

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

**CODE**

**DEFINITION**

ALC ALCOHOL (liquor law violations - possession, use or sale) - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages. This would include being intoxicated at school, school-sponsored events and on school-sponsored transportation or substances represented as alcohol. Use should be reported only if students are caught in the act of using, are tested and use found by an officer during/after arrest or are discovered to have used in the course of investigating the incident. THIS DOES NOT MEAN THAT SCHOOLS WILL TEST FOR THIS. SUSPICION OF USE OF ALCOHOL WILL NOT BE REPORTED.

ARS ARSON (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, whether occupied or not, or its contents; any structure, or contents thereof, where persons are normally present; and any other structure that the person knew or had reasonable grounds to believe was occupied by a human being (Section 806.01 (1)(a) (c), F.S.).

Examples include: Firecrackers, fireworks and trash can fires would be included in this category if they are contributing factors to a damaging fire. Without a fire, firecrackers and fireworks are included in the weapons category. This category does not include a simple act of lighting a match.

BAT BATTERY (physical attack/harm) - An actual and intentional touching or striking of another person against his or her will or intentionally causing bodily harm to an individual. When one individual physically attacks or "beats up on" another individual. Includes an attack with a weapon that causes serious bodily harm to the victim. This category also includes the actual placement of a bomb or one sent through the mail, regardless of whether the bomb blows up or not.

Examples include: striking that causes bleeding, broken nose, kicking while a student is down.

BRK BREAKING AND ENTERING/BURGLARY (school building) - The unlawful entry into a building or other structure with the intent to commit a crime. This applies to school buildings or activities related to a school function.

DOC DISORDERLY CONDUCT (serious class or campus disruption, etc.) - Any act which substantially disrupts the orderly conduct of a school function, behavior which substantially disrupts the orderly learning environment or poses a threat to the health, safety and/or welfare of students, staff or others. If the action results in a more serious incident, report in the more serious incident category.

Examples include: serious instances of classroom or campus disruption, such as pulling the fire alarm, defiance of authority, disobeying or showing disrespect to others, using obscene or inappropriate language or gestures and disruptive demonstrations.

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

| <u>CODE</u> | <u>DEFINITION</u>   |
|-------------|---|
| DRG         | <u>DRUGS - EXCLUDING ALCOHOL (illegal drug possession, sale or use/under the influence)</u> - The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance, or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, at school-sponsored events or on school-sponsored transportation or substances represented as drugs. Use should be reported only if students are caught in the act of using, are tested and use found by an officer during/after arrest or are discovered to have used in the course of investigating the incident. THIS DOES NOT MEAN THAT SCHOOLS WILL TEST FOR THIS. SUSPICION OF USE OF ALCOHOL WILL NOT BE REPORTED. Category includes over-the-counter medications if abused by the student. <b>Category does not include tobacco.</b> |
| FIT         | <u>FIGHTING (minor, mutual altercation)</u> - Mutual participation in a fight involving physical violence, where there is not one main offender and no major injury. Does not include verbal confrontation, tussles or other minor confrontations.  |
| HOM         | <u>HOMICIDE (murder, manslaughter)</u> - Murder, the unlawful killing of a human being (Section 782.04, F.S.); and manslaughter - the killing of a human being by the act, procurement, or culpable negligence of another, without lawful justification (Section 782.07, F.S.).   |
| KID         | <u>KIDNAPPING (abduction)</u> - Forcibly, secretly, or by threat confining, abducting, or imprisoning another person against their will and without lawful authority, with intent to: (1) hold for ransom or reward or as a shield or hostage; (2) commit or facilitate commission of any felony; (3) inflict bodily harm upon or to terrorize the victim or another person; and (4) interfere with the performance of any governmental or political function (Section 787.01(1)(a)1-4, F.S.).  |
| STL         | <u>LARCENY/THEFT (personal or school property or from a vehicle on school property)</u> - The unlawful taking, carrying, leading or riding away of property of another person without threat, violence or bodily harm. Included are pocket picking, purse or backpack snatching if left unattended or no force used to take it from the owner, theft from a building, theft from a motor vehicle or motor vehicle parts or accessories, theft of bicycles, theft from a machine or device which is operated or activated by the use of a coin or token and all other types of larcenies. Category includes theft of such things as a car stereo, speakers or hub caps.  |
| MVT         | <u>MOTOR VEHICLE THEFT (including attempted)</u> - Theft or attempted theft of a motor vehicle.<br><br>Examples include: Category includes theft of a car, truck, motorcycle, dune buggy, RV or anything that is self-propelled.  |

