



# GENERAL ORDER

Loudoun County Sheriff's Office

**Chapter:** Operations

**Section:** 411.16

**Subject:** Investigations

**Topic:** Forensic Mapping System

**Accreditation:**

**Revised:**

**Reaffirmed:**

**Enacted:** 07/30/2015

**Last Review:** 05/01/2021

**Review:** 05/01/2022

## I. PURPOSE

The purpose of this General Order is to establish guidelines for the use and maintenance of Forensic Mapping System equipment.

## II. POLICY

It is the policy of the Sheriff's Office to use the Forensic Mapping System on serious personal injury or fatal motor vehicle accidents, and criminal investigations involving death or serious bodily injury. The FMS may be utilized in other investigations with the approval of a Division or Assistant Division Commander.

## III. DEFINITION

The Forensic Mapping System (FMS) consists of a Leica ScanStation scanner and map point cloud software. The FMS electronically collects distances, angles, and appoint cloud rendering that are recorded in a data collector. That data is transferred to mapping software that produces a scaled diagram.

## IV. REGULATION

- A. The FMS may only be utilized by a deputy trained in its use and maintenance.
- B. Deputies assigned to the Forensic Services Unit and the Traffic Safety Unit will be eligible for certification upon approval of their supervisor and Division Commander.
- C. Remedial training will be conducted bi-annually. Every deputy certified to use the FMS shall participate and meet the training goals, learning objectives, and attend required training sessions.

## V. PROCEDURE

- A. The Traffic Sergeant and Forensic Services Unit Sergeant are responsible for the maintenance, distribution, and deployment of the FMS and related equipment.
- B. Each certified deputy is responsible for the proper care, use, and maintenance of the FMS and related equipment when it is being utilized by him/her.
- C. Certification and calibration shall be completed in accordance with the manufacturer's specifications.

- D. Defective, damaged, or lost equipment will immediately be reported to the Traffic Sergeant or Forensic Services Unit Sergeant in writing.