School Police
Automated Reporting
User Reference Manual

Division of School Police
Miami-Dade County Public Schools

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Office of Information Technology
Miami-Dade County Public Schools
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Introduction and Overview

State Requirements

The State of Florida Juvenile Justice Reform Act of 1995 requires each school district to link juvenile violence incidents to the action taken by the student’s school and the district. School districts are required to collect data about violence incidents involving students during each school year and transmit a report to the State. Discipline reporting is required for suspensions (indoor and outdoor), court or juvenile referrals, alternative placements, and expulsions.

Miami - Dade County Public Schools’ Compliance

To comply with these new State requirements, Miami-Dade County Public Schools, as directed by the Florida D.O.E. Bureau of Special Programs and Exceptional Student Education, developed a new computer system and modified two existing systems.

✦ The School Police Automated Reporting system (SPAR) is used by the M-DCPS Police Department to record incidents of violence involving students. A unique number is assigned to each incident. This number links SPAR information with ISIS Student Case Management and Attendance suspension information.

✦ The Student Case Management System (SCMS) within ISIS includes information from SPAR. Authorized personnel in schools are responsible for entering and updating Student Case Management information on the STUDENT CASE MANAGEMENT INFORMATION screen.

✦ The Daily Attendance System within ISIS has a screen for recording suspension information. The SPAR incident number (Letter + 5 numbers) links suspension and SPAR information. The SCMS incident number (6 numbers) links suspension and SCMS information. Authorized personnel in schools are responsible for entering and updating attendance information.

Reports to the State are compiled from this data by the Office of Information Technology.
**What Happens When an Incident Occurs**

An incident occurs.

School notifies School Police if appropriate according to State and District guidelines.

School Police enter incident information into SPAR. A unique SPAR number is assigned.

School obtains SPAR incident number from School Police.

A discipline decision is reached.

School personnel enter attendance information. If M-DCPS Police recorded a SPAR incident, SCM services related to the SPAR incident may be entered. If M-DCPS Police did not record SPAR incident information, SCM referral, referral actions, and services related to the incident may be entered.
Incidents to be Reported

State Guidelines

♦ All Incidents On School Grounds

All incidents occurring on a school campus, 365 days a year and 24 hours a day, are to be reported, even if a student is not involved or the offender is unknown.

♦ All Incidents On School Sponsored Transportation

All incidents occurring on any school sponsored transportation, including bus transportation to and from school and other transportation to and from school sponsored events.

♦ Incidents At Off–campus School Sponsored Events When Student Is Involved

All incidents that occur at a school sponsored event off campus are to be reported if a student is involved, whether as a victim or offender. If a student is not involved, do not report the incident.

♦ Definition of “Student” for Reporting Purposes

A student in the school district which is reporting the incident. (In Miami-Dade County, a M-DCPS student.) If an offender involved in an incident in Miami-Dade County is from another school district or a private school, they would be considered a “non–student.”

♦ Reporting Incident With Several Offenses

If several actions occur in a single overall incident, initially report the most serious actions. But include all actions of the entire incident. The M-DCPS police will determine how to categorize the offenses.
District Guidelines

For M-DCPS policies and procedures, refer to the following publications by the Bureau of Special Programs:

- Procedures For Promoting And Maintaining A Safe Learning Environment (Board Rule 6Gx13–5D–1.08), Office of Instructional Leadership.
- Code of Student Conduct Elementary (Board Rule 6Gx13–5D–1.08), Division of Alternative Education.
- Code of Student Conduct Secondary (Board Rule 6Gx13–5D–1.08), Division of Alternative Education.
This manual is a step–by–step guide for users of the *School Police Automated Reporting System*.

**Conventions Used in This Manual**

*Enter*, [PF1]  
**Key Symbols** depict the key that must be pressed to perform a specific task.

!  
**Triangles** mark the individual steps in a sequence.

□  
**Blocks** mark the end of a sequence.

✦  
**A four pointed star** designates items in a list.

💻  
**Computer** designates action which must be done in the computer system.

→  
**Small Arrows** point to items on an on–line screen.

↔  
**Large Arrows** indicate that a back (even numbered) page has no information and a new topic is being introduced on the next page.

Terminal screen reproductions are in two sizes.

*Small screens* are used to provide you with a point of reference between the instructions and your terminal screen.

*Large screens* are used when detailed explanations of individual items are provided.

Only authorized employees of the Miami-Dade County Public School System are allowed to access and use M-DCPS computer systems. Each authorized employee is responsible for understanding and conforming to the following regulations:

1. The personal employee password is known only to the individual employee.

2. Each authorized employee is responsible for establishing and changing the personal password and for maintaining its secrecy.

3. Revealing this password to another individual is not permitted.

When an authorized employee has been cleared through the security screen and has accessed any one of the M-DCPS computer systems, all activity performed by the individual is recorded by the computer. Should any unauthorized, incorrect, or misuse of the systems or data occur, the employee will be held accountable. If you allow another person to access any system by revealing your password, or by “signing-on” with your password and allowing another person to perform any activity, you are responsible and will be held accountable.

In order to access the School Police Automated Reporting System you must be designated by the work site authorizing administrator. Each work site authorizing administrator controls the access of employees at that work location to M-DCPS computer systems by indicating which systems each employee is authorized to use. This responsibility cannot be delegated.

Authorizing administrators have been defined as: (1) all school principals; (2) administrators at the Director level and above in non–school site locations; or, (3) the highest ranking administrator of work sites not having a Director or above.
How To Use The System

Getting Started

To use the School Police Automated Reporting System (or any of the M-DCPS on-line computer systems) you must “sign on” to the CICS operating system.

The “sign-on” procedure, indicated on the screen, must be followed.

Type EMPLOYEE NUMBER

WORK LOCATION (number)

PERSONAL PASSWORD

Enter

Option Before pressing Enter.

Type APPLICATION

Enter

This option bypasses the Application List Screen allowing you to go directly to the School Police Automated Reporting System main menu screen.
Getting Started

Your personal application list screen will be displayed when you have been cleared through security access.

[If you followed the option on page 7 and entered SPAR, and if you are authorized to access the School Police Automated Reporting System, this screen will be bypassed and you will go directly to the main menu screen, Figure 3, on page 9.]

Your name will appear in place of SAMPLE EMPLOYEE and your work location number will be displayed.

Once you have completed the security check and this screen is displayed, you can use any of the M-DCPS computer applications, listed on your screen, which your authorizing administrator has designated for your use.

If you have been authorized to access the School Police Automated Reporting System, the application SPAR SCHOOL POLICE will be on your application list. If it is not, contact your work site authorizing administrator.

On this screen, to access the School Police Automated Reporting System,

▼ Type SPAR

▼ Enter
**Getting Started**

When SPAR has been entered on either the NETWORK SECURITY screen or the APPLICATION LIST screen, the SPAR – SCHOOL POLICE AUTOMATED REPORTING menu screen will be displayed.

**Figure 3: SPAR - School Police Automated Reporting Screen**

- **Type:** The selection number corresponding to the application you want to use.

- **Enter**
**Screen Format**

Every screen in the *School Police Automated Reporting System* is designed to appear in a standard format. The screens consist of the following components and characteristics.

**Fields**

A field is a designated area where characters may be typed or information is displayed.

**Cursor**

On the terminal screen, a bar or block, called the cursor, shows you where you can type. The cursor should be positioned by using `Tab` (forward and backward) or `←`. Unless you are an experienced data entry operator, it is not recommended that you use `↑`, `↓`, `←`, or `→`.

The cursor must be positioned in a designated field. When all positions of a field have been used, the cursor automatically skips to the next enterable field on the screen.

All other positions on the screen are protected. Attempting to type in protected areas will cause the keyboard to lock. To unlock the keyboard, press the `Reset` key.

**Title and Label**

The title of the screen is centered on the first lines. In the upper left corner is the system label and the identification code of the computer terminal you are using.

**Date and Time**

The system displays the current date and time in the upper right corner. The time is displayed in hours, minutes, and seconds using a 24 hour format.
Who to Call for Assistance

System Use, Equipment, and Network Assistance

If you need further assistance after reading the instructions in this manual or experience equipment or computer network problems, please call the Office of Information Technology, Support Services at 995–3705 and enter 0.
M-DCPS Police have assumed the responsibility of entering and updating violence incident information involving M-DCPS students.

**Procedure**

First, an incident record must be created. The SPAR – INCIDENT DATA screen and the INCIDENT NARRATIVE screen are used to enter what happened, where it happened, when it happened, and related facts.

Next, you tell SPAR who was involved using the SPAR – LIST OF INDIVIDUALS INVOLVED IN AN INCIDENT screen. A good time to do this is while you have the incident report on screen after saving the incident report.

After the incident record has been created and individuals involved recorded, both the incident information and individuals involved information can be updated.

These instructions follow this procedural sequence.

▼ You begin by signing on to the system and displaying the menu screen. [See “Getting Started” on page 7.]

Selection 1, INCIDENT REPORT on the SCHOOL POLICE AUTOMATING REPORTING menu screen, is used to enter incident information.

▼ Type 1

▼ Enter
The SPAR – INCIDENT DATA screen is displayed when Selection 1 is made on the SPAR – SCHOOL POLICE AUTOMATED REPORTING menu screen.

![Figure 6: SPAR - Incident Data Screen](image)

The fields on the screen correspond to the M-DCPS Police form used to record information relating to an incident. Codes are used for information in some fields. In the explanations below, these fields are designated with this icon.

[Codes are listed under the heading “SPAR Processing Codes” on page 74.]

**What You See**

- **SCHOOL YEAR:** The current school year inserted by the system (SPAR).
- **SPAR#:** SPAR Incident Number. (Assigned by SPAR.)
- **LOC:** Location Number where incident occurred.
- **PHONE:** Phone number of the location (including area code).
- **BUILDING AREA:** Code indicating place in the building/facility where incident occurred. [See “SPAR Processing Codes” pg. 74.]
- **SITE:** Code indicating locale where incident occurred. [See “SPAR Processing Codes” pg. 74.]
- **ROOM:** Room number where incident occurred.
SPAR fills in these lines with the name and address of the specified M-DCPS location (LOC). When location “9001” is used to indicate a non–M-DCPS location, a description of the place must be typed on these lines. The region (REG) and police jurisdiction (POLICE JURIS) within which the incident occurred is required.

REG: M-DCPS Police Region code (1, 2, 3, 4, 5, 6, 8).

REPORTED BY:
EMP#: Employee number of M-DCPS employee reporting the incident.
NAME: Name of employee reporting the incident.
POSITION: Title/Position of the employee reporting the incident.
PHONE: Phone number (including area code) of the employee reporting the incident.

DATE: Date the incident was recorded in SPAR. (System assigned.)
TIME: Time (24 hour clock) the incident was recorded. (System assigned.)

POLICE CASE#: Police Case Number.

POLICE JURIS: Code for the law enforcement agency in whose jurisdiction the incident occurred. (System assigned unless location entered is 9001.)

SCH: Y/N code indicating notification of School Crime Hotline.

PLANT SECURITY#: Plant Security Number.

OFFICER ASSAULTED: Y/N code indicating whether an officer was assaulted during the incident.

INCIDENT TYPE: Code for event which occurred (e.g., BAT for battery). SPAR fills in the adjacent description. [Property Types are required for certain incident codes. See “SPAR Processing Codes” see pg. 74.]

DATE: Date that the incident occurred.
TIME: Time that the incident occurred.

PERSONNEL INVEST: Y/N code indicating whether M-DCPS personnel were involved in the incident.

INVolVEMENT: Code indicating the category of persons involved in the incident—student, non–student, personnel, or unknown. [See “SPAR Processing Codes” pg. 74.]

LOC STATUS: Code indicating Location Status (e.g., day school, night school, non school activity). [See “SPAR Processing Codes” pg. 74.]
| **FALSE ALARM:** | Y / N code indicating whether the incident was a false alarm. |
| **CASE STATUS:** | Current status of the case. [See “SPAR Processing Codes” pg. 74.] |
| **POINT OF ENTRY:** | DOOR _ WINDOW _ WALL _ ROOF _ (Type an [x] after all applicable to incident.) |
| **INV OFFICER:** | Officer assigned to investigate the case. |
| **DATE ASSIGNED:** | Date the investigating officer was assigned to the case. |
| **RELATED:** | GANG _ HATE CRIME _ ALCOHOL _ Circumstances or conditions related to the incident. (Type an [x] after all that apply.) |
| **WEAPON TYPE:** | Code indicating type of weapon involved (if any). [See “SPAR Processing Codes” pg. 74.] |
| **DRUG TYPE:** | Code indicating kind of drug involved (if any). [See “SPAR Processing Codes” pg. 74.] |
| **TRUANT:** | Indicates classification of the person as a truant. (Type an [x] if applicable.) |
| **INJURY TYPE:** | Type of injury sustained (if any). |
| **CONDITION:** | Condition of the person sustaining the injury. |
| **DOLLARS LOST:** | Dollar amount lost by the location where the incident occurred. |
| **LOC:** | Dollar amount lost by person(s) involved in the incident. |
| **PERSONAL:** | Total of the above figures. (System calculated.) |
| **TOTAL:** | Dollar amount recovered by the location where the incident occurred. |
| **DOLLARS RECOVERED:** | Dollar amount recovered by person(s) involved in the incident. |
| **LOC:** | Total of the above figures. (System calculated.) |
| **PERSONAL:** | Property type involving (if any). Property types require specific incident codes. [See “SPAR Processing Codes” pg. 74.] |
Adding an Incident Report

▼ Display the SPAR – INCIDENT DATA screen. [See page 13.]

▼ Press PF5

The screen will change to the “add mode” display with the cursor positioned in the location (LOC:) field.

Figure 7: SPAR - Incident Data Screen

▼ Type the appropriate information or codes in the following required fields:

LOC: When location “9001” is used to indicate a non-M-DCPS location, a description of the place must be typed on the three lines next to the location number and phone. The region (REG:) and the police jurisdiction (POLICE JURIS:) within which the incident occurred is required. If the School Board Administration Building (SBAB) is the location of the incident, use 0000.

BUILDING AREA:
SITE:
REPORTED BY:
INCIDENT TYPE:
PERSONNEL INVESTIGATION:
INVESTIGATION:
LOCATION STATUS:
FALSE ALARM:

All other fields are optional for the system but may be required by M-DCPS police procedures. When all information has been typed...

▼ Enter

SPAR will check all information for accuracy and completeness. If any data is missing or invalid, a message will be displayed on the top of the screen.
Adding an Incident Report

When all data is correct, the INCIDENT NARRATIVE screen will be displayed.

