



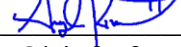
NORTH MIAMI POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES



REPORT WRITING 100.14

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APPROVED: 
Chief of Police

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CFA: 26.09

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I. PURPOSE

To establish guidelines for generating field reports, identify forms to be used in field reporting, and establish procedures for the completion of such documentation in a timely and accurate manner. For investigative supplemental reports, investigators will refer to the report writing section in the Investigations policy, 300.07, Section X.

II. POLICY

To ensure that all Departmental law enforcement interactions, and other member encounters with the public meeting the established reporting criteria set forth in this policy, are documented as required by the Commission for Florida Law Enforcement Accreditation and other legal mandates.

III. SCOPE

This policy applies to all members of the Department.

IV. DEFINITIONS

Enterprise Law Enforcement: The computerized system used by the Department to generate field reports (with the exception of Traffic Crash Reports) and document law enforcement activities.

TRACS: The computerized system used by the Department to generate Traffic Crash Reports.

Field Report: Written reports, such as an Offense Report, Incident Report, Supplemental Report, Field Interview Report, Death Report, or Traffic Crash Report.

Computer-Aided Dispatch (CAD): System used to initiate and maintain calls for service and monitor officers on calls.

No-Report: A Computer-Aided Dispatch (CAD) entry made in lieu of a formal field report when the incident reported is non-criminal in nature and no pertinent information should be documented.

Disposition: A status generated via , used to document what field report was generated pursuant to a call for service, or, to describe the circumstances why a “no report” was generated.

CAD Narrative: Information provided and recorded through the CAD system.

Miami-Dade A-forms Management system: The computerized system used by the Department to generate an arrest affidavit.

Language Clarification:

- **Should:** Indicates a general or expected action, absent a rational basis for failing to conform.
- **Shall or Will:** Indicates a mandatory action.

V. FIELD REPORTS and PROCEDURES

- A. A field report shall be completed for all calls for service, unless specifically exempted by policy, or otherwise approved by a supervisor.
- B. Field reports will be generated utilizing the Enterprise or TRACS system.
- C. Field reports will be completed as follows, but not limited to:
 - CFA 26.09A**
 - 1. A crime is reported within the jurisdiction of the North Miami Police Department, whether as a result of a citizen complaint or officer-initiated law enforcement activity.
 - 2. A prisoner/detainee is taken into custody by a NMPD officer.
 - 3. Property and/or evidence is taken into custody by an employee.
 - 4. An investigation of domestic violence is conducted as required by FSS 741.29(2).
 - 5. Force is used by, or against, a NMPD officer.
 - 6. An incident involving an injury that occurs on City Property.
 - 7. An incident involving damage to City property.
 - 8. At the discretion of an officer or supervisor on any incident that the officer or supervisor deems is in the best interest of the Department.
 - 9. A traffic crash occurs as required by FSS 316.066.
 - 10. A victim/complainant requests a report be written.
 - 11. The Reporting of missing persons.
 - 12. Towing of vehicles.
- D. A CAD “No-Report” entry may be made (criteria in Section VII of this policy) in lieu of a field report when the incident reported is non-criminal in nature.
- E. Types of field reports: **CFA 26.09B**
 - 1. Offense Report: Used to document incidents of a crime, or to document a missing person, or a recovered missing person or vehicle.
 - 2. Incident Report: Used to document an incident where a crime did not occur, and the incident does not meet the criteria for a Field

Interview Report, Death Report, or Traffic Crash Report.

3. Supplemental Report: Used to document additional information concerning previously investigated cases, follow-up activities, including changes to a previously listed crime(s), stolen property recovery, and continuing investigations. Also, for use by back-up officers who take significant law enforcement activity, such as responding to resistance, transporting, conducting show-ups, interviewing persons, etc.
 4. Field Interview Report: Used when a sworn officer documents information gathered during the lawful stop of a subject(s), and the officer believes this information may hold evidentiary value for current or future investigations.
 5. Death Report: Used to document the death of a person under circumstances which are not subject to criminal investigation.
 6. Traffic Crash Report: Used to document traffic crashes, as defined in the Department's Traffic Crash Investigations policy, 300.12. All Traffic Crash Reports will be generated via TRACS.
 7. A-Forms: Used to document an arrest and is electronically transferred to the Miami-Dade Justice System.
- F. Each field report will have a unique case number. All case numbers are generated in sequence by the Department's Communications Unit. Supplements to field reports will be documented under the original case number.
- G. At a minimum, the following information shall be included in all Field Reports: **CFA 26.09C**
1. Date and time of the reported incident.
 2. Type of incident reported.
 3. Location of the incident.
 4. If applicable, whether the officer responded in Emergency Mode.
 5. Name, address, and phone number of the complainant and/or victim.
 6. If applicable, the information for subjects, witnesses, arrestees, and other parties will be included.
 - a. To protect the confidentiality of juvenile records pursuant to law, officers/PSAs will ensure that all persons are labeled correctly in the mobile field reporting system.
 - b. Similarly, officers/PSAs must identify businesses as such.

7. Date and time when the officer/PSA responded to the call for service.
 8. A thorough, articulate, and chronological narrative will be completed that depicts pertinent information related to the given incident, to include, where probable cause exists for an arrest, the clearly established elements of the crime(s).
- H. At no time will any officer include FCIC/NCIC criminal history information relating to any person, juvenile or adult, in any type of field report.
- I. The following outlines the procedures for completing, submitting, and reviewing field reports:
1. Employees responsible for completing and submitting field reports will ensure that: **CFA 26.09D,E**
 - a. All the required information is accurately depicted in the field report, to include all mandatory fields within said report, and within any applicable additional form(s) (listed in Section VI of this policy).
 - b. Field reports and any additional forms will be completed as soon as possible and prior to the end of the employee's tour of duty.
 - c. Upon completion, field reports will be submitted electronically for supervisors to review.
 - d. Additional forms and other documentation will be clearly labeled with the pertinent case number and will be submitted to the supervisor for review.
 - e. Employees will promptly correct and resubmit any returned/rejected field reports or additional forms as soon as possible.
 - f. Supervisors may correct a rejected report only if the employee is unavailable (vacation, illness, etc.) and the Department needs to merge the report prior to the officer's return. The type of corrections a supervisor may correct will be minor and non-substantive, such as an officer failing to add a state statute, or an address, and the information is known to the supervisor, in which case there is no need to hold the report.
 2. Shift supervisors will process documented reviews of field reports as follows: **CFA 26.09F**
 - a. Shift supervisors will actively monitor the mobile field reporting system's queue throughout the day to ensure that their personnel complete all the field reports required for the shift, and any

additional forms, in a timely manner and prior to the end of their shift.

- b. Shift supervisors will review all field reports, additional forms, and other documentation collected to ensure their accuracy, including the completion of all mandatory fields, and will either electronically approve or reject any field reports from their mobile unit, or desktop computer, as soon as feasibly possible once submitted throughout the day to avoid any delays in final reports being submitted to the Records Unit. Additional forms containing errors will be rejected for prompt correction.
- c. Rejected reports will be electronically returned to the employee with notes describing the required change. The notes will stay with the electronic report until it is merged by the Records Unit.
- d. Shift supervisors will ensure that their subordinates return rejected field reports and/or additional forms in a timely fashion.
- e. Shift commanders will monitor the field report queue, at a minimum, once a day to ensure no new or rejected field reports remain in the system longer than necessary.

3. Officers/Supervisors as victims of crime:

- a. Any time an officer, or a supervisor of any rank, is the victim of a crime, another sworn member will write the offense report, regardless of whether a subject is in custody or not. If a subject is in custody, the officer writing the report will effect the arrest. The victim officer will write a supplement report, only.
- b. No supervisor, of any rank, will approve his or her own reports relating to personal law enforcement action taken, to include, but not limited to, any Offense, Arrest Affidavit, Supplement, or Incident report.

4. Records Unit personnel are responsible for the continued processing, maintenance, and management of field reports and related documentation.

5. Any officer or supervisor who unnecessarily causes the delay of the final public record, be it a final field report, or submission of any required accompanying documentation, will be subject to progressive discipline.

VI. ADDITIONAL FORMS

- A. In addition to field reports, additional forms may be required for certain

types of calls for service. Examples include, but are not limited to:

1. Property Receipts
2. Stolen Vehicle Affidavit
3. Domestic Violence Supplement
4. Loss Listing Form
5. Non-Prosecution Forms
6. Vehicle Storage Receipts
7. Hit and Run Supplements
8. Abandoned Vehicle Notice
9. Victim/Witness Written Statement Forms
10. FDLE Missing Person's Supplements

- B. The Department's Quartermaster shall maintain and make available to all employees copies of additional forms used in the completion of field reports.

