



# STAC Manual - Law Enforcement

UPDATED 09/02/2022

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## Logging into STAC

STAC access link <https://stacweb.sa15.state.fl.us/stacweb>

The State Attorney's Office will provide first time users with a username and temporary password for STAC.

A screenshot of the STAC login interface. At the top, it says 'Welcome to STAC'. Below that are two input fields: 'User Name:' and 'Password:'. Under the password field is a checkbox labeled 'Remember me next time.'. At the bottom of the form is a blue button labeled 'Login'. Below the 'Login' button, the text 'Forgot your password?' is circled in red.

The State Attorney's Office does not guarantee the accuracy of the information contained herein. You are accessing a restricted application. Application usage may be monitored, recorded and subject to audit. Unauthorized use of this application is prohibited. Use of this application indicates consent to monitoring and recording. The State Attorney's Office does not guarantee the accuracy of the information contained herein. You are accessing a restricted application. Application usage may be monitored, recorded

**Users can reset their password by clicking Forgot your Password.**

**If a user has not logged in during the previous 6 months,  
the account will be inactivated. Users will then need  
to send a request for a password reset to:  
[ITHELP@sa15.org](mailto:ITHELP@sa15.org)**

When signing in with the temporary password, the user will be prompted to change their password.

Cancel      Ok

---

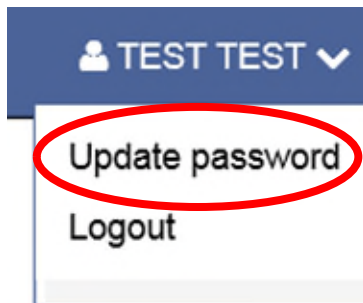
**Update password**

Current password     

New password     

Confirm new password     

To change or update a password, click on the user name displayed in the upper right hand corner and click Update password.



- **Passwords must be a minimum of 8 characters**
- **Not be the same as the User ID**
- **Not be identical to the previous 10 passwords**
- **Passwords expire every 90 days**

## Screen Overview

### Search for Case/Defendant

Fill in one or more of the following fields to look up a case:

- Defendant Name (Last Name, First Name)
- Agency
- Officer
- Defendant Date of Birth
- Agency Report No
- Booking No
- Case/Clerk No

---

Defendant name	<input type="text" value="(Last Name, First Name)"/>	Defendant date of birth	<input type="text" value=""/>
Agency	<input type="text" value=""/>	Agency report no	<input type="text" value=""/>
Officer	<input type="text" value=""/>	Booking no	<input type="text" value=""/>
		Case/Clerk no	<input type="text" value=""/>

Search Query Requery Wizards ▾ Incident

Incident search results

Show: All ▾

Summary Image/Evidence

Groups expanded

**\*\*NOTE:** When searching by Agency Report number, use the “%” sign in front and back of the number to receive better search results.

**Example:** %18123456%

STAC will show the results of the search, listed on the left. Select the case from the list on the left to preview.

Defendant name  Defendant date of birth

Agency  Agency report no

Officer  Booking no

Case/Clerk no

Incident

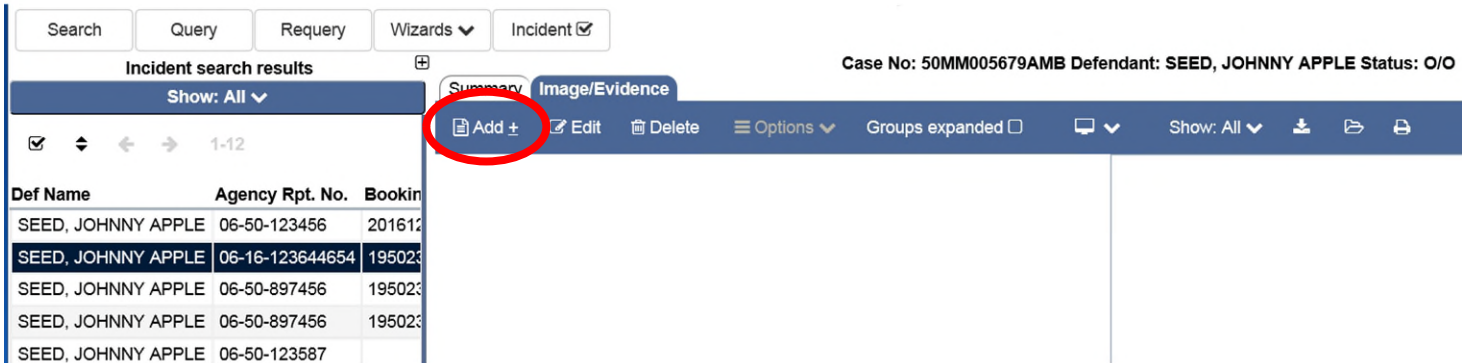
Incident search results Case No: 50MM005679AMB Defendant: SEED, JOHNNY APPLE Status: O/O

Summary Image/Evidence

Def Name	Agency Rpt. No.	Bookin
SEED, JOHNNY APPLE	06-50-123456	201612
SEED, JOHNNY APPLE	06-16-123644654	195023
SEED, JOHNNY APPLE	06-50-897456	195023
SEED, JOHNNY APPLE	06-50-897456	195023
SEED, JOHNNY APPLE	06-50-123587	
SEED, JOHNNY APPLE		
SEED, JOHNNY APPLE		
SEED, JOHNNY APPLE		

## Uploading Images

Select the case in which to do the upload, and then select the image evidence tab.  
Select Add.



Incident search results

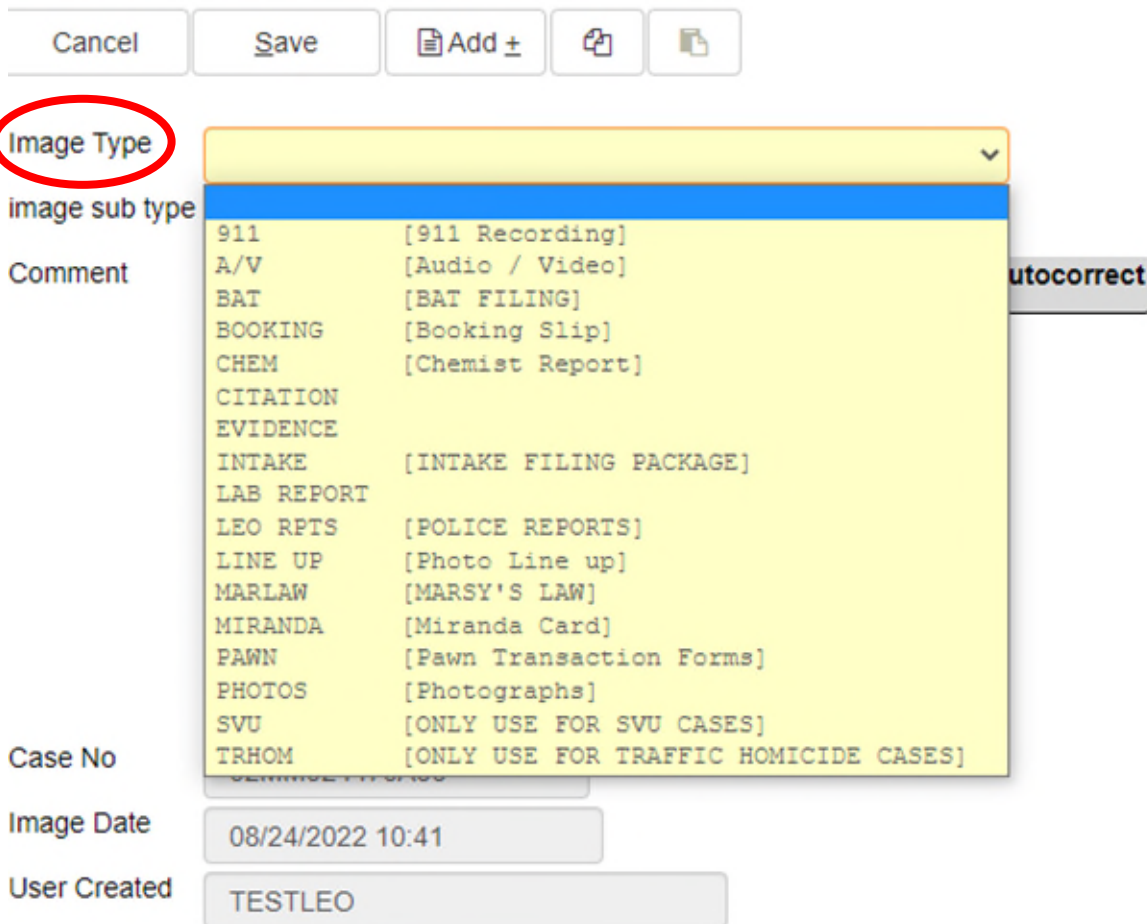
Case No: 50MM005679AMB Defendant: SEED, JOHNNY APPLE Status: O/O

Summary Image/Evidence

Add ± Edit Delete Options Groups expanded Show: All

Def Name	Agency Rpt. No.	Bookin
SEED, JOHNNY APPLE	06-50-123456	201612
SEED, JOHNNY APPLE	06-16-123644654	195023
SEED, JOHNNY APPLE	06-50-897456	195023
SEED, JOHNNY APPLE	06-50-897456	195023
SEED, JOHNNY APPLE	06-50-123587	

Select the image type and image subtype from the drop down menus.