![Figure 8: Incident Narrative Screen](image)

▼ Type Your narrative of the incident.

Helpful Hints for Typing on the Incident Narrative Screen

Each line is a distinct typing area. Your words will not wrap to the next line as they do when using a word processor. When there is not sufficient space for a word at the end of a line, the word will start on the end of the line and finish on the beginning of the next line.

Use Tab to move the cursor to the next line. Do not use Enter for a new line. When you press Enter, SPAR thinks you are finished and starts processing your data.

The screen is set for typeover mode. That is, whatever you type will replace whatever is already there. If you need to insert a word in the middle of a line you have already typed, first press the Insert key. This will change the typing mode to insert. Whatever you type will be inserted at the cursor and move other text to the right. To return to typeover mode, press Insert again.

▼ Enter

If you coded PERSONNEL INVESTIGATION: with a “Y” on the SPAR – INCIDENT DATA screen, SPAR will display the PERSONNEL INVESTIGATION STATUS screen. [See Figure 9 on page 18.]

If you coded PERSONNEL INVESTIGATION: with a “N” on the SPAR – INCIDENT DATA screen, SPAR will display the message DATA VERIFIED – PRESS PF2 TO SAVE.

Press PF2

After the record is saved, the SPAR incident number will be displayed after SPAR#: near the top of the screen.
Adding an Incident Report

If you are ready to complete this part of the report at this time, continue with the following procedures:

▼ Using Tab, position the cursor after the appropriate RECOMMENDED FOR: item and type an X.

▼ Position the cursor after APPROVED BY: and type the M-DCPS employee number of the approver of your report and the date (mm/dd/yy).

▼ Position the cursor after the appropriate REFERRED TO: item(s) and type the date of the referral (mm/dd/yy).

▼ Position the cursor after the appropriate REPORT SUPPLEMENTAL item(s) and type the date (mm/dd/yy).

▼ Enter

If you want to complete this part of the report at another time, type nothing.

▼ Press Enter.
Adding an Incident Report

SPAR will display the message **DATA VERIFIED – PRESS PF2 TO SAVE.**

- Press **PF2**

After the record is saved, the SPAR incident number will be displayed after **SPAR#:** near the top of the screen.

*To add information about individuals involved in the incident (offender, suspect, victim, or witness), see “Adding Individual Involved” on page 20.*
Adding Individuals Involved

Information about who was involved in an incident is not entered into SPAR during the initial add process. An incident record must first be entered and saved. [See “Adding an Incident Report” on page 16.]

The SPAR – LIST OF INDIVIDUALS INVOLVED IN AN INCIDENT screen is used to record who was involved.

What You Do

▼ If it is not already on screen, display the incident report for which you need to add information about individuals involved. [See “Displaying Incident Reports” on page 32.]

▼ Press [PF9]

The SPAR – LIST OF INDIVIDUALS INVOLVED IN AN INCIDENT screen will be displayed.

You can also display this screen by making Selection 3 on the SPAR – SCHOOL POLICE AUTOMATED REPORTING menu screen and entering SCHOOL YEAR: and SPAR#.
Adding Individuals Involved

When individuals involved in an incident have not been previously entered, SPAR will display the message **NO INDIVIDUAL RECORDS FOUND**. Previously entered individuals will be displayed.

▼ Press **PF5** to add an individual involved in the incident.

The **SPAR – INDIVIDUAL INVOLVED PART 1** screen will be displayed.
Processing Incidents

Adding Individuals Involved

![Figure 13: SPAR – Individual Involved Part 1 Screen]

**Explanation of Selected Fields**

**DCPS RELATION:** Code indicating the relationship that the individual has to M-DCPS: S—PK–12 STUDENT (ISIS); A—ADULT STUDENT (VACS); E—EMPLOYEE; O—OTHER.

<table>
<thead>
<tr>
<th>DCPS RELATION</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>PK–12 STUDENT</td>
<td>Computerized Record System for PK–12 Students.</td>
</tr>
<tr>
<td>A</td>
<td>ADULT STUDENT</td>
<td>Computerized Record System for Vocational and Adult Students.</td>
</tr>
<tr>
<td>E</td>
<td>EMPLOYEE</td>
<td>Code indicating the relationship that the individual has to M-DCPS: S—PK–12 STUDENT (ISIS); A—ADULT STUDENT (VACS); E—EMPLOYEE; O—OTHER.</td>
</tr>
<tr>
<td>O</td>
<td>OTHER</td>
<td>Code indicating the relationship that the individual has to M-DCPS: S—PK–12 STUDENT (ISIS); A—ADULT STUDENT (VACS); E—EMPLOYEE; O—OTHER.</td>
</tr>
</tbody>
</table>

**SUBJECT TYPE:** Code indicating the role of the individual in the incident:

<table>
<thead>
<tr>
<th>SUBJECT TYPE</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>Offender</td>
<td>Code indicating the role of the individual in the incident: O—Offender; S—Suspect; V—Victim; W—Witness</td>
</tr>
<tr>
<td>S</td>
<td>Suspect</td>
<td>Code indicating the role of the individual in the incident: O—Offender; S—Suspect; V—Victim; W—Witness</td>
</tr>
<tr>
<td>V</td>
<td>Victim</td>
<td>Code indicating the role of the individual in the incident: O—Offender; S—Suspect; V—Victim; W—Witness</td>
</tr>
<tr>
<td>W</td>
<td>Witness</td>
<td>Code indicating the role of the individual in the incident: O—Offender; S—Suspect; V—Victim; W—Witness</td>
</tr>
</tbody>
</table>

**How the System (SPAR) Works**

- When you enter a 7–digit student ID number (ISIS), or a 9–digit adult student ID (VACS), or a 6–digit employee number, and the appropriate M-DCPS Relation code, SPAR obtains biographical data from the corresponding computer files and displays the information on the screen. You enter the fields **SUBJECT TYPE**, **ARRESTED**: (Y/N).
- When you do not have an ID number (student or employee), enter the appropriate M-DCPS Relation code. SPAR will display a name scan screen. You enter the name and SPAR lists the individuals it finds. You select the correct name and SPAR inserts the biographical data. You enter the fields **SUBJECT TYPE**, **ARRESTED**: (Y/N).
Adding Individuals Involved

When the individual is not a M·DCPS student or employee (DCPS Relation code=0), you enter all biographical information for the individual plus the fields SUBJECT TYPE, ARRESTED: (Y/N).

What You Do When You Have an ID Number

On the SPAR – INDIVIDUAL INVOLVED PART 1 screen...

![Figure 14: SPAR – Individual Involved Part 1 Screen]

Type: ID: (Student ID or Employee Number)

DCPS RELATION: [See “SPAR Processing Codes” pg. 74.]

Enter

SPAR will fill in the fields on the SPAR – INDIVIDUAL INVOLVED PART 1 screen.

[See Figure 15 on page 24.]
Adding Individuals Involved

![Figure 15: SPAR – Individual Involved Part 1 Screen](image)

**Type:**

- **SUBJECT TYPE:** (Required.) [See “SPAR Processing Codes” pg. 74.]

- **ARRESTED:** Y/N (Required.)

- **REFERRED TO COURT:** (Y/N) (If applicable.)

- **ALIAS 1:** (If applicable.)

- **ALIAS 2:** (If applicable.)

**Enter**

SPAR will display error messages when any information is incorrect or invalid.

