



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Operations

Section: 413.2

Subject: Records

Topic: Incident Reporting

Accreditation: ADM. 25.01, 25.03, 25.06, 25.07,
OPR.07.07

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I. PURPOSE

The purpose of this General Order is to establish procedures concerning how law enforcement 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 in order 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:
 1. Damage or loss of County property
 2. Euthanization of a wild animal
 - d. All traffic accidents involving personal injury, hit and run or property damage in excess of \$1,500.00 that occurs on public roadways.
 - e. Incidents reported to the agency by citizens of Loudoun County, when the jurisdiction of the offense cannot be determined.
 1. The assigned deputy will take a report of the incident and investigate the complaint as if it occurred in Loudoun County.

2. 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.
 3. 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. As a general rule, written reports by deputies are not required for:
1. Suspicious person/car - gone on arrival
 2. Loud music - no violation found
 3. Private property accidents, unless injury or hit and run have occurred

B. Field Reports

1. The Loudoun County Sheriff's Office utilizes a number of pre-printed report formats that are maintained by the Property Unit as well as electronic report writing software. As an example, patrol operations uses some of the below listed forms:
 - a