Cancel Save Add ±

Image Type

image sub type

Comment

Case No

Image Date

User Created

Autocorrect

- 911 [911 Recording]
- A/V [Audio / Video]
- BAT [BAT FILING]
- BOOKING [Booking Slip]
- CHEM [Chemist Report]
- CITATION
- EVIDENCE
- INTAKE [INTAKE FILING PACKAGE]
- LAB REPORT
- LEO RPTS [POLICE REPORTS]
- LINE UP [Photo Line up]
- MARLAW [MARSY'S LAW]
- MIRANDA [Miranda Card]
- PAWN [Pawn Transaction Forms]
- PHOTOS [Photographs]
- SVU [ONLY USE FOR SVU CASES]
- TRHOM [ONLY USE FOR TRAFFIC HOMICIDE CASES]

08/24/2022 10:41

TESTLEO

Here is the example for image type – Evidence and its subtype. Users have to select one of the subtypes to save the image.

Cancel Save Add ± [Copy] [Paste]

Image Type **EVIDENCE** ▾

image sub type ▾

Comment

<b>LINE UP</b>	
MIRANDA	[MIRANDA CARD]
PAWN	[PAWN SHOP RECORDS]
PRINTS	[FINGERPRINTS]
PROPERTY	[PROPERTY RECEIPTS]
STATEMENT	[WRITTEN STATEMENT]
VEHICLE	[VEHICLE STORAGE RECEIPT]

**Autocorrect**

Case No 50MM000420AMB

Image Date 08/24/2022 12:20

User Created TESTLEO



Below are the available image types and image subtypes:

IMAGE TYPE	IMAGE SUBTYPE	DESCRIPTION
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Sub Image Types are required on highlighted image types.

**911**

\*

**911**

**A/V**

**AUDIO/VIDEO FILES**

BAT	BAT Video
BODY WORN	Body Worn Camera
CELL	Cellphone Videos
CONVERTED	Converted Files
DEF STMT	Defendant Statement
ENHANCED	Enhanced Files
JAIL CALLS	Jail Calls/Transcript
NOTE	Note PDF
OTHER	Other Video
RECORD	Recorded Statement
REDACTED	Redacted Files
ROADSIDE	Roadside Video
SURVE	Surveillance
VIC STMT	Victim Statement
WIT STMT	Witness Statement

**BAT**

\*

**BAT FILING**

BATSUPP	BAT filing
	Supplemental BAT filing

**BOOKING**

\*

**BOOKING SLIP**

**CITATION**

\*

**CITATION**

**EVIDENCE**

**EVIDENCE RECEIVED**

LINE UP	Line Up
MIRANDA	Miranda Card
PAWN	Pawn Shop Records
PRINTS	Fingerprints
PROPERTY	Property Receipts
STATEMENT	Written Statement
VEHICLE	Vehicle Storage Receipt

**INTAKE**

\*  
LEO COVERSHT

**INTAKE FILING PACKAGE**

Intake Filing Package  
LEO Cover Sheet

**LAB REPORT**

ARSON  
BALISTICS  
BODE DNA  
CHEM  
DNA  
FIREARM  
LATENT  
TOXICOLOGY

**LAB REPORT RECEIVED**

Arson Report  
Ballistics Report  
BODE DNA Report  
Chemist Report  
DNA Report  
Firearm Report  
Latent Print Report  
Toxicology Report

**LEO REPORTS**

CAD  
CRASH  
CRIMHISTOR  
CS REPORT  
EMS  
FILESUPP  
INVRPT  
NTA  
OFFENSE  
PC  
STOLEN  
VIC RIGHTS

**POLICE REPORTS RECEIVED**

Computer Aid Dispatch Report  
Crash Report  
Criminal History  
Crime Scene Report  
EMS Report  
Supplemental Report  
Investigative Report  
Notice to Appear  
Offense Report  
Probable Cause Affidavit  
Stolen Vehicle Affidavit Report  
Victim Rights Sheet

**MARLAW**

VRCF

**MARSY LAW FORM**

**PHOTOS**

\*  
CS  
ME

**PHOTOS**

Case Photos  
Crime Scene Photos  
ME Photos

**SVU**

**CONFIDENTIAL FILES FOR SVU CASES**

**TRHOM**

**CONFIDENTIAL FILES FOR TRAFFIC  
HOMICIDE CASES**

Users can either drag and drop the file into the screen or select DROP FILES OR CLICK TO UPLOAD to browse folders to locate file. Select Add to add more files to the same case.