When all data is correct, the SPAR – INDIVIDUAL INVOLVED PART 2 screen will be displayed.
Adding Individuals Involved

Type [X] after applicable incident related items.

- INVOLVED IN GANG:
- INVOLVED IN HATE CRIME:
- USED ALCOHOL:

Type appropriate code after the following items.

[See “SPAR Processing Codes” pg. 74.]

- USED WEAPON TYPE: C—FIREARM COMPONENT; E—EXPLOSIVES;
  F—FIREARM; H—HAND/FEET/FIST; K—KNIFE;
  O—OTHER; S—SHOTGUN/RIFLE; U—UNKNOWN

- USED DRUG TYPE: 1—MISCELLANEOUS; 2—COCAINE; 3—MARIJUANA;
  4—BARB./AMPF.; 5—INHALANTS; 6—ROHYPNOL

Enter

When all information is correct, SPAR will display the message DATA VERIFIED – PRESS PF2 TO SAVE.

Press [PF2]

SPAR will display the message RECORD UPDATED.
Adding Individuals Involved

What You Do When You Do Not Have an ID Number

On the SPAR – INDIVIDUAL INVOLVED PART 1 screen...

- ▼ Tab to position the cursor after DCPS RELATION. [See “SPAR Processing Codes” pg. 74.]
- ▼ Type DCPS RELATION:
- ▼ Press PF14

SPAR will display a name scan screen.

This screen is displayed when the DCPS Relation code is E (for personnel) or A (for Vocational/Adult).
Adding Individuals Involved

When SPAR scans the ISIS files, the SPAR – LAST NAME SCAN screen adds options to search for legal names, assumed names, or both.

This screen is displayed when the DCPS Relation code is S (for K–12 Student).

**ALL** is indicated (with an X) but you can delete the X before **ALL** and insert it before **LEGAL** or **ASSUMED**.

**Type** **SCAN NAME**: The last name and (optional) first name of the person you need to scan. Type where indicated by the lines on the screen.

**Enter**

SPAR will display all names on the computer files starting with the ones that match the name you specified.

SPAR will display a message indicating when there are more /no more records to display.

When there are more records, press **[PF8]** to display the next “page.”

Use the sex (S) and ethnic (E) codes, plus the birth dates to locate the person you want.
Adding Individuals Involved

▼ Using ▼ and ▲, position the cursor on the line with the name of the student/employee you want.

▼ Enter

SPAR will fill in the fields on the SPAR – INDIVIDUAL INVOLVED PART 1 screen.

![SPAR – Individual Involved Part 1 Screen](image)

Figure 21: SPAR – Individual Involved Part 1 Screen

The cursor will be positioned after SUBJECT TYPE. [See “SPAR Processing Codes” pg. 74.]

▼ Type: SUBJECT TYPE: (Required.)

ARRESTED: (Y/N) (Required.)

REFERRED TO COURT: (Y/N) (If applicable.)

ALIAS 1: (If applicable.)

ALIAS 2: (If applicable.)

▼ Enter

SPAR will display error messages when any information is incorrect or invalid. When all data is correct, the SPAR – INDIVIDUAL INVOLVED PART 2 screen will be displayed.
Adding Individuals Involved

Type an \(\checkmark\) after applicable incident related items.

INVESTIGATING GANG:
INVESTIGATING HATE CRIME:
USED ALCOHOL:

Type appropriate code after the following items.
[See “SPAR Processing Codes” pg. 74.]

USED WEAPON TYPE:
USED DRUG TYPE:

Enter

When all information is correct, SPAR will display the message DATA VERIFIED — PRESS PF2 TO SAVE.

Press PF2

SPAR will display the message RECORD UPDATED.
**Processing Incidents**

**Adding Individuals Involved**

**DCPS Relation = Other**

**What You Do When an Individual Involved in an Incident is Not a M-DCPS Student or Employee**

On the SPAR – INDIVIDUAL INVOLVED PART 1 screen...

![Figure 23: SPAR – Individual Involved Part 1 Screen]

- **Tab** to position the cursor after **NAME:**

- **Type** the name of the individual and fill in all biographical information.

- **Type**: **SUBJECT TYPE:** (Required.)
  **ARRESTED:** (Y/N) (Required.)

  **REFERRED TO COURT:** (Y/N) (If applicable.)
  **ALIAS 1:** (If applicable.)
  **ALIAS 2:** (If applicable.)

- **Enter**

SPAR will display error messages when any information is incorrect or invalid.

When all data is correct, the SPAR – INDIVIDUAL INVOLVED PART 2 screen will be displayed.
Processing Incidents

Adding Individuals Involved

<table>
<thead>
<tr>
<th>INVOLVED IN GANG: _</th>
<th>INVOLVED IN HATE CRIME: _</th>
<th>USED ALCOHOL: _</th>
</tr>
</thead>
<tbody>
<tr>
<td>USED WEAPON TYPE: _</td>
<td>USED DRUG TYPE: _</td>
<td></td>
</tr>
<tr>
<td>PARENT/GUARDIAN INFORMATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAME:</td>
<td>RELATION:</td>
<td></td>
</tr>
<tr>
<td>HOME PHONE:</td>
<td>WORK PHONE:</td>
<td></td>
</tr>
</tbody>
</table>

EXIT = CLEAR        SAVE = PF2       PREV PAGE = PF7

Figure 24: SPAR – Individual Involved Part 2 Screen

▼ Type an [X] after applicable incident related items.

INVOLVED IN GANG:
INVOLVED IN HATE CRIME:
USED ALCOHOL:

▼ Type appropriate code after the following items.

[See “SPAR Processing Codes” pg. 74.]

USED WEAPON TYPE:
USED DRUG TYPE:

▼ Enter

When all information is correct, SPAR will display the message DATA VERIFIED – PRESS PF2 TO SAVE.

■ Press PF2

SPAR will display the message RECORD UPDATED.
Displaying Incident Reports

- Display the SPAR – INCIDENT DATA screen. [See page 13.]

SPAR displays the current school year and positions the cursor in the SPAR#: field.

- Type An Incident Number.

The cursor will skip to the SCHOOL YEAR: field. If you need to change the school year, type over the current year displayed on the screen.

- **Enter**

The incident record you specified will be displayed.

- **Press PF8** to display the next “page” (screen) of the report.
The INCIDENT NARRATIVE screen will be displayed.

![Incident Narrative Screen](image)

**Figure 27: Incident Narrative Screen**

Press **PF8** to display the next “page” (screen) of the report.

The PERSONNEL INVESTIGATION STATUS screen will be displayed.

![Personnel Investigation Status Screen](image)

**Figure 28: Personnel Investigation Status Screen**

The PERSONNEL INVESTIGATION STATUS screen will be displayed.
Displaying Incident Reports

Options

On the bottom of the three screens which display incident report information, several options are available by using the program function (PF) keys indicated.

<table>
<thead>
<tr>
<th>EXIT = CLEAR</th>
<th>ADD = PF5</th>
<th>UPDATE = PF6</th>
<th>DELETE = PF17</th>
<th>PREV INC = PF10</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESET = PF24</td>
<td>NEXT PG = PF8</td>
<td>PRINT = PF23</td>
<td>INDIVS = PF9</td>
<td>NEXT INC = PF11</td>
</tr>
</tbody>
</table>

- **Clear**
  - Return to the menu screen.

- **PF5**
  - To change the screen to add mode in order to add a new incident report.

- **PF6**
  - To change the screen to update mode in order to make changes to the report displayed.

