

## Chronological

January 2008

Met with Cpl Mortimer and Sgt. Burke concerning reprimand for incident in St. Johns County. Cpl. Mortimer received a reprimand and a two day suspension reference this incident. I took the opportunity to verbally counsel Cpl. Mortimer on his paperwork (submitting on time) and concerning the proper maintenance procedures and his responsibilities towards his Fleet Supervisor Assignment. Sgt. Burke his immediate supervisor was present.

January 2008

I took Sgt. Burke to Cpl. Mortimer's desk area to show that the vehicle keys to the fleet, were unsecured thrown all over Cpl. Mortimer's desk area. Sgt. Burke stated that he would counsel Cpl. Mortimer again on this issue. I also showed Sgt. Burke a stack of bills that needed to be processed and were still in Cpl. Mortimer's inbox. Some of the Bills were at least a month old.

1-31-08

I was advised by Cpl. Murray of an incident of D.V. which occurred on the prior shift (08-929). Apparently no report was completed. Ofc. Adams was the responding officer, and Cpl. Mortimer was on scene as back-up and a supervisor. Ofc. Laura Barnes the following shift had to respond back and complete the appropriate reports. The victim had visible injuries from the beating she received from her boy friend. Sgt. Burke was instructed to take appropriate progressive discipline and Counseled Cpl. Mortimer.

2-25-08

Cpl. Mortimer failed to attend court (Defendant Ronnie Danley). Mrs. Hatfield left a message on Cpl. Mortimer's Cell phone as a reminder on 2-21-08. A copy of the subpoena was also left in Cpl. Mortimer's box by Ms. Hatfield on January 25, 2007. I will be speaking with Sgt. Burke.

Cpl. Mortimer contacted me later on this date and instructed me that his court had been rescheduled for later ( approximately 1400 hrs) I then took the opportunity to tell him that I needed the tire bills processed when he came back on duty 2-27-08 to submit to Finance.

2-28-08

Today, I Ms. Hatfield got a call from Ms. Linda Bullard (Finance Director) requesting the Boulevard Tire Bills. Cpl. Mortimer was on duty last night but the bills were not submitted as he was instructed. A search of his inbox still showed a numerous amount of reports, bills, and vehicle repair requests. Ofc. Sturman had submitted the same request three times. Copies were made for Cpl. Mortimer, Sgt. Burke, and my file. Sgt. Hosford the supervisor on duty was instructed by me to asked Cpl. Mortimer for a memorandum to Sgt. Burke explaining the tardiness of submission of bills, the failure to timely submitted reports and corresponding documents with the reports, along with multiple

vehicle repair requests. The purpose for the memo was to give Cpl. Mortimer an opportunity to explain why?

3-6-08



Report Case  
08-1311.msg

To date the accident report for this case has not been submitted. The citizen has been very patient, but needs a copy of the report ASAP. Please refer to my previous memo on this issue, and advise me why this report has taken so long to be submitted. Contact me after you have spoken with Ofc. Dillard. Tks Chief

## *OFFICE OF THE CHIEF OF POLICE*

**Date:** February 11, 2008  
**To:** All Departmental Personnel  
**Cc:** Mrs. Ronya Johnson  
**From:** CHIEF ARMANDO G. MARTINEZ  
**RE:** Report Submissions

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All personnel are reminded that time sheets are to be placed in Sgt. Burke's box (signed by your supervisor), by 06:00 A.M on the Sunday before payroll is due. All related documentation and leave forms must be thoroughly completed and attached.

All officers are reminded that reports must be submitted to your supervisor, along with your worksheets, at the end of your tour of duty. Unless given permission by a supervisor for unforeseen circumstances, this directive will be complied with immediately. Supervisor's are to ensure that in cases generating overtime, or that further investigation is needed the report is submitted the following day.

Supervisors will be held responsible for meeting with their subordinates and establishing procedures to ensure compliance.

Please contact me or your supervisor should you have any questions on this directive.

3-12-08

On today's date, a meeting was set with Sgt. Burke, Cpl. Mortimer, and me. The meeting was to discuss continuing performance deficiencies concerning Cpl. Mortimer's lack of performance and supervision. The following examples were discussed:

- Vehicle repair requests by officers ignored some had 3<sup>rd</sup> request. But his vehicle was fixed immediately, even though other requests were submitted by officers prior to his vehicle needing repair.
- Failure to process repair bills on a timely manner, my self and Ms. Hatfield have had to go into his box looking for bills requested by finance on more than one occasion.
- Original reports some over a month old still in his box and not submitted to records.
- Complaints from fire dept. personnel that his squad was at the Police Department for hours Watching T.V. Cpl. Mortimer stated that they only gathered their for lunch. I explained to Cpl. Mortimer that that demonstrated poor judgment on his part, because he left the city without police presence. I further advised him that at least one officer should remain on patrol at all times, instead of all of them going to lunch at the Police Department.
- The Domestic Violence incident handled by Ofc. Adams and himself, where no report was completed, and Ofc. Laura Barnes had to respond back on the next shift and complete the required reports, and charging affidavit.
- Failure for reports to be submitted by his crew on a timely manner.

After explaining these things to Cpl. Mortimer, he responded that he knew that he “procrastinates too much” and promised to improve. I reminded Cpl. Mortimer of his responsibilities and duties as a supervisor, and what was expected of him. I advised Cpl. Mortimer that he was working his way towards getting demoted and that if I did not see improvement soon it could happen. I also explained that that was the last thing that I wanted to do but that it was up to him to show improvement. I then inquired if there was anything that I could provide to include training to help him succeed. Cpl. Mortimer stated that there was not and that he understood the areas he needed to improve in, and assured me that he would do so. Acting City Manager Ronya Johnson briefed by me.

April 4, 2008

Today Cpl. Mortimer received two disciplinary actions one Written warning for Neglect-Failure to perform duties: Sgt. Burke instructed Cpl. Mortimer to get supplies for the vehicles on 3-31-08. To date he has failed to do so.

The second was a Written Reprimand for Obedience to Orders: Sgt. Burked was contacted by Cpl. Mortimer while on vacation reference a case involving a Death (natural) over the weekend. Cpl Mortimer asked if the Chief of Police needed to be notified to which Sgt. Burke instructed Cpl. Mortimer to do so. Cpl. Mortimer never contacted me. Cpl. Murray briefed me on Monday and briefed the City Manager (Ronya Johnson). Mrs. Johnson later advised me that she was called by a city commissioner about the incident and she did not know about it. I advised Mrs. Johnson about my not being notified and advised I would look into the matter further. Human Resources Director Ronya Johnson briefed by me.

Note: After being served with the Reprimand and Written Warning by Sgt. Burke, Sgt. Burke advised me Cpl. Mortimer responded "yeah, I got Lazy."

4-24-08

Cpl. Mortimer showed poor judgment in leaving Ofc. Dillard to handle a sexual battery report whereby his cousins two daughters were victims. Ofc. Dillard felt uncomfortable and informed me and Sgt. Burke of his relationship with the victims upon our arrival at the hospital. Sgt. Burke had to countermand Cpl. Mortimer's decision and have Ofc. Adams to handle the incident report.

4-29-08

Today, I got a complaint from Sgt. Burke concerning Ofc. Poole's vehicle. Sgt. Burke stated that he had instructed Cpl. Mortimer a couple of weeks ago to contact the Ford Dealership and arrange for the Catalytic Converter that was under Warranty to be changed in vehicle #26. Today, Sgt. Burke stated that Ofc. Poole informed him that her vehicle has still not been serviced, and that Cpl. Mortimer has not contacted her about it.

5-1-08

Today, I was contacted by Ofc. Dillard, who complained to me about Cpl. Mortimer. Ofc. Dillard stated he gets no direction from Cpl. Mortimer and used the example of an accident report (BPD# 08-2882) which he submitted to Cpl. Mortimer. He stated that Cpl. Mortimer reviewed the report, and signed it. He stated that Ms. Hatfield called him today to state that the report was incomplete. Ofc. Dillard believed that the error in his report should have been noted by his supervisor, instead of clerical staff. Ofc. Dillard stated that he would be submitting a request to be transferred to another crew, because his supervisor's demeanor is "preventing him from reaching his full potential as an officer" (accident report in file).

5-6-08

Today, I received a copy of a memorandum from Ofc. Laura Barnes addressed to Sgt. Burke. In her memorandum, Ofc. Barnes was complaining that she has made six requests to Cpl. Mortimer to get an oil change for vehicle #16 to no avail. However, a bill was processed today for an oil change for that vehicle. When asked by me via a telephone call, Cpl. Mortimer stated that he was not aware of the multiple requests, but "he though he saw one in his box a few days ago.

5-14-08

Today, I was provided with a repair request that had to be submitted twice by Ofc. Sturman. His breaks as a result wore down to "metal to metal" as stated by Ofc. Sturman in his second request for repair. I spoke to Ofc. Sturman by telephone about this incident. Ofc. Sturman advised me that when he first reported the problem the breaks were just squeaking, but since they were not repaired they now sound like grinding metal. I was concerned because bad breaks can contribute to officer safety hazards.

5-19-08

Today I reviewed a report submitted by Ofc. Dillard, concerning traffic crash incident BPD # 08-3234. The incident involved a female that was dragged and hurt from a moving vehicle. The wrong report was written. Ofc. Dillard did an information report instead of a traffic crash. The victim's family was asking for a report regarding injuries for insurance purposes. An incident report would be for incidents not involving traffic crashes. When speaking to Ofc. Dillard on the incident over the telephone he stated that he was instructed to do the "Information Report" (a header for an incident report) by Cpl. Mortimer. Sgt. Burke was shown the Incident Report and agreed it should have been a Florida Traffic Crash Report. I instructed Sgt. Burke to have the report corrected and to speak to Cpl. Mortimer on the proper procedure.

5-19-08

Met with City Manager and Human Resources director who agreed with my decision to demote Cpl. Mortimer based on the aforementioned documentation. The Human Resources Director recommended I consult the City Attorney, Sid Nowell and bring him up to date on the issue. I contacted the City Attorney who concurred with my decision.

5-20-08

Today, I returned a message to Mr. Johnny Bingham of the Coastal Florida PBA. Mr. Bingham stated to me during a telephone conversation that he wanted to speak to me about Cpl. Mortimer's Grievance on his discipline, as instructed in Mrs. Ronya Johnson's letter. I explained to Mr. Bingham that I did not mind meeting with him or Cpl. Mortimer on the issue. However, I further stated that based on the supporting documentation that I was supporting the discipline issued to Cpl. Mortimer by his supervisor. I explained to Mr. Bingham about the meeting I had with Cpl. Mortimer and Sgt. Burke on March 12, 2008, and the contents of that meeting. I used the example of Cpl. Mortimer fixing his car right away, when it needed repair, while other officers who had submitted prior request were made to wait for no valid reason. I expressed my officer safety concerns and the need to do prompt repairs to our fleet. Mr. Bingham stated that he would call Cpl. Mortimer and ask him if he still wanted to meet with him and me, but stated he felt there would be no purpose in having a meeting, since I have made my decision.



**BUNNELL POLICE DEPARTMENT**  
**1510 OLD MOODY BOULEVARD**  
**BUNNELL, FLORIDA 32110**  
**DISCIPLINARY ACTION**



**TO: Cpl Matthew Mortimer**

**FROM: Sgt R. Burke**

**DATE: 10/08/07**

**RE: Off Duty Incident (Disciplinary Action or Counseling)**

**Synopsis of Complaint and/or S.O.P. Violation:**

1. On 09/04/07 at 2:20 pm Cpl Mortimer was involved in an off duty incident in St Johns County (see attached report). Cpl Mortimer failed to report the incident to the St Johns County Sheriff's Office until he was located by their deputy. Cpl Mortimer did contact Sgt Burke but only after he was located by the St Johns County Sheriff's Office.

**Number of S.O.P. / General Order Violation:**

- 1. 02-04-06 (12) States that it is the responsibility of an off duty officer to immediately report any criminal activities to on duty authorities.

**Mitigating Circumstances:**

- 1. Cpl Mortimer has a prior written reprimand for failing to report an off duty incident

**Disciplinary Action Taken or Recommendation for Same:**

- 1. Recommend written reprimand with a (2) two day suspension without pay.

**Supervisor Initiating Action**

Supervisor Signature: *[Signature]* 5027 Date: 01-07-08

Sergeant Review: *[Signature]* 5027 Date: 01-07-08

Chief of Police Review: *[Signature]* Date: 1-07-08

I have received a copy of this action.

Employee: *[Signature]* 5053 Date: 1-07-08

**Armando G. Martinez**  
**Chief of Police**

**OFFENSE REPORT**  
**SJSO07OFF016804**

**ST. JOHN'S COUNTY SHERIFF'S OFFICE**

Printed On: 10/08/2007 @ 10:24

Offense Number	Offense Description	CAD Incident No
SJSO07OFF016804	2003 DISTURBANCE	SJSO07CAD103883
Range of Occurrence: 09/07/2007 14:20	Reported 09/07/2007 14:40	Arrived 09/07/2007
		Completed 09/07/2007

**ADDRESS OF OCCURRENCE**

No.	Di	Street	A/L	City	ST	Zip
		KINGS ESTATE RD @ RR TRAC		ST AUGUSTINE	FL	32086
(GEO)		(Latitude / Longitude)				
SE - 10 - -						

**PERSONS**

[OP/OTHER ]

MNI ID: [REDACTED]

Last	First	Middle	Title	R	S	DOB	Age
MORTIMER	MATTHEW	WILLIAM		W	M	03/29/1995	22

Hgt	Wgt	Eyes	Hair	I.D. No.	St	Type	Ethnicity:
600	260	BLU	BRN	[REDACTED]	FL	DL	

Residence: Within state

Extent of Injury: N/A

Verify For Rape Exam: No

Treated For Rape Injury: No

General Appearance:

Demeanor:

Clothing:

Clothing Description:

Probable Destination:

Birth Location: City: County: State: Nation: Citizenship:

Addresses:

Occupation:

Business: BUNNELL PD, Job Title: CPL, Entered: 10/8/2007  
1510 OLD MOODY RD Suite: BUNNELL FL 32110

[OP/OTHER ]

MNI ID: [REDACTED]

Last	First	Middle	Title	R	S	DOB	Age
SCOTT	JOHN	MATHIAS		W	M	08/04/1952	55

Hgt	Wgt	Eyes	Hair	I.D. No.	St	Type	Ethnicity:
505	150	HAZ	GRY	[REDACTED]	FL	DL	

Residence: Within jurisdiction

Extent of Injury: N/A

Verify For Rape Exam: No

Treated For Rape Injury: No

General Appearance:

Demeanor:

Clothing:

Clothing Description:

Probable Destination:

Birth Location: City: County: State: Nation: Citizenship:

Addresses:

Occupation:

\* none found in MNI \*

**VEHICLES**

[OAW] BUS/TRUCK

Vehicle Record For:

Year	Make	Model	*Body Style	Doors	Tag No	State
SJSO07OFF016804			[REDACTED]		09/07/2007 16:10	

**OFFENSE REPORT**  
**SJSG07OFF016804**

**ST. JOHN'S COUNTY SHERIFF'S OFFICE**

Printed On: 10/08/2007 @ 10:24

**CHEVROLET C1500 TRUCK** 2 **K08CIR** **FL**  
Decal # Expires VIN Value Dispatcher  
**\$0.00**

Body Color: Other Description  
Body **Blue**  
Top  
Bot  
Ownership Verified By Other Verification  
License Plate Color:  
Letters  
Background

**INSURANCE INFORMATION** Policy Number:  
Insurer Name: Insurer Phone Number:  
No. Di Street A/L City State Zip

**TOW INFORMATION** Towed By :  
Towed To :

Distinctive Features:  
(If Any):

Condition of Vehicle: Area Stolen:  
Date Recovered: Recovery Value: **\$0.00** Recovery Code:

**[ OAW ] AUTOMOBILE** Vehicle Record For :  
Year Make Model \*Body Style Doors Tag No State  
**1997 FORD EXPLORER SPORT UTILITY** 4 **[REDACTED]** **FL**  
Decal # Expires VIN Value Dispatcher  
**\$0.00**

Body Color: Other Description  
Body **White**  
Top  
Bot  
Ownership Verified By Other Verification  
License Plate Color:  
Letters  
Background

**INSURANCE INFORMATION** Policy Number:  
Insurer Name: Insurer Phone Number:  
No. Di Street A/L City State Zip

**TOW INFORMATION** Towed By :  
Towed To :

Distinctive Features: **STICKERS**  
(If Any):

