

**APPENDIX P**  
**DEFINITIONS FOR INCIDENT REPORTING**

**INCIDENTS THAT ARE EXPECTED TO BE REPORTED TO SESIR AND LAW ENFORCEMENT**

**CODE**

**DEFINITION**

**ALC** **ALCOHOL** (possession, use or sale) - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages. Use should be reported only if person is caught in the act of using or is discovered to have used in the course of the investigation.

**Examples:** Testing positive by law enforcement, or admission by the person. Examples of possible intoxication, which should be reported are; a student with slurred speech or red, glassy eyes, or an individual who is unsteady on their feet (Law enforcement should be called if someone of authority observes a student who appears to be intoxicated, getting out of a car, after driving.

**Non-Examples:** Suspicion of alcohol without substantiated proof, a student with only the slight odor of alcohol.

**ARS** **ARSON** (intentionally setting a fire on/in school property) - To willfully and unlawfully, or while in the commission of any felony, by fire or explosion, damage or cause to be damaged: any dwelling, structure or conveyance, whether occupied or not, or its contents, and any other structure that the person knew or had reasonable grounds to believe was occupied by a human being.

**Examples:** Deliberate burning of school textbooks.

**Non-Examples:** Unintentional trash can fires, such as fire started from a cigarette.

**BAT** **BATTERY** (physical attack/harm) - The willful and unlawful use of force or violence upon the person of another. Three primary elements that must be present for a *Battery* to occur: (1) there must be an aggressor (suspect), who (2) intended to cause physical harm, to (3) an innocent person (victim). Includes an attack with a weapon that fit the aforementioned description.

**Examples:** Initially mutual combat, such as when two persons are actively engaged in a fight, but it becomes a battery when one stops fighting or is no longer able to fight back and the other continues to beat the victim.

**Non-Examples:** Mutual Combat by two persons who are both actively engaged in a fight or a situation in which an aggressor hits another person and the "victim" strikes back and becomes engaged in a fight with the aggressor.

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DEFINITIONS FOR INCIDENT REPORTING (Continued)

CODE

DEFINITION

**BRK**

**BREAKING AND ENTERING/BURGLARY** (illegal entry into a facility) - The unlawful entry with or without force into a building or other structure, remaining behind into a building or other structure, remaining behind or conveyance with the intent to commit a crime to property.

**Examples:** Breaking and entering into a building during an athletic events, school buses, or a residential garage that is being used for a school sponsored event such as building a school float; willfully remaining within the building after it has been secured and committing a crime, such as vandalism or theft.

**Non-Examples:** A student found wandering the halls, after hours, who entered through an unlocked door; teenagers who entered an unlocked gym, without permission and used the basketball court.

**DOC**

**DISORDERLY CONDUCT** (serious campus disruption) - Any disruptive behavior that poses a serious threat to the learning environment, health, safety, and/or welfare of others.

**Examples:** Situations where order is not easily restored, disruptive demonstrations, inciting a riot, pulling a fire alarm (Statute 806.101), bomb threats.

**Non-Examples:** Less serious incident such as defiance of authority, disobeying or showing disrespect to others, using obscene or inappropriate language or gestures.

**DRG**

**DRUGS - EXCLUDING ALCOHOL** (illegal drug possession, sale or use/under the influence) - The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug, narcotic substance, or any substances represented as drugs. Use should be reported only if the person is caught in the act of using or is discovered to have used in the course of the investigation.

**Examples:** Being under the influence of drugs at school, at school-sponsored events or on school transportation: misrepresenting substances represented as drugs.

**Non-Examples:** Using or possessing over the counter medications, having drug paraphernalia free of residue.

**HOM**

**HOMICIDE** (murder, manslaughter) - The unlawful killing of one human being by another.

**Examples:** Any homicide (student, non-student, or adult) that occurs on school campus, at school sponsored event, or on school transportation, whether the assailant is known or not.

**Non-Examples:** Accidental death or suicide.

APPENDIX P (Continued)  
DEFINITIONS FOR INCIDENT REPORTING (Continued)

CODE

DEFINITION

**KID** **KIDNAPPING** (abduction of an individual) - Forcibly, secretly, or by threat confining, abducting, or imprisoning another person against their will and without lawful authority.

**Examples:** Holding a person for ransom or reward or as a shield or hostage; non-custodial caregiver with a restraining order picks up a student.

**Non-Examples:** A student runs away with her boyfriend after he picks her up from school.

**MVT** **MOTOR VEHICLE THEFT** (actual or attempted taking of a vehicle) - Theft or attempted theft of a motor vehicle.

**Examples:** Theft of a car, truck, motorcycle, dune buggy, golf cart, RV or anything that is self-propelled and motorized.

**Non-Examples:** A mother sees an unknown person driving her son's car during school hours and reports the car as being stolen, later to discover that the son lent his car to a friend without the parent's knowledge.

**ROB** **ROBBERY** (using force to take something from another) - The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force or threat of force or violence and/or by putting the victim in fear.

**Examples:** Snatching a gold chain off someone's neck, extortion of lunch money.

**Non-Examples:** Taking money from an unattended purse (Refer to *Theft* as a possible incident definition.)

**STL** **LARCENY/THEFT** (taking of property from a vehicle on school property) - The unlawful taking, carrying, riding away or concealing the property of another person, without threat, violence or bodily harm with the intent to prevent or deprive the rightful owner of its use. **(The item must be \$50 or more to report in SESIR.)**

**Examples:** Embezzlement of public funds, stealing an item worth \$50 or more.

**Non-Examples:** Borrowing an item without permission, robbery, or stealing an item less than \$ 50.

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DEFINITIONS FOR INCIDENT REPORTING (Continued)

<u>CODE</u>	<u>DEFINITION</u>
<b>SXB</b>	<p><b><u>SEXUAL BATTERY</u></b> (attempted or actual forcible penetration) - <i>Forced</i> oral, anal or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object.</p> <p><b>Examples:</b> Rape, attempted rape.</p> <p><b>Non-Examples:</b> Consensual sex (Refer to <i>Sexual Offense</i> as a possible incident definition.)</p>
<b>TRE</b>	<p><b><u>THREAT/INTIMIDATION</u></b> (instilling fear in others) - Must have all three elements to be considered a threat: (1) intent; (2) fear; and (3) capability. To unlawfully place another person in fear of harm (emotional or physical) with or without the use of a weapon.</p> <p><b>Examples:</b> Stalking, violation of restraining orders.</p> <p><b>Non-Examples:</b> Mutual combat, actual use of force or violence against another (Refer to <i>Battery</i> or <i>Fighting</i> as possible incident definitions.)</p>
<b>TRS</b>	<p><b><u>TRESPASSING</u></b> (illegal entry onto campus) - To enter or remain on a public school campus, at a school function or any school board property without authorization or invitation and with no lawful purpose for entry.</p> <p><b>Examples:</b> Entering on campus by any unauthorized persons, remaining on campus after being directed to leave by the chief administrator or designee of the campus, school function or facility.</p> <p><b>Non-Examples:</b> A parent enters the building to pick up his/her child without getting clearance through the office first, searching for a phone at a school facility after a car has broken down.</p>
<b>VAN</b>	<p><b><u>VANDALISM</u></b> (destruction, damage, or defacement of school or personal property) - The unlawful and/or malicious destruction, damage, or defacement of public or private property, real or personal, without consent of the owner or the person having custody or control of it. <b>(The amount of damage must be \$100 or more to report in SESIR, including time and labor.)</b></p> <p><b>Examples:</b> Leaving graffiti, keying a car, trashing a room, resulting in damages of \$100 dollars or more.</p> <p><b>Non-Examples:</b> Causing damages under \$100.</p>

**APPENDIX P (Continued)**  
**DEFINITIONS FOR INCIDENT REPORTING (Continued)**

**CODE**

**DEFINITION**

**WPO**

**WEAPONS POSSESSION** (possession of firearms and other instruments which can cause harm) - Possession, use or intention of use of any instrument or object (as defined by F.S. 790.001 or district code of conduct) that can inflict harm on another person or to intimidate any person.

**Examples:** Using a firearm, knife mace, or replica of an authentic weapon such as a gun.

**Non-Example:** Using items not covered under law or district policy such as pointed instruments, pens, or pencils.

**OMC**

**OTHER MAJOR** (other incidents of violence that do not fit within the other 16 criminal definitions) - Any major incident resulting in the need for law enforcement intervention not previously classified.

**INCIDENTS THAT MUST BE REPORTED TO SESIR, BUT MAY NOT NEED TO BE REPORTED TO LAW ENFORCEMENT**

**FIT**

**FIGHTING** (mutual combat, mutual altercation) - When two or more persons mutually participate in physical violence that requires physical restraint and/or results in injury.

**Examples:** An altercation which ends up a mutual combat, one person hitting another person and the "victim" strikes back and becomes engaged in a fight with the aggressor.

**Non-Examples:** Battery, verbal confrontations, shoving that is easily stopped, or "horse play".

**SXH**

**SEXUAL HARASSMENT** (undesired sexual behavior towards another) - Unwanted or repeated verbal or physical sexual behavior that is offensive and objectionable to the recipient, causes discomfort or humiliation or creates a hostile environment. The following types of conduct by any adult or student constitute sexual harassment: **(1) Creating A Hostile Environment** - Sexually harassing conduct (which can include unwelcome sexual advances; and other verbal, nonverbal or physical behavior of a sexual nature) by an individual that is sufficiently severe, persistent, or pervasive enough to create a hostile or abusive educational environment; or **(2) Quid Pro Quo** - To condition, explicitly or implicitly sexual favors for participation in an educational program or activity or in determining an educational decision. (In some cases, severe incidents of sexual harassment which includes violent physical contact may be considered a *Battery*; or with physical penetration, a *Sexual Battery*.)

**Examples:** unwanted and ongoing episodes of leering, pinching, grabbing, suggestive comments or jokes, or actions of a sexual nature. Pressure to engage in sexual activity.

**Non-Examples:** Consensual sex between students, hugs from a coach after scoring a goal, hugs for a kindergartner with a skinned knee.

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATA BASE REQUIREMENTS  
VOLUME I: AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

**APPENDIX P (Continued)**  
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**CODE**

**DEFINITION**

**SXO**

**SEX OFFENSES** (lewd behavior, indecent exposure) - Sexual contact, including intercourse, without force or threat of force and where the victim is capable of giving consent. Exposing an individual to lewd sexual behavior or actions.

**Examples:** Exposing oneself in an *indecent manner* (exposure of private body parts to the sight of another person in a lewd or indecent manner in a public place); making obscene remarks (conduct which by community standards is deemed to corrupt public morals by its indecency and/or lewdness).

**Non-Examples:** Kissing or swearing.

**TBC**

**TOBACCO** (cigarettes or other forms of tobacco) - The possession, use, distribution or sale of tobacco products on school grounds, school-sponsored events, and on school transportation by any person under the age of 18.

**Examples:** A 17 year old student possessing cigarettes.

**Non-Examples:** An 18 year old student smoking a cigar on campus. \*\*

\*\* A district's code of conduct may make it against their internal code for students over the age of 18 to be smoking on school campuses. This still is not in violation of the state statute and should not be reported in SESIR.

**APPENDIX P (Continued)**  
**DEFINITIONS FOR INCIDENT REPORTING (Continued)**

PRELIMINARY RANK ORDERING OF INCIDENT TYPES FOR SCHOOL REPORTING  
MOST SERIOUS TO LEAST SERIOUS

INCIDENT TYPE
<b>LEVEL I</b>
Homicide
Sexual Battery
Kidnapping
Robbery
Battery
<b>LEVEL II</b>
Arson
Vandalism
Motor Vehicle Theft
Larceny/Theft
Breaking & Entering
Trespassing
<b>LEVEL III</b>
Threat/Intimidation
Weapon Possession
Disorderly Conduct
Other Major Incidents
Sexual Harassment
Sexual Offenses
Fighting
<b>LEVEL IV</b>
Drugs
Alcohol
Tobacco

General Rule: If a decision must be made, the incident that caused the most injury or the highest loss of property or monetary cost should be reported.

Source: Florida Department of Law Enforcement, Uniform Crime Reporting System