

GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: OperationsSection: 413.2Subject: RecordsTopic: Incident ReportingEnacted: 07/30/2015Last Review: 03/07/2024Review: 05/01/2026

I. <u>PURPOSE</u>

The purpose of this General Order is to establish procedures concerning how law enforcement, correctional, and court-related information is to be received, recorded, and documented.

II. POLICY

It is the policy of the Loudoun County Sheriff's Office to report and document all essential Sheriff's activities to meet the management, operational, and informational needs of the agency. All employees of the agency must be aware of and properly complete all required reports and paperwork as prescribed.

III. PROCEDURE

A. Incident Reporting Requirements

- 1. Documentation of incidents that come to the attention of any employee of the Loudoun County Sheriff's Office or any citizen report, complaint, or request for service shall be required in the following:
 - a. Criminal or suspected criminal incidents, felony, and misdemeanors
 - b. Follow-up investigations
 - c. Certain non-criminal cases such as:
 - i. Damage or loss of County property
 - ii. Euthanasia of a wild animal
 - d. All traffic accidents involving personal injury, hit and run, or property damage in excess of \$1,500.00 occur on public roadways.
 - e. Incidents reported to the agency by citizens of Loudoun County, when the jurisdiction of the offense cannot be determined.
 - i. The assigned deputy will take a report of the incident and investigate the complaint as if it occurred in Loudoun County.

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- ii. Once an investigation is conducted and it is determined that the jurisdiction of the offense is other than Loudoun County, the investigating deputy will contact the appropriate jurisdiction to turn over the case.
- iii. The assigned deputy will contact the complainant and advise him or her of the results of the investigation and the proper jurisdiction of the matter.
- f. Generally, written reports by deputies are not required for:
 - i. Suspicious person/car gone on arrival
 - ii. Loud music no violation found
 - iii. Private property accidents, unless injury or hit and run have occurred

B. Deputy Reports

- 1. The Loudoun County Sheriff's Office utilizes several reports that are maintained by the Records Section, most of which are within an electronic report writing software. As an example, patrol operations use some of the below listed forms that may be on paper, or browser based:
 - a. I.B.R.
 - b. Traffic Accident Reports (FR-300P)
 - c. Uniform Virginia Summons
 - d. Advise of Rights
 - e. Ride-along Application
 - f. Notification of Vehicle Impoundment (L.C.S.O. 1.47)
 - g. Civilian Complaint Form
 - h. Property/Evidence Record Form (L.C.S.O. 1.02/1.02A)
 - i. Field Interview Report

2. Case Numbering

a. All incident reports initiated by the agency shall be assigned a unique case number issued by the Computer Aided Dispatch system.

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- b. The report numbering system (case number) ensures that no two cases are assigned identical numbers.
- c. Case numbers are assigned by incident. All additional personnel assigned to an incident shall utilize the same case number as the original call for service.

3. Review of Reports

- a. The supervisor receiving a report shall review the report for accuracy, completeness, legibility, proper grammar, spelling errors, IBR compliance, timeliness and, after their review and approval, shall approve and submit the report.
- 4. If handwriting a report becomes necessary, the reporting deputy shall use the block letter alphabet. This alphabet utilizes all capital letters, since the mixing of capital letters and small letters may result in mistaking one letter for another. All entries on the reports shall be written legibly.

C. Incident Based Reporting Report (I.B.R.)

- 1. The I.B.R. has been designed to accomplish the following:
 - a. To provide a means by which deputies can conduct and record a preliminary investigation.
 - b. To provide complete and accurate information for follow-up and prosecution/investigation.
 - c. To provide the deputy, supervisor and Division Commander with decision-making information that will enable them to identify follow-up investigative needs.
 - d. To improve control of the report flow process within the agency, thereby improving report access and statistical recording while reducing the need to type or reproduce incident reports.
 - e. To officially document an incident.
 - f. To provide a notification and documentation process for internal (County of Loudoun) communications regarding hazards and maintenance where attention is necessary.
 - g. To provide a means for recording non-criminal information.
- 2. The Incident Based Report is a permanent law enforcement record. This report will be scrutinized at times by Sheriff's administrative personnel, attorneys, judges, and may be used in court as evidence. Every I.B.R. shall include at a minimum the following information:

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- a. Date and time of the initial reporting.
- b. Name (if available) of the citizen requesting the service, the victim, or the complainant.
- c. Nature of the incident
- d. Nature, date, and time of action taken (if any) by law enforcement personnel.
- 3. When multiple crimes have been committed within a short date and timeframe, within the same geographic area and potentially by the same offender, a new report number will be generated for each street address where the crime occurred. Crimes that may fall under this category are:
 - a. Multiple instances of destruction of property such as broken car windows, damaged mailboxes, etc.
 - b. Multiple cases of larceny, i.e. from vehicles, garages, etc.
 - c. Any other crimes in a small geographic area with little to no time/date separation
- 4. Multiple victim reports require a separate CAD incident to be created for each incident location.
 - a. Dispatchers and call takers shall create a new incident for each victim that reports a crime.
 - b. If a deputy arrives on a scene and is approached by another victim or locates another victim, the deputy shall ensure that a new incident is created in CAD for each location.
- 5. Deputies shall ensure that the location of the CAD incident and the location of the report are the same. If the location is different, the deputy shall correct the incident location before clearing the call.
 - a. Deputies shall use the physical street address in the IBR report.
 - b. When encountering crimes that occurred on a construction site, deputies shall make every effort to locate the exact address of the incident. Lot numbers are not valid reporting locations.
- D. Incident Based Reporting Supplemental Report
 - 1. The Incident Based Reporting Supplemental Report has been designed to accomplish the following:
 - a. To provide a means of adding investigative information to a preliminary report

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- b. To provide a means of recording follow-up investigative data in an on-going investigation
- c. To record the court disposition of a case and the disposition of any evidence
- d. To record the status of incomplete investigations. These status reports are required every 30 days.
- e. To record field interviews and interrogations

E. Distribution of Reports

- 1. All reports shall be submitted to the appropriate supervisor for their review.
- 2. Reports shall be reviewed by the immediate supervisor prior to the end of their shift and forwarded to the Records Section.
- 3. The Records Section shall review all submitted reports for accuracy and compliance with applicable standards.
- 4. Original reports are maintained in the Records Management System.
- 5. Accident reports will be released to the involved parties contained within the reports.
- 6. The Records Section releases reports in accordance with all applicable laws and court orders.
- 7. Domestic Violence reports are not released unless subject to the provisions of a court order or as otherwise required by law. The victim of domestic violence may, however, obtain confirmation of a report on Loudoun County Sheriff's Office form L.C.S.O. 1.59 (2/97) that provides the following information:
 - a. Agency's case number
 - b. Deputy assigned
 - c. Date of report
 - d. Name of complainant/owner
 - e. Type of event
 - f. Location of event
- 8. Media members are not given copies of I.B.R.s except as required by law,.

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