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.

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**

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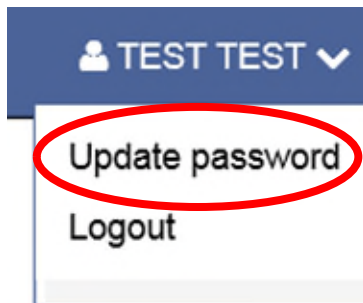
Cancel	Ok

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.

👤 TEST TEST ∨

Update password

Logout

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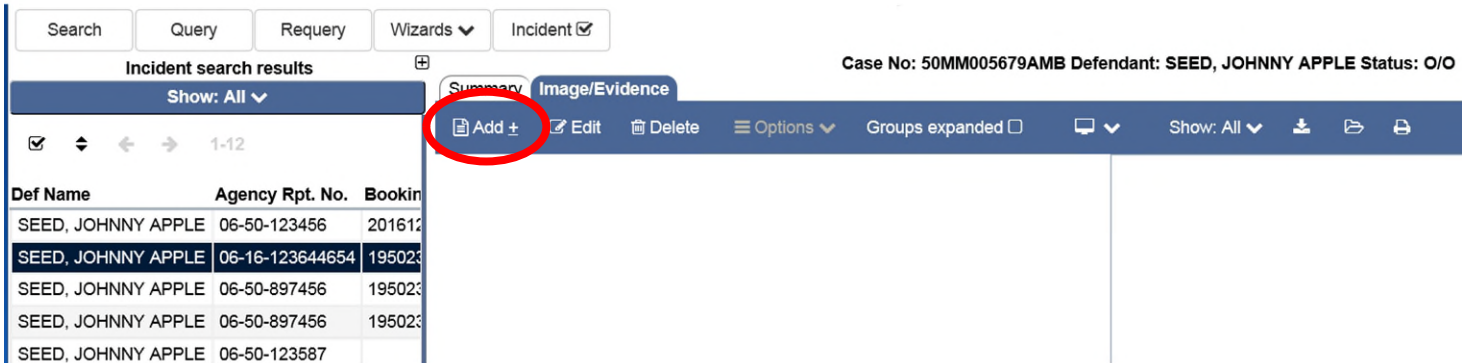
NOTE: When searching by Agency Report number, use the "%**" sign in front and back of the number to receive better search results.

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.

Uploading Images

Select the case in which to do the upload, and then select the image evidence tab.
Select Add.
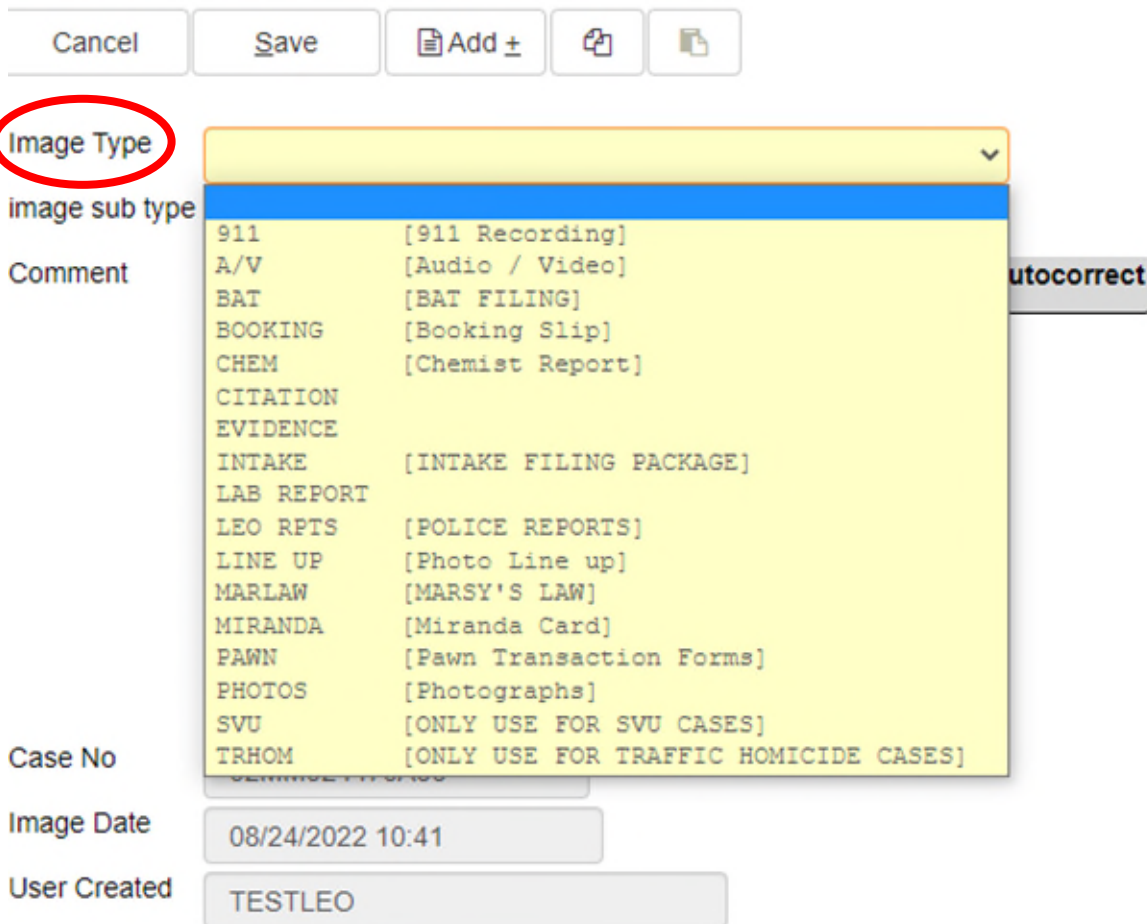
Select the image type and image subtype from the drop down menus.

