

WINTER HAVEN POLICE DEPARTMENT

GENERAL ORDER 82.2

REPORTING PROCEDURES

ACCREDITATION STANDARDS: CALEA – 82.2.1, 82.2.2, 82.2.3; CFA - 26.09

EFFECTIVE DATE: February 14, 1995

RESCINDS: G.O. 82.2 November 17, 2021 and all applicable Amended/Temporary Orders prior to June 12, 2025

LAST REVISED DATE: June 12, 2025

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POLICY

It shall be the policy of the Winter Haven Police Department to provide an accurate report writing system to ensure the proper documentation of incidents.

PURPOSE

The purpose of this General Order is to provide a comprehensive reporting system for the documentation of actions taken by members, whether in response to a request for service or self-initiated actions.

SCOPE

This General Order shall apply to all Department members.

PROCEDURE (CALEA 82.2.1d, e) (CFA 26.09a)

I. When to Initiate Reports

- A. Members shall initiate the appropriate reports for the following: (CALEA 82.2.1a)

1. Citizen reports of crime. (CALEA 82.2.2a)
2. Citizen requests for service when:
 - a. Members are dispatched; (CALEA 82.2.2c)
 - b. Members are assigned to investigate; and (CALEA 82.2.2c)
 - c. Members are assigned to take action at a later time. (CALEA 82.2.2c)
3. Criminal and non-criminal cases initiated by Department members. (CALEA 82.2.2d)
4. Incidents involving custodial arrests, misdemeanor citations or ordinance violations. (CALEA 82.2.2e)
5. Mutual aid involvement.
6. Citizen complaints. (CALEA 82.2.2e)

II. Report Taker's Responsibilities (CFA 26.09d)

- A. Complete all reports before scheduled days off or vacation, unless otherwise approved by an immediate supervisor.
- B. Submit reports with all supporting documents.
- C. Use correct spelling, punctuation and grammar.

III. Supervisory Responsibilities (CALEA 82.2.1e) (CFA 26.09d,f)

- A. Supervisors shall be held responsible for the close scrutiny of reports submitted by their subordinates and for the correction of reports submitted to them with deficiencies.
- B. The supervisor who receives a report shall require compliance with the provisions of this General Order, to include, but not limited to the following:
 1. Ensure use of the correct report classification.
 2. Ensure prompt preparation and submission of all reports.
 3. Require full and complete reporting of all essential information.
 4. Review the report to ensure the information contained is consistent with the charge(s), all parties named are adequately identified, their participation specified and all property mentioned in the report is properly described.
 5. Check contents of reports received and verify approval by:
 - a. ARS approval process as outlined in the WHPD Case Reporting Manual
 - b. Signing or initialing a form in the applicable location.

- c. Any document, which does not have a specific place for written approval by a supervisor, shall be verified by the supervisor placing their initials in the upper right corner of the document.
6. Ensure the prompt forwarding of reports.
7. Ensure that supplementary reports are submitted as soon as practical.

IV. Uniform Crime Reporting Hierarchy

- A. In an effort to standardize the reporting of crimes, the International Association of Chiefs of Police (IACP) developed the Uniform Crime Reporting (UCR) system for the Federal Bureau of Investigation (FBI).
- B. In compliance with Florida State Statutes, the Department shall submit Uniform Crime Reports to the Florida Department of Law Enforcement (FDLE).
- C. The hierarchy rule states that crime events will be recorded and classified in the following order of importance:
 1. Homicide
 2. Sexual Battery
 3. Robbery
 4. Aggravated Assault/Battery
 5. Burglary
 6. Theft
 7. Theft (Auto)
 8. Assault/Battery
- D. Single crimes in one incident require only a single entry in the event section of the report. Multiple crimes shall be listed in the above order, for example:
 1. In the case where a subject entered a house, stole \$50.00 worth of jewelry and spray painted graffiti on the interior walls of the house, Event #1 will be burglary/structure and Event #2 will be theft/petit and in the synopsis portion, the criminal mischief would be listed as Event #3: Criminal Mischief.
 2. In cases where none of the events match a category cited by UCR, the most serious crime according to Florida State Statute will be entered as Event #1. Less serious events will be recorded as Event #2 and in the narrative according to seriousness.

V. Multiple Crimes

- A. This is a system by which offenses occurring within the same time span and committed by the same subject(s) may be counted as one offense, for example:

1. More than one auto burglary in the same parking lot could be counted as one offense, while burglaries to numerous apartments in the same complex would be separate offenses.
- B.** Necessary prerequisites governing the use of this system are:
1. The events must have occurred in a series of rooms, houses or vehicles.
 2. The events must have occurred within reasonable time proximity.
 3. The events must have been committed by the same subject(s).
- C.** Examples of the Proper Usage:
1. A subject enters or attempts to enter two or more rooms in a hotel/motel on one occasion, and steals or attempts to steal property from each room. Each room is rented by a separate guest(s).
 2. Multiple thefts from vehicles are committed by the same subject(s) on the same occasion in a private parking lot or a public garage.
- D.** In the above instances, one case number would be used. The subsequent victims will be listed in the Persons Report. The case is now one event with multiple victims.