VII. NO-REPORT CRITERIA

- A. An officer is exempt from completing a field report in situations where there is no pertinent information that should be documented for potential future investigation, OR if the circumstances of the incident are deemed not to be suspicious or criminal in nature. In these instances, no report is required. All other instances will be documented in the appropriate field report.
- B. Enterprise Law Enforcement has several dispositions, which sworn officers are to utilize when No-Reporting a call for service. These dispositions include, but are not limited to:
1. 9-1-1 Hang Up – Accidental/Unfounded: A citizen accidentally dials 9-1-1 and there is no evidence or suspicion of wrongdoing, or a call is received from a disconnected line.
 2. Assisting other Agency (AOA): When assisting another law enforcement agency or Fire-Rescue, and no law enforcement action is taken by the responding North Miami Police Officer. The name of the other agency must be identified in the CAD narrative.
 3. Cancelled: The call for service was cancelled prior to dispatch of an Officer.
 4. Citation Issued: A citation is issued for a traffic violation, and no further law enforcement action is taken.
 5. Civil Citation: A civil citation was issued to an adult, and no further

law enforcement action is taken.

6. Civil Matter – Advised: When an officer responds to a civil matter and issues guidance to the complainant(s).
7. Cross Reference With: Utilized when the incident is documented under a report with a separate case number. The separate case number must be identified in the CAD narrative.
8. False Alarm: When an alarm sounds, but there is no evidence of criminal activity or other foul play.
9. Gone on Arrival (GOA): The alleged subject(s) left the scene prior to police arrival and no signs of criminal activity are observed or reported.
10. Information Provided: When information is provided to the complainant and no further law enforcement action is taken.
11. Officer Involved Accident: When an officer is involved in a vehicle accident, and the accident report will be generated by an outside agency. This disposition serves to show that the vehicle accident will be properly documented using city and/or departmental forms, but neither an offense, incident, or accident report will be generated internally.
12. Prisoner Transported: When the officer's involvement is simply to transport a prisoner to the appropriate facility.
13. Reason Required: When an officer determines that the generation of a Field Report is not appropriate, yet the particular circumstance is not accurately defined by an existing disposition. Officers are to generate a brief, yet accurate narrative detailing their involvement on the call for service.
14. S/C-Area Check: Pursuant to conducting an area check, and no criminal activity or signs of foul play are observed.
15. Settled on Scene: A dispute which did not become violent and is not domestic in nature, which was settled.
16. Standby Conducted: When a standby is successfully conducted and no further law enforcement action is taken.
17. Traffic Arrest: No field report is required in addition to the Arrest Affidavit.
18. Traffic Detail – Cleared: Upon the conclusion of a traffic detail in which no additional law enforcement actions were taken.
19. Unable to Locate: The complainant cannot be located.
20. Unable to Make Contact: After exhausting all efforts to make contact

with a complainant without success.

21. Unfounded: A criminal incident is determined to not have occurred.
22. W/O – Area Secure: Pursuant to conducting a watch order, and no criminal activity or signs of foul play are observed.
23. Warning Issued: A warning is issued for a traffic violation.
24. Warrant Arrest: No field report is required in addition to the Arrest Affidavit when a subject is arrested for a Warrant, and no further law enforcement action is taken.

C. “No-Report” cannot be utilized in the following instances, even if covered by one of the above dispositions:

1. Any incident occurring on City Property.
2. Any incident which is Domestic in nature.
3. Any incident where evidence or property is impounded.

VIII. NO-REPORT PROCEDURES

- A. When an officer arrives on the scene of a call, either dispatched or self-initiated, and determines that the incident is appropriately covered within the above-listed No-Report dispositions, the officer will:
 1. Make notations via Enterprise Law Enforcement in the CAD narrative providing a brief synopsis of the incident and actions taken.
 2. Select the appropriate disposition.
 3. Advise dispatch of a “No-Report” and will place themselves back in service.
- B. If an officer is unsure whether a report should be generated, he/she will contact their Shift Supervisor for guidance.
- C. If, at any time, a supervisor advises a full written report is to be completed, the reporting officer shall comply with this directive.
- D. Shift Supervisors shall be responsible for the following:
 1. Monitoring radio communications and calls for service during their shift in search of indicators to detect whether or not a “No-Report” is appropriate for the related incident.
 2. When an employee is found not to be in compliance with the No-Report procedures, the sergeant shall, at a minimum, discuss with

the employee the proper procedures to be used and will ensure that the required field report is completed.

3. Repeated instances of “No-Report” procedures violations will subject the employee to progressive discipline.

IX. TRAINING

A. The Training Unit will ensure that the personnel required to complete field reports and other forms learn the following during orientation and field training:

1. What reports are required for specific incidents;
2. How to properly complete reports;
3. How to submit reports once completed; and
4. For supervisors, how to review and reject reports, when necessary.