


# FLORIDA HIGHWAY PATROL POLICY MANUAL

	<b>SUBJECT</b>	<b>POLICY NUMBER</b>
	CRIMINAL RECORDS INFORMATION	13.03
		<b>ISSUE DATE</b>
		09/01/96
		<b>REVISION DATE</b>
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		3

### 13.03.01 PURPOSE

To provide a method for collecting data and retrieving information captured from the Uniform Crime Report (UCR) forms for use by managers and to ensure that the Florida Highway Patrol complies with relevant UCR reporting directives from FDLE.

### 13.03.02 POLICY

It is the policy of the Florida Highway Patrol to maintain and provide information to FDLE concerning data captured from the UCR forms.

### 13.03.03 DEFINITIONS

- A. **MASTER NAME INDEX (MNI)** – An alphabetical name and case number listing generated from the reports contained in the Report Management System.
- B. **NON-CRIMINAL INCIDENT** – Incidents investigated or handled by members that do not involve a crime. Examples include vehicle fires (unless arson is suspected) and missing persons (unless foul play is suspected).
- C. **NON-TRAFFIC CRIMINAL INCIDENT** – Any incident that involves an actual or suspected crime for which the Uniform Traffic Citation or DUI Citation cannot be used. Examples include theft, drug violations, assault, domestic violence, and fraud.
- D. **UCR** – Uniform Crime Report forms used to record incidents of criminal activity and arrests, and other incidents members investigate or are involved in.

### 13.03.04 OBJECTIVES

- A. To assure that criminal offense information is accessible to authorized personnel at all times.

- B. To provide retrieval of information captured from the UCR forms in a timely manner.

**13.03.05 PROCEDURES**

- A. The official source of criminal offense or arrest data shall be the Offense Report and the Arrest Report found in the Mobile Forms computer application.
- B. An Offense Report shall be completed anytime a member investigates a non-traffic criminal incident or any non-criminal incident or affects any physical arrest.
  - 1. The initial or initiating member shall complete an Offense Report in its entirety.
  - 2. All other members involved in the incident shall provide a narrative to describe his or her involvement by supplementing the original Offense Report. Such member should include what the member saw, who they talked to, and what they did.
  - 3. For ongoing investigations, the primary investigator is responsible for updating the Offense Report as the investigation progresses until concluded.
  - 4. Anytime a member completes an Offense Report, the member shall submit the report to his/her immediate supervisor prior to the member going off duty. If the member is not on duty and an Offense Report is required to be completed, the member shall submit the report to his/her immediate supervisor by the end of the member's next shift. If the member's immediate supervisor is not available to receive the report then the member will submit the report to either another shift supervisor or the Troop Watch Supervisor. The member is responsible for ensuring that a supervisor receives the Offense Report prior to going off duty. If a member is physically incapacitated, immediately placed on administrative leave, involved in a shooting or in-custody death, or advised by legal counsel not to prepare such a report at the time, the primary investigator shall be responsible for completing the Offense Report.
- C. In addition to the Offense Report, any member that makes a physical arrest for any criminal violation, issues a Notice to Appear for a non-traffic criminal offense, or requests an arrest warrant, shall complete an Arrest Report. Arrest reports are not to be completed without the accompanying Offense Report.
- D. The Mobile Forms program produces a Master Name Index (MNI) that includes all persons listed on any form contained in the application. The list includes all persons regardless of involvement as a suspect, witness, victim, etc.

1. Anytime a member conducts an FCIC query of a person, the member will automatically receive a listing of all previously completed reports in which the person was listed.
  2. Members are also able to submit queries directly to the MNI.
  3. Members are then able to retrieve the report to review the person's involvement.
- E. All reports will be maintained electronically.
- F. The Office of Strategic Services shall prepare UCR data for submission to FDLE in the format and time frames specified by FDLE. Prior to submission to FDLE, any reports/analyses will be reviewed by the Director or designee.