Condition of Vehicle: Area Stolen:  
Date Recovered: Recovery Value: **\$0.00** Recovery Code:



OFFENSE REPORT  
SJS007OFF016804

ST. JOHNS COUNTY SHERIFF'S OFFICE

Printed On: 10/08/2007 @ 10:24

Weapon - Firearms (Handgun, ) - Other Danger  
 Location Category Vehicle  
 Location Type Other vehicle  
 Location Description  
 Location Status None  
 Number of Premises Burglarized 0  
 Target  
 Entry Method  
 Point of Entry (POE)  
 POE Visible From  
 Point of Exit  
 Suspect Actions  
 Circumstances Argument  
 Weather - Clear  
 Lighting Condition Daylight  
 Security Used  
 Crime Scene? : No  
 If NO, Explain :  
 Crime Scene Officer:  
 Physical Evidence Collected: 0

< NARRATIVE >

DATE	TIME	TYPE	OFFICER REPORTING	CALL#	REP TAKER	EDIT DATE	EDIT TIME
9/7/2007	16:10	INITIAL	FISCHER, STEVEN E	2939	SFISCHER	9/7/2007	17:33

I was dispatched to a report of a possible road rage incident on Kings Estate Rd and the railroad tracks. After searching the area Sgt. T. Erwin located a pick up leaving the area at a high rate of speed. Sgt. Erwin stopped the vehicle and the driver was the one involved in the incident. The driver was extremely agitated and yelling almost to the point of screaming. After Sgt. Erwin calmed the driver down, the driver was identified as John M. Scott 08/04/1952. J. Scott stated that the other driver got out his vehicle and was cursing at him and produced a weapon and a Sheriff's badge and identified himself as a Deputy Sheriff. J. Scott states that he left the scene and attempted to get a tag number. J. Scott described the vehicle as a 2 door Ford Explorer with a possible tag of [REDACTED]. J. Scott stated the Explorer left on Dobbs Rd. at an extremely high rate of speed and he was unable to catch up with the Explorer.

Dep. S. Borra located the white Ford Explorer on Dobbs Rd. at 2310. The driver of the white Explorer identified himself as a Bunnell Police Officer, Matthew W. Mortimer 03/29/1985. Ofc. Mortimer stated that he was traveling south bound on Old Moultrie Rd., turning at Kings Estate Rd. heading west. Ofc. Mortimer states that a blue pick up made a sharp left turn in front of him, almost causing a crash. The blue pick up was ahead of him on Kings Estate Rd. when he pulled over to let the pick up gain distance. Ofc. Mortimer stated the driver of the blue truck was cursing and yelling at him, flipping him "the bird". The blue pick up then stopped on Kings Estate Rd. and the driver got out of his truck with a tire iron and approached Ofc. Mortimer's vehicle. As the driver of the blue truck came closer, Ofc. Mortimer states he got out of his vehicle and produced his badge and drew his off duty weapon. Ofc. Mortimer states he gave verbal commands to the driver of the blue truck to return to his vehicle. Ofc. Mortimer states that after several more warnings the driver finally got back into his truck and started to drive away. When Ofc. Mortimer turned north on Dobbs Rd. the blue truck turned around to follow him. Ofc. Mortimer states that the blue

**OFFENSE REPORT**  
**SJSO07OFF016804**

**ST. JOHNS COUNTY SHERIFF'S OFFICE**

Printed On: 10/08/2007 @ 10:24

truck turned around at a business and left. Ofc. Mortimer then went to a business on Dobbs Rd. because he knows the people there. Ofc. Mortimer stated he was going to call SJSO but could not remember the number.

Sgt. Erwin responded to 2310 Dobbs Rd. and spoke with Ofc. Mortimer. Sgt. Erwin spoke with Ofc. Mortimer's supervisor at Bunnell P.D. Sgt. Randy Burke and advised him of the circumstances of what had occurred. Sgt. Erwin also attempted to contact J. Scott to reinterview him but was unsuccessful. Ofc. Mortimer was given the case number. No further information is available at this time.

< END OF NARRATIVE >

Offense Status Pending	No -- Cleared # Clearances 0 Clearance Date Clearance Type Except. Clear. Type Age Classification	Reporting Officer 2939 FISCHER, STEVEN E SJSOLENFPATROLCHARLIE SOUTHSE
Warr./Arr. No.	*Forward for Approval / Followup To :	
Supervisor TONY J MATUSE	APPROVED	Case Screening Supv. Investigator
Date 09/08/2007	Time 04:59	Date Time
Yes No	Concur PdF/U InvF/U	No No No
Report Last Modified 09/07/2007 17:34		



**BUNNELL POLICE DEPARTMENT**  
**1510 OLD MOODY BOULEVARD**  
**BUNNELL, FLORIDA 32110**  
**DISCIPLINARY ACTION**



**TO: Cpl Matthew Mortimer**

**FROM: Sgt R. Burke**

**DATE: 04-04-08**

**RE: Neglect of Duty / Failure to Perform Duties (Disciplinary Action or Counseling)**

**Synopsis of Complaint and/or S.O.P. Violation:**

1. 03-31-08 Sgt Burke spoke with Cpl Mortimer and advised him that there was no anti-freeze/coolant supply available for the department vehicles. Sgt Burke told Cpl Mortimer to obtain a supply of coolant for the department fleet. To this date Cpl Mortimer has failed to obtain coolant for the fleet.

**Number of S.O.P. / General Order Violation:**

1. 01-01-06 (26) States that Employees shall adhere to all official directives and/or orders, and shall faithfully execute all the duties and responsibilities of their assigned position.

**Mitigating Circumstances:**

1. Cpl Mortimer has a prior counseling for maintaining the fleet on 03-12-08. The counseling was conducted by Chief Martinez and this Supervisor.

**Disciplinary Action Taken or Recommendation for Same:**

1. Written Warning

**Supervisor Initiating Action**

Supervisor Signature: Sgt. R. Burke Date: 04-04-08

Sergeant Review: Sgt. R. Burke Date: 04-04-08

Chief of Police Review: Chief Armando G. Martinez Date: 4-4-08

I have received a copy of this action.

Employee: Cpl M. Mortimer Date: 4-4-08

**Armando G. Martinez**  
**Chief of Police**



**BUNNELL POLICE DEPARTMENT**  
**1510 OLD MOODY BOULEVARD**  
**BUNNELL, FLORIDA 32110**  
**DISCIPLINARY ACTION**



**TO: Cpl Matthew Mortimer**

**FROM: Sgt R. Burke**

**DATE: 04-04-08**

**RE: Obidience to Orders (Disciplinary Action or Counseling)**

**Synopsis of Complaint and/or S.O.P. Violation:**

1. On 03/21/08 Cpl Mortimer contacted Sgt Burke in reference to an incident involving a death. Cpl Mortimer stated that the death was a natural death and asked if he was supposed to notify Chief Martinez. Sgt Burke advised Cpl Mortimer that in all deaths it would be proper that the Chief of Police be notified. Sgt Burke further instructed Cpl Mortimer to contact Chief Martinez and advise him of the death. Cpl Mortimer failed to notify the Chief of Police of the death.

**Number of S.O.P. / General Order Violation:**

1. 01-01-06 (17) States that employees shall obey all lawfull orders issued by a superior or other competent authority, including orders relayed from a supervisor by an employee of the same or lesser rank

**Mitigating Circumstances:**

1. Cpl Mortimer's failure to notify the Chief of Police resulted in no notification being made to the City Manager or other appropriate persons.

**Disciplinary Action Taken or Recommendation for Same:**

1. Written Reprimand

**Supervisor Initiating Action**

Supervisor Signature: Sgt. R. Burke Date: 04-04-08

Sergeant Review: Sgt. R. Burke Date: 04-04-08

Chief of Police Review: [Signature] Date: 4-4-08

I have received a copy of this action.

Employee: Cpl M. Mortimer Date: 4-4-08

Armando G. Martinez  
 Chief of Police

**BUNNELL POLICE DEPARTMENT  
BUNNELL, FLORIDA**

**POLICY AND PROCEDURE DIRECTIVE**

**TITLE: DEATH INVESTIGATIONS- UNATTENDED DEATHS**

**NUMBER: 07-02-06**

**EFFECTIVE: 11/06**

**REFERENCE:**

**RESCINDS:** NEW  
**ATTACHMENTS:** BPD DEATH INVEST. FORM  
M.E. DEATH INVEST. FORM

**PURPOSE**

The purpose of this directive is to establish the requirements for completing a Death Investigation Form (autopsy request) and to provide procedures for the disposition of bodies in unattended death cases.

By providing guidelines in Death Investigations, we will be able to ensure an expedient process, while allowing for compassion to the family of the deceased. The use of the

**DISCUSSION**

In the use of the death investigation form, the officer on scene is able to properly identify and record all pertinent information needed, thus assuring accurate reporting of events and identity of the deceased. The death investigation form also will allow for the officer to record the information needed by the M.E., in a clear and professional manner.

**POLICY/PROCEDURE**

1 The Death Investigation Form shall be completed when an officer is investigating the following types of deaths:

- A death where the cause of death is not known, and it is not considered a natural, attended death.
- A death believed to be a suicide caused by a self-inflicted injury or other self-harm.
- A death caused by a vehicular accident.
- A death related to a non-vehicular accident.
- A death believed to be caused by a criminal act (murder, manslaughter).
- A death that may appear to be natural, and for which a physician will sign the death certificate, but there are questionable elements involved in the death. The officer must have some basis of fact that the death may not be of natural causes.
- A natural death for which an out of state physician will not sign a death certificate.

2 The Death Investigation Form will be completed in its entirety and a copy shall be sent with the body to the Medical Examiner's Office. All spaces should be completed.

# Bunnell Police Department

# INCIDENT REPORT

 Adult

 Juvenile

Incident Type Natural Death	Between <input checked="" type="checkbox"/>	Hour Unk.	Month 03	Day 20	Year 08	CASE NO. 08-2232
	At <input type="checkbox"/>	1830	03	21	08	
Location of Incident 203 E. Booe St. Bunnell, FL 32110						

Person Reporting Incident Shellman, John P.O. Box 1494 Bunnell, FL 32110	Check Here if Victim <input type="checkbox"/>	Address	Phone N/A	Race B	Sex M	DOB 11-29-70
Victim Name <input checked="" type="checkbox"/> Stafford, Tony P.O. Box 114 Bunnell, FL 32110	Address	Residence: Full <input type="checkbox"/> Part <input type="checkbox"/> Instate <input type="checkbox"/> Out of State	Phone N/A	Race B	Sex M	DOB 02-28-52
Victim Name N/A	Address	Residence: Full <input type="checkbox"/> Part <input type="checkbox"/> Instate <input type="checkbox"/> Out of State <input type="checkbox"/>	Phone	Race	Sex	DOB

Suspect <input type="checkbox"/> Charged <input type="checkbox"/> Arrested <input type="checkbox"/>	Address	FSS or Ord.	Phone	Race	Sex	DOB
Suspect <input type="checkbox"/> Charged <input type="checkbox"/> Arrested <input type="checkbox"/>	Address	FSS or Ord.	Phone	Race	Sex	DOB
Witness <input checked="" type="checkbox"/>	Address	Phone 209-0820	Race	Sex	DOB	
Witness <input checked="" type="checkbox"/>	Address	Phone 437-9278	Race B	Sex M	DOB 02-17-57	

Additional Suspects None <input type="checkbox"/> In Report <input type="checkbox"/>	Additional Witness None <input type="checkbox"/> In Report <input checked="" type="checkbox"/>	Date - Time Reported 03-21-08 @ 1839	Offense Status Actual <input type="checkbox"/> Unfounded <input checked="" type="checkbox"/>	Case Cleared Adult Arrest <input type="checkbox"/> Juvenile Arrest <input type="checkbox"/> Except Clear <input type="checkbox"/>
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Weapon Used Blunt Object <input type="checkbox"/> Drugs <input type="checkbox"/> Explosives <input type="checkbox"/> Firearm <input type="checkbox"/> Knife/Cutting Instrument <input type="checkbox"/> Poison <input type="checkbox"/> Rifle <input type="checkbox"/> Shotgun <input type="checkbox"/>	Fire/Incendary Device <input type="checkbox"/> Handgun <input type="checkbox"/> Hands-Fists/Feet <input type="checkbox"/> Simulated Weapon <input type="checkbox"/> Threat/Intimidation <input type="checkbox"/> Unknown <input type="checkbox"/>	Break Entry <input type="checkbox"/> Business <input type="checkbox"/> Residence <input type="checkbox"/> Day <input type="checkbox"/> Night <input type="checkbox"/> Unknown <input type="checkbox"/>	Larceny <input type="checkbox"/> Coin Machine <input type="checkbox"/> All Others <input type="checkbox"/> From Building <input type="checkbox"/> Shoplifting <input type="checkbox"/> From Auto <input type="checkbox"/> Bicycle <input type="checkbox"/> Pick Pocket <input type="checkbox"/>
Robbery <input type="checkbox"/> Highway <input type="checkbox"/> Gas Station <input type="checkbox"/> Other <input type="checkbox"/> Residence <input type="checkbox"/> Business <input type="checkbox"/> Bank <input type="checkbox"/> Person <input type="checkbox"/>	Recovered Auto <input type="checkbox"/> Stolen Out of County - Recovered Local <input type="checkbox"/> Stolen Local - Recovered Local <input type="checkbox"/> Stolen Local - Recovered Other <input type="checkbox"/>		

Stolen Property N/A	Currency	Jewelry	Firearms	Clothing	Motor Vehicle	Miscellaneous	Total Value Stolen
Recovered Property N/A	Currency	Jewelry	Firearms	Clothing	Motor Vehicle	Miscellaneous	Total Value Recovered

Vehicle: <input type="checkbox"/> Victim <input type="checkbox"/> Suspect <input type="checkbox"/> Other	Year N/A	Make	Model	Doors	Color	Tag	State	VIN#
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On March 21, 2008 at 1839 hours, I, Officer was dispatched to a possible deceased person at 203 E. Booe St. I arrived on scene and made contact with the property owner identified as K.C. Goldwin who stated that a black male identified as Tony Stafford in the shed behind the residence and appeared to deceased. I then made contact with John Shellman who first discovered Mr. Stafford's unresponsive body. Mr. Shellman stated that Mr. Stafford lived in the shed and he opened the shed door to see if Mr. Stafford wanted anything to drink from the store and once he observed that Mr. Stafford appeared to be deceased he notified the property owner and Law Enforcement. Once I made contact with Mr. Shellman, I approached the shed and observed Mr. Stafford laying in the shed and observed that he was unresponsive and cold to the touch. At that time, the Flagler County Rescue arrived on scene and after their investigation they confirmed that Mr. Stafford was deceased at 1846 hours.

Upon initial observations it appeared Mr. Stafford died of natural causes and no foul play was suspected. Mr. Goldwin and several other witnesses stated that Mr. Stafford was feeling ill on Wednesday, March 19 and had a medical history of Asthma and Emphazima. At that time, I secured around a perimeter around the scene and made contact with the Medical Examiner identified as Lt. Moore. who advised he would be enroute. Once Lt. Moore arrived onscene, he conducted his investigation and advised that it appeared Mr. Stafford died of natural causes and that he had been deceased for approximatley eight to ten hours. Once Lt. Moore concluded his on scene invesitigation, relatives of Mr. Stafford arranged for him to be removed from the scene from Cranes Funeral Home. At 2200 hours, Cranes Funeral Home arrived on scene and removed Mr. Stafford from the scene. At that time, I concluded my investigation and left the scene.

Incident Alcohol Related? <input type="checkbox"/> Yes <input type="checkbox"/> Unknown <input checked="" type="checkbox"/> No	Drug Related? <input type="checkbox"/> Yes <input type="checkbox"/> Unknown <input checked="" type="checkbox"/> No
Investigation Complete <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	FCIC/NCIC Entry Made <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Connecting Case Number or UTC N/A	Photo/Video Taken <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Rank - Signature of Officer in Submitting Report Ofc. D. Adams 5056	Supervisor Approval	Additional Reports <input type="checkbox"/> SA 761 <input type="checkbox"/> Property <input type="checkbox"/> Firearm <input type="checkbox"/> Towed Vehicle <input type="checkbox"/> SA Referral <input type="checkbox"/> Evidence <input type="checkbox"/> Chemical <input type="checkbox"/> Dangerous Dog <input type="checkbox"/> UTC <input type="checkbox"/> Statement <input type="checkbox"/> K-9 <input type="checkbox"/> Disclaimer <input type="checkbox"/> FDLE <input type="checkbox"/> Drug
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