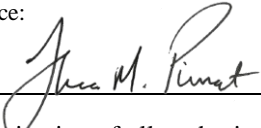


Portions of the requested records have been withheld pursuant to Sections 2.2-3705.2(14), 2.2-3706(B)(5), 2.2-3706(B)(8), 2.2-3706.1(E)(5), 2.2-3706.1(E)(6), of the Code of Virginia.

LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL		
General Order Number: 301	Section: CRIMINAL INVESTIGATIONS	Effective Date: JULY 2022
Title: CRIMINAL INVESTIGATIONS		
Accreditation Standards: OPR.02.01, OPR.02.02, OPR.02.03, OPR.02.04, OPR.02.05, OPR.02.06, OPR.14.01		
Review Date: JANUARY 2024	Total Pages: 9	Chief of Police: 

The purpose of this general order is to provide general guidelines for the investigation of alleged criminal offenses occurring within the jurisdiction of the Leesburg Police Department. These guidelines include the responsibilities of all reporting officers and the specialized functions, organization, and operations of the Criminal Investigations Section.

I. CRIMINAL INVESTIGATIONS GENERALLY

A. Criminal Investigation Process (Preliminary Investigation)

1. Any officer receiving credible information or complaint of a reportable criminal offense occurring within the jurisdiction of the Leesburg Police Department will document the incident with an Incident Based Report (IBR) and investigate the matter to the fullest extent possible. The offense will be associated with a Uniform Crime Reporting (UCR) System crime code. The investigation will continue until the case is cleared or inactivated by UCR standards. Reporting officers will be responsible for completing the investigation unless the case is assumed by the Criminal Investigations Section. Investigations should be closed within 30 days unless there are still viable leads or the case is in court disposition.
2. A criminal investigation begins when a reporting officer becomes aware that a criminal offense may have occurred. The preliminary investigation continues until the investigation is closed or a transfer of responsibility occurs.
3. Officers conducting criminal investigations will:
 - a. Observe and document all pertinent conditions, events and remarks surrounding the incident.
 - b. Determine whether a reportable incident has occurred, and if so, the classify the offense
 - c. Identify, locate, and interview victims, witnesses, and suspects.
 - d.. Maintain the crime scene and protect and collect any evidence.
 - e. Coordinate the efforts of other officers, sections, and agencies.
 - f. Develop probable cause and effect arrest of suspects.
 - g. Consult with the Office of the Commonwealth's Attorney.
 - h. Document all phases of the investigation by IBR supplement.
 - i. Continuously monitor the status and accuracy of entries for wanted persons, items, and vehicles.
 - j. Maintain contact with crime victims and keep them updated on case status changes. All contacts will be documented in report supplements.
 - k. Manage the prosecution of cases through the court system.

B. The referral of investigations to the Criminal Investigations Section (CIS) for follow-up occurs in two methods:

- Call-out - Detectives are summoned to the scene of an incident at the time of initial report in the response to a crime that merits significant immediate investigation that is outside the capability of patrol resources. The call-out and immediate response of detectives is at the discretion of the on-

duty Patrol Commander/Staff Duty Officer with consultation of the on-call CIS Supervisor/Commander.

- TOT-CIS - Detectives are assigned cases for further investigation following the review of case referred by approving Patrol Supervisors to CIS. It is the responsibility of the CIS Commander and/or designee to review these cases and assign accordingly. Cases referred to CIS by Patrol that do not merit significant investigative follow-up by detectives will be returned to Patrol for investigative follow-up.
1. The decision to refer an investigation to CIS will involve one or more of the following circumstances:
 - a. The offense or allegation is very serious and requires dedicated investigation. This will generally only include felony offenses, but may include misdemeanor offenses that are deemed to merit significant investigative follow-up at the discretion of the Chief of Police and/or designee.
 - b. Investigation would need to be conducted outside the scheduled shift of the reporting officer.
 - c. Requests for records by subpoena or search warrant will be required.
 - d. Multiple interviews of suspects, witnesses, and victims will be necessary.
 - e. The accused is also suspected of crimes in other jurisdictions requiring extensive coordination with outside agencies.
 - f. Search warrants will need to be obtained and served.
 - g. Extensive preparation and coordination with the Office of the Commonwealth Attorney will be necessary.
 - h. The suspects are known members of a criminal group or gang.
 2. The most common investigations turned over to CIS are:
 - a. Crimes against persons
 - (1) Homicide/aggravated assault
 - (2) Rape/sexual assault
 - (3) Robbery
 - (4) Extortion
 - (5) Kidnapping/abduction
 - (6) Missing persons
 - (7) Juvenile runaway
 - (8) Terrorism (Bombing, destruction of critical infrastructures)
 - (9) Any other violent crime against a person deemed to merit significant investigative follow-up for successful prosecution.
 - b. Property Crimes
 - (1) Burglary
 - (2) Arson
 - (3) Larcenies of motor vehicles
 - (4) Felony larcenies
 - (5) Felony embezzlements
 - c. Cyber Crime
 - (1) Computer Trespass
 - (2) On Line Predators
 - (3) Internet Fraud
 - d. Frauds
 - (1) Credit card fraud
 - (2) Felony check fraud
 - (3) Online or Telephonic confidence schemes
 - e. Organized Crime
 - (1) Gang related incidents
 - (2) Narcotics distribution
 - (3) Prostitution
 3. Only supervisors or their designees have the authority to refer a report to CIS. Supervisors or designee will review referrals before forwarding them. Cases that are referred will not necessarily be accepted by CIS. It is the responsibility of the reporting officer to continue with the investigation until he/she is advised otherwise. The supervisor or designee should ensure that the "ASSIGNED BUREAU (TOT)" field in the "DETAILS" screen of the Mobile

Case Report is entered as "CIS." The text of the report should also mention that the case was referred to CIS.

4. The CIS supervisors may decide to take over an investigation even if the report was not initially referred to CIS.
5. Once a case is assigned to a detective, the reporting officer will cease investigative follow-up and forward any additional leads to the detective assigned.

C. Call out of detectives:

1. Supervisors or designee should request the immediate response and assistance of a detective in cases where an immediate CIS investigation should begin.
2. During duty hours, the supervisor or designee will contact the CIS supervisor or the senior detective on duty.
3. After duty hours, supervisors or designees shall notify the Command Duty Officer prior to contacting the CIS supervisor, who will determine.
4. If a detective responds, they will take over the investigation immediately.
5. Incidents requiring immediate CIS response include, but are not limited to:
 - a. Recent felony sexual assault
 - b. Felony assault with serious injury
 - c. Serious property crime such as burglary, home invasion, or arson
 - d. Serious incidents with multiple crime scenes
 - e. Any matter where a delay in conducting interviews or collecting evidence will adversely impact successful investigation
 - f. Fatal motor vehicle accidents

D. Unattended vs. Attended Death

An attended death is a death that occurs in which the decedent has a doctor associated with them who is in a position to prepare or sign a death certificate.

A death is legally attended in situations that include:

- a. Patient in a hospital or medical center
- b. A resident of long term care or nursing facility
- c. An individual in hospice care
- d. An individual in regular contact with a primary care physician who has suffered from an extended illness
- e. The individual has seen a primary care physician with a 30 day period prior to death

1. Deaths that fall outside of the above examples (a – e) will be screened by a CIS Supervisor and may or may not require the response of a detective based on the circumstances.

An unattended death is one that occurs when an individual is alone.

There are generally four ways in which an unattended death might occur:

- a. Homicide
- b. Suicide
- c. Accident
- d. Natural Causes (dependent on circumstances)

1. Unattended deaths; Homicide, Suicide, and Accidents will be handled by a detective. A detective will handle Natural Cause deaths (depending on circumstances) after all resources and efforts have been exhausted by patrol units.

D. Call out of Crime Scene Investigator (CSI):

Supervisors should request the response of a CSI through the CIS Supervisor, senior detective on duty, or the on-call detective. A CSI should be requested if the crime scene is beyond the capabilities of assigned on-duty patrol officers and patrol Crime Scene Technicians. If the assigned CSI is not available, the CIS Supervisor or the on-call detective will coordinate crime scene support from among the CIS detectives or from another agency.

E. Case Management and Disposition of Criminal Investigations:

Each case will be managed by LERMS Case Status. LERMS Case Status includes two separate status categories:

1. UCR CASE STATUS (Labeled "STATUS" in LERMS)
 - a. **PENDING**-The matter is still under investigation
 - b. **INACTIVE**- The investigation is complete or there is not sufficient probable cause or an identified suspect against whom to bring charges. This status is also used when an unserved warrant is pending against the suspect
 - c. **UNFOUNDED**: Determined through an investigation to be false or baseless- no crime or attempted crime occurred.
 - d. **CLEARED BY ARREST**- At least one suspect has been arrested for at least one of the offenses identified in the IBR. This is also the correct clearance status for recovered juvenile runaways.
 - e. **EXCEPTIONAL CLEARANCE**- Probable cause exists to seek charges against an identified offender, but conditions beyond the control of Law Enforcement have prevented the officer from obtaining charges. These are specifically defined as:
 - (1) Prosecution Declined- The **prosecutor** recognizes that there is probable cause to make at least one charge against one identified suspect, but has decided that it is not in the interest of justice to obtain charges.
 - (2) Victim Refused to Cooperate with Prosecution- The victim does not want the prosecution to continue. This clearance is only permitted if there is probable cause to make charges and the suspect is identified and his/her location is known.
 - (3) Juvenile-No Custody- Juvenile suspect is released to parents or guardians with a warning. Appropriate for minor offenses. Probable cause and suspect identification are required.
 - (4) Extradition Declined- Another state refuses to extradite on a valid warrant and extradition authority.
 - (5) Death of Offender- Probable cause is established, but no arrest will be made on the deceased suspect.
Under exceptional clearance, the date of the exceptional clearance must be recorded on the case status.
 2. DISPOSITION:
 - a. **CIS COURT**: Pending court hearing
 - b. **CIS FOLLOW UP**: When CIS is completing a case follow up regardless of charges or court pending
 - c. **CIS INVESTIGATION CLOSED**: CIS is complete with their investigation
 - d. **CIS REFERRED**: CIS referred the case to another agency
 - e. **CIS UNDER INVESTIGATION**: CIS is currently investigating the case
 - f. **CIS WARRANT PENDING**: Warrant is pending from the assigned Detective
 - g. **PATROL WARRANT PENDING**: Warrant is pending from the reporting Officer
- F. Interview Rooms: The department has two rooms to conduct interviews and interrogations of suspects, victims and witnesses. The rooms are located in the Criminal Investigations Section.
1. The CIS interview rooms are equipped with audio and video recording capability.
 2. Subjects in interview rooms will be constantly monitored by physical presence or video.
 3. Officers conducting in-custody interviews/interrogations should have at least one back-up officer available.
 4. The interview rooms will be searched before and after use.
 5. All subjects in custody will be searched prior to being placed in an interview room.
 6. No weapons shall be authorized in the interview rooms during an interview
 7. Personnel will be instructed in the guidelines of the use of the interview rooms and audio/visual recording equipment prior to use.
- G. Polygraph Examinations.
1. Polygraph examinations by licensed examiners may be utilized during the investigations of criminal incidents or for background investigations.
 2. Subjects must consent to be examined by polygraph.

3. Officers/detectives must coordinate with other agencies to arrange polygraph examinations. If the examination will be conducted on a fee basis, approval of funding must be arranged before committing to the examination.
4. The investigating officer must fully brief the examiner on the case background prior to the examination.
5. The investigating officer must be present during the examination, and monitor via video as available.
6. All polygraph exams will adhere to standards and practices set forth in the Virginia Administrative Code.

II. CRIMINAL INVESTIGATION SECTION

The Criminal Investigation Section (CIS) is a specialized unit of the Leesburg Police Department with the mission of conducting felony criminal investigations. Cases investigated by CIS include referrals from other sections of the department and self-initiated investigations.

A. CIS ADMINISTRATION

1. CIS Organization: CIS is commanded by a Detective Lieutenant and is composed of:
 - a. Detective Sergeants (2): Serve as assistant(s) to the CIS Lieutenant, and takes charge of the section in the Lieutenant's absence, and are additionally assigned administrative and operational duties in support of the CIS mission.
 - b. General Assignment (GA) detectives. GA's conduct investigation of all serious criminal offenses. GA's concentrate on crimes that have already occurred and been reported. Cases are either assigned by the supervisor or developed by the GA from review of incidents occurring in the town.
 - c. Special Investigations Unit (SIU). Conducts intelligence led policing operations targeting Gangs, Narcotics, Vice, Organized Crime, and Habitual Offenders.
 - d. Cold Case/Major Crimes Team. Investigates major felony cases.
 - e. Crime Scene Investigator (CSI). The CSI collects, processes, and documents evidence at crime scenes and searches. The CSI manages the patrol Crime Scene Technicians and is the agency's subject matter expert on evidence collection and processing.
2. CIS Personnel: Officers (P1 through MPO) in sworn positions in the Criminal Investigations Section will be designated as Detectives and be provided with the distinctive detective badges. Rank and salary will be the same as officers of the same grade in other sections and divisions. Designation as a Detective is position specific and does not continue after reassignment from CIS.
3. CIS Scheduling. The CIS Supervisor establishes, maintains, and modifies the duty and on-call schedules for personnel assigned to the Criminal Investigations Section.
 - a. General Assignment Detectives will typically work eight hour weekday overlapping shifts, with the intent of manning the section from 0700 to 1800.
 - b. The Crime Scene Investigator will typically work eight hour weekday shifts as assigned by the CIS Supervisor.
 - c. Special Investigations Unit Detectives will typically work ten hour shifts, Tuesday to Friday. Due to the nature of Special Investigations Unit, schedules will frequently be modified.
 - d. All Detectives will be scheduled and available in an on-call status after normal duty hours. The on-call schedule will be established at least one month in advance and provided to the Emergency Communication Center staff.
 - e. All Detectives will attend patrol roll call meetings whenever practicable.
4. Uniform/Grooming: CIS is a plain clothes assignment:
 - a. GA detectives will wear casual business attire, appropriate to the investigation or activity they are conducting. Casual attire is authorized for tactical or surveillance operations. If weapons are exposed, badges will be clearly displayed.
 - b. The standard uniform of the Special Investigations Unit is casual civilian attire. If weapons are exposed, the badge will also be clearly displayed.
 - c. GA detectives will conform to the same grooming standards as uniformed officers.

- d. SIU detectives are permitted relaxed grooming standards, including moderately long hair and conservative facial hair. This relaxation of standards is intended to allow the detective to blend in with the civilian population during surveillance. Extreme appearance is not authorized.
 - e. If a detective is assigned to work as an undercover officer, grooming standards may be further relaxed for the duration of the operation/investigation.
 - f. All detectives must be prepared to immediately transition to uniformed duty, and conforming to uniform grooming standards, when directed. At least one complete uniform and set of patrol equipment will be maintained at or near LPD Headquarters. Detectives are responsible for maintaining all LPD issued equipment.
 - g. During tactical operations, the CIS uniform will include tactical protective vest, clearly identifying the wearer as a police officer. Badges will also be clearly displayed.
 - h. During crime scene investigations and searches, detectives will wear appropriate attire, clearly identifying them as police officers.
5. On Call Status.
- a. The CIS supervisor will establish a rotating list of on-call detectives. Each detective is on-call for a 24-hour period starting and ending at 0700 hours each day. A detective will be on-call every day of the year.
 - b. Assigned on-call detectives will be responsible for responding to crime scenes at the request of on duty supervisors after duty hours.
 - c. On-call detectives are required to respond to off-duty call outs within one hour.
6. CIS equipment
- a. Investigative equipment: Each detective will be issued a standard set of investigative and evidence collection equipment. This equipment will be available in the detective's assigned vehicle. Detectives are responsible for replacing expended or damaged equipment. Supervisors will inventory equipment on a quarterly basis.
 - b. CIS vehicles: Detectives are assigned unmarked vehicles equipped with emergency equipment. Selected Detectives are assigned vehicles not equipped with emergency equipment.
 - c. CIS weapons: Detectives are assigned the issued Glock 9mm pistol. They are also authorized to carry and use issued LPD intermediate force weapons; collapsible baton, OC spray, and TASER.

B. CIS OPERATIONS

1. The investigation of serious criminal offenses is a complex, unstructured, and unpredictable activity that does not lend itself to rigid checklists or guidelines. Detectives are expected to use their individual talents, education, and abilities to bring their investigations to successful conclusion. The following general guidance provides the framework for conducting a criminal investigation in CIS.
 - a. Detectives will fairly and impartially investigate all cases assigned to them. The goal of the investigation is to determine the facts of the reported incident and reach disposition under the Uniform Crime Reporting System in accordance with the Virginia Criminal Code. If probable cause is developed and leads to criminal charges, the detective is responsible for managing the case through the criminal justice system.
 - b. Investigations will be conducted in a discreet manner so as not to endanger the reputation of a person under investigation or any other subject. Criminal Justice information will not be revealed to any person who does not have a need to know as part of the investigation.
 - c. Detectives will review preliminary case reports and make contact with victims and/or complainants promptly upon assignment of a case and will notify them of any change in the status of the case. Notification will be documented in the case file. Contact must be maintained with victims in cases with active warrants or stolen property if the entry is to be maintained and validated in VCIN/NCIC.
 - d. Investigative information may be developed from witnesses, victims, informants, other officers, public and confidential databases, other public agencies, and through physical evidence.
 - e. Interviews may be conducted with persons who may have knowledge of an incident under investigation. Interrogations may be used to question arrestees in accordance with General Order 103.

- f. Physical evidence will be searched for, collected and preserved. Detectives will be deliberate in their development of physical evidence and its use as an investigative tool.
- g. Surveillance may be used to investigate criminal activity or to gather criminal intelligence.
 - (1) Physical or video surveillance must be conducted from a location where the officer has a legal right to be. Magnification or light intensifying optics or video may be utilized. Lawfully collected video images may be recorded. Thermal imagers will not be used for surveillance of the interior of residences or any location where there is a reasonable expectation of privacy.
 - (2) Audio surveillance will be conducted with one party consent. A court order will be required for covert audio surveillance or wiretaps.
 - (3) GPS tracking of vehicles will only be conducted with a search warrant.
- 2. Documentation of Investigations: Detectives will maintain a case file for each open investigation. Case files will be maintained in the detective's work space and be available for supervisors or other detectives to review in the absence of the assigned detective. Case files will contain, as a minimum:
 - a. The Incident Based Report (IBR) and subsequent supplements are the official documentation of a criminal investigation. Detectives will chronologically document their investigative activities in periodic supplements to the original report. Cases initiated after February 2009 will be submitted managed under the New World LERMS system. Earlier cases are managed under Vision RMS and supplements to those cases will be submitted in that format. Case status will be assigned as described in paragraph I,
 - c. The Investigative Lead Sheet (LPD Form #440) may be used to note information and record investigative activities before the preparation of supplements. Some information from the lead sheets may not be appropriate for the IBR supplements.
 - d. Copies of all official documents relating to the case, including but not limited to:
 - (1) Criminal Complaints
 - (2) Indictments
 - (3) Warrants
 - (4) Search warrants
 - (5) Property Records
 - (6) Subpoenas
 - (7) Written statements
 - (8) Photographs
 - (9) Requests for Laboratory Examinations and Lab reports
- 3. Closing investigations
 - a. Detectives will continue investigating assigned cases until the following:
 - (1) All suspects have been arrested and final judicial proceedings are complete.
 - (2) Juvenile runaways or missing persons have been located.
 - (3) The case has been cleared exceptionally and there are no further suspects or leads.
 - (4) The case has been investigated and determined to have been unfounded.
 - (5) There are no further leads or suspects and the investigation is inactivated.
 - b. Upon closing the case, the file will be purged of sensitive information (particularly VCIN/NCIC and personal background documents) and turned in to records and/or uploaded into LERMS. Disposition will be reported as "CIS INVESTIGATION CLOSED."
 - c. In cases with a warrant pending, the UCR Case Status will be reported as "INACTIVE" and the Disposition as "CIS WARRANT PENDING." The case will remain open on the detective's caseload until the warrant and entry are cancelled.
 - d. In cases with stolen property entered into VCIN/NCIC, after all leads and suspects have been exhausted, the UCR Case Status will be reported as "INACTIVE" and the Disposition as "CIS INVESTIGATION CLOSED." Case file will be turned in to records and/or uploaded into LERMS. The detective is responsible for periodic validation of VCIN/NCIC entries until the entry automatically purges or the item is located. If the item is located, the detective will submit a supplement updating the status and reopen the case if there is new evidence. If contact is lost with the victim, the entry must be removed

- from VCIN/NCIC until the victim is contacted and confirms that the item has not been recovered.
- e. The assigned detective is responsible for periodic validation of VCIN/NCIC entries. LPD Communications will inform detectives when validations for their cases are due. Validation consists of confirmation that:
 - (1) Arrest warrant entries:
 - (a.) The warrant is on-hand in LPD Communications and is still valid.
 - (b.) The information in the warrant is correct.
 - (c.) The VCIN/NCIC entry is correct and matches the information on the warrant.
 - (d.) The victim or key witness is still in contact and available to testify.
 - (e.) Prosecutor has updated any extradition authority.
 - (2) Stolen item entries:
 - (a.) The information in the entry is correct.
 - (b.) The victim is in contact with the assigned detective and confirms that the item has not been recovered.

III. INTERNET CRIMES AGAINST CHILDREN (ICAC) INVESTIGATIONS

- A. The Leesburg Police Department conducts ICAC investigations as a member of the Virginia State Police ICAC Task Force and the FBI Child Exploitation Task Force. LPD Detectives assigned to those Task Forces are authorized to conduct ICAC investigations in accordance with the Memorandums of Understanding governing each Task Force.
 1. The CIS Supervisor has supervisory responsibility over ICAC investigations and operations conducted by LPD personnel.
 2. Any investigation with established venue in the Town of Leesburg will be managed by standard LPD case management protocols. A report of ICAC activity will be sent to the NOVA/DC ICAC Task Force on a monthly basis by using the ICAC Monthly Performance Measures Report.
 3. ICAC detectives are authorized to utilize computers and the internet in conducting supervised undercover operations.
 - a. Only sworn, on-duty ICAC personnel shall conduct ICAC investigations. Private citizens shall not be asked to seek out investigative targets, nor shall they be authorized to act as police agents in an online undercover capacity.
 - b. ICAC personnel shall not electronically upload, transmit, or forward pornographic or sexually explicit images.
 - c. Images used for ICAC investigations may come from an adult age 18 or over who has given informed written consent and other law enforcement techniques which may include [REDACTED]
 - d. During online dialogue, undercover officers should [REDACTED]
[REDACTED]
 - e. Undercover online activity shall be recorded and documented. Any departures from this policy due to unusual circumstances shall be documented.
 4. Investigations may be initiated as a result of:
 - a. Referrals from the Cyber Tip line.
 - b. Tips from internet service providers.
 - c. Information from other law enforcement agencies.
 - d. Interviews with suspects, arrestees, and witnesses.
 - e. Tips from the public
 - f. Direct observations of suspicious internet activity.
 5. ICAC Priorities: ICAC operations will be prioritized by the following criteria:
 - a. A child is at immediate risk of victimization
 - b. A child is vulnerable to victimization by a known offender.
 - c. A known suspect is aggressively soliciting a child.

- d. Manufacturers, distributors or possessors of images that appear to be home photography with domiciled children.
 - e. Aggressive, high-volume child pornography manufacturers or distributors who either are commercial distributors, repeat offenders, or specialize in sadistic images.
 - (1) Manufacturers, distributors and solicitors involved in high-volume trafficking or belong to an organized child pornography ring that operates as a criminal conspiracy.
 - (2) Distributors, solicitors and possessors of images of child pornography.
 - f. Any other form of child victimization.
6. ICAC Personnel:
- a. ICAC personnel should be selected on the basis of work history demonstrating:
 - (1) Investigative experience
 - (2) Court bearing
 - (3) Discretion in handling sensitive information
 - (4) Genuine interest in protecting children
 - b. Given the graphic nature of evidence routinely encountered in ICAC related cases, the mental health of investigators working such cases is a great concern. Detectives assigned full-time to ICAC investigations may be evaluated annually by a department approved mental health professional.
7. Evidence
- a. The storage, examination, security, and destruction of evidence shall be in accordance with LPD policy.
 - b. Child pornography is contraband and should be maintained as such. Absent a court order specifically ordering otherwise, evidence containing child pornography shall not be released except to other law enforcement agencies for related investigations/prosecutions. Transfer shall be made in a secure manner. Methods of transfer may include hand-delivery, transmission of digitally protected files, or utilizing a delivery service that tracks the shipment.
8. Workspace and Equipment
- a. ICAC computers and software dedicated to the exclusive use of ICAC personnel. ICAC computers, software, and online accounts shall be procured covertly, if possible. No personally owned equipment shall be used in ICAC investigations. All software shall be properly acquired and licensed.
 - b. ICAC personnel shall not use ICAC computers, software or online accounts for personal use.
 - c. ICAC operations will be conducted from secure, approved ICAC workspaces.
9. ICAC Victims
- a. Identifying child victims is a critical element of the ICAC program. ICAC detectives will submit child victim images to the Child Victim Identification Program (CVIP) in accordance with guidelines from the National Center for Missing and Exploited Children (NCMEC). Detectives will collaborate with NCMEC to identify children depicted in child pornography.
 - b. Detectives will report suspected child abuse to the appropriate law enforcement and/or social services agency if sufficient information can be developed.
 - c. Victim identifying information should be protected from public disclosure.
- B. Gang Investigations: The Special Investigations Unit is responsible for investigating gang related criminal activity, developing gang intelligence, and conducting gang suppression operations in the Town of Leesburg. The Team coordinates with other agencies and the regional Gang Task Force in performing these functions. Members of the Team may be assigned to the Northern Virginia Regional Gang Task Force and the FBI's Safe Streets Task Force. The Special Investigations Unit also coordinates with the School Resource Officers in facilitating gang resistance and intervention.
- C. Narcotics, Vice, and Organized Crime Investigations: The Special Investigations Unit is responsible for conducting Narcotics, Vice, and Organized Crime investigations in the Town of Leesburg. See General Order 303 for detailed directives.
- D. Habitual Offenders and Career Criminals: The Special Investigations Unit is responsible for maintaining criminal intelligence on habitual offenders and career criminals who frequent the Town of Leesburg. The

Unit will target habitual offenders and career criminals for intelligence gathering, enforcement operations, and provide background information to prosecutors on habitual offenders and career criminals in the criminal justice system.