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 ±		

Image Type EVIDENCE ∨

image sub type ∨

Comment Autocorrect

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

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

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**

	*	BAT filing
	BATSUPP	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   **INTAKE FILING PACKAGE**

                 *   Intake Filing Package

                 LEO COVERSHT   LEO Cover Sheet

LAB REPORT   **LAB REPORT RECEIVED**

ARSON	Arson Report
BALISTICS	Ballistics Report
BODE DNA	BODE DNA Report
CHEM	Chemist Report
DNA	DNA Report
FIREARM	Firearm Report
LATENT	Latent Print Report
TOXICOLOGY	Toxicology Report

LEO REPORTS   **POLICE REPORTS RECEIVED**

CAD	Computer Aid Dispatch Report
CRASH	Crash Report
CRIMHISTOR	Criminal History
CS REPORT	Crime Scene Report
EMS	EMS Report
FILESUPP	Supplemental Report
INVRPT	Investigative Report
NTA	Notice to Appear
OFFENSE	Offense Report
PC	Probable Cause Affidavit
STOLEN	Stolen Vehicle Affidavit Report
VIC RIGHTS	Victim Rights Sheet

MARLAW   VRCF   **MARSY LAW FORM**

PHOTOS   **PHOTOS**

                 *   Case Photos

                 CS   Crime Scene Photos

                 ME   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.

Select Save to save files to the case when finished.

The allowed file types are:

.ftr	.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

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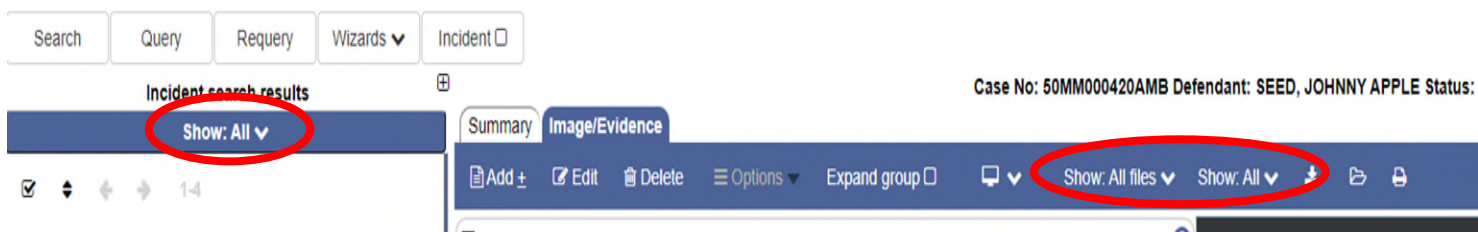
Querying Information

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 ⌄

Summary | Image/Evidence

Print 🖨   Add event   Add rel

☑ ↕ ← → **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		

incident_case_summary.a

Logging out of STAC

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