VI. Use of and Completing Reports (CALEA 82.2.3) (CFA 26.09b,e)

- A.** Use and completion of reports and forms shall be in accordance with the Winter Haven Police Department Case Reporting Manual (CALEA 82.2.3). The manual shall contain the following: (CFA 26.09b,e)
1. Information on the completion of reports in the electronic reporting system.
 2. Common and most used abbreviations.
 3. Preparing the report.
 4. The primary responsibilities of the reporting member.
 5. Instructions on supervisor approval procedures.
 6. Order sequence for printed reports.

VII. Classification of Reports

- A.** Events may be classified as either incidents or offenses by the report taker. Any event may be reclassified at a later date.
- B.** When classifying a report as an offense, the investigating officer must be certain that all elements necessary for the crime have been met. If the victim does not desire prosecution, the event shall be classified as an incident unless the State will proceed with the prosecution (i.e. domestic violence). Example: Disturbance for an incident, Battery for an offense.

- C.** During the following circumstances, personnel may classify a report as an offense when the victim is not able to be contacted:
1. When an apparent crime has been committed.
 2. When contacting the victim is not required to provide the information necessary to prepare an incident report.
 3. When the issue of permission is not a factor in the crime.

Example: A resident is on vacation with his family for two weeks and has a neighbor check on his residence daily. The neighbor discovers an open window to the house. Inside the house, he finds all rooms ransacked with large items removed from the house (i.e., TV, stereo, microwave, etc.). The neighbor is able to provide the victim's information. In this case, a burglary/structure report will be taken. This will allow for follow-up investigation to begin.

- D.** Only Offense Incident Reports classified as offenses will be distributed to the Detective Division for investigation.

VIII. No Report Filed PAPA

- A.** In an effort to increase the in service time of patrol members, the Department utilizes a computerized code system for documentation of incident dispositions. After responding to certain incidents, a code may be assigned to a call, which in turn, is recorded in the Computer Aided Dispatch System (CAD). This code is in lieu of a report.
- B.** Members shall only use the PAPA system on events that require limited police action by the responding member(s). Any event that is possibly criminal in nature, involves the use of substantial police action, or is complex in nature and beyond the scope of routine service shall require a written report.
- C.** This PAPA coding of an event shall only be utilized for the following types of dispositions:
1. Canceled Enroute
 2. Civil Matters
 3. Gone on Arrival
 4. No Action Taken
 5. Premises Secured
 6. Unable to Locate
 7. Unfounded
 8. Escorts
 9. Warning/Verbal (Other)
- D.** Members may reclassify calls from the PAPA category to the written category and vice-versa.

IX. Online Reporting

- A.** The Department allows online reporting of the following incidents/crimes.
1. Identity theft, fraud and forgery
 2. Stolen property (other than firearms or vehicles)
 3. Criminal mischief
 4. Failure to return rental property
 5. Worthless check(s)
 6. Lost property (other than firearm or motor vehicle)
 7. Non-criminal activity (e.g. animal complaint without bite, civil issue, or documentation of any non-criminal incident)
- B.** Members are allowed to encourage citizens to report the above incidents through the online reporting page on the City of Winter Haven website. If a citizen does not have internet access to report online, the member shall respond and take the call in person.
- C.** Supervisors have the authority to require an officer to respond to one of the above incidents if requested by the citizen. Supervisors also have the authority to have a citizen with proper access to report online if circumstances require (e.g. call volume, major incident in progress, natural disaster, etc.).
1. Failure to return rental property and worthless checks shall be completely reported online due to the procedural requirements by statute.
- D.** The Community Services lieutenant and/or sergeant shall be responsible for monitoring and reviewing of online report submissions daily (Monday-Friday).
1. If both the Community Services lieutenant and sergeant are unavailable (e.g. vacation, training, etc.), the Traffic sergeant shall be responsible for monitoring and review.
- E.** The supervisor shall review the submission to determine if the incident is criminal or non-criminal. The supervisor shall:
1. If the incident is lost property, the supervisor shall assign the incident to a Community Service Officer (CSO) to complete an information report.
 2. If the incident does not require a police response or report per policy, the supervisor shall contact the reportee to explain why no report will be completed.
 3. If the incident is determined to be criminal, the supervisor shall assign the case to a CSO to complete the initial report.
- F.** Reporting and Investigating: The CSO assigned a case by the Community Services Lieutenant, or Sergeant will complete the following.

1. CSO is responsible for completing the initial report; this includes follow-up on collecting evidence and creating B.O.L.O.'s and victim/witness statements if applicable.
- G.** The Traffic Sergeant will review the initial report and determine the routing destination as follows.:
1. Misdemeanor: If sufficient information is not present for follow-up, the Traffic Sergeant can close the case with no further leads (NFL) if it constitutes a misdemeanor.
 2. Felony: Traffic Sergeant determines that enough information is present for follow-up and that the crime is a felony. In that case, they will forward the case file to Investigative Services Bureau to be assigned to a Detective for completion.
 3. The Traffic Sergeant determines that enough evidence is present for a misdemeanor charge; the case will then be forwarded to a patrol officer for follow-up. Felony intake can assist with a Photo Pack and collection of needed documents for the officer to complete a Complaint Affidavit.
 4. Failure to Return Rental Property: The Traffic sergeant will assign failure to return rental properties to Felony Intake for completion.



APPROVED

**Vance Monroe Jr.
CHIEF OF POLICE**