Cancel Save Add ±

Add Image --> Case No: 50MM005679AMB Defendant: SEED, JOHNNY APPLE Status: O/O

Image Type [dropdown]

Comment [text area]

Case No: 50MM005679AMB

Image Date: 05/29/2018 08:31

User Created: test@pbso.org

**Drop files here or click to upload.**

Allowed File Type(s):  
.FTR,.pdf,.wav,.xls,.avi,.jpg,.mp3,.mpeg,.mp4,.mpg,.wma,.m4a,.xlsx,.png,.wmv,.msg,.mov,.tif

Maximum individual file size: 39MB

Select Save to save files to the case when finished.

Cancel **Save** Add ±

Image Type [dropdown]

image sub type [dropdown]

Comment [text area] Autocorrect

Case No: 02MM024470A99

Image Date: 08/24/2022 10:41

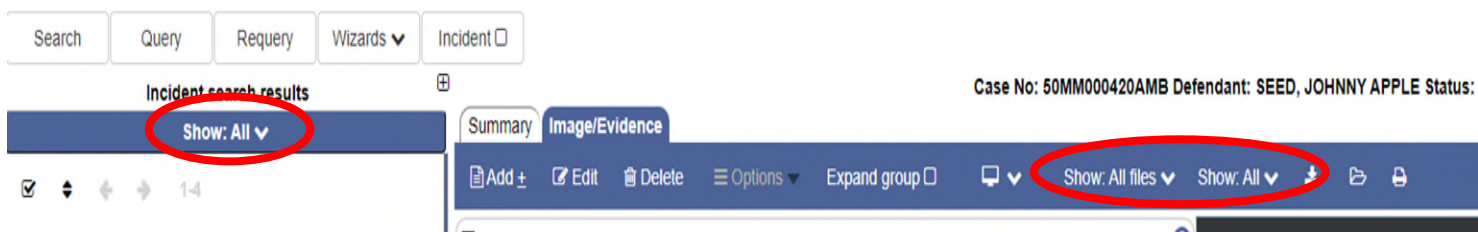
User Created: TESTLEO

The allowed file types are:

.ftt	.mov
.pdf	.tif
.wav	.vob
.xls	.ts
.avi	.trm
.jpg	.asf
.mp3	.txt
.mpeg	.mkv
.mp4	.jpeg
.mpg	.cvs
.wma	.html
.m4a	.heif
.xlsx	.xml
.png	.mts
.wmv	.heic
.msg	.AVCHD

**\*\*NOTE:** STAC will not accept .exe in the upload process. Any video or audio containing an .exe must be converted before uploading into STAC. To request a new extension be added to STAC, send an email [ITHELP@sa15.org](mailto:ITHELP@sa15.org)

If unable to see recent uploads, make sure that “Show: All” and “Show: All files” are set as indicated below.



# Querying Information

Users can also make queries in STAC. In the example query below, AO Fred Friendly is querying his current open cases.

**Query**

Cancel Search Clear

Use these fields to specify your search criteria, then click **SEARCH**

Relationship: AO [ARRESTING OFFICER] Name: FRIENDLY, FRED Current

Case Type:

Case Status: OPENED

Offense Date:  Thru

Arrest Date:  Thru

Uploaded By:

Image Date Created:  Thru

Image Type:

The open case result is 32 records found.

Cases Directory Help

Defendant name: [Last Name, First Name] Defendant date:

Agency:  Agency report:

Officer:  Booking no:

Case/Clerk no:

Search Query Requery Wizards Incident

**Incident search results**

Show: All

1-32

Def Name	Agency Rpt. No. ^	Booking no
TEST, TIM(DNA)		
JUVENILE, JOEY (HA)		
TEST, CIP RAMON (HA)		
MOUSE, MINNIE		
GEORGE, GORGEOUS		
SENATORE, MARY ANN		
NOGOOD, UPTO(DNA)		
MOUSE, MINNIE		
TATUM, CHANNING R		
WHACKAMOLE		

Summary Image/Evidence

Print Add event Add rel

incident\_case\_summary.s

## Logging out of STAC

To log out of STAC, click on the user name displayed in the upper right hand corner and click Logout.

