

PRINCE WILLIAM COUNTY POLICE DEPARTMENT MANUAL OF GENERAL ORDERS			
General Order: 19.01	Effective: 06/18/2018	Supersedes: 01/01/2016	Number of Pages: 2
RECORDS CONTROL: GENERAL GUIDELINES			

The Records Section is the Department’s central records component for all Incident Reports and traffic information for adults and juveniles. The Records Section will control, maintain, and retrieve departmental Incident Reports.

A. For the purpose of this order, the term “Departmental Report” will include the following:

1. **“Arrest Record”** shall mean a compilation of information, centrally maintained in law enforcement custody, of any arrest or temporary detention of an individual, including the identity of the person arrested or detained, the nature of the arrest or detention, and the charge.
2. **“Investigative” Reports** shall mean reports of any systematic inquiries or examination into criminal or suspected criminal acts that have been committed, are being committed or are about to be committed.
3. **“Reportable Incident” Reports** shall mean a compilation of complaints received by a law enforcement agency, and action taken by the agency, in response thereto.
4. **“Non-Criminal Incident” Reports** shall mean a compilation of non-criminal occurrences of general interest to law enforcement agencies, such as missing person, lost and found property, suicides and accidental deaths.
5. **“Traffic Crash” Reports** shall mean reports of any systematic inquiries or investigation into the cause of motor vehicle crashes.

B. Security and Privacy of Departmental Records.

1. No person will have physical access to reports or records maintained by the Records Section or Forensic Services Section except for members specifically assigned to work in those Sections.
2. The Records Section, where the Department maintains its primary report files, will be off limits to everyone except for the Chief of Police, Deputy Chief of Police, Assistant Chiefs of Police, District Commanders, Office of Professional Standards Commander, and those members assigned to work in this area.
3. Those members who are not assigned to work in the Section will have to obtain prior approval of the Section Supervisors, or in the Supervisors’ absence, a designee, before

entering. All individuals entering this area who are not assigned to work there will sign in and out on the Entry Log.

4. Members have access to computerized reports and records twenty-four (24) hours a day from computer terminals housed within departmental facilities.
5. During non-business hours, when access to secured and departmental reports or records is urgently required, the appropriate Section supervisor will be notified to respond so as to provide access to such records.
6. Reports and records are confidential and shall not be disclosed outside the Department except as authorized. This includes the disclosure of records resulting from arrest processing, including fingerprints and photographs; and Communications logger tapes.

C. Annual Inspection of the Records Section Function.

1. The Administrative Services Commander, or designee, will conduct an annual inspection of the Records Section functions.
2. The inspection should include a check of various reports (Incident Reports, Crash Reports, etc.) to ensure they are properly filed and retrievable.
3. A check should be made of each computer module and physical system to ascertain if they are accomplishing their intended purpose.
4. Directives and manuals concerning the Records function will be inspected to keep them complete and up-to-date.
5. Security of the records and Records Section offices will be checked.

D. Master Name Index File.

1. The following persons will be entered into the computerized "Master Name Index:"
 - a. Victims.
 - b. Complainants.
 - c. Suspects.
 - d. Persons arrested (including traffic arrests).
 - e. Witnesses.
 - f. Persons identified through field contacts.
 - g. Operators of vehicles involved in traffic crashes.
2. Additional persons may be entered into the computer system as the need arises.