

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

**ADMINISTRATIVE ORDER NO.:**  
**18-12-S**  
**SUPERSEDES 13-40-S**

**IN RE: Criminal - Standardized Seminole County Arrest Affidavit**

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WHEREAS, in November 1998, Florida voters approved an amendment to Article V of the Florida Constitution, which relates to funding for the Judicial Branch of government. The amendment, referred to as Revision 7, changes how our courts will be funded. Revision 7 transfers financial responsibility from 67 counties to the State. The State of Florida largely now requires uniformity of statistical information for court related expenses and other matters.

WHEREAS, Florida Rules of Court (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 and 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 includes a "*mandatory periodic review of the status of the inmates of the county jail*;" and

WHEREAS, standardization of Seminole County's Arrest Affidavit will increase efficiency, effectiveness, statistical information and sharing of information among various state, county and municipal agencies; and

WHEREAS, standardization of Seminole County's Arrest Affidavit will decrease inefficiency, court-related costs, labor hours, redundancy, data entry and clerical mistakes; and

WHEREAS, presently over ninety-five percent (95%) of all arrests booked into the Seminole County John E. Polk Facility utilize the same standardized arrest affidavit form; and

WHEREAS, Seminole County Police Chief Association will make recommendations to the standard Arrest Affidavit format in order to improve local law enforcement operations.

WHEREAS, the Standard Arrest Affidavit currently in use contains minor typographical errors which have now been corrected, Therefore, after due consideration,

IT IS ORDERED AND ADJUDGED that the Standard Affidavit of Arrest attached hereto as Exhibit "A" is hereby adopted for use by all law enforcement agencies within Seminole County effective immediately.

DONE AND ORDERED this 8th day of March, 2018.

JOHN M. HARRIS  
JOHN M. HARRIS  
CHIEF JUDGE

Distribution:

All Circuit and County Judges (Seminole County)  
Court Administration (Brevard and Seminole  
Counties) Sheriff (Seminole County)  
Clerk of Court (Seminole County)  
State Attorney (Seminole County)  
Public Defender (Seminole County)  
Bar Association (Seminole County)  
Law Library (Seminole County)  
All Law Enforcement Agencies (Seminole County)

# EXHIBIT "A"

## ARREST REPORT

### Seminole County Sheriff's Office

Region: \_\_\_\_\_ For the Public: \_\_\_\_\_  
 C.S.A: GRID \_\_\_\_\_ Juvenile: \_\_\_\_\_  
 Agency ORI#: \_\_\_\_\_ OBTS#: \_\_\_\_\_ Agency Report #: \_\_\_\_\_  
 Weapon Seized: \_\_\_\_\_ Weapon Type: \_\_\_\_\_  
 Arrest Location: \_\_\_\_\_  
 Offense Location: \_\_\_\_\_  
 Arrest Date/Time: \_\_\_\_\_ Booked Date/Time: \_\_\_\_\_ Jail Date/Time: \_\_\_\_\_ Fingerprinted: \_\_\_\_\_  
 Jail#: \_\_\_\_\_ Local#: \_\_\_\_\_ FDLE#: \_\_\_\_\_ DOC#: \_\_\_\_\_

### DEFENDANT

Name: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_ DOB: \_\_\_\_\_ Or Age: \_\_\_\_\_  
 Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eyes: \_\_\_\_\_ Hair: \_\_\_\_\_ Alcohol Related: \_\_\_\_\_ Drug Related: \_\_\_\_\_ Court Translator: \_\_\_\_\_ Language: \_\_\_\_\_  
 Local Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Residence: \_\_\_\_\_  
 Next of Kin: \_\_\_\_\_ Relationship: \_\_\_\_\_ NOK Phone: \_\_\_\_\_ Religion: \_\_\_\_\_  
 Business Name: \_\_\_\_\_ Business Address: \_\_\_\_\_  
 Job: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
 DL#: \_\_\_\_\_ DL State: \_\_\_\_\_ SSN: \_\_\_\_\_ Marital: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
 GPS monitored: \_\_\_\_\_ Citizenship: \_\_\_\_\_ If not a U.S. citizen, contact embassy consulate \_\_\_\_\_

Alias Name(s):	Person Identifier(s):
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Co-Defendant(s):					
Name	Race	Sex	DOB	or Age	

### CHARGE(S)

Counts	Charge Description	Statute#	Ordinance	Attempt/Commit	Reason#	Type
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Drug Activity: \_\_\_\_\_ Drug Type: \_\_\_\_\_ Drug Qty: \_\_\_\_\_

P C	The undersigned certifies and swears that he/she has just and reasonable grounds to believe, and does believe that the above named defendant committed the following violation of law:		
	On the _____	at _____ (Specifically include facts constituting cause for arrest.)	BOND: _____
	P.C. Exists for Charge(s):	Judges's Signature: _____	Date: _____

Statements made by defendant prior to, during, and after arrest as related to each charge:

### ADMINISTRATIVE SECTION

Miranda Warning <input type="checkbox"/>	HOLD FOR OTHER AGENCY Name: _____	Verified By: _____	Date	Bond: Charge #	Bond: Charge #	
<input type="checkbox"/> ADULTS ONLY!! Hold for First Appearance DO NOT BOND	Reason: _____	Sworn to and subscribed before me, the undersigned  authority, this _____ day of _____,  in the year _____.  Name/Title of Person Authorized to Administer Oath.	Bond Type: 1. R.O.R. 2. Cash	3. Surety Bond 4. Bail/ 5. Cert. 6. Other	Type: _____ Type: _____	
I swear/affirm the above, reverse, and attached statements are true and correct. Officer's/Complainant's Signature			Returnable Court Date:	Returnable Court Date:		
Name(Printed) and Employee#			Release Date:	Release Time:		
		Releasing Officer: _____				

Printed On:  
Printed by: