

**PRINCE WILLIAM COUNTY POLICE DEPARTMENT  
MANUAL OF GENERAL ORDERS**

<b>General Order: 19.07</b>	<b>Effective: 09/08/2020</b>	<b>Supersedes: 08/28/2018</b>	<b>Number of Pages: 7</b>
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**RECORDS CONTROL: INCIDENT REPORTS**

- A. The Incident Report (referred to as case report or officer report in P1 RMS) is a permanent record of incidents reported to the Department. The Incident Report serves as the investigative record of the case and is useful for purposes of administrative control and review. If complaints are to be properly recorded, assigned and systematically processed, accurate and complete Incident Reports are mandatory.
- B. Members will complete Incident Reports for all felony offenses. In addition, members will submit reports for any of the following offenses:
1. Animal Cruelty
  2. Arson
  3. Assaults (including simple assault, assault and battery, intimidation and felonious assault/malicious woundings)
  4. Bribery
  5. Burglary
  6. Counterfeiting/Forgery
  7. Destruction/Damage/Vandalism of Property
  8. Drug Offenses (Narcotic violations and Equipment violations)
  9. Embezzlement
  10. Extortion/Blackmail
  11. Fraud Offenses
  12. Gambling Offenses
  13. Homicide
  14. Human Trafficking
  15. Kidnapping/Abduction
  16. Larceny/Theft
  17. Motor Vehicle Theft
  18. Pornography/Obscene Material
  19. Prostitution
  20. Robbery
  21. Sex Offenses – Forcible
  22. Sex Offenses – Non-forcible
  23. Stolen Property (receiving, etc.)
  24. Weapons Law Offenses

25. Escapes from Custody or Detention Facilities
26. Found Property
27. Fugitives from Justice (out-of-state)
28. Hit and Run
29. Impersonating a Law Enforcement Officer
30. Missing Persons
31. Mob Violence
32. Suicide or Attempted Suicide
33. Suspicious Deaths
34. Terrorist or “Hate” Crimes
35. Identity Theft
36. “Police Information” Incidents
37. Anytime firearms are taken into custody by a member
38. Anytime warrants are denied (see General Order [19.06 Arrest Forms](#) a5).
39. Any other time the member or supervisor deems it necessary

C. Accurate and Complete Incident Reports.

Considerable care should be taken in the choice of words, construction of sentences, and arrangement of paragraphs. Words used should express an idea clearly and exactly. Sentences should be logically arranged in such sequence that the development of thought may easily be followed. Brevity, while desirable, should not be substituted at the expense of meaning. Particular attention should be made to the neatness, grammar and spelling in the Incident Report. Members are discouraged from repeating information in the narrative already mentioned in the heading, such as victim information, times, etc.

1. Members are to utilize the automated computer assigned complaint number as provided by Communications as the official case number on the Incident Report.
  - a. Members will only use one case number for all reports when investigating similar incidents, which appear to have been committed by the same offender(s), on the same date, during the same time period, and at the same location or on the same street. If two streets are involved, then a separate case number is needed for the incidents on each street.
  - b. When assigned to handle these types of incidents (such as commuter lot larcenies, mailbox vandalisms, etc.) the primary member will contact PSCC to determine if related offenses have been reported to the Telephone and Online Reporting Unit or other officers. If so, the single case number previously assigned to those incidents will be used for all reports.
  - c. If there is any doubt about the offenses being connected, then separate case numbers will be used.

2. Case investigations transferred to CID for follow-up investigation will be assigned by the appropriate CID section supervisor who will make the following selection in the Records Management System (P1 RMS);
  - a. Detective assigned to the case (primary detective)
  - b. Case Folder Owner (usually the primary detective)
  - c. Date and time case was assigned.

#### D. Offense Titles

All incident reports shall be titled with the specific offense as defined by Incident Bases Reporting (NIBRS). The most serious offense must be listed first on the report as the workflow of each offense report is based off the first offense listed. This ensures all alleged crimes are investigated. Nothing in this General Order precludes members from using good judgement to title an incident as a “*Police Information*” when a citizen reports an incident, but no specific crime is alleged.

#### E. Case Dispositions

All incident reports will be given one of the following dispositions, with sufficient documentation to clearly identify and support the disposition.

1. Arrest – An incident in which an arrest is made of an adult or juvenile, custodial or non-custodial (petitions later obtained)
2. Active – An incident that requires further investigation or is turned-over-to another member or the Criminal Investigation Division
3. Inactive – An incident in which all investigative efforts have been exhausted with no resolution or the initial report of the incident lacked investigative leads
4. Unfounded - Investigations may be cleared as unfounded because they are either baseless or false, as defined below
  - a. Baseless is defined as a case that does not meet the elements of a crime
  - b. False is defined as a case in which evidence obtained through an investigation shows the reported crime was dishonestly alleged
5. Exceptional – Incidents may be disposed by exceptional means only by following the National Incident Based Reporting (NIBRS) rules. The exceptional clearance types are Death of Offender; Prosecution Declined (by a prosecutor for other than a lack of probable cause); Victim Refused to Cooperate (in the prosecution); In Custody of Other Jurisdiction; and Juvenile/No Custody. NIBRS requires ALL of the following conditions be met in order to clear an incident by exceptional means:
  - a. The LEA [Law Enforcement Agency] investigation must have clearly and definitely established the identity of at least one offender;
  - b. The LEA must have sufficient probable cause to support arresting, charging, and prosecuting the offender;

- c. The LEA must know the exact location of the offender so they could make an arrest if circumstances did not prevent it;
  - d. There must be a reason outside the control of the LEA preventing the arrest, charging, and turning over for prosecution (exceptional clearances types listed above).
- F. The investigating member will use the Electronic Records Management System (P1 RMS) to complete the Incident Report information.
- G. Members are to submit Incident Reports prior to the end of their tour of duty on which the complaint or incident was received/handled by the member. Supervisors are directed to check, then approve or reject, Incident Reports prior to the end of the tour of duty on which the complaint/incident was received/handled. If a member of the outgoing squad's supervisory staff is unable to check a report received during the tour of duty, the outgoing supervisor shall direct the reporting officer to select "PD Alternate Workflow" in the Alternate Workflow field in the Administrative portion of the Case Report, and select the appropriate oncoming supervisor when submitting the report to workflow. If the complaint is of a serious nature, the member's supervisor may require the member complete the Incident Report as soon as possible. This action will permit immediate follow-up action where it would be necessary.

Members finding they have insufficient information to properly complete an Incident Report shall advise their supervisor to determine if critical information needs to be relayed to CID prior to the completion of the report. Members shall complete the report as soon as the required minimum information is known.

- H. Upon review of a Case Report indicating a disposition of "Active" or otherwise indicating the case requires further investigation, the reviewing supervisor shall add the case into the members case management. This shall be completed regardless of belief that CID will take over the case. If the supervisor intends to turn the case over to CID the case will remain in the officer's case management and the supervisor will place the "TOT CID" folder flag on the case. This shall be accomplished by performing the following:
- a. Open Case Details from within the case folder.
  - b. Set the Reporting group to indicate the squad/unit to which the case is being assigned.
  - c. Verify the Subject most accurately describes the type of investigation.
  - d. Ensure the Case Status is "1-Open/Active".
  - e. Reset the Date Opened to the date the most recent primary report was submitted.
  - f. Assign the Owner as the investigating officer
  - g. In the Assignments tab, add an assignment listing the investigating officer
  - h. Set Active Assignment to "Yes"
  - i. Specify an Assignment Type
  - j. If turning the case over to CID, add folder flag "TOT CID"
- I. Members filing supplemental or follow-up information on cases are to comply with the following guidelines:

1. A member will file the appropriate supplemental Case report or Officer report any time there is additional information to submit on a case the member is investigating, or whenever information comes to the member's attention that pertains to any other case being handled by the Department. All members responding to the scene of any serious incident shall submit a supplemental Case report or Officer report stating what action was taken or what was observed, if appropriate.
2. Members will submit a supplemental Case report or Officer report every thirty (30) days for all active cases assigned to them.
  - a. In those cases where warrant(s) have been obtained for the arrest of adult suspect(s), the case shall remain active until the warrant is served, death of the suspect has been reported, or the Commonwealth no longer wishes to pursue a criminal case.
  - b. Cases where the officer/detective has submitted evidence for processing to the State lab, Forensics Services Section, or the Computer Forensics Unit, will remain active until the results are known.
    - 1) In those cases where the precise whereabouts of a suspect are **known** but reasons preclude apprehension (incarcerated elsewhere and not available for return here, etc.), must remain active until such time as the warrant has been served, death of the suspect has been reported or the Commonwealth no longer wishes to pursue a criminal case. The assigned member is still responsible for the appropriate follow-up if and when the conditions precluding the suspect's apprehension no longer exist.
    - 2) In cases of violent or other offenses where the immediate apprehension of the suspect is warranted, the case will **remain active** and the assigned sworn member will be responsible for actively seeking apprehension.
      - a) In those cases where any or all of the suspects are juveniles and petitions have been obtained and forwarded to the Sheriff's Office for service, the guidelines outlined in section 1 above apply. In cases of violent or other offenses where the immediate apprehension of the suspect is warranted, or when a secure detention order is issued with the petition, the case will **remain active** and the assigned sworn member will be responsible for actively seeking to make apprehension.
      - b) A supplemental Case Report shall be submitted to note any change or update in the case status every 30 days until the warrant/petition is served. The member will note in the report and the warrant cover sheet what attempts have been made to locate the suspect.
3. Members will submit all supplemental Case reports or Officer reports under the same complaint number that was assigned to the original complaint.

#### J. Investigative Case Files and Retention

1. Members shall maintain working investigative files on all active investigations. These files should be considered the Officer's working investigative file. These files shall include at a minimum, the following information:
  - a. Copies of the original report
  - b. Copies of all members supplemental Case or Officer reports
  - c. Photograph and line-ups/arrays
  - d. Notes from all involved members regarding interviews of suspect(s) and victim(s)
  - e. Copies of all notes
  - f. Other information as outlined in [29.04 Information Development](#)
  
2. When members have concluded their investigation into the crime and a proper disposition has been submitted, all content within the investigative file, which is not retained in another law enforcement data-base (i.e. P1, TraQ6, Evidence.com), shall be scanned (both sides if two sided) into the incident's P1 RMS case folder, regardless of the disposition. This may include, but is not limited to, documentation as outlined above (G1), witness statements, investigative notes, receipts, news articles, correspondence (emails and memos), etc. The scanned copies are deemed the originals per this policy, Virginia § [8.01-391](#), and the Library of Virginia records retention policies. The hard copies can be destroyed after being successfully scanned into the case folder.
  
- K. Supervisors will review all reports submitted by their subordinates. The purpose of this review will be to determine the accuracy and completeness of the report, ensure the report contains a clear and concise description of events, to confirm a satisfactory investigation has been made, proper titling of the offenses per IBR, and to review the recommended disposition. Once the supervisor concurs, they will approve the report. If they do not concur with the disposition, they will reject the report noting their recommendations.
  
- L. Distribution of Reports
  1. The following reports are automatically distributed by electronic software:
    - a. Incident reports and supplements (case and officer reports) – P1 RMS
    - b. Teletype requests – P1 RMS
    - c. Field Interview Cards – P1 RMS
    - d. Crash Reports - ReportBeam
    - e. Prisoner Incident and Use of Force – Blue Team (IA Pro)
    - f. Cruiser Crash Investigations – Involved member's chain of command – Blue Team (IA Pro)
  
  2. The following reports/paperwork will be distributed by supervisors as follows:
    - a. Tow Sheets – 1 copy Communications, 1 copy Tow Coordinator

- b. Summonses (Virginia Uniform Summons) – Records
- c. Parking Tickets – Licensing Bureau
- d. Gang and Intelligence Reports – Special Investigations Bureau
- e. Hate Crimes – 1 copy Chief’s Office, 1 copy CID
- f. Ten (10) day Parking Notice – Supervisor of the Day Shift Patrol Squad that will be working when the notice expires
- g. Daily and Weekly Observation Reports – Academy