



COLLEGE of CENTRAL FLORIDA

ADMINISTRATIVE PROCEDURE

Title: Incident Reporting

Page 1 of 2

Implementing Procedure For Policy # N/A

Date Approved/Revised:
1/22/04

Division: Administration and Finance / Public Safety

PURPOSE

The purpose of this procedure is to establish guidelines and administrative controls for the documentation of incidents and crimes.

PROCEDURE

Anytime an officer is dispatched to or informed of an incident on campus, that incident must be documented on a hard copy or computer-generated Public Safety Incident Report.

Step 1 – If the incident is an emergency, immediately notify the appropriate law enforcement agency by calling 911.

Step 2 – Gather all the pertinent information in regard to the incident. The following questions should be answered: Who? What? Where? When? Why? How?

Step 3 – Obtain the next sequential Incident Report number from the Incident Report Log.

Step 4 – Organize the information and write the report.

Step 5 – Refer to your Peace Officer's Guide to Florida Statutes to determine if the incident is a crime. If further information is needed, refer to the Florida Statutes books located in the Public Safety Office. If the status of an incident is still questionable, immediately contact the Manager of Public Safety or the Vice President of Administration and Finance for consultation.

Step 6 – If the incident is a crime, **it must be reported** to the appropriate local law enforcement agency identified below:

- Contact the Ocala Police Department for crimes occurring on the Ocala Campus, Hampton Center and the Appleton Museum.
- Contact the Citrus County Sheriff's Office for crimes occurring on the Citrus Campus
- Contact the Levy County Sheriff's Office for crimes occurring on the Levy Campus
- Contact the Marion County Sheriff's Department for crimes occurring at the Vintage Farm.

Inform all parties involved that the incident is being reported to the appropriate law enforcement agency and request that they remain at the scene until a law enforcement officer arrives. If the complainant chooses to leave, obtain as much information as possible, and turn it over to the responding law enforcement officer. In the event the law enforcement officer reviews the information and decides not to make a report, note the officer's decision, the officer's name, case number and the time of day or night in the body of the incident report.

Once the incident report is written, it should be reviewed. If the incident is a crime, it is required that it be entered as soon as possible in the Campus Crime Log. The College Crime Statistics should also be updated on a monthly basis and reported on an annual basis.

COMPLETED REPORTS

The original completed reports should be forwarded to the Risk Management Department, as well as any photographs or other supporting information. A copy of all reports and supporting documents should also be filed in the Public Safety Office.

NOTIFICATIONS

If it is determined that the incident is a crime or a serious incident, immediately notify the Manager of Public Safety. If unavailable, notify the Vice President of Administration and Finance at the number shown on the emergency phone listing.

RESPONSIBILITY

It is the responsibility of each public safety officer to ensure that incident reports are properly written, documented, and in the event of a crime, reported to the proper law enforcement agency.

Vice President, Administration & Finance		Date:
Approved by President		Date: