



Florida Highway Patrol Policy Manual

SUBJECT REPORTS, RECORDS, AND DEPARTMENT INFORMATION	POLICY NUMBER 13.01	ISSUE DATE 02/01/1996
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13.01.01 PURPOSE

To establish guidelines and limitations governing Division reports and records as well as the appropriate handling of Department information and to delineate the Division's field reporting system and provide appropriate resource referrals.

13.01.02 POLICY

It is the policy of the Florida Highway Patrol that all paper and electronic reports and forms documenting the activities of its uniformed members be completed accurately and submitted in a timely manner.

13.01.03 DEFINITION

- A. **FIELD REPORTS** – Reports used to record the Division's enforcement activities. The Division's field-based reporting system substantiates its mission of highway safety and consists primarily of the Division's Uniform Crime Report forms, Florida Uniform Traffic Crash Report forms, Florida Uniform Traffic Citation forms, and Written Warnings/Faulty Equipment Notices.
- B. **RESOURCE REFERRALS** - Established manuals of instruction for the completion of referenced forms and appropriate policies contained in the Florida Highway Patrol Policy Manual.

13.01.04 OBJECTIVES

- A. To reinforce the importance of accuracy and timeliness in completing and submitting activity reports.

- B. To set forth the following reports as comprising the Division's primary field-based reporting system.
 - 1. Uniform Crime Reports forms (UCR)
 - a. Charging Document (HSMV 60005)
 - b. Incident Report (HSMV 60009)
 - 2. Florida Uniform Traffic Crash Report Long Form (HSMV 90003)
 - 3. Citations
 - a. Uniform Traffic Citation form (HSMV 75901)
 - b. DUI Uniform Traffic Citation form (HSMV 75904)
 - 4. Written Warnings/Faulty Equipment Notices (HSMV 61100)

13.01.05 RESPONSIBILITIES

A. DUTIES OF DISTRICT SUPERVISORS

- 1. To receive, review, and approve reports and records completed by members prior to submission to General Headquarters (GHQ) for processing no later than ten days after the close of the workweek.
- 2. To establish appropriate controls to account for the status of the various reports for which the member is responsible and to ensure that the report copies are housed in appropriate locations. All follow-up reports are to be prepared as per procedure in a timely manner.
- 3. To oversee the correction of errors on reports and records.

B. DUTIES OF MEMBERS

To accurately complete the appropriate report forms in accordance with procedures for timely submission through appropriate channels.

C. DUTIES OF THE OFFICE OF ANALYTICAL SUPPORT

- 1. To receive and analyze reports and records completed and submitted by field personnel.
- 2. To contact troop personnel if errors on reports and records are identified when performing analytical duties.

3. To develop valuable insights and reports through varying types of data analysis.

13.01.06 PROCEDURES

- A. Members will accurately and legibly complete all required reports and forms and submit them through proper channels in accordance with Division procedures. Each district will establish and maintain a record system to track and monitor the status of pending and completed reports in accordance with established procedures. The following forms shall be appropriately reviewed by a supervisor before submission to GHQ.
 1. Crash Reports: refer to FHP Policy 17.04, Traffic Crash Investigations
 2. Incident Report
- B. Members shall submit all reports as required. Reports submitted by members shall be truthful and complete, and no member shall knowingly enter or cause to be entered any inaccurate, false, or improper information. The applicable supervisory review process should not adversely affect the timely submission of reports. If an error is discovered in a submitted report that has already been approved, requests to mark the report “unapproved” will be submitted through the requestor’s chain of command through the regional chief to the Chief Technology Officer. Crash reports are exported nightly, because of this, fully approved crash reports will not be marked unapproved if the request is received by the Chief Technology Officer after close of business on the date of the approval. Any subsequent corrections will be made via a crash report supplement.
- C. No member shall falsify, destroy, alter, or remove any report or record of this Division. Anyone having knowledge of such behavior will report it to their supervisor. Corrections are to be made by means of a supplemental report.
- D. Criminal history record information is exempt from disclosure under public records laws. No member shall release any criminal history record information or official report for any reason except in a manner consistent with state and federal law.

- E. Members obtaining criminal history information from the Florida Crime Information Center (FCIC), National Crime Information Center (NCIC), or any similar agency, shall strictly follow Division procedures for obtaining and disseminating such information. Members who request or obtain any information through the FCIC/NCIC system shall not release such information outside the agency except for law enforcement use. Members will be held accountable for lawful dissemination of such information. Recipients of criminal justice information must be validated as an authorized recipient before such information is disseminated.
- F. For all record requests in the field, FHP Policy 13.04 will be followed.