCE

- ◆ Describe incident in chronological order.
- ◆ Describe involvement and synopsize testimony of all subjects included in the principals list.
- ◆ Describe threats to victim with exact quotes.
- ◆ How was victim placed in fear? Quote victim.
- ◆ What was distance between victim and suspect?
- ◆ If environmental conditions (lighting, etc.) were a factor in the incident, describe.
- ◆ If weapon used, specify type.
- ◆ If victim states that they weren't in fear, but a reasonable person should have been, state why reasonable person would have been placed in fear.

#### SUSPECT

- ◆ What is relationship between suspect and victim? Specify clearly in domestic violence cases.
- ◆ Why is person a suspect?
- ◆ Can victim or witness identify suspect? Specify individually.
- ◆ If suspect identified: How (photo line-up, known, street I.D.)? By whom?
- ◆ If suspect had a vehicle, describe.
- ◆ If tag number on suspect vehicle was provided, give registration information.

## EVIDENCE/TESTIMONY

- ◆ If statements of victim and/or witness obtained, specify individually.
- ◆ If any evidence, describe. Where located? By whom?
- ◆ Scene processed for fingerprints? By whom? If not, why?
- ◆ If scene processed, describe results.
- ◆ If crime scene contamination list maintained, specify.
- ◆ If K-9 responded, specify officer and results.
- ◆ If photos taken, specify.
- ◆ Domestic Violence cases: 911 tape preserved? If not, why?

## FOLLOW-UP/ACTIONS TAKEN

- ◆ Describe all follow-up.
- ◆ If neighborhood canvassed, specify results.
- ◆ Prosecution desired? (Excluding Domestic Violence cases)
- ◆ If suspect arrested: Charges? Where located? By whom? How? Any statements made by suspect?
- ◆ If case to be filed with SAO: By whom? Specify suspect.
- ◆ In applicable Misdemeanor cases: (Excluding Domestic Violence cases) Was Intent to Prosecute form completed by victim? (See Policy and Procedure)
- ◆ For non-residents, provide additional contact information. (See General Report Requirements)
- ◆ In Domestic Violence cases: "Notice of Legal Rights and Remedies" form given to victim(s)?

## NOTIFICATION AND RESULTS

- ◆ If CID or others notified: Who was notified? Results?

## **EVENT LOG REQUIRED FOR**

- ◆ Significant incidents

## **BAKER ACT**

This report is used for persons taken into custody under the Baker Act who are not suspects in a crime.

If the person is the suspect in a crime, then the report should be titled based on the crime. Information regarding the Baker Act should be included in the crime report.

## **NARRATIVE REQUIREMENTS**

### OCCURRENCE

- ◆ Describe incident in chronological order.
- ◆ Describe involvement and synopsize testimony of all subjects included in the principals section.
- ◆ What behavior or statements were observed to warrant admission? Include information provided by family, witnesses or physicians.
- ◆ Who transported? Where? Who accepted individual?
- ◆ If force was used, explain. If injuries occurred, describe. How inflicted? If medical attention administered, by whom?
- ◆ Was form HRS-MH 3052A completed? By whom?

### EVIDENCE/TESTIMONY

- ◆ If statements of victim and/or witness obtained, specify individually.
- ◆ If any evidence, describe. Where located? By whom?
- ◆ If photos taken, specify.

### FOLLOW-UP/ACTIONS TAKEN

- ◆ Describe all follow-up.
- ◆ For non-residents, provide additional contact information. (See General Report Requirements)

### NOTIFICATION AND RESULTS

- ◆ None

### **EVENT LOG REQUIRED FOR**

- ◆ Significant incidents

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## **BATTERY, AGGRAVATED BATTERY, BATTERY ON LEO/FIRE FIGHTER**

### **ELEMENTS OF CRIME**

BATTERY (Including DOMESTIC VIOLENCE) - To intentionally touch/strike victim without consent of victim, with/without causing bodily harm.

AGGRAVATED BATTERY (Including DOMESTIC VIOLENCE) - To intentionally/knowingly cause great bodily harm or use a deadly weapon, or know/should have known victim was pregnant.

BATTERY ON LEO/FIRE FIGHTER - To intentionally/unlawfully touch/strike a LEO/Fire Fighter without consent, with/without causing bodily harm to LEO/Fire Fighter. Suspect must know victim was a LEO/Fire Fighter. Victim must have well founded fear that violence was imminent.

### **NARRATIVE REQUIREMENTS**

**In domestic violence cases refer to the Domestic Violence Report Requirements.**

#### OCCURRENCE

- ◆ Describe incident in chronological order.
- ◆ Describe involvement and synopsize testimony of all subjects included in the principals list.
- ◆ How was battery perpetrated?
- ◆ If weapon used, specify type?
- ◆ If environmental conditions (lighting, etc) were a factor in the incident, describe.
- ◆ If injuries occurred, describe. If medical attention administered, by whom?
- ◆ Condition of those injured?
- ◆ If victim was LEO/Fire Fighter, describe how identity of LEO/Fire Fighter was known to suspect (was LEO/Fire Fighter in uniform, did LEO identify self by I.D.?)

#### SUSPECT INFORMATION

- ◆ What is relationship between suspect and victim? Specify clearly in domestic violence cases.
- ◆ Why is person a suspect?
- ◆ Can victim or witness identify suspect? Specify individually.
- ◆ If suspect identified: How (photo lineup, known, street I.D.)? By whom?
- ◆ If suspect had a vehicle, describe.
- ◆ If tag number on suspect's vehicle was provided, give registration information.

## EVIDENCE/TESTIMONY

- ◆ If statements of victim and/or witness obtained, specify individually.
- ◆ If any evidence, describe. Where located? By whom?
- ◆ Scene processed for fingerprints? By whom? If not, why?
- ◆ If scene processed, describe results.
- ◆ If photos of injuries obtained, specify. In Domestic Violence cases, if not, why?
- ◆ If crime scene contamination list maintained, specify.
- ◆ If K-9 responded, specify officer and results.
- ◆ Domestic Violence case: 911 tape preserved? If not, why?

## FOLLOW-UP/ACTIONS TAKEN

- ◆ Describe all follow-up.
- ◆ If neighborhood canvassed, specify results.
- ◆ Prosecution desired? (Excluding Domestic Violence cases)
- ◆ If suspect arrested: Charges? Where located? By whom? How? Any statements made by suspect?
- ◆ If case to be filed with SAO: By whom? Specify suspect.
- ◆ In applicable Misdemeanor cases: (Excluding Domestic Violence cases) Was Intent to Prosecute form completed by victim? (See Policy & Procedure)
- ◆ For non-residents, provide additional contact information. (See General Report Requirements)
- ◆ In Domestic Violence cases: "Notice of Legal Rights and Remedies" form given to victim(s)?

## NOTIFICATIONS AND RESULTS

- ◆ If CID or others notified: Who was notified? Results?

## **EVENT LOG REQUIRED FOR**

- ◆ All Aggravated Batteries
- ◆ All Batteries on LEO or Fire Fighter
- ◆ Significant incidents

## **BOMB THREAT AND/OR DETONATION OF DESTRUCTIVE DEVICE**

### **ELEMENTS OF CRIME**

To threaten to throw, project, place or discharge any destructive device with intent to harm any person or property. This report title would only be used when no injuries occur.

### **NARRATIVE REQUIREMENTS**

#### OCCURRENCE

- ◆ Describe incident in chronological order.
- ◆ Describe involvement and synopsise testimony of all subjects included in the principals list.
- ◆ If threats or demands received, describe. How received? By whom? Any previous threats?
- ◆ When was device supposed to detonate?
- ◆ In threat cases, indicate if the building was evacuated? Who made decision whether or not to evacuate?
- ◆ Was the Fire Department called to the scene?

#### SUSPECT

- ◆ What is relationship between suspect and victim?
- ◆ Why is person a suspect?
- ◆ Can victim or witness identify suspect? Specify individually.
- ◆ If suspect identified: How (photo line-up, known, street I.D.)? By whom?
- ◆ If suspect had a vehicle, describe.
- ◆ If tag number on suspect's vehicle was provided, give registration information.
- ◆ If suspect's voice was heard, describe. Was it recorded?

#### EVIDENCE/TESTIMONY

- ◆ If statements of victim and/or witness obtained, specify individually.
- ◆ If any evidence, describe. Where located? By whom?
- ◆ If a device was found: Give description, exact location found. Anyone seen in possession?
- ◆ If threat taped, specify location of recording/secure copy for evidence.
- ◆ Scene processed for fingerprints? By whom? If not, why?
- ◆ If scene processed, describe results.
- ◆ If photos taken, specify.
- ◆ If crime scene contamination list maintained, specify.
- ◆ If K-9 responded, specify officer and results.

### FOLLOW-UP/ACTIONS TAKEN

- ◆ Describe all follow-up.
- ◆ If neighborhood canvassed, specify results.
- ◆ Prosecution desired?
- ◆ If suspect arrested: Charges? Where located? By whom? How? Any statements made by suspect?
- ◆ If case to be filed with SAO: By whom? Specify suspect.
- ◆ For non-residents, provide additional contact information. (See General Report Requirements)

### NOTIFICATION AND RESULTS

- ◆ If CID or OFD investigator or others notified: Who was notified? Results?

### **EVENT LOG REQUIRED FOR**

- ◆ Significant incidents

## **COMMERCIAL BURGLARY, RESIDENTIAL BURGLARY, VEHICLE BURGLARY (CONVEYANCE)**

### **ELEMENTS OF CRIME**

Unauthorized entering or remaining in a structure or conveyance with the intent to commit an offense therein.

### **NARRATIVE REQUIREMENTS**

#### OCCURRENCE

- ◆ Describe incident in chronological order.
- ◆ Describe involvement and synopsize testimony of all subjects included in the principals list.
- ◆ If environmental conditions (lighting, etc.) were a factor in the incident, describe.
- ◆ Was structure/vehicle occupied?
- ◆ What were the point of entry and point of exit?
- ◆ Was structure/vehicle locked? By whom? When?
- ◆ If any damage to structure/vehicle, describe.
- ◆ If incident occurred on curtilage of property, describe area.
- ◆ Include total \$ value with general type of items taken (i.e. jewelry,) and location from which it was taken (see General Report Requirements).
- ◆ If weapons involved, describe.
- ◆ Describe any actions of suspect indicating intent.
- ◆ Commercial Burglary: List name of building where business located, i.e. mall or industrial park. Was structure open to public at time of incident?
- ◆ Vehicle Burglary: Specify if victim was attending a special event (example, Magic game, Fair, etc.) and specify name of lot or business where vehicle was parked.
- ◆ Residential Burglary: Include name of apartment complex or hotel, if applicable.

#### SUSPECT

- ◆ What is relationship between suspect and victim?
- ◆ Why is person a suspect?
- ◆ If suspect known, has suspect been in structure before? Explain.
- ◆ Can victim or witness identify suspect? Specify individually.
- ◆ If suspect identified: How (photo line-up, known, street I.D.)? By whom?
- ◆ If suspect had a vehicle, describe.
- ◆ If tag number on suspect's vehicle was provided, give registration information.

## EVIDENCE/TESTIMONY

- ◆ If statements of victim and/or witness obtained, specify individually.
- ◆ If any evidence, describe. Where located? By whom?
- ◆ Scene processed for fingerprints? By whom? If not, why?
- ◆ If scene processed, describe results.
- ◆ If photos taken, specify.
- ◆ If crime scene contamination list maintained, specify.
- ◆ If K-9 responded, specify officer and results.

## FOLLOW-UP/ACTIONS TAKEN

- ◆ Describe all follow-up.
- ◆ If neighborhood canvassed, specify results.
- ◆ Prosecution desired?
- ◆ If suspect arrested: Charges? Where located? By whom? How? Any statements made by suspect?
- ◆ If case to be filed with SAO: By whom? Specify suspect.
- ◆ If serial numbers known, entered into teletype? If property recovered, explain. Where located? By whom?
- ◆ For non-residents, provide additional contact information. (See General Report Requirements)

## NOTIFICATION AND RESULTS

- ◆ If CID or others notified: Who was notified? Results?

## **EVENT LOG REQUIRED FOR**

- ◆ Vehicle Burglary with arrest or potential pattern
- ◆ Business Burglary, actual and attempted
- ◆ Occupied Residential Burglary
- ◆ Residential Burglary with loss greater than \$5,000
- ◆ Residential Burglaries with arrest or potential pattern

## **USAGE RULES**

1. Separate reports must be generated for each burglary of a structure unless all are owned/controlled by the same party (i.e. when a strip mall is burglarized and separate businesses are entered, then one report must be generated for each business).
2. Separate reports must be generated for multiple non-residences which can be individually secured within the same structure, i.e. mini-warehouses or office complexes.

3. In cases of burglaries to hotels/motels/hostels or any other non-primary residence, one report with multiple victims should be generated as long as all occurred during the same general time span, with the same MO and are reported to the same officer.
4. Multiple entries to vehicles in the same general location within the same time span and with a similar MO must be placed on a single report with multiple victims. This rule only applies to private or semi-private lots (i.e. private businesses, City Hall parking, separate municipal parking lot, apartment complex, shopping center lots, etc.). Exception to any of the above conditions will require a separate report for each vehicle.
5. Vehicle Burglaries and Vehicle Vandalism: Where more than one vehicle is involved on private property (example, shopping centers, parking lots and apartment complexes), at the same location and same time range, use one case number. The above incidences, when occurring on the public street, require a separate report and case number for each vehicle.

### CRIME SPECIFIC QUESTIONS FOR BURGLARIES

#### Visibility From Street

Partial  
Good  
None  
Unknown

#### Outside Lighting

Partial  
Good  
None  
Unknown

(continued)

Suspect's Action

Malicious Destruction  
Removed Prints  
Used Tools  
Ate or Drank On The Premises  
Turn Lights On or Off  
Defecated or Urinated  
Broke Into Coin Operated Machine  
Know Location of Hidden Cash  
Ransacked  
Other  
Unknown  
Used Explosives  
Burglary Not Completed  
Opened Safe  
Destroyed Safe  
Assaulted Victim  
Confined Victim  
Sexual Assault

Victim's Location

Present	Shopping
Sleeping	Other
At Funeral	Unknown
At Wedding	Sporting Event
At Church	Entertainment Place
At School	Doctor or Dentist
At Work	Vacation
Out Of Town	Moving

Location of Structure

Corner Lot  
Mid Block  
Primarily Residential  
Primarily Commercial  
Mixed Res & Comm  
Isolated/Rural  
Attached Shed/Building  
Unattached Outbuilding  
Other  
Unknown

Type of Structure

Business  
Single Family Residence  
Apartment  
Other  
Unknown

## **DRUG VIOLATION**

### **ELEMENTS OF CRIME**

Except as provided in Chapters 499 and 893 of the Florida Statutes, it is unlawful for any person to sell, purchase, manufacture, deliver, or possess with the intent to sell, purchase, manufacture or deliver a controlled substance. It is also unlawful for any person to use, or to possess with the intent to use drug paraphernalia or to deliver, possess with the intent to deliver, or manufacture with the intent to deliver drug paraphernalia.

### **NARRATIVE REQUIREMENTS**

#### OCCURRENCE

- ◆ Describe incident in chronological order.
- ◆ Describe involvement and synopsise testimony of all subjects included in the principals list. List all witnesses.
- ◆ If a special detail, describe.

#### SUSPECT

- ◆ Why is person a suspect?
- ◆ Can officer or witness identify suspect? Specify individually.
- ◆ If suspect identified: How (photo line-up, known, street I.D.)? By whom?
- ◆ If the suspect had a vehicle, describe.
- ◆ If tag number on suspect's vehicle was provided, give registration information.

#### EVIDENCE/TESTIMONY

- ◆ If statements of victim and/or witness obtained, specify individually.
- ◆ If any evidence, describe. Where located? By whom?
- ◆ How was evidence obtained? Consent search? (Consent given by whom and to whom?) Search incident to arrest?
- ◆ If evidence processed: By whom?
- ◆ If Valtox test conducted: By whom? Results?
- ◆ If property seized for forfeiture, explain.
- ◆ If photos taken, specify.
- ◆ If K-9 responded, specify officer and results.

#### FOLLOW-UP/ACTIONS TAKEN

- ◆ Describe all follow-up.
- ◆ If suspect arrested: Charges? Where located? By whom? How? Any statements made by the suspect?
- ◆ If case to be filed with SAO: By whom? Specify suspect.

- ◆ If property seized for forfeiture, who will be completing the forfeiture affidavit?
- ◆ For non-residents, provide additional contact information. (See General Report Requirements)

#### NOTIFICATION AND RESULTS

- ◆ If Drug Investigation Section or others notified: Who was notified? Results?

#### **EVENT LOG REQUIRED FOR**

- ◆ Felony Drug Violation Arrests
- ◆ Significant incidents

## **EXTORTION**

### **ELEMENTS OF CRIME**

To maliciously threaten to accuse another of a crime, to injure a person, property or reputation of another, or threaten to expose a secret affecting another, expose a deformity or lack of chastity to another with intent to extort money or any pecuniary advantage, or with intent to compel a person to do, or refrain from doing any act against his/her will.

### **NARRATIVE REQUIREMENTS**

#### OCCURRENCE

- ◆ Describe incident in chronological order.
- ◆ Describe involvement and synopsize testimony of all subjects included in the principals list.
- ◆ Describe threats/demands. How were threats/demands made? How received? If delivered, by whom?
- ◆ If confidential information was used, how was information obtained? Who had access to this information?
- ◆ If the suspect's intentions are known, explain.
- ◆ Who is aware of the threats?