- **PF17**
  - To delete the incident report displayed.

- **PF10**
  - To display a previous incident report—the one with the prior sequential number.

- **PF11**
  - To display the next incident report—the one with the next sequential number.

- **PF8**
  - To display the next page (screen) the report.

- **PF7**
  - To display the previous page (screen) of the report.

- **PF21**
  - Add mode for night incidents.

- **PF24**
  - To reset the screen in order to enter another incident number.

- **PF23**
  - To print the incident report.

- **PF9**
  - To display the SPAR - LIST OF INDIVIDUALS INVOLVED IN AN INCIDENT screen.
**Printing an Investigation (Incident) Report**

If it is not already on screen, display the incident report which you need to print. [See “Displaying Incident Reports” on page 32.]

Press **PF23**

The SPAR – INVESTIGATION REPORT PRINT screen will be displayed.

This is a print setup screen. [The items are explained on page 36.]
What You See

The items on the screen indicate the default settings for printing reports. You can use the defaults or change the settings. The default settings will print:

- One copy in the Police Region office indicated on the 6th printer listed; and
- Two copies in the Police District office on the 6th printer listed.

**PRINT AT REGION 1 OFFICE: Y (Y/N) PRINTER: 6**

- The Police Region is determined by the M-DCPS location number where the incident occurred. It can be changed. In this sample, the region number is 1.
- The default option to print at the region office is Y (yes). You can change this to N (no).
- There are 6 printers in each region office. In the screen sample, these are...
  
  M7GD  M7GE  M7GF  M5E7  M5D7  M5G7

  The 6th one listed (left to right) is the default selection. You can change to another printer in the region office by selecting another 4-position printer ID code and typing the sequential number (left to right) of that code as it appears on the screen.

  **COPIES: 1 ALTERNATE PRINTER ID: ____**

- The default number of copies to print at the region office is 1. You can change the number of copies (1–3).
- The alternate printer ID is blank. You can use this field to designate the address code of any printer in the M-DCPS computer network. This will override the region office printer indicated on the screen.
Printing an Investigation (Incident) Report

What You Do

▼ If you do not want the default settings, make changes to the print settings.

After making changes, if you want to return to the default settings, press [PF24].

▼ When you are ready to print, press [PF23].

SPAR will display the message **PRINT DONE PRESS CLEAR TO EXIT.**

■ Press [Clear]

The SPAR – INCIDENT DATA screen will be displayed.

The report will print on the printer(s) in the location(s) you selected.

[A sample report is on page 38.]
INCIDENT
---------

INPUTTED BY: XXXXXX DAL

School Year: 0203
Location: 7777 SAMPLE SENIOR HIGH SCHOOL

MIAMI, FL 33000

Incident Time: 0900
Injury Type: Condition:

Dollars Lost: Location: Personal: Total:
Dollars Recovered: Location: Personal: Total:

Reported By: 222222 SAMPLE EMPLOYEE

Date: 02/27/97 Time: 1033

STUDENT ENTERED THE GUIDANCE OFFICE AND BECAME DISORDERLY -- SHOUTING, KICKING FURNITURE, ATTEMPTING TO STRIKE A COUNSELOR, AND TEARING UP PAPERS. (THIS IS A SAMPLE NARRATIVE FOR DEMONSTRATION PURPOSES ONLY.)

INDIVIDUAL
----------

ID: 1234567 DCPS Relation: S-STUDENT

Name: SAMPLE TEST STUDENT

Ethnic: B Sex: F Birthdate: 05/09/1980 Juvenile: Y Grade: 11 Date of Employment:

Alias 1: Alias 2:

Referred to DJJ/Courts:

INDIVIDUAL INVOLVED/USED: Gang Hate Crime Alcohol Drug - Weapon - HAND/FEET/FIST

Parents/Guardian: SAMPLE PARENT Relationship: MOTHER

Work Phone: (305) 444-4444 EXT.
Updating Incident Reports

Display the incident report you need to update. [See “Displaying Incident Reports” on page 32.]

Press PF6

The screen will change to “update mode” allowing the cursor to move to fields for updating.

Tab to the field(s) you want to update and type your information.

When there is no previous data, type on the line. To change information, type over previously entered data.

Enter

SPAR will display the message DATA VERIFIED – PRESS PF2 TO SAVE.

If you are finished updating, press PF2 to save your changes.

But if you need to make additions or changes on the INCIDENT NARRATIVE screen or the PERSONNEL INVESTIGATION STATUS screen, press PF8 to display the screen(s). Type your changes/additions and press Enter.

SPAR will again display the message DATA VERIFIED – PRESS PF2 TO SAVE.

Press PF2 when you have finished typing updates.

SPAR will display the message RECORD UPDATED.
Processing Incidents

Displaying Individuals Involved Information

If it is not already on screen, display the incident report in which the individuals were involved. [See “Displaying Incident Reports” on page 32.]

Press PF9

The SPAR – LIST OF INDIVIDUALS INVOLVED IN AN INCIDENT screen will be displayed.

You can also display this screen by making Selection 3 on the SPAR – SCHOOL POLICE AUTOMATED REPORTING menu screen and entering SCHOOL YEAR: and SPAR#. 
Processing Incidents

Displaying Individuals Involved Information

Names of individuals involved in the incident will be displayed with an input space (place to type) on the left.

![Figure 37: SPAR – List of Individuals Involved in an Incident Screen](image)

When there are more individuals to be displayed, the message at the top of the screen will be MORE RECORDS. Press \[PF8\] to display additional individuals.

Activity codes are listed on the bottom of the screen. (V- VIEW  U-UPDATE  P-PURGE)

▼ \[Tab\] to position the cursor on the input line in front of the record you want to view.

▼ Type \[V\].

▼ Enter

![Figure 38: SPAR – List of Individuals Involved in an Incident Screen](image)
Displaying Individuals Involved Information

The SPAR – INDIVIDUAL INVOLVED PART 1 screen will be displayed.

Options

**PF6** To update.

**Clear** To return to the previous screen.

**PF8** To display the PART 2 screen which contains additional information.
**Updating an Individual Involved Record**

These are instructions on how to change information about an individual already entered. To add other individuals, see *Adding Individuals to an Incident Report* on page 20.

▼ Display the SPAR – LIST OF INDIVIDUALS INVOLVED IN AN INCIDENT screen. [See page 40.]

▼ **Tab** to position the cursor on the input line in front of the record you need to update.

▼ **Type** **U**.

▼ **Enter**

SPAR will retrieve the individual's record and display it on the SPAR – INDIVIDUAL INVOLVED PART 1 screen.

![Figure 41: SPAR – List of Individuals Involved in an Incident Screen](image)

![Figure 42: SPAR – Individual Involved Part 1 Screen](image)
About Update Mode

- **ID**: and **DCPS RELATION**: cannot be changed. If either of these items must be changed, purge (delete) the record and enter a new record with the correct ID and DCPS Relation.
- Biographical data obtained from the computer files (DCPS Relation = A, E, or S) cannot be changed on this screen. Biographical data for individuals who are not M-DCPS students or employees (DCPS Relation=O) can be updated.
- All fields that can be changed are unprotected, i.e., the cursor will go there when using **Tab**.
- To change information, type over the data displayed.

What You Do

- **Tab** to the field(s) you need to change and type the new information. When finished...

- **Enter**

When all information is correct, SPAR will display the message **DATA VERIFIED – PRESS PF2 TO SAVE**.