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

**CODE**

**DEFINITION**

WPO

WEAPONS POSSESSION (includes firearms and other weapons)

Firearms (defined in Section 921 of Title 18 of the United States Code)

- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- Any weapon which will, or may readily be converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.

Firearm component or attachment

- Any combination of parts either designed or intended for use in converting any device into any destructive device that expels a projectile, or any explosive, incendiary or poison gas and from which a destructive device may be readily assembled.
- The frame or receiver of any weapon designed to or be converted to expel a projectile.
- Any firearm muffler or firearm silencer.

Explosive, incendiary or poison gas

An explosive is any chemical compound or mixture that has the property of yielding readily to combustion or oxidation upon application of heat, flame or shock, including but not limited to dynamite, nitroglycerin, trinitrotoluene or ammonium nitrate when combined with other ingredients to form an explosive mixture, blasting caps and detonators (Section 790.001(5), F.S.). This category does not include Class-C common fireworks.

Any explosive, incendiary or poison gas:

- (1) bomb
- (2) grenade,
- (3) rocket having a propellant charge of more than four ounces,
- (4) missile having an explosive or incendiary charge of more than one-quarter ounce,
- (5) mine, or
- (6) similar device

Other Weapons: Possession, use or intention of use of any instrument or object to inflict harm on another person, or to intimidate any person. Included in this category are all types of knives, chains (any not being used for the purpose for which it was normally intended and capable of harming an individual), pipe (any length of metal not being used for the purpose it was normally intended), razor blades or similar instruments with sharp cutting edges, ice picks, dirks, other pointed instruments (including pencils or pens), nunchuks, brass knuckles, Chinese stars, billy clubs, tear gas gun, electrical weapons or device (stun gun), BB or pellet gun, explosives or propellants. Possession of any type of knife (including a pocket or pen knife) is included here.

Examples include: any type of firearm, might include toy guns if they are authentic replicas or are used in a threatening manner, firecrackers, fireworks, M80's and mace and pepper gas.

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

| <u>CODE</u> | <u>DEFINITION</u>  |
|-------------|--|
| ROB         | <p><u>ROBBERY (using force)</u> - The taking or attempting to take anything of value that is owned by another person or organization, under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. A key difference between robbery and larceny is that a threat or battery is involved in a robbery.</p> <p>Examples include: extortion of lunch money.</p>  |
| SXB         | <p><u>SEXUAL BATTERY (forcible sex offenses, includes attempted)</u> - 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 (Section 794.011(1)(h), F.S.).</p>   |
| SXH         | <p><u>SEXUAL HARASSMENT</u> - (1) To discriminate against a student in any course or program of study in any educational institution, in the evaluation of academic achievement or in providing benefits, privileges and placement services on the basis of that student's submission to or rejection of sexual advances or requests for sexual favors by administrators, staff, teachers, students or other school board employees; and (2) To create or allow to exist an atmosphere of sexual harassment, defined as deliberate, repeated and unsolicited physical actions, gestures or verbal or written comments of a sexual nature, when such conduct has the purpose or effect of interfering with a student's academic performance or creating an intimidating, hostile or offensive learning environment. (Massachusetts Legislation).</p> <p>Keys to Definition: Unwanted, repeated verbal or physical sexual behavior which is offensive and objectionable to the recipient, causes discomfort or humiliation and interferes with school performance.</p> <p>Examples include: behaviors such as leering, pinching, grabbing, suggestive comments or jokes, pressure to engage in sexual activity and the following:</p> <ul style="list-style-type: none"><li>● Using the computer to leave sexual messages or playing sex computer games;</li><li>● Rating an individual; for example, on a scale from 1 to 10;</li><li>● "Wedgies" - pulling underwear up at the waist so it goes between the buttocks;</li><li>● Making kissing sounds or smacking sounds; licking the lips suggestively;</li><li>● "Spiking" - pulling down someone's pants;</li><li>● Howling, catcalls, whistles;</li><li>● Touching (breasts, buttocks, etc.);</li><li>● Verbal comments (about parts of the body, clothing, etc.);</li><li>● Spreading sexual rumors;</li><li>● Sexual or dirty jokes;</li><li>● Massaging the neck and shoulders; and</li><li>● Touching oneself sexually in front of others.</li></ul> |