#### SUSPECT

- ◆ What is relationship between suspect and victim?
- ◆ Why is person a suspect?
- ◆ Can victim or witness identify suspect? Specify individually.
- ◆ If suspect identified: How (photo line-up, known, street I.D.)? By whom?
- ◆ If suspect had a vehicle, describe.
- ◆ If tag number on suspect's vehicle was provided, give registration information.

#### EVIDENCE/TESTIMONY

- ◆ If statements of victim and/or witness obtained, specify individually.
- ◆ If any evidence? Where located? By whom?
- ◆ Scene processed for fingerprints? By whom? If not, why?
- ◆ If scene processed, describe results.
- ◆ If photos taken, specify.
- ◆ If crime scene contamination list maintained, specify.
- ◆ If K-9 responded, specify officer and results.

### FOLLOW-UP/ACTIONS TAKEN

- ◆ Describe all follow-up.
- ◆ If neighborhood canvassed, specify results?
- ◆ Prosecution desired?
- ◆ If suspect arrested: Charges? Where located? By whom? How? Any statements made by suspect?
- ◆ If case to be filed with SAO: By whom? Specify suspect.
- ◆ For non-residents, provide additional contact information. (See General Report Requirements)

### NOTIFICATION AND RESULTS

- ◆ If CID or others notified: Who was notified? Results?

### **EVENT LOG REQUIRED FOR**

- ◆ Significant incidents

## **FORGERY, FRAUD, EMBEZZLEMENT, FRAUDULENT DOCUMENT**

### **ELEMENTS OF CRIME**

FORGERY - To falsely make, alter, forge or counterfeit certain documents with intent to injure or defraud any person or firm. (This report is used to document the uttering or publishing as true any forgery.)

FRAUD - Any misrepresentation, either by misstatement or omission of a material fact, knowingly made with the intention of misrepresentation to another and on which a reasonable person would and does rely to his or her detriment.

SCHEME TO DEFRAUD - A systematic, ongoing course of conduct with intent to defraud one or more persons, or with intent to obtain property from one or more persons by false or fraudulent pretenses, representations, or promises or willful misrepresentations of a future act.

EMBEZZLEMENT - The fraudulent appropriation of money or other property by a person to whom the money or property has been entrusted.

FRAUDULENT DOCUMENTS - This category should be reserved for those incidents which do not fall within the above categories and involve documents that are fraudulent (i.e. fictitious auto title, purchase order, sales contract, credit card applications). This does not include worthless checks as a result of insufficient funds or closed accounts in which the victim is referred directly to the SAO.

### **NARRATIVE REQUIREMENTS**

#### OCCURRENCE

- ◆ Describe incident in chronological order.
- ◆ Describe involvement and synopsise testimony of all subjects included in the principals list.
- ◆ When applicable, provide value of check or instrument? (See Usage Rules)
- ◆ If items received as result of crime, explain. Value? Obtained from whom? How obtained?
- ◆ In fraud cases: describe in detail the scheme perpetrated or misrepresentation made.
- ◆ In embezzlement cases: Describe control suspect had over property taken. Location of property known at this time? When was loss discovered? How? By whom?
- ◆ If identification used by suspect, describe.
- ◆ In forgery and fraudulent document cases: Was issuing firm or account holder contacted to ensure check/credit card was forged or stolen? By whom? Who accepted check, credit card or other instrument?

#### SUSPECT

- ◆ What is relationship between suspect and victim?
- ◆ Why is person a suspect?

- ◆ Can victim or witness identify suspect? Specify individually.
- ◆ If suspect identified: How (photo line-up, known, street I.D.)? By whom?
- ◆ If suspect had a vehicle, describe.
- ◆ If tag number on suspect's vehicle was provided, give registration information.
- ◆ Forgery cases: the person whose name is forged should be listed as a witness and a Forgery Affidavit obtained.
- ◆ In those cases where it is known that the suspect used a fictitious name, the suspect should be listed as unknown and the fictitious name listed as an alias.

#### EVIDENCE/TESTIMONY

- ◆ If statements of victim and/or witness obtained, specify individually. (Include persons accepting check, card or instrument)
- ◆ If any evidence? Where located? By whom?
- ◆ Scene processed for fingerprints? By whom? If not, why?
- ◆ If scene processed, describe results.
- ◆ If photos taken, specify.
- ◆ If forgery affidavit obtained from person whose signature, check or document was forged or altered, specify.

#### FOLLOW-UP/ACTIONS TAKEN

- ◆ Describe all follow-up.
- ◆ Prosecution desired?
- ◆ If suspect arrested: Charges? Where located? By whom? How? Any statement made by suspect?
- ◆ If case to be filed with SAO: By whom? Specify suspect.
- ◆ In applicable Misdemeanor cases: Was Intent to Prosecute form completed by victim? (See Policy and Procedure)
- ◆ For non-residents, provide additional contact information. (See General Report Requirements)

#### NOTIFICATION AND RESULTS

- ◆ If CID or others notified: Who was notified? Results?

#### **EVENT LOG REQUIRED FOR**

- ◆ Significant incidents

#### **USAGE RULES**

1. The value of a written instrument that does not have a readily ascertainable market value, such as stocks, bonds, and deeds, is the amount due or collectible or is the greatest amount of economic loss that the owner of the instrument might reasonably suffer by virtue of the loss of the instrument.
2. The business, financial institution, or person who sustained a financial loss is the victim of forgery. The person whose check or credit card was stolen is the victim of a theft (See Theft Report).

## **HOMICIDE, ATTEMPTED HOMICIDE, SUICIDE, ATTEMPTED SUICIDE, DROWNING, UNATTENDED DEATH - IF A DETECTIVE IS RESPONDING**

This report will be used to document homicides and other death cases where the exact cause of death may or may not have been positively determined.

### **ELEMENTS OF CRIME**

HOMICIDE - The unlawful killing of a human being.

### **NARRATIVE REQUIREMENTS**

#### OCCURRENCE

- ◆ Describe incident in chronological order.
- ◆ Describe involvement and synopsize testimony of all subjects included in the principals list - should only be brief verbal statements.
- ◆ How was victim found? By whom?
- ◆ Exact location of crime scene. Specify car, house, field, street, etc.
- ◆ If medical attention administered, by whom?
- ◆ If weapons near body, specify.

#### VICTIM

- ◆ If identity of victim known, who provided identity or how was it determined?

#### SUSPECT

- ◆ Why is person a suspect?
- ◆ If suspect identified: How (photo line-up, known, street I.D.)? By whom?
- ◆ If suspect had a vehicle, describe.
- ◆ If tag number on suspect's vehicle was provided, give registration information.

#### EVIDENCE/TESTIMONY

- ◆ If crime scene contamination list maintained, specify.
- ◆ If K-9 responded, specify officer and result.

### **NOTIFICATION AND RESULTS**

- ◆ If CID, social service agency (HRS, Victim Advocate, etc.), or others notified: Who was notified? Results?
- ◆ In Suicide cases, was We Care notified? If not, why?

**EVENT LOG REQUIRED FOR**

- ◆ All homicides
- ◆ Significant incidents

**CRIME SPECIFIC QUESTIONS FOR HOMICIDES WHEN A DETECTIVE IS RESPONDING**

**THESE ARE THE ONLY CRIME SPECIFIC QUESTIONS THAT SHOULD BE ANSWERED BY THE REPORTING OFFICER.**

**Suicide Note**

- Note Present
- Note Handled

**Weapon Location**

- On Scene Next To Body
- On Scene-Elsewhere
- On Suspect
- In Vehicle
- Other
- Unknown

## ATTEMPTED HOMICIDE, ATTEMPTED SUICIDE, UNATTENDED DEATH - IF A DETECTIVE IS NOT RESPONDING

This report will be used to document attempted homicides or suicides and unattended death cases where the exact cause of death may or may not have been positively determined and a detective will not be responding to the scene.

### **ELEMENTS OF CRIME**

HOMICIDE - The unlawful killing of a human being.

### **NARRATIVE REQUIREMENTS**

#### OCCURRENCE

- ◆ Describe incident in chronological order.
- ◆ Describe involvement and synopsize testimony of all subjects included in the principals list.
- ◆ If environmental conditions (lighting, etc.) were a factor in the incident, describe.
- ◆ How was victim found? By whom?
- ◆ Exact location of crime scene. Specify car, house, field, street, etc.
- ◆ Extent and description of evident injuries? If medical attention administered, by whom?
- ◆ If weapons near body, specify.
- ◆ If known, specify last person to see victim alive. What was victim doing at the time? Others present at this time?

#### VICTIM

- ◆ If identity of victim known, who provided identity or how was it determined?
- ◆ If identity unknown: provide synopsis of information provided by principals which may assist with identification.
- ◆ If next of kin are aware of incident, explain. Who was notified? By whom?

#### SUSPECT

- ◆ What is relationship between suspect and victim? Previous contacts?
- ◆ Why is person a suspect?
- ◆ Can victim or witness identify suspect? Specify individually.
- ◆ If suspect identified: How (photo line-up, known, street I.D.)? By whom?
- ◆ If suspect had a vehicle, describe.
- ◆ If tag number on suspect's vehicle was provided, give registration information.

### EVIDENCE/TESTIMONY

- ◆ If statements of victim and/or witness obtained, specify individually.
- ◆ If any evidence? Where located? By whom?
- ◆ Scene processed for fingerprints? By whom? If not, why?
- ◆ If scene processed, describe results.
- ◆ If photos taken, specify.
- ◆ If crime scene contamination list maintained, specify.
- ◆ If K-9 responded, specify officer and result.

### FOLLOW-UP/ACTIONS TAKEN

- ◆ Describe all follow-up.
- ◆ If neighborhood canvassed, specify results.
- ◆ In attempted homicide cases: Prosecution desired?
- ◆ If suspect arrested: Charges? Where located? By whom? How? Any statements made by suspect?
- ◆ If case to be filed with SAO: By whom? Specify suspect.
- ◆ For non-residents, provide additional contact information. (See General Report Requirements)

### NOTIFICATION AND RESULTS

- ◆ If CID, social service agency (HRS, Victim Advocate, etc.), or others notified: Who was notified? Results?
- ◆ In Suicide cases, was We Care notified? If not, why?

### EVENT LOG REQUIRED FOR

- ◆ Significant incidents

**CRIME SPECIFIC QUESTIONS FOR HOMICIDES WHEN A DETECTIVE IS NOT RESPONDING**

**THE REPORTING OFFICER SHOULD PROVIDE THE FOLLOWING CRIME SPECIFIC INFORMATION, IF IT IS AVAILABLE**

**Victim Last Seen By**

Stranger  
Spouse  
Ex-Spouse  
Cohabitant  
Parent  
Brother/Sister  
Child  
Stepparent  
Not Applicable  
Other  
Undetermined  
Stepchild  
In-Law  
Other Family  
Student  
Teacher  
Child Of Boy/Girl Friend  
Boy/Girl Friend  
Friend  
Neighbor  
Sitter/Daycare  
Employee  
Employer  
Landlord/Tenant  
Acquaintance

**Next of Kin Notified**

Date  
Time  
Other  
Unknown  
Father  
Mother  
Stepparent  
Guardian  
Grandparent  
Brother  
Sister  
Stepbrother  
Stepsister  
Spouse  
Son  
Daughter

Suicide Note  
Note Present  
Note Handled

Weapon Location  
On Scene Next To Body  
On Scene-Elsewhere  
On Suspect  
In Vehicle  
Other  
Unknown

Yes Questions  
Telephone Used At Scene  
Footprints Found  
Tire Tracks Found  
Wound Observed

Item On Questions  
Lights  
Television  
VCR  
Radio/Stereo  
Air Conditioning

## **INFORMATION REPORT**

"INFORMATION REPORT" should only be used as a report title in the following situation:

When the report has no criminal information that relates to a specific crime or indicates that a specific crime has occurred or is suspected, and

the incident does not qualify for any of the other listed report titles.

The victim's request for a declination of prosecution does not qualify for an Information Report, since an actual crime did occur. Use the appropriate report title.

Reports for situations where a potential witness believes he/she has just observed a possible crime should be documented and titled with the suspected crime (i.e. a citizen believes a kidnapping has just occurred because he/she saw a suspect drag a woman screaming into a vehicle would be a "Kidnapping" report.

Use "Suspicious Incident" as a report title in cases where it appears that some possible criminal activity has happened, but there is not enough information available at the time of the report to determine the exact nature of the crime.

When a report is titled "Information Report" (meaning no criminal activity), then it will not normally be routed to CID for review and the potential information will be lost. However, the PACE operator or supervisor may route a copy of the report to CID if they feel the information could be of value. The officer may also request that the report be routed to CID.

## **NARRATIVE REQUIREMENTS**

### OCCURRENCE

- ◆ Describe incident in chronological order.
- ◆ Describe involvement and synopsis statements of all subjects included in the principals list.
- ◆ Describe subjects.

### FOLLOW-UP/ACTIONS TAKEN

- ◆ Describe all follow-up.
- ◆ For non-residents, provide additional contact information. (See General Instructions)

NOTIFICATION AND RESULTS

- ◆ If anyone notified: Who was notified? Results?

**EVENT LOG REQUIRED FOR**

- ◆ Significant incidents

## **KIDNAPPING, ATTEMPTED KIDNAPPING**

### **ELEMENTS OF CRIME**

To forcibly, secretly, or by threat, confine, abduct or imprison another person against their will and without lawful authority with the intent to either hold for ransom, shield or hostage, commit or facilitate a felony, inflict bodily harm upon or terrorize the victim or another person, or interfere with a governmental or political function.

### **NARRATIVE REQUIREMENTS**

#### OCCURRENCE

- ◆ Describe incident in chronological order.
- ◆ Describe involvement and synopsise testimony of all subjects included in the principals list.
- ◆ If environmental conditions (lighting, etc.) were a factor in the incident, describe.
- ◆ Where and when was victim last seen? By whom?
- ◆ If suspect or victim has made contact with family or authorities, describe. Method of contact? If demands made, explain.
- ◆ If weapons involved, explain.

#### SUSPECT

- ◆ What is relationship between suspect and victim?
- ◆ Why is person a suspect?
- ◆ Can victim or witness identify suspect? Specify individually.
- ◆ If suspect identified: How (photo line-up, known, street I.D.)? By whom?
- ◆ If suspect had a vehicle, describe.
- ◆ If tag number on suspect's vehicle was provided, give registration information.

#### EVIDENCE/TESTIMONY

- ◆ If statements of victim and/or witness obtained, specify individually.
- ◆ If any evidence, describe. Where located? By whom?
- ◆ Scene processed for fingerprints? By whom? If not, why?
- ◆ If scene processed, describe results.
- ◆ If photos taken, specify.
- ◆ If crime scene contamination list maintained, specify.
- ◆ If K-9 responded, specify officer and results.

### FOLLOW-UP/ACTIONS TAKEN

- ◆ Describe all follow-up.
- ◆ If neighborhood canvassed, specify results.
- ◆ Prosecution desired?
- ◆ If suspect arrested: Charges? Where located? By whom? How? Any statements made by suspect?
- ◆ If case to be filed with SAO: By whom? Specify suspect.
- ◆ For non-residents, provide additional contact information. (See General Report Requirements)

### NOTIFICATION AND RESULTS

- ◆ If CID or others notified: Who was notified? Results?

### **EVENT LOG REQUIRED FOR**

- ◆ All incidents

## **MISSING PERSON - JUVENILE, MISSING PERSON - ADULT**

This report is used for missing persons and circumstances are unknown or there is no indication of an abduction/kidnapping.

### **NARRATIVE REQUIREMENTS**

#### **OCCURRENCE**

- ◆ Describe incident in chronological order.
- ◆ Describe involvement and synopsize testimony of all subjects included in the principals list.
- ◆ Location last seen and by whom? With companion, explain.
- ◆ Describe clothing, if known.
- ◆ If any other persons/vehicles seen in the area, describe.
- ◆ When person last seen, what was person doing? Destination if going somewhere.
- ◆ If any custody problems with juveniles, explain.
- ◆ If any previous occurrences, where found and with whom?
- ◆ If person is missing from a governmental institution, give home address of missing person in the Principals Section of the report.

#### **SUSPECT - (In the event that a crime may be involved.)**

- ◆ What is relationship between suspect and victim?
- ◆ Why is person a suspect?
- ◆ Can victim or witness identify suspect? Specify individually.
- ◆ If suspect identified: How (photo line-up, known, street I.D.)? By whom?
- ◆ If suspect had a vehicle, describe.
- ◆ If tag number on suspect's vehicle was provided, give registration information.

#### **EVIDENCE/TESTIMONY**

- ◆ If statements of victim and/or witness obtained, specify individually.
- ◆ If any evidence, describe. Where located? By whom?
- ◆ If photo of missing person obtained, specify.
- ◆ If notes left, explain.
- ◆ Scene processed for fingerprints? By whom? If not, why?
- ◆ If scene processed, describe results.
- ◆ If photos taken, specify.
- ◆ If crime scene contamination list maintained, specify.
- ◆ If K-9 responded, specify officer and results.

### FOLLOW-UP/ACTIONS TAKEN

- ◆ Describe all follow-up.
- ◆ If neighborhood or other locations canvassed, specify results.
- ◆ Was missing person entered into teletype? If not, why?
- ◆ If vehicle also missing, entered into teletype? If not, why?
- ◆ For non-residents, provide additional contact information. (See General Report Requirements)

### NOTIFICATION AND RESULTS

- ◆ If CID or others notified: Who was notified? Results?

### EVENT LOG REQUIRED FOR

- ◆ Missing persons under 12 years of age and others when unusual circumstances exist
- ◆ Significant incidents

### ADDITIONAL INSTRUCTIONS FOR REPORTS DOCUMENTING MISSING AND RECOVERY

- ◆ Where was person located?
- ◆ Parents and/or reporting party notified?
- ◆ Teletype message cancelled?
- ◆ Circumstances surrounding disappearance and recovery?

## **RECOVERED STOLEN MOTOR VEHICLE (Authority other Jurisdiction)**

### **ELEMENTS OF CRIME**

This report will be used to document the recovery of stolen vehicles which were stolen in another jurisdiction.

### **NARRATIVE REQUIREMENTS**

#### OCCURRENCE

- ◆ Describe incident in chronological order.
- ◆ How was vehicle located? Where located? By whom?
- ◆ Describe involvement and synopsis testimony of all subjects included in the principals list.

#### SUSPECT

- ◆ What is relationship between suspect and victim?
- ◆ Why is person a suspect?
- ◆ Can victim or witness identify suspect? Specify individually.
- ◆ If suspect identified: How (photo line-up, known, street I.D.)? By whom?
- ◆ If suspect had a vehicle, describe.
- ◆ If tag number on suspect's vehicle was provided, give registration information.

#### EVIDENCE/TESTIMONY

- ◆ If statements of victim and/or witness obtained, specify individually.
- ◆ If any evidence, describe. Where located? By whom?
- ◆ Scene and/or vehicle processed for fingerprints? By whom? If not, why?
- ◆ If scene processed, describe results.
- ◆ If any damage to vehicle or parts missing, describe.
- ◆ If location of keys known, specify.
- ◆ If other Agency Case Number known, specify.
- ◆ If photos taken, specify.
- ◆ If crime scene contamination list maintained, specify.
- ◆ If K-9 responded, specify officer and results.

#### FOLLOW-UP/ACTIONS TAKEN

- ◆ Describe all follow-up.
- ◆ If neighborhood canvassed, specify results.
- ◆ If suspect arrested: Charges? Where located? By whom? How? Any statements made by suspect?
- ◆ If case to be filed with SAO: By whom? Specify suspect.
- ◆ If vehicle towed, by whom? If vehicle given to victim, specify.

## NOTIFICATION AND RESULTS

- ◆ If CID notified: Who was notified? Results?
- ◆ If reporting agency or owner notified? How?

## **EVENT LOG REQUIRED FOR**

- ◆ Significant incidents

## **USAGE RULE**

A separate report must be generated for each vehicle recovered.

## **RESISTING ARREST WITH VIOLENCE, RESISTING ARREST WITHOUT VIOLENCE**

### **ELEMENTS OF CRIME**

To knowingly and willfully resist, obstruct or oppose an officer in the lawful execution of any legal duty without violence or by offering or doing violence to the officer.

### **NARRATIVE REQUIREMENTS**

#### **OCCURRENCE**

- ◆ Describe incident in chronological order.
- ◆ Describe involvement and synopsize testimony of all subjects included in the principals list.
- ◆ Did subject know victim was a police officer, explain.
- ◆ What did subject do to prevent the officer's performance of duties?
- ◆ If injuries occurred, describe. How inflicted? If medical attention administered, by whom?

#### **SUSPECT**

- ◆ If suspect not in custody, can officer, victim or witness identify suspect? Specify individually.
- ◆ If suspect identified: How (photo line-up, known, street I.D.)? By whom?
- ◆ If suspect had a vehicle, describe.
- ◆ If tag number on suspect's vehicle was provided, give registration information.
- ◆ If suspect intoxicated, describe suspect's ability to know/understand their actions.

#### **EVIDENCE/TESTIMONY**

- ◆ If statements of victim and/or witness obtained, specify individually.
- ◆ If any evidence, describe. Where located? By whom?
- ◆ If suspect at large, was scene processed? By whom? Describe results.
- ◆ If photos taken, specify.
- ◆ If K-9 responded, specify officer and results.

#### **FOLLOW-UP/ACTIONS TAKEN**

- ◆ Describe all follow-up.
- ◆ If neighborhood canvassed, specify results.
- ◆ If suspect arrested: Charges? Where located? By whom? How? Any statements made by suspect?

- ◆ If case to be filed with SAO: By whom? Specify suspect.
- ◆ For non-residents, provide additional contact information. (See General Report Requirements)

### NOTIFICATION AND RESULTS

- ◆ Identify Supervisor notified.

### **EVENT LOG REQUIRED FOR**

- ◆ Significant incidents

## **COMMERCIAL ROBBERY, PERSON ROBBERY, CARJACKING, HOME-INVASION ROBBERY**

### **ELEMENTS OF CRIME**

The taking of money or other property which may be the subject of larceny from the person or custody of another when in the course of the taking there is the use of force, violence, assault or placing in fear.

### **NARRATIVE REQUIREMENTS**

#### OCCURRENCE

- ◆ Describe incident in chronological order.
- ◆ Describe involvement and synopsize testimony of all subjects included in the principals list.
- ◆ If environmental conditions (lighting, etc.) were a factor in the incident, describe.
- ◆ If demands/threats made of victim, explain (use quotes).
- ◆ If injuries occurred, describe. How inflicted? If medical attention administered, by whom?
- ◆ Describe location of occurrence. What room? Where on the street? What area of building?
- ◆ If weapon used, describe. Carried in which hand?

#### SUSPECT

- ◆ What is relationship between suspect and victim?
- ◆ Why is person a suspect?
- ◆ Can victim or witness identify suspect? Specify individually.
- ◆ If suspect identified: How (photo line-up, known, street I.D.)? By whom? Quote statements made by victim/witness at time of identification.
- ◆ If suspect had a vehicle, describe.
- ◆ If tag number on suspect's vehicle was provided, give registration information.

#### EVIDENCE/TESTIMONY

- ◆ If statements of victim and/or witness obtained, specify individually.
- ◆ If any evidence? Where located? By whom?
- ◆ Scene processed for fingerprints? By whom? If not, why?
- ◆ If scene processed, describe results.
- ◆ If photos taken, specify.
- ◆ If crime scene contamination list maintained, specify.
- ◆ If K-9 responded, specify officer and results.

## FOLLOW-UP/ACTIONS TAKEN

- ◆ Describe all follow-up.
- ◆ If neighborhood canvassed, specify.
- ◆ Prosecution desired?
- ◆ If suspect arrested: Charges? Where located? By whom? How? Any statements made by suspect?
- ◆ If case to be filed with SAO: By whom? Specify suspect.
- ◆ For non-residents, provide additional contact information. (See General Report Requirements)

## NOTIFICATION AND RESULTS

- ◆ If CID or others notified: Who was notified? Results?

## **EVENT LOG REQUIRED FOR**

- ◆ All armed robberies
- ◆ Persons robberies with injury or potential pattern
- ◆ Any other significant incident

## **USAGE RULES**

In robberies involving a business, the business should be listed as the primary victim (Victim #1) and the employee should be listed as a secondary victim (Victim #2) (i.e. cabs, pizza delivery).

## CRIME SPECIFIC QUESTIONS FOR ROBBERIES

### Suspect's Action

- Uses Note
- Jumps Counter
- Takes Personal Property
- Opens Register
- Takes Prop/\$ From Register
- Opens Safe
- Snatches Property
- Carried Briefcase,etc
- Forced Entry
- Other
- Unknown
- Followed Victim
- Ransacks
- Put Property In Bag/Other
- Approached From Rear
- Secures Premises

### Suspect's Threats

- Fires Weapons
- Assaults Victim/No Shot
- States Has Bomb/Explosive
- Threatens Victim
- Puts Gun In Tray
- Hand In Pocket/Possible Weapon
- Other
- Unknown

### Forces Victim

- To Disrobe
- Put Hands In Air/Behind Head
- To Count
- Wait To Call Police
- Open Register
- Open Safe
- Place Property In Bag/Sack
- Victim Hands Over Property
- Face Another Way
- Other
- Unknown
- Place Hands On Steering Wheel

**Pretext**

- Make Purchase
- Pretended To Buy Something
- Cashed Check/Money Order
- Solicited Use Of Phone
- Asked For Change
- Asked For Information
- Asked for Specific Person
- Asked About Item on Sale
- False Pretense
- Other
- Unknown
- Ordered Food

**Suspect's Knowledge**

- Cases Site
- Used Lookout
- Driver In Getaway Car
- Works With Female Accomplice
- Works With Male Accomplice
- Other
- Unknown
- Knew Complainant
- Unusual Comments
- Victim Making Bank Deposit
- Victim Making Bank Withdrawal
- Disconnected Phone/Alarm

**Victim Placed**

- Forced To Floor
- Forced Into Small Enclosure
- Forced Into Trunk
- Forced To Other Location
- Other
- Unknown
- Ties Up
- Handcuffs

## **SEX CRIMES (OTHER), EXPOSURE**

### **ELEMENTS OF CRIME**

OTHER SEX CRIMES - This report title should be used for other sex crimes such as lewd, lascivious or indecent assault or act(s) upon or in presence of a child.

