



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Operations

Section: 413.1

Subject: Records

Topic: Central Records

Accreditation: ADM.25.01, 25.02, 25.03, 25.04,
25.05, 25.06, 25.07, 25.08, 25.09, 25.10 A25.11

Revised:

Reaffirmed:

Enacted: 07/30/2015

Last Review: 07/24/2015

Review: 07/30/2016

I. PURPOSE

This General Order is issued for the purpose of establishing the Loudoun County Sheriff's Office Records Section, its duties, responsibilities, and functions. The Records Section is a component of the Administrative and Technical Services Division.

II. ADMINISTRATION

A. The functions of the Records Section include, but are not limited to:

1. Reviewing all reports for proper spelling, entries, legibility, and case numbers
2. Classifying reports with the proper IBR offense code
3. Entering all data into the automated files such as:
 - a. Victim's name, address, etc.
 - b. Reporting person's name, address, etc.
 - c. Suspects
 - d. Vehicles
 - e. Property
 - f. Found/recovered property
 - g. Witness(s) name, address, etc.
4. Disseminating information to field units or other divisions concerned with stolen/recovered property and wanted persons
5. Producing electronic notification of missing, overdue and follow-up supplemental reports every 30 days. This notification shall be sent to each supervisor in the Field Operations, the Adult Detention Center, Operational Support and the Criminal Investigation Divisions. All supervisors shall notify their deputies/investigators/detectives that all outstanding reports must be submitted to the Records Section within four (4) days of receipt of notification

6. Filing all reports in numerical order and maintain within the Records Section and/or the secure file rooms (s).

B. Records Repository

A central repository of records is maintained within the Records Section, which includes the following:

1. I.B.R. reports
2. Arrest reports
3. Traffic accident reports
4. Traffic summons
5. Dispositions of criminal cases
6. Other administrative files as directed by the Sheriff including name files, business files, location files, and towed vehicle files.

Copies of active case files are maintained by the Criminal Investigations Division, Field Operations Division and the Records Section in accordance with existing orders. Case files of active confidential investigations, such as undercover drug investigations, are maintained by the Criminal Investigations Division investigating deputy. All other case files, when closed or inactivated, are then submitted to the Records Section.

7. A computer-generated identification number is assigned and a criminal history CAD file is maintained on each person arrested. These files include:
 - a. Adult arrest records
 - b. Juvenile arrest records (kept separate from adult records pursuant to Virginia State Code 16.1-299 through 16.1-309.1)
 - c. Copies of arrest reports
 - d. Criminal history transcripts, if available (normally these files are immediately accessible through VCIN/NCIC system)

III. INCIDENT BASED REPORTING - PROCEDURES FOR COLLECTING AND SUBMITTING CRIME DATA

The Loudoun County Sheriff's Office is a participant in the National Incident Based Reporting (IBR) Program. Crimes are classified in accordance with guidelines established by this program .

All reports, citations and arrests are entered into the records system during each calendar month. By the 15th day of the following month, the IBR Report is electronically submitted directly from the computer. The data is then transferred onto the state-supplied system. Following review by the Administrative and Technical Services Division Commander and approval and signature by the Sheriff, final reports are forwarded to State Police Headquarters, Richmond (IBR repository). Reports are due in Richmond by the 15th of each month.

IV. WARRANT/WANTED PERSONS FILE

A. The Warrant/Wanted Persons File consists of:

1. Document file - warrants, capias, etc., are filed alphabetically by the suspect's last name;
2. Automated File - also serves as cross-reference by case number or participant's name;
3. Active VCIN/NCIC wanted person entry file; inquiries will be made only for legitimate law enforcement purposes.

In addition, all warrants and/or wanted persons are recorded in a daily printout from the automated system.

B. Procedures - VCIN/NCIC Entries

1. Authority shall be obtained from the Commonwealth's Attorney's Office before any extradition approval status is entered into the NCIC system. Prior to approval from the Commonwealth's Attorney's Office, warrants shall be entered as "No Ex" in the NCIC system.
2. Wanted persons are entered into VCIN/NCIC by communications or records personnel. Criteria and guidelines are listed in the VCIN/NCIC manuals and will be followed when making such entries.
3. VCIN/NCIC manual guidelines shall also be followed when verifying, amending and canceling wanted person information.
4. Audits of wanted persons entered into the VCIN/NCIC system by the Loudoun County Sheriff's Office shall be made monthly by the Administrative and Technical Services Division Commander, or his designee, utilizing a wanted persons printout provided by the Virginia State Police as a cross-reference. Similarly, quarterly audits are made of the unserved warrants file. Three-year-old misdemeanor warrants and seven-year-old felony warrants are forwarded to the Commonwealth's Attorney in compliance with state statute for disposition.

V. MASTER NAME INDEX

The Records Section maintains an automated master name index that serves as a cross-reference to reports where a person has been named. Names listed in the Master Name Index file include victims, complainants, suspects, and witnesses. Names of persons, who have been issued traffic citations, arrested or for those who have warrants issued against him/her are also maintained in the Master Name Index.

As computer capabilities are expanded, information systems will be phased in, making available a modus operandi file and an incident location file.

VI. COPIES OF RECORDS

In accordance with existing orders that govern release and protection of records under the Freedom of Information and Government Data Collection and Dissemination Practices Acts, Records Section personnel are authorized to accept payment per copy (\$10.00) for photo-copying accident reports; there is no payment for this service if the requestor is a Loudoun County resident. The following guidelines apply:

- A. Upon completing a transaction, Records Section personnel shall issue a receipt to persons making payment in person and shall issue receipts in response to mail requests for records.
- B. Money received as payments by Records Section personnel shall be kept in a locked box in the Records Section pending deposit in the County Treasurer's office.
- C. The Administrative and Technical Services Division Commander is responsible for ensuring that payments received are deposited with the County Treasurer at least twice a week.

VII. INSPECTION AND EVALUATION

Audit and evaluation of the complaint control recording and field reporting process shall be conducted by the Sheriff, or his designee, on at least an annual basis to detect discrepancies and/or requirements for change.

VII. PROCEDURES FOR DEVELOPING, MODIFICATION, AND APPROVAL FOR ALL FORMS USED BY THIS AGENCY

All forms are developed within each division of the Agency. The control process and modification of these forms are evaluated by the administration staff on a periodic basis as needed. The forms are reviewed and made consistent with the records maintenance and data process requirements. Originals of new and/or updated forms shall be forwarded to the Property Unit by the originator, and maintained within the forms book.

The Sheriff makes final approval for the use of these forms.

IX. ACCESS TO RECORDS

The Records Section shall be open to operations personnel from 0830 to 1700, Monday through Friday.

In addition, automated data files may be accessed 24 hours a day through an Emergency Communications Center terminal. Files that may be accessed through the terminals are:

- A. Calls for service
- B. Offenses
- C. Master Name Index
- D. Warrants
- E. Arrests
- F. Incidents by name
- G. Property (lost, found, recovered, and stolen.)
- H. Stolen vehicles

X. TRAFFIC RECORDS

Traffic records shall be maintained, analyzed, reviewed, and retained in accordance with General Order 408.9, "Traffic Administration".