

IN THE CIRCUIT COURT OF THE
EIGHTEENTH JUDICIAL CIRCUIT
IN AND FOR BREVARD COUNTY,
FLORIDA

ADMINISTRATIVE ORDER NO.:
11-29-B

IN RE: Criminal – Standardized Brevard County Arrest Affidavit

WHEREAS, Florida Rules of Judicial Administration (Rule 2.050) states that the chief judge “shall exercise administrative supervision over all courts within the judicial circuit in the exercise of judicial power over the judges and officers of the court” and “shall develop an administrative plan for the efficient and proper administration of all courts within that circuit”, which included a “mandatory periodic review of the status of the inmates of the county jail”; and

WHEREAS, the sheriff and municipal law enforcement agencies in Brevard County have historically used a standard arrest form which was at one time provided by the Clerk of the Court, but has now become the financial responsibility of each law enforcement agency; and

WHEREAS, many law enforcement agencies are generating forms or are considering programs that generate forms through their computer systems; and

WHEREAS, continued standardization of Brevard County’s Arrest Affidavit will maintain efficiency, effectiveness, statistical information and sharing of information among various state, county and municipal agencies; and

WHEREAS, continued standardization of Brevard County’s Arrest Affidavit will avoid inefficiency, court-related costs, labor hours, redundancy, data entry and clerical mistakes.

IT IS ORDERED AND ADJUDGED that the Standard Affidavit of Arrest attached hereto as Attachment “A”, which shall include a Notice Of Confidential Information when required under Florida Rule of Judicial Administration 2.420(d)(2), is hereby adopted for use by all law enforcement agencies within Brevard County. Said Arrest Affidavit, whether pre-printed or computer generated, is required to maintain the same basic format in the inclusion and presentation of information to the court.

DONE AND ORDERED, this 21st day of September, 2011.

ALAN A. DICKEY
ALAN A. DICKEY
CHIEF JUDGE

Distribution:

All Circuit and County Court Judges (Brevard County)

Court Administration (Brevard & Seminole County)

Clerk of Court (Brevard County)

State Attorney (Brevard County)

Public Defender (Brevard County)

Sheriff (Brevard County)

Bar Association (Brevard County)

Law Library (Brevard County)

All Law Enforcement Agencies (Brevard County)

FCIC CHECK <input type="checkbox"/> YES <input type="checkbox"/> NO OBTS Number	ATTACHMENT "A" ARREST/NOTICE TO APPEAR PROBABLE CAUSE AFFIDAVIT/ JUVENILE REFERRAL	1. Arrest 2. Notice to Appear 3. Arrest Affidavit 4. Complaint Affidavit 5. Request for Capias 6. Juvenile Referral <div style="float: right; text-align: right;"> <input type="checkbox"/> Juvenile <input type="checkbox"/> </div>
Agency ORI Number FL 005035 A	Agency Name	Agency Report Number
Check Type. Check as many as apply: <input type="checkbox"/> 1. Felony <input type="checkbox"/> 2. Traffic Felony <input type="checkbox"/> 3. Misdemeanor <input type="checkbox"/> 4. Traffic Misdemeanor <input type="checkbox"/> 5. Ordinance <input type="checkbox"/> 6. Other		Weapon Seized/Type <input type="checkbox"/> Yes <input type="checkbox"/> No
Location of Arrest (Include Name of Business)		City
Location of Offense Business Name, Address		City
Date of Arrest	Time of Arrest	BCSO Date
		BCSO Time
		Jail Date
		Jail Time
		Fingerprinted <input type="checkbox"/> Identification Only <input type="checkbox"/>
		<input type="checkbox"/> AFIS <input type="checkbox"/> Criminal By:
Date of Offense	FDLE Number	DOC Number
		FBI Number
Name (Last, First, Middle)		Alias
Race: W-White I-American Indian B-Black O-Oriental/Asian	Sex	Date of Birth
		Height
		Weight
		Eye Color
		Hair Color
		Complexion
		Build
Scars, Marks, Tattoos, Unique Physical Features (Location, Type, Description)		Indication of: Alcohol Influence <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Drug Influence <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Local Address (Street, Apt, Number)		(City) (State) (Zip)
		Phone
Residence Type <input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Florida <input type="checkbox"/> Out of State		
Permanent Address (Street, Apt, Number) or Parent's Name if Juv.		(City) (State) (Zip)
		Phone
Parent Contacted <input type="checkbox"/> Y <input type="checkbox"/> N		
Business Address (Name, Street,) or Parent's Address if Juvenile		(City) (State) (Zip)
		Phone
Occupation		
Driver's License State/Number	Social Security Number	I.C.E. Number
		Place of Birth
Citizenship		
Co-Defendant Name (Last, First, Middle)		Race
		Sex
		Date of Birth or Age
		<input type="checkbox"/> Arrested <input type="checkbox"/> Felony <input type="checkbox"/> Juvenile <input type="checkbox"/> At Large <input type="checkbox"/> Misdemeanor
Co-Defendant Name (Last, First, Middle)		Race
		Sex
		Date of Birth or Age
		<input type="checkbox"/> Arrested <input type="checkbox"/> Felony <input type="checkbox"/> Juvenile <input type="checkbox"/> At Large <input type="checkbox"/> Misdemeanor
Activity N. N/A P. Possess	S. Sell B. Buy T. Traffic	R. Smuggle D. Deliver E. Use
		K. Dispense / Distribute M. Manufacture / Produce / Cultivate Z. Other
Type N. N/A P. Possess	B. Barbiturate C. Cocaine E. Heroin	H. Hallucinogen M. Marijuana O. Opium / Derivative
		P. Paraphernalia / Equipment S. Synthetic U. Unknown Z. Other
Charge Description		Counts
		<input type="checkbox"/> F.S. <input type="checkbox"/> Ord
		Statute Violation Number
		Violation of Section (ORD)
Activity	Drug Type	Amount/Unit
		Bond Amount
Court Number		
<input type="checkbox"/> PC <input type="checkbox"/> Capias <input type="checkbox"/> AC <input type="checkbox"/> BW <input type="checkbox"/> FW <input type="checkbox"/> PW <input type="checkbox"/> Juv. PU <input type="checkbox"/> Citation		Date Issued
		<input type="checkbox"/> Writ. Att. <input type="checkbox"/> Domestic Viol. Inj. <input type="checkbox"/> Order of Arrest
Charge Description		Counts
		<input type="checkbox"/> F.S. <input type="checkbox"/> Ord
		Statute Violation Number
		Violation of Section (ORD)
Activity	Drug Type	Amount/Unit
		Bond Amount
Court Number		
<input type="checkbox"/> PC <input type="checkbox"/> Capias <input type="checkbox"/> AC <input type="checkbox"/> BW <input type="checkbox"/> FW <input type="checkbox"/> PW <input type="checkbox"/> Juv. PU <input type="checkbox"/> Citation		Date Issued
		<input type="checkbox"/> Writ. Att. <input type="checkbox"/> Domestic Viol. Inj. <input type="checkbox"/> Order of Arrest
The undersigned certifies and swears that he/she has just and reasonable grounds to believe, and does believe the above named Defendant committed the following violation of law: On the day of , 2011 at <input type="checkbox"/> A.M. <input type="checkbox"/> P.M. (Specifically include facts constituting cause for arrest.)		
Pursuant to Florida Statute 938.27 the investigative cost incurred by this agency is .		
Continued for <input type="checkbox"/> Narrative <input type="checkbox"/> Charges		
Mandatory Appearance In Court	Location : Brevard County Courthouse, 2825 Judge Fran Jamieson Way, Viera, FL 32940	
	Month	Day
	Year	Time
		<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
I AGREE TO APPEAR AT THE TIME AND PLACE DESIGNATED TO ANSWER THE OFFENSE CHARGED. I UNDERSTAND THAT SHOULD I WILLFULLY FAIL TO APPEAR BEFORE THE COURT AS REQUIRED BY THIS NOTICE TO APPEAR, THAT I MAY BE HELD IN CONTEMPT OF COURT AND A WARRANT FOR MY ARREST OR A TAKE INTO CUSTODY ORDER SHALL BE ISSUED.		
Signature of Defendant/Juvenile		Signature of Juv. Parent/Custodian
		Released to: (Name)
		Date
		Time
Miranda <input type="checkbox"/> Warning	Hold for Other Agency Name:	Verified By
		Date
		Bonding Agency
Adults Only: <input type="checkbox"/> Hold for First Appearance. <input type="checkbox"/> Do Not Bond Out	Reason:	Bond #
		Amount
I swear/affirm the above and attached is true and correct. <input type="checkbox"/> Yes Investigator's/Complainant's	Sworn and subscribed before me, the undersigned authority this day of , 2011. Signature _____	Bond #
		Amount
Signature _____ ID. No/Dist.	Type name Notary/Law Enforcement Officer in Performance of Official	Returnable Court Date
		Returnable Court Date
Name (Printed)	Duties. Personally Known <input type="checkbox"/> ID Produced <input type="checkbox"/>	Court Location:
		Page 1 of

NOTICE OF CONFIDENTIAL INFORMATION WITHIN COURT FILING

Pursuant to Florida Rule of Judicial Administration 2.420(d)(2), the filer of a court record at the time of filing shall indicate whether any confidential information is included within the document being filed; identify the confidentiality provision that applies to the identified information; and identify the precise location of the confidential information within the document being filed.

Title/Type of Document(s): _____

Indicate the applicable confidentiality provision(s) below from Rule 2.420(d)(1)(B), by specifying the location within the document on the space provided:

- _____ Chapter 39 records relating to dependency matters, termination of parental rights, guardians ad litem, child abuse neglect, and abandonment. §39.1032(3), Fla. Stat. (If the document is filed within a Chapter 39 case, this form is not required.)
- _____ Adoption records. §63.162, Fla. Stat. (If the document is filed within a Chapter 63 adoption case, this form is not required)
- _____ Social Security, bank account, charge, debit, and credit card numbers in court records. §119.0714(1)(i)-(j), (2)(a)-(e), Fla. Stat. (Unless redaction is requested pursuant to §119.0714(2), this information is exempt only as of January 1, 2011)
- _____ HIV test results and patient identity within the HIV test results, §381.004(3)(e), Fla. Stat.
- _____ Sexually transmitted diseases - test results and identity within the test results when provided by the Department of Health or the department's authorized representative. § 384.29, Fla. Stat.
- _____ Birth and death certificates, including court-issued delayed birth certificates and fetal death certificates. §§382.008(6), 382.025(1)(a), Fla. Stat.
- _____ Identifying information in petition by minor for waiver of parental notice when seeking to terminate pregnancy. §390.01116, Fla. Stat. (If the document is filed within a Ch. 390 waiver of parental notice case, this form is not required)
- _____ Identifying information in clinical mental health records under the Baker Act. §394.4615(7), Fla. Stat.
- _____ Records of substance abuse service providers which pertain to the identity, diagnosis, and prognosis of and service provision to individuals who have received services from substance abuse service providers. § 397.501(7), Fla Stat.
- _____ Identifying information in clinical records of detained criminal defendants found incompetent to proceed or acquitted by reason of insanity. § 916.107(8), Fla. Stat.
- _____ Estate inventories and accountings. §733.604(1), Fla. Stat.
- _____ Victim's address in domestic violence action on petitioner's request. §741.30(3)(b), Fla. Stat.
- _____ Information identifying victims of sexual offenses, including child sexual abuse. §§119.071(2)(h), 119.0714(1)(h), Fla. Stat.
- _____ Gestational surrogacy records. §742.16(9), Fla. Stat.
- _____ Guardianship reports, and orders appointing court monitors in guardianship cases. §§744.1076, 744.3701, Fla. Stat.
- _____ Grand jury records. Ch. 905, Fla. Stat. (If the document is filed in Ch. 905 grand jury proceedings, this form is not required)
- _____ Information acquired by courts and law enforcement, regarding family services for children. §984.06(3)-(4), Fla. Stat. (If the document is filed in Ch. 984 family services for children case, this form is not required)
- _____ Juvenile delinquency records. §§985.04(1), 985.045(2), Fla. Stat. (If the document is filed in a Ch. 985 juvenile delinquency case, this form is not required)
- _____ Information disclosing the identity of persons subject to tuberculosis proceedings and records of the Department of Health in suspected tuberculosis cases. §§392.545, 392.65, Fla. Stat.