You need to update incident related information (e.g., gang, alcohol, weapon type).

Press **PF8**

The SPAR – INDIVIDUAL INVOLVED PART 2 screen will be displayed.

You are finished updating this individual’s record.

Press **PF2**

SPAR will display the message **RECORD UPDATED**.
Updating Individuals Involved Information

To add incident related information...

▼ Type an [X] after applicable items.

- INVOLVED IN GANG:
- INVOLVED IN HATE CRIME:
- USED ALCOHOL:

To delete previously marked incident related information...

▼ [Tab] to the field and press [Del].

▼ Type appropriate code after the following items.

0 [See “SPAR Processing Codes” pg. 74.]

- USED WEAPON TYPE:
- USED DRUG TYPE:

▼ [Enter]

When all information is correct, SPAR will display the message DATA VERIFIED – PRESS PF2 TO SAVE.

■ Press [PF2]

SPAR will display the message RECORD UPDATED.
Purging an Individual Involved Record

Display the SPAR – LIST OF INDIVIDUALS INVOLVED IN AN INCIDENT screen. [See page 40.]

- Tab to position the cursor on the input line in front of the record you need to delete.
- Type P.
- Enter

SPAR will display the message PRESS PF2 TO CONFIRM DELETE.

Caution! All portions of this record will be deleted from the computer file. Be sure this is what you want before confirming the delete. Press Clear to cancel.

- Press PF2.

SPAR will display the message RECORD DELETED.
Deleting an Incident Report

When you delete an incident report, all individual records associated with the incident are deleted also.

▼ If it is not already on screen, display the incident report which you need to print.

[See “Displaying Incident Reports” on page 32.]

▼ Press **PF17**

SPAR will display the message PRESS PF2 TO CONFIRM DELETE.

▼ Press **PF2**

SPAR will change the message to DELETE COMPLETED and erase all information from the SPAR – INCIDENT DATA screen.
Summary of Function Keys

Special program function (PF) keys are listed on the bottom of the screens used to process incident reports. The keys listed will change depending upon the screen, the activity, and the mode of operation. When the key is listed, it will perform the function identified with it. If the key is not listed on the screen, it cannot be used. An exception is the [Enter] key. After typing data on a screen, [Enter] will tell SPAR to check the data and report back to you.

- **PF2**: Save the information entered. Confirm a report delete.
- **PF5**: Change screen to add mode.
- **PF6**: Change screen to update mode.
- **PF7**: Return to previous incident screen or individual screen.
- **PF8**: Display the next incident screen or individual screen.
- **PF9**: Display the SPAR – LIST OF INDIVIDUALS INVOLVED IN AN INCIDENT screen.
- **PF10**: Display the incident with a number one less than the one that is currently on the screen.
- **PF11**: Display the incident with a number one greater than the one that is currently on the screen.
- **PF14**: Displays the SPAR – LAST NAME SCAN screen.
- **PF17**: Delete the incident report displayed on screen.
- **PF21**: Change screen to night time add mode.
- **PF23**: Print the incident report displayed on screen.
- **PF24**: Reset the screen for input.
- **Clear**: Exit the current screen and return to the prior screen.
An advantage of computerized records is that once data is stored, it can be retrieved in numerous ways. SPAR provides lists of incidents and individuals sorted in various ways. This section of the manual explains how to tell SPAR to retrieve these lists.

**Available Lists**

- Incidents at a Location
- Individuals Involved in an Incident
- Incidents by an Individual (M-DCPS student or employee)
- Incidents by Other Individuals (not a M-DCPS student or employee)
- Pending Incidents
- Updates for an Incident
- Incidents by Police Number

Lists are requested on the **SPAR – SCHOOL POLICE AUTOMATED REPORTING** menu. [See “Getting Started” on page 7.]

![SPAR - School Police Automated Reporting Screen](image)

- **Type** The Selection Number of the list you want.
- **Enter**
- **Follow the directions for the selected list.**
List of Incidents at a Location

Selection Number 2 on the menu screen. [See page 49.]

▼ Type  2

Enter

The SPAR – LIST OF INCIDENTS AT A LOCATION screen will be displayed.

![Figure 47: SPAR – List of Incidents at a Location Screen](image)

▼ Type:  SCHOOL YEAR:  (Required, e.g., 0203)

LOCATION:  (Required)

DATE RANGE:  (Optional—default is current school year to date.)

▼ Enter

SPAR will list the SPAR#, date, and offense for all of the incidents for the location, school year, and date range specified. [See Figure 48 on page 51.]
To display an incident report...

▼ Position the cursor on the line in front of the SPAR# you want to view.

▼ Type \[ V \].

■ Enter

The SPAR – INCIDENT DATA screen will display the record for the specified SPAR#.

From this screen you can perform any of the tasks described in the section Processing Incidents.
List of Individuals Involved in an Incident

Selection Number 3 on the menu screen. [See page 49.]

▼ Type ▼

The SPAR – LIST OF INDIVIDUALS INVOLVED IN AN INCIDENT screen will be displayed.

SPAR will display ID, name, and involvement for each individual involved in the specified incident.

This is the same screen which is displayed when you press [PF9] on the SPAR – INCIDENT DATA screen. [See page 40.]

Directions for using this screen begin on page 41.
List of Incidents by an Individual

Selection Number 4 on the menu screen. [See page 49.]

▼ Type 4

The SPAR – LIST OF INCIDENTS BY AN INDIVIDUAL screen will be displayed.

This screen requires an ID number (student or employee). For other individuals, use Selection 5.

▼ Type: INDIVIDUAL ID:

■ Enter

SPAR will display the SPAR number, offense, location, and date of all incidents in which the specified individual has been involved.

To view the report record for an incident...

▼ Position the cursor on the line to the left of the SPAR#.

▼ Type V

■ Enter
The SPAR – INCIDENT DATA screen will display the record for the specified SPAR#.

From this screen you can perform any of the tasks described in the section *Processing Incidents.*
**List of Incidents by Other**

Selection Number 5 on the menu screen. [See page 49.]

1. **Type 5**
2. **Enter**

This selection is used when an individual involved is *not* a MDCPS student or employee. When you have an ID or employee number, use Selection 4.

The SPAR – LIST OF INCIDENTS BY OTHER screen will be displayed.

1. **Type SCAN NAME:**
   (Last name and first Name {if available} of the person.)
2. **Enter**

SPAR will display the name, sex and ethnic codes, and birth date of all individuals with the last name entered. The incident location, SPAR#, incident date, and the type of involvement is also displayed.

To view the report record for an incident...
1. **Position the cursor on the line to the left of the NAME.**
2. **Type V**
3. **Enter**

---

*Figure 55: SPAR – List of Incidents by Other Screen*

*Figure 56: SPAR – List of Incidents by Other Screen*
The SPAR – INCIDENT DATA screen will display the record for the specified individual.

![Figure 57: SPAR - Incident Data Screen](image)

From this screen you can perform any of the tasks described in the section *Processing Incidents*.
List of Updates for an Incident

Selection Number 9 on the menu screen. [See page 49.]

This screen is used to show the last 10 modifications (updates, adds) made on an incident.

\[ \text{Type \ 9} \]

\[ \text{Enter} \]

The SPAR – LIST OF UPDATES FOR AN INCIDENT screen will be displayed.

\[ \text{Type:} \]

SCHOOL YEAR: _____  
SPAR#: ______

\[ \text{Enter} \]

SPAR will display a list of updates/adds for the specified incident from the most recent to the oldest.