EXPOSURE - To expose/exhibit sexual organs in public place/private premises of another or so near thereto as to be seen from such private premises.

### **NARRATIVE REQUIREMENTS**

#### OCCURRENCE

- ◆ Describe incident in chronological order.
- ◆ Describe involvement and synopsize testimony of all subjects included in the principals list.
- ◆ If environmental conditions (lighting, etc.) were a factor in the incident, describe.
- ◆ If injuries occurred, describe. How inflicted? If medical attention administered, by whom?
- ◆ Distance between suspect and victim?
- ◆ Describe any sex acts performed.
- ◆ In exposure cases, describe public place or private premises.

#### SUSPECT

- ◆ What is relationship between suspect and victim?
- ◆ Why is person a suspect?
- ◆ Can victim or witness identify suspect? Specify individually.
- ◆ If suspect identified: How (photo line-up, known, street I.D.)? By whom?
- ◆ If suspect had a vehicle, describe.
- ◆ If tag number on suspect's vehicle was provided, give registration information.

#### EVIDENCE/TESTIMONY

- ◆ If statements of victim and/or witness obtained, specify individually.
- ◆ If any evidence, describe. Where located? By whom?
- ◆ Scene processed for fingerprints? By whom? If not, why?
- ◆ If scene processed, describe results.
- ◆ If photos taken, specify.
- ◆ If crime scene contamination list maintained, specify.
- ◆ If K-9 responded, specify officer and results.

### FOLLOW-UP/ACTIONS TAKEN

- ◆ Describe all follow-up.
- ◆ If neighborhood canvassed, specify results.
- ◆ Prosecution desired?
- ◆ If suspect arrested: Charges? Where located? By whom? How? Any statements made by suspect?
- ◆ If case to be filed with SAO: By whom? Specify suspect.
- ◆ In applicable Misdemeanor cases: Was Intent to Prosecute form completed by victim? (See Policy and Procedure)
- ◆ For non-residents, provide additional contact information. (See General Report Requirements)

### NOTIFICATION AND RESULTS

- ◆ If CID or others notified: Who was notified? Results?

### EVENT LOG REQUIRED FOR

- ◆ Significant incidents

## **SEXUAL BATTERY, ARMED SEXUAL BATTERY, ATTEMPTED SEXUAL BATTERY, ATTEMPTED ARMED SEXUAL BATTERY**

### **ELEMENTS OF CRIME**

Oral, anal or vaginal penetration by, or in union with, the sexual organ of another or the vaginal/anal penetration of another by any object without the consent of the person so penetrated.

### **NARRATIVE REQUIREMENTS**

**In domestic violence cases refer to Domestic Violence Report Requirements.**

#### OCCURRENCE

- ◆ Describe incident in chronological order.
- ◆ If there was delay in reporting, explain.
- ◆ Describe involvement and synopsize testimony of all subjects included in the principals list.
- ◆ If environmental conditions (lighting, etc.) were a factor in the incident, describe.
- ◆ Explain victim's actions prior to offense.
- ◆ Explain initial contact of victim by suspect.
- ◆ Describe what was said to victim by suspect.
- ◆ Describe force used (i.e. weapon, physical violence, threats). If weapon used, describe how it was used.
- ◆ Describe sex acts performed or attempted.
- ◆ If injuries occurred, describe. How inflicted? Was medical attention administered? By whom?
- ◆ If items were taken from victim or victim's home, explain.
- ◆ If vehicle was involved, describe in detail (particularly the interior or any objects within vehicle which may identify suspect).

#### SUSPECT

- ◆ What is relationship between suspect and victim?
- ◆ Why is person a suspect?
- ◆ Can victim or witness identify suspect? Specify individually.
- ◆ If suspect identified, how (photo line-up, known, street I.D.)? By whom?
- ◆ If suspect had a vehicle, describe.
- ◆ If tag number on suspect's vehicle was provided, give registration information.

#### EVIDENCE/TESTIMONY

- ◆ If statements of victim and/or witness obtained, specify individually.
- ◆ If any evidence, describe. Where located? By whom?

- ◆ If victim bathed, drank or used the bathroom, or otherwise destroyed evidence, explain.
- ◆ Scene processed for fingerprints? By whom? If not, why?
- ◆ If scene processed, results. If skin latents attempted, explain.
- ◆ If photos taken, specify.
- ◆ If crime scene contamination list maintained, specify.
- ◆ If K-9 responded, specify officer and results.

#### FOLLOW-UP/ACTIONS TAKEN

- ◆ Describe all follow-up.
- ◆ If neighborhood canvassed, specify results.
- ◆ Prosecution desired?
- ◆ If suspect arrested: Charges? Where located? By whom? How? Any statements made by suspect?
- ◆ If case to be filed with SAO: By whom? Specify suspect.
- ◆ For non-residents, provide additional contact information. (See General Report Requirements)
- ◆ In Domestic Violence cases: "Notice of Legal Rights and Remedies" form given to victim(s)?

#### NOTIFICATION AND RESULTS

- ◆ If CID or others notified: Who was notified? Results?

#### **EVENT LOG REQUIRED FOR**

- ◆ All sexual batteries and attempts
- ◆ Significant incidents

## CRIME SPECIFIC QUESTIONS FOR SEXUAL BATTERIES

Officers are responsible to conduct a preliminary investigation into cases involving sex crimes, including the basic facts of the crime. If the crime specific information is not obtained by the responding officer due to the emotional impact of this crime, a detective will conduct a follow-up investigation which will solicit additional information about the specifics of the crime. However, the officer shall provide answers to the crime specific questions, if he obtains the information.

### Where Victim Attacked

- Bedroom
- Bathroom
- Kitchen
- Living Room
- Dining Room
- Family Room
- Closet
- Outside of Residence
- Other

### Telephone Involved?

- Used To Contact Victim
- Torn From Wall
- Wires Cut
- Wire Disconnected
- Message On Answering Machine
- Taken Away From Victim
- Other

### Initial Contact

- Bar
- Night Club
- Theme Park
- On Street
- Park
- Sidewalk
- Location Of Offense
- Victims Work
- Respondent's Work
- Respondent A Relative of Victim
- Suspect In Vehicle
- Victim In Vehicle
- Other

**Subject Impersonated**

Police Officer  
Doctor  
Fireman  
Repairman  
Teacher  
Clergy  
Someone Needing Help  
Other

**Suspect Statements**

Remorseful  
Obscene  
Indicated He Was Familiar With Victim  
Indicated Information About Respondent  
Other

**Victim's Clothing**

Cut  
Torn  
Used For Binding  
Stolen  
Burnt  
Used For Masturbation  
Displayed  
Other

**Suspect Solicit/Offered**

Food  
Drink  
Candy  
Transportation  
Amusement  
Game  
Assistance  
Directions  
Money  
Pet  
Other

Victim Was

- Aged/Elderly
- Physically Handicapped
- Mentally Retarded
- Drugged
- Intoxicated
- Otherwise Incapacitated
- Child Less Than 14 Years of Age
- Other

Type of Force Used

- Victim Threatened With Knife
- Victim Threatened With Gun
- Victim Threatened With Other Type Weapon
- Victim Threatened With Physical Force
- Victim Stabbed
- Victim Shot
- Victim Beaten
- Victim Choked
- Victim Manhandled
- Victim Burnt
- Victim Tortured
- Victim Bit
- Victim Kidnapped
- Victim Bound
- Victims Face/Eyes Covered
- Victim Suffocated
- Victim Blackmailed
- Victim Submitted As S/O Else Threatened

Acts Attempted

- Attempted Penile/Vaginal Intercourse
- Attempted Anal Intercourse
- Attempted Fellatio
- Attempted Cunnilingus
- Attempted Bestiality
- Attempted To Penetrate With Foreign Object
- Attempted Digital Penetration
- Attempted To Have Victim Masturbate
- Respondent Attempted To Masturbate Self
- Attempted To Have Victim Fondle Respondent
- Attempted Incest
- Attempted Masochism
- Attempted Sadism
- Attempted Arson
- Gang Rape
- Other

Acts Committed

Penile/Vaginal Intercourse  
Anal Intercourse  
Fellatio  
Cunnilingus  
Digital Penetration  
Bestiality  
Penetration With Foreign Object  
Respondent Masturbated  
Victim Forced To Masturbate Self  
Victim Forced To Fondle Respondent  
Respondent Unable To Maintain Erection  
Incest  
Urination  
Defecation  
Exhibitionist  
Voyeur  
Masochism  
Sadism  
Arson  
Obscene Phone Call  
Gang Rape  
Other

Victim Position During Act

Standing  
Lying On Back  
Lying On Stomach  
Lying On Right Side  
Lying On Left Side  
Bent Over At Waist  
Bent Over Touching Toes  
Kneeling  
On All Fours  
Other

Photography Involved

Photos Taken Of Victim  
Videotape Made Of Victim  
Victim Shown Photographs  
Photograph Of Victim Stolen  
Respondent Photographed  
Other

Kissing Involvement

Respondent Kissed Victim  
Victim Forced To Kiss Respondent  
Other

## **SHOOTING AT/WITHIN/INTO STRUCTURE/VEHICLE, THROWING DEADLY MISSILE AT/WITHIN/INTO STRUCTURE/VEHICLE**

### **ELEMENTS OF CRIME**

To wantonly or maliciously shoot or throw any missile which would produce death or great bodily harm at, within, or into any public or private building which is occupied or unoccupied, or any vehicle which is being used or occupied by any person.

### **NARRATIVE REQUIREMENTS**

#### OCCURRENCE

- ◆ Describe incident in chronological order.
- ◆ Describe involvement and synopsize testimony of all subjects included in the principals list.
- ◆ If environmental conditions (lighting, etc.) were a factor in the incident, describe.
- ◆ Was structure or vehicle occupied?
- ◆ What type of missile was shot or thrown? How?
- ◆ If any damage occurred, describe.
- ◆ If injuries occurred, describe. How inflicted? If medical attention administered, by whom?

#### SUSPECT

- ◆ What is relationship between suspect and victim?
- ◆ Why is person a suspect?
- ◆ Can victim or witness identify suspect? Specify individually.
- ◆ If suspect identified: How (photo line-up, known, street I.D.)? By whom?
- ◆ If suspect had a vehicle, describe.
- ◆ If tag number on suspect's vehicle was provided, give registration information.

#### EVIDENCE/TESTIMONY

- ◆ If statements of victim and/or witness obtained, specify individually.
- ◆ If any evidence, describe. Where located? By whom?
- ◆ Scene processed for fingerprints? By whom? If not, why?
- ◆ If scene processed, describe results.
- ◆ If photos taken, specify.
- ◆ If crime scene contamination list maintained, specify.
- ◆ If K-9 responded, specify officer and results.

### FOLLOW-UP/ACTIONS TAKEN

- ◆ Describe all follow-up.
- ◆ If neighborhood canvassed, specify results.
- ◆ Prosecution desired?
- ◆ If suspect arrested: Charges? Where located? By whom? How? Any statements made by suspect?
- ◆ If case to be filed with SAO: By whom? Specify suspect.
- ◆ For non-residents, provide additional contact information. (See General Report Requirements)

### NOTIFICATION AND RESULTS

- ◆ If CID or others notified: Who was notified? Results?

### EVENT LOG REQUIRED FOR

- ◆ All shootings
- ◆ Significant incidents

## **STALKING**

### **ELEMENTS OF CRIME**

STALKING - To willfully, maliciously and repeatedly follow or harass another person.

AGGRAVATED STALKING - To willfully, maliciously and repeatedly follow or harass another person and make a credible threat with the intention of placing that person in reasonable fear of death or bodily injury, or to knowingly, willfully, maliciously and repeatedly follow or harass a person in violation of a court order. (A credible threat is a threat made with intent to cause the person who is the target of the threat to reasonably fear for his/her safety.)

### **NARRATIVE REQUIREMENTS**

**In Domestic Violence cases refer to Domestic Violence Report Requirements.**

#### OCCURRENCE

- ◆ Describe incident in chronological order.
- ◆ Describe involvement and synopsis testimony of all subjects included in the principals list.
- ◆ If environmental conditions (lighting, etc.) were a factor in the incident, describe.
- ◆ Describe specifics of contact, attempts to contact, or harassment. Include dates, times, locations and methods of each incident. Describe how the suspect is following or harassing the victim.
- ◆ How was the stalking malicious? If there are threats being made, what are they? Are the threats specific or vague? Does the victim reasonably fear for his/her safety? Describe.
- ◆ Has victim attempted to get suspect to stop activities? How? Describe specifics of each notification.
- ◆ If there is an existing injunction/court order, include Court Case Number or attach copy of Injunction.
- ◆ Does suspect know of court order? How? Has the court order been served?
- ◆ Describe past violence or past incidents which caused victim to believe threats.

#### SUSPECT

- ◆ What is relationship between suspect and victim? If domestic violence, is there a history?
- ◆ Why is person a suspect?
- ◆ Can victim or witness identify suspect? Specify individually.
- ◆ If suspect identified: How (photo line-up, known, street I.D.)? By whom?
- ◆ If suspect had a vehicle, describe.
- ◆ If tag number on suspect's vehicle was provided, give registration information.

## EVIDENCE/TESTIMONY

- ◆ If statements of victim and/or witness obtained, specify individually.
- ◆ If any evidence, describe. Where located? By whom?
- ◆ Scene processed for fingerprints? By whom? If not, why?
- ◆ If scene processed, describe results.
- ◆ If photos taken, specify.
- ◆ If K-9 responded, specify officer and results.

## FOLLOW-UP/ACTIONS TAKEN

- ◆ Describe all follow-up.
- ◆ If neighborhood canvassed, specify results.
- ◆ Prosecution desired?
- ◆ If suspect arrested: Charges? Where located? By whom? How? Any statements made by suspect?
- ◆ If case to be filed with SAO: By whom? Specify suspect.
- ◆ In applicable Misdemeanor cases: Was Intent to Prosecute form completed by victim? (See Policy and Procedure)
- ◆ For non-residents, provide additional contact information. (See General Report Requirements)
- ◆ In Domestic Violence Cases: "Notice of Legal Rights and Remedies" form given to victim(s)?
- ◆ If the stalking occurred by phone, does the victim have call tracing, caller I.D., or a tape-recorded message from the suspect? Was the victim advised to implement call tracing or to log future calls?

## NOTIFICATION AND RESULTS

- ◆ If CID or others notified: Who was notified? Results?
- ◆ State which Watch Commander was notified (aggravated stalking cases where suspect is still at large.)

## EVENT LOG REQUIRED FOR

- ◆ Significant incidents

**PETIT THEFT, GRAND THEFT, STOLEN BOAT, STOLEN TAG,  
MOTOR VEHICLE THEFT, ATTEMPTED MOTOR VEHICLE THEFT,  
DISTRACTION THEFT, PICKPOCKET THEFT**

**ELEMENTS OF CRIME**

To knowingly obtain or use or endeavor to obtain or use, the property of another with the intent to either temporarily or permanently deprive the other person of a right to the property or benefit thereof.

Note: Petit Theft includes Defrauding an Innkeeper.

**NARRATIVE REQUIREMENTS**

OCCURRENCE

- ◆ Describe incident in chronological order.
- ◆ Describe involvement and synopsise testimony of all subjects included in the principals list.
- ◆ How was property taken or the attempt made?
- ◆ Include total \$ value in narrative with general type of items taken (i.e. jewelry) and location(s) from which it was taken (See General Report Requirements).
- ◆ In vehicle theft cases: If a delay in reporting occurred, why? Include general description of items in the vehicle.

SUSPECT

- ◆ What is relationship between suspect and victim?
- ◆ Why is person a suspect?
- ◆ If suspect had consent/permission to take the property on this or any other previous occasion, explain.
- ◆ Can victim or witness identify suspect? Specify individually.
- ◆ If suspect identified: How (photo line-up, known, street I.D.)? By whom?
- ◆ If suspect had a vehicle, describe.
- ◆ If tag number on suspect's vehicle was provided, give registration information.

EVIDENCE/TESTIMONY

- ◆ If statements of victim and/or witness obtained, specify individually.
- ◆ If any evidence, describe. Where located? By whom?
- ◆ Scene and/or vehicle processed for fingerprints? By whom? If not, why?
- ◆ If scene processed, describe results.
- ◆ If photos taken, specify.
- ◆ If crime scene contamination list maintained, specify.
- ◆ If K-9 responded, specify officer and results.
- ◆ In vehicle/boat theft cases: Stolen Vehicle/Vessel Affidavit signed? How was vehicle removed from scene, if known?

## FOLLOW-UP/ACTIONS TAKEN

- ◆ Describe all follow-up.
- ◆ If neighborhood canvassed, specify results.
- ◆ Prosecution desired?
- ◆ If suspect arrested: Charges? Where located? By whom? How? Any statements made by suspect?
- ◆ If serialized property or tag stolen, entered into teletype? If not, why?
- ◆ If property recovered, explain. Where located? By Whom?
- ◆ If case to be filed with SAO: By whom? Specify suspect.
- ◆ In applicable Misdemeanor cases: Was Intent to Prosecute form completed by victim? (See Policy & Procedure)
- ◆ For non-residents, provide additional contact information. (See General Report Requirements)

## NOTIFICATION AND RESULTS

- ◆ If CID or others notified: Who was notified? Results?

## **EVENT LOG REQUIRED FOR**

- ◆ Auto thefts with arrests
- ◆ Significant incidents

## **ADDITIONAL INSTRUCTIONS FOR REPORTS DOCUMENTING VEHICLE/TAG THEFT AND RECOVERY**

- ◆ How was vehicle/tag located?
- ◆ If any damage to vehicle or parts missing, describe.
- ◆ If location of keys known, specify.
- ◆ Recovery scene and/or recovered vehicle processed for fingerprints? By whom? If not, why?
- ◆ In recovered vehicle cases: If tag still missing, specify. Tag entered into Teletype?
- ◆ For recovered tags: Present location or was it placed into evidence? Evidence Number, if applicable?
- ◆ If teletype message cancelled, specify by whom.
- ◆ If vehicle towed, by whom? If vehicle given to victim, specify.
- ◆ Was owner notified? Method of contact or attempted contact?

## **USAGE RULES**

If multiple vehicles/tags are stolen from a single location at the same time, separate incident reports will be written for each stolen vehicle/tag. Each stolen vehicle/tag will require separate teletype entry. (A stolen tag report is required only if the tag is stolen separately from the vehicle.)

The value of stolen documents (i.e. checks) should be \$1. If the document is forged, refer to the Forgery report guideline.

CRIME SPECIFIC QUESTIONS FOR MOTOR VEHICLE THEFTS

Visibility From Street

Partial  
Good  
None  
Other  
Unknown

Lighting

Partial  
Good  
None  
Other  
Unknown

Method of Theft

Keys In Ignition  
Spare Key Hidden  
Hotwired  
Steering Column Broken  
Ignition Punched  
Doors Locked  
Doors Unlocked  
Door Lock Punched  
Slip Lock  
Other  
Unknown  
Slim Jim  
Windows Open  
Windows Closed  
Windows Broken

Vehicle Location

Residence Driveway  
Residence Carport  
Residence Garage  
Residence-Area On Street  
Other  
Unknown  
Business Driveway  
Business Parking Lot  
Business Parking Garage  
Business-Area On Street  
Apartment Driveway  
Apartment Parking Lot  
Apartment Parking Garage  
Apartment-Area On Street  
City Parking Lot  
City Parking Garage  
Shopping Center

Alarm

No Alarm Activated  
Alarm Not Activated  
Alarm Activated - Not Defeated  
Alarm Activated - Defeated  
Other  
Unknown

## TRESPASS

### ELEMENTS OF CRIME

To enter or remain in a structure or vehicle or on property without permission of the lawful owner or custodian or after being warned to leave by a lawful owner or custodian.

### NARRATIVE REQUIREMENTS

#### OCCURRENCE

- ◆ Describe incident in chronological order.
- ◆ Describe involvement and synopsise testimony of all subjects included in the principals list.
- ◆ If trespasser warned: By whom? How warned? When? Legal authority?
- ◆ If any previous warnings, explain.
- ◆ If trespasser asked to leave, explain his reaction.
- ◆ If property was posted, specify and describe.
- ◆ If trespasser was armed, specify and describe weapon.

#### SUSPECT

- ◆ What is relationship between suspect and victim?
- ◆ Can victim or witness identify suspect? Specify individually.
- ◆ If suspect identified: How (photo line-up, known, street I.D.)? By whom?
- ◆ If suspect had a vehicle, describe.
- ◆ If tag number on suspect's vehicle was provided, give registration information.

#### EVIDENCE/TESTIMONY

- ◆ If statements of victim and/or witness obtained, specify individually.
- ◆ If any evidence, describe. Where located? By whom?
- ◆ If scene processed for fingerprints, describe results.
- ◆ If photos taken, specify.
- ◆ If K-9 responded, specify officer and results.

#### FOLLOW-UP/ACTIONS TAKEN

- ◆ Describe all follow-up.
- ◆ Prosecution desired?
- ◆ If suspect arrested: Charges? Where located? By whom? How? Any statements made by suspect?
- ◆ If case to be filed with SAO: By whom? Specify suspect.
- ◆ Was Intent to Prosecute form completed by victim?
- ◆ For non-residents, provide additional contact information. (See General Report Requirements)

**EVENT LOG REQUIRED FOR**

- ◆ Significant incidents

## ALL OTHER REPORTS

The following guidelines will be used for all reports not covered by specific instructions.

## NARRATIVE REQUIREMENTS

### OCCURRENCE

- ◆ Describe incident in chronological order.
- ◆ Describe involvement and synopsize testimony of all subjects included in the principals list.
- ◆ If environmental conditions (lighting, etc.) were a factor in the incident, describe.

### SUSPECT

- ◆ What is relationship between suspect and victim?
- ◆ Why is person a suspect?
- ◆ Can victim or witness identify suspect? Specify individually.
- ◆ If suspect identified: How (photo line-up, known, street I.D.)? By whom?
- ◆ If suspect had a vehicle, describe.
- ◆ If tag number on suspect's vehicle was provided, give registration information.

### EVIDENCE/TESTIMONY

- ◆ If statements of victim and/or witness obtained, specify individually.
- ◆ If any evidence, describe. Where located? By whom?
- ◆ Scene processed for fingerprints? By whom? If not, why?
- ◆ If scene processed, describe results.
- ◆ If photos taken, specify.
- ◆ If crime scene contamination list maintained, specify
- ◆ If K-9 responded, specify officer and results.

### FOLLOW-UP/ACTIONS TAKEN

- ◆ Describe all follow-up.
- ◆ If neighborhood canvassed, specify results.
- ◆ Prosecution desired?
- ◆ If suspect arrested: Charges? Where located? By whom? How? Any statements made by suspect?
- ◆ If case to be filed with SAO: By whom? Specify suspect.
- ◆ In applicable Misdemeanor cases: Was Intent to Prosecute form completed by victim? (See Policy and Procedure)

- ◆ For non-residents, provide additional contact information. (See General Report Requirements)

NOTIFICATION AND RESULTS

- ◆ If CID or others notified: Who was notified? Results?

**EVENT LOG REQUIRED FOR**

- ◆ Significant incidents

## INDEX

Aggravated Assault	17
Aggravated Battery	21
Aggravated Stalking	65
All Other Reports	73
Armed Sexual Battery	57
Arson	15
Assault	17
Attempted Armed Sexual Battery	57
Attempted Arson	15
Attempted Auto Theft	67
Attempted Homicide	35, 37
Attempted Kidnapping	43
Attempted Motor Vehicle Theft	67
Attempted Sexual Battery	57
Attempted Suicide	35, 37
Auto Theft	67
B & E	25
Baker Act	19
Battery	21, 57
Battery on LEO/Fire Fighter	21
Bomb Threat	23
Burglary	25
Carjacking	51
Child Abuse/Neglect	13
Commercial Burglary	25
Commercial Robbery	51
Defrauding an Innkeeper	67
Detonation of Destructive Device	23
Distraction Theft	67
Domestic Violence	11, 17, 21, 57, 65
Drowning	35
Drug Violation	29
Elderly Abuse/Neglect	13
Embezzlement	33
Exposure	55
Extortion	31
Forgery	33
Fraud	33
Fraudulent Document	33
Grand Theft	67

Home-Invasion Robbery . . . . .	51
Homicide . . . . .	35, 37
Information Report . . . . .	41
Kidnapping . . . . .	43
Missing Person . . . . .	45
Motor Vehicle Theft . . . . .	67
Murder . . . . .	35, 37
Person Robbery . . . . .	51
Petit Theft . . . . .	67
Pickpocket Theft . . . . .	67
Recovered Stolen Auto . . . . .	47
Recovered Stolen Motor Vehicle . . . . .	47
Residential Burglary . . . . .	25
Resisting Arrest . . . . .	49
Robbery . . . . .	51
Sex Crimes . . . . .	55
Sexual Battery . . . . .	57
Shooting into Vehicle/Structure . . . . .	63
Stalking . . . . .	65
Statements . . . . .	7
Stolen Boat . . . . .	67
Stolen Tag . . . . .	67
Strong-Arm Robbery . . . . .	51
Suicide . . . . .	35
Theft . . . . .	67
Throwing Deadly Missile . . . . .	63
Trespass . . . . .	71
Unattended Death . . . . .	35, 37
Vehicle Burglary . . . . .	25