

PALM BEACH GARDENS POLICE DEPARTMENT		
FIELD REPORTING SYSTEM		
POLICY AND PROCEDURE 4.2.1.25		
Effective Date : 11/09/11	Accreditation Standards: CALEA 82.2.1, 82.2.2 CFA	Review Date: 04/01/2012

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PURPOSE: To establish a field reporting system, identify forms to be used in field reporting and procedures for completion of such forms.

SCOPE: This policy and procedure applies to all members.

REVIEW RESPONSIBILITY: Sergeants and Records Manager

POLICY: This Department adopts a set of field reporting forms in order to standardize field reporting and structure them to ensure that basic information is recorded for all crimes and incidents.

1. FIELD REPORTING FORMS

- a. The Department's Quartermaster shall maintain and make available to sworn and non-sworn members all pre-printed forms used by the Department.
- b. The Department's Records Management System (RMS) and PDNET contain virtual templates of commonly used forms.
- c. Forms commonly used by Department members include offense reports, supplemental reports, traffic accident reports, arrest reports, property/evidence reports, prosecution reports, miscellaneous and other related reports and forms.
- d. Information required in field reports shall include but not be limited to complainants or victims name, address, date of birth, day, date and time of report, time dispatched, time arrived, time returned to service, etc.

2. FIELD REPORTS

- a. Written reports are completed whenever a crime is reported within the jurisdiction of the Palm Beach Gardens Police Department. All written reports will be completed using Mobile Field Reporting (MFR) or Department issued forms.
 - i. Some incidents may require completion of another agency's form in addition to or in lieu of this Department's form.
- b. A computer aided dispatch (CAD) entry may be made in lieu of a formal written report when the incident reported is **non-criminal** in nature.
- c. Written reports **shall be** required under the following circumstances:
 - i. Any time a person is taken into custody by an officer of this Department.
 - ii. Any time an officer of this department takes property into custody.

- iii. Any investigation of a domestic violence as per FSS 741.29(2).
- iv. Any time force is used by an officer of this Department.
- v. Any incident involving an injury to a person which occurs on City property.
- vi. Any reported damage to City property.
- d. A report may be completed upon the discretion of an officer on any incident that the officer deems is in the best interest of the Department.
- e. A Sergeant may complete or instruct an officer to complete a report on any incident that the Sergeant deems necessary and is in the best interest of the Department.
- f. Traffic crash reports will be completed as required in FSS 316.066(3) (a), (1), (2), (3) and will be submitted on forms approved or provided by the State of Florida Department of Highway Safety and Motor Vehicles.

3. COMPLETING FIELD REPORTS

- a. The Department's report forms are a combination of forced choice, fill-in-the-blanks, and narrative formats. These formats provide simplicity in recording information in a uniform manner, conversion to computerization for designated data elements, and allows for a more complete reporting process. The Department's reporting system utilizes an offense/incident report consisting of one (4) page report form, a one page supplemental form, and multiple individual one page specific information forms.
- b. The use of each report form is explained in subsequent paragraphs in this section.
 - i. Offense/Incident report - initial or preliminary investigations of offenses or incidents will be recorded on this form.
 - ii. Supplemental used to report additional information concerning previously investigated cases and to record activities of follow-up or continuing investigations.
 - 1. This form is also used to record additional information when the narrative portion of the offense/incident report is insufficient.
 - iii. Specific Information Forms - Used to record specific information, by heading, to accompany a supplemental report or as a continuation of the offense/incident report. Specific heading forms may duplicate all the major information sections provided in the offense/incident report, which include, but are not limited to the following:
 - 1. Evidence / Property Receipt
 - 2. Safekeeping Property Receipt
 - 3. Domestic Violence Forms
 - 4. Inventory and Vehicle Storage Receipt
- c. Reports submitted by officers shall be electronically submitted daily after Sergeant's review into RMS. These reports will be reviewed by Police Service Specialists for Uniform Crime Reporting (UCR) coding. Copies of reports shall be processed as designated by the prescribed routing indicated on the report.
- d. The Records Section shall process traffic accident and citations reports in accordance with state mandates.
- e. Field reports to be submitted to the State Attorney's Office (SAO) shall be processed by the Records Section in accordance to SAO procedures.
- f. Reports to include original case reports and supplements shall be maintained by the Records Section who will electronically file the paperwork by scanning and storing them within the RMS server or an applicable Police Department server which is secure.
 - i. In addition to the electronic filing of all reports, the Record Section will retain hard copies of all Capital crimes, which include murder, kidnapping, and sexual battery.

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RESPONSIBILITY INDEX

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- RECORDS MANAGER
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DRAFTED: SDD/MS / 12-28-10 FILED: 4.2.1.25.pdf

APPROVED:



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11/09/2011

Date