Options

\[ \text{PF10} \] To list updates for the previous incident.

\[ \text{PF11} \] To list updates for the next incident.
List of Incidents by Police Number

Selection Number 10 on the menu screen. [See page 49.]

Police numbers are case numbers from any law enforcement agency other than M-DCPS Police.

▼ Type 10 ▼ Enter

The SPAR – LIST OF INCIDENTS BY POLICE NUMBER screen will be displayed.

An incident list can be requested by an individual police number or by a date range. [See page 61.]
To display an incident by a Police Number...

- **Type POLICE NUMBER**
- **Enter**

If the number is correct and is part of the record, SPAR will display the police number, school year, location number, SPAR#, date of incident, and law enforcement jurisdiction code for the incident.

To display a list of incidents within a range of dates...

- **Type** DATE RANGE:
- **Enter**

SPAR will display the police number (if on file), school year, location number, SPAR#, date of incident, and law enforcement jurisdiction code for all incidents on file within the specified date range.

To page forward, press **PF8**.

To display an individual record from either screen...

- **Position the cursor on the line to the left of the record.**
- **Type V**
- **Enter**
The SPAR – INCIDENT DATA screen will display the record for the specified incident.

From this screen you can perform any of the tasks described in the section *Processing Incidents.*
Selection 8, PENDING INCIDENTS on the SPAR – SCHOOL POLICE AUTOMATED REPORTING menu screen displays a list of new incidents pending update by M-DCPS Police.

The SPAR – PENDING INCIDENT screen will display the SPAR number, contact person, location number, telephone, report date and time of all pending incidents. Serious incidents are listed first, are highlighted and marked with an asterisk (*) under the column SER (serious). Other (non serious) incidents are listed next in date and time order.
When there are more incidents than will fit on one screen, press [PF8] to display the next “page.”

You can elect either to view or to update any one record at a time. Selecting view will not allow you to update. (If you have update authorization, it is recommended that you select update.)

Position the cursor on the line in front of the record you want to update.

Type [U]

[Enter]

The NEW SPAR INCIDENT screen will be displayed.

Use the information on this screen to verify that you have selected the record you want to update (or view if you requested view only).

Press [Enter]

To display the SPAR – INCIDENT DATA screen and update the record. or

Press [Clear] To return to the PENDING INCIDENT screen.
As previously stated (Requesting Lists, page 49), once data is stored in a computer file it can be retrieved in various ways. SPAR menu selection Number 6, Statistics, retrieves and displays statistical data from incident records. The results of the searches can be displayed in summary form (totals), lists displayed on screen, or printed lists. Several search criteria are available.

On the SPAR – SCHOOL POLICE AUTOMATED REPORTING MENU screen...

▼ Type 6

▼ Enter

The SPAR – STATISTICS screen will be displayed.

![Figure 67: SPAR - Statistics Screen](image)

**What You Do**

▼ Type X next to the type of statistical report you want.

**SUMMARY: _  DISPLAY: _  PRINT: _**

▼ Type REGION: _  LOCATION: ____  ROOM: ____  Either region or location is required. Use A for all regions. If a location is used, a room number can be used.

▼ Type DATE RANGE:  Default is the current school year to date.

*(Continued on page 64. At least one field in red italics must be used. Exception: Region only searches can be made before 0900 and after 1500.)*
Type the codes you want for your search criteria in the fields on the screen. [See “SPAR Processing Codes” pg. 74.]

INCIDENT TYPE: ___ ___ ___ ___ STATUS: ____
INVOLVEMENT: _____ OFFICER INVOLVED: _ EMPLOYEE: ______
GANG: _ ALCOHOL: _ HATE CRIME: _
WEAPON TYPE: _ DRUG TYPE: _
PERSONNEL INVESTIGATION: _ SCHOOL CRIME HOTLINE: ____
RECOMMENDED FOR: ___ PRINTED TO OPS: ___

After selecting the fields you want to include in your search...

SPAR will use your search criteria to formulate the kind of statistical report you requested. [Samples of each report type are included below.]

Summary

SUMMARY: X DISPLAY: _ PRINT: _

When “summary” is selected, a total is displayed on the bottom of the screen. [See red box.]

The search in this sample was for the total aggravated battery incidents in region 2 for the current year to date. (Results in this sample are from a test file and do not reflect actual data.)

You can make repeated searches by changing your criteria. To erase prior data from a field, use space bar or Del.
### List

**SUMMARY:** DISPLAY: X PRINT: _

When “display” is selected, the result is displayed on the SPAR – LIST OF INCIDENTS screen.

The search in this sample was for all simple battery incidents in region 4 from 09/07/02 to date.

(Results in this sample are from a test file and do not reflect actual data.)

A total is displayed on the bottom of the last screen display of the list. [See red box.]

### Options

- **PF8**  
  To page forward.

- **PF24**  
  To return to the SPAR – STATISTICS screen for another search.

- **Clear**  
  To return to the SPAR – STATISTICS screen.
Print SUMMARY: DISPLAY: PRINT: X

When “print” is selected, the result is printed on the printer designated on the SPAR – STATISTICS LIST PRINT screen.

![Figure 70: SPAR – Statistic List Print Screen](image)

**What You See**

The items on the screen indicate the default settings for printing statistical lists. You can use the defaults or change the settings. The default settings will print on the 6th printer ID (left to right) listed on the screen.

There are 6 printers in each region office. In the screen sample, these are...

N7GD  N7GE  N7GF  N5E7  N5D7  N5G7

The 6th one listed (left to right) is the default selection. You can change to another printer by selecting another 4–position printer ID code and typing the sequential number (left to right) of that code as it appears on the screen.

The alternate printer ID is blank. You can use this field to designate the address code of any printer in the M-DCPS computer network. This will override the printer indicated on the screen.
What You Do

▼ If you do not want to print on the default printer, change the printer designation. After making changes, if you want to return to the default settings, press [PF24].

▼ When you are ready to print, press [PF23].

SPAR will display the message PRINT DONE PRESS CLEAR TO EXIT.

Press Clear

The SPAR – STATISTICS screen will be displayed.

The statistical list will print on the printer you selected.

[A sample report is on page 68.]
Statistics

Figure 71: SPAR – Summary Report

When you select **OFFICER INVOLVED:** or **EMPLOYEE:** on the SPAR – **STATISTICS** screen, SPAR will include the officer's names on the report.

Figure 72: SPAR – Summary Report
Last Name Scan

Last Name Scan is a SPAR component which interfaces with other computer files specified by a DCPS Relation code: E—Employee Personnel files, A—Adult/Vocational files, or S—Student (K–12) files. When you enter a name and specify which file to search (DCPS Relation code), SPAR automatically searches for and displays identifying information from all personnel/student records which match the name entered.

The program is available from the SPAR – INDIVIDUAL INVOLVED screen in add mode and directly from the SPAR – SCHOOL POLICE AUTOMATED REPORTING menu screen, Selection 7. [Directions for using Last Name Scan when adding individuals involved in an incident are on page 26.]

On the SPAR – SCHOOL POLICE AUTOMATED REPORTING menu screen...

▼ Type 7

▼ Enter

The SPAR – LAST NAME SCAN screen will be displayed.

Figure 73: SPAR – Last Name Scan Screen
## Last Name Scan

**What You Do**

- **Type** SCAN NAME: As much of the name as is known—last name first.

- **Type** X ALL _ LEGAL _ ASSUMED The name scan can be made using the legal name, an assumed name, or both (All—the default). To change name type, [Tab] to the X before ALL and press [Del]. Then [Tab] to the line before the name type you want and type an [X].

- **Type** DCPS RELATION: A – Adult/Vocational Student  
  E – DCPS Employee  
  S – Student (K–12)

SPAR will display the result of the name scan.

**Options**

- **PF24** To clear the screen for another scan.

- **PF8** To page forward when there are more names to display.

- **Clear** Go to menu.

---

**Figure 74: SPAR – Last Name Scan Screen**

**Figure 75: SPAR - Last Name Scan Screen**
The Short Screen functions as a quick entry screen for new SPAR incidents. Upon entry, these incidents will be located on the Pending Incidents screen, Selection 8 on the SPAR - SCHOOL POLICE AUTOMATED REPORTING menu to be completed at another time. [See page 61.]

On the SPAR - SCHOOL POLICE AUTOMATED REPORTING screen ...

▼ Type selection number 1
▼ Enter

The NEW SPAR INCIDENT screen will be displayed.

▼ Type INCIDENT TIME:
LOCATION NUMBER:
SERIOUS INCIDENT: (Y/N)
FALSE ALARM:
GANG: (Y/N)
REPORTED BY:
PHONE:
DESCRIPTION OF INCIDENT:
▼ Enter To update screen.
The Lead Sheet Print selection is used to track personnel investigations. Specific data related to school year, SPAR numbers, or a range of dates can be entered to narrow the number of records included in the report.

On the SPAR - SCHOOL POLICE AUTOMATED REPORTING screen ...

▼ Type selection number 1 2

▼ Enter

The SPAR - LEAD SCREEN PRINT screen will be displayed.

▼ Type SCHOOL YEAR, SPAR NUMBER, OR DATE REPORTED RANGE for records to be included in report.

▼ Select printer settings, printer number, and number of copies. An alternate printer ID code can be entered to print to an unassigned printer.

▼ PF23 to print.

[A sample report is on page 73.]
**DESCRIPTION OF INCIDENT**

The victim alleges that the suspect hit her.

**INDIVIDUALS INVOLVED**

<table>
<thead>
<tr>
<th>Id: XXXXXX</th>
<th>DCPS Relation: E-EMPLOYEE</th>
<th>Arrested: N</th>
<th>Subject Type: S-SUSPECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: SAMPLE PERSON</td>
<td>PATROL OFFICER XXXXXX SAMPLE OFFICER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>000000 SW 00 STREET</td>
<td>Home Phone: (305) 000-0000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIAMI FL 33014</td>
<td>Work Phone: (305) 000-0000 ext.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Race: W Sex: M Birthdate: 02/24/1945</td>
<td>Juvenile: N Grade:</td>
<td>Date of Employment: 02/07/95</td>
<td></td>
</tr>
</tbody>
</table>
### SPAR Codes Help Sheet

| Building Areas: | 01 – Classroom | 04 – Office | 07 – Play Field | 10 – Library |
|                | 02 – Cafeteria | 05 – Bathroom | 08 – Auditorium | 11 – Bus Ramp |
|                | 03 – Hallway   | 06 – Parking Lot | 09 – Gym      | 12 – Other   |

| Site:          | 1 – School Grounds / On Campus | 3 – School Sponsored Transportation |
|               | 2 – School Sponsored Activity / Off Campus | 4 – Other |

| Case Status:   | AKR – Arrested | EC-5 – Prosecution Declined | RPT – Report Finished |
|                | EC-1 – Extradition Declined | EC-6 – Juvenile/No Custody | UNF – Unfounded |
|                | EC-2 – Arrest on Primary Offense | INFO – Information | |
|                | EC-3 – Death of the Offender | FEND – Pending | |
|                | EC-4 – Victim/Witness reused to Cooperate | REF – Referred to Officer | |

| Incident Type: | AAL – Aggravated Assault | DRS – Narcotics – Selling | MIP – Missing Person |
|               | AAS – Aggravated Stalking | DRU – Narcotics – Use | MIS – Miscellaneous |
|               | ABT – Aggravated Battery | EXT – Extortion | MTM – Theft, Motorcycle |
|               | ALU – Alcohol Use | FRA – Forcible Rape Attempted | MTT – Theft, Truck and Bus |
|               | ALP – Alcohol Possession | FRC – Forcible Rape Committed | MVA – Auto Accident |
|               | ALR – False Alarm | FFO – Forcible Fondling | MVT – Auto Theft |
|               | AOA – Assist other Agency | FSO – Forcible Sodomy | OMC – Other Crimes |
|               | ARO – Arson, Occupied | GAM – Gambling | REC – Record Check |
|               | ARS – Arson | GAF – Graffiti | ROB – Robbery |
|               | BAK – Baker Act | HOM – Homicide | SAL – Simple Assault |
|               | BAT – Simple Battery | KID – Kidnapping | SXH – Sexual Harassment |
|               | BOM – Bomb Threat | LGS – Theft, Grand - School | SXL – Sex, Lewd and Lascivious |
|               | BRA – Breaking/Entering – Auto | LPI – Pick Pocketing | TRE – Trespassing |
|               | BRK – Breaking/Entering – School | LPS – Theft, Petty - School | VAN – Vandalism |
|               | BUA – Burglary Attempted | LPU – Purse Snatching | VRE – Vehicle, Recovery |
|               | BUU – Burglary Unlawful Entry | LTB – Theft, Bicycle | VRF – Vehicle, Foreign |
|               | DOC – Disorderly Conduct | LTV – Theft, Vending | WPO – Weapon Possession |
|               | DOM – Domestic Violence | LTO – Theft, Other | |
|               | DRP – Narcotics – Possession | MHH – Hate Crime | |

| Involvement Code: | NS – Non Student | P/S – Person on Student |
|                  | NS/P – Non Student on Personnel | S – Student |
|                  | NS/S – Non Student on Student | S/NS – Student on Non Student |
|                  | P – Personnel | S/P – Student on Personnel |
|                  | P/NS – Person on Non Student | S/S – Student on Student |
|                  | P/P – Person on Personnel | UNK – Unknown |

| Location Status: | DC – Day School | OA – Other Activity |
|                 | NA – Non School Activity | SC – School Closed |
|                 | NC – Night School | |

| DCPS Relation: | A – Adult | O – Other |
|               | E – Employee | S – Student (K-12) |

| Weapon Type: | C – Firearm Component | K – Knife |
|             | E – Explosives | O – Other |
|             | F – Firearm | S – Shotgun/Rifle |
|             | H – Hand/Feet/Fist/Voice/Threat | U – Unknown |

| Drug Type: | 1 – Miscellaneous | 4 – Barb./Amph. |
|           | 2 – Cocaine | 5 – Inhalants/Tobacco |
|           | 3 – Marijuana | 6 – Rohypnol |

| Property Type: | C – Clothing | F – Firearm |
|               | D – Currency/Checks | G – Consumable Goods/Foods |
|               | E – Office Equipment/Computers | J – Jewelry |
|               | I – Livestock | L – Miscellaneous |
|               | M – Miscellaneous | T – TV/ Radio/Stereo/CD/VCR |

| Subject Type: | O – Offender | V – Victim |
|              | S – Suspect | W – Witness |
|              | R – Other | |