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

| <u>CODE</u> | <u>DEFINITION</u>   |
|-------------|---|
| SXO         | <p><u>SEX OFFENSES (lewd behavior, indecent exposure)</u> - This includes sexual intercourse, sexual contact or other unlawful behavior or conduct intended to result in sexual gratification without force or threat of force and where the victim is capable of giving consent. Includes <u>indecent exposure</u> (exposure of private body parts to the sight of another person in a lewd or indecent manner in a public place); and <u>obscenity</u> (conduct which by community standards is deemed to corrupt public morals by its indecency and/or lewdness; such as phone calls or other communication, unlawful manufacture, publishing, selling, buying or possessing materials, such as literature or photographs).</p> <p>Examples include: entering or downloading pornographic content (words or pictures) onto school computers. <b>This category does not include mooning, kissing or swearing.</b></p> |
| TRE         | <p><u>THREAT/INTIMIDATION (physical or verbal threat or intimidation)</u> - To unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack.</p>  |
| TBC         | <p><u>TOBACCO (possession, use)</u> - The possession, use, distribution or sale of tobacco products on school grounds, school-sponsored events and on transportation to and from school or other school-sponsored transportation.</p>   |
| TRS         | <p><u>TRESPASSING (school property or school function)</u> - To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion, and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus or function.</p>  |
| VAN         | <p><u>VANDALISM (destruction of school or personal property)</u> - The willful and/or malicious destruction, damage or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it. This category includes graffiti.</p>   |
| OMC         | <p><u>UNCLASSIFIED OFFENSES/OTHER MAJOR (such as forgery, extortion, possession of an electronic beeper)</u> - Any major incident resulting in disciplinary action not classified previously, including, but not limited to, bribery, fraud, embezzlement, forgery, gambling, extortion/blackmail, stolen property, driving under the influence, possession of beepers or other action not included in any other major incident category. Also includes possession of school-defined contraband. Includes possession of beepers and/or phones.</p>  |
| ZZZ         | <p><u>DISTRICT DEFINED INCIDENT</u> - Any incident included in a district's student discipline referral system that is a minor offense and cannot be included in any of the major categories defined in this reporting system.</p>  |

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

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

| <b>INCIDENT TYPE</b>            |
|---------------------------------|
| <b>PART I INCIDENTS</b>         |
| Homicide                        |
| Sexual Battery                  |
| Robbery                         |
| Battery                         |
| Breaking & Entering             |
| Larceny/Theft                   |
| Motor Vehicle Theft             |
| <b>PART II INCIDENTS</b>        |
| Kidnapping                      |
| Arson                           |
| Threat/Intimidation             |
| Drugs                           |
| Sexual Harassment               |
| Sex Offenses (non-forcible)     |
| Vandalism                       |
| Weapon Possession               |
| Unclassified Offenses           |
| Alcohol (liquor law violations) |
| Tobacco                         |
| <b>OTHER INCIDENTS</b>          |
| Trespassing                     |
| Fighting                        |
| Disorderly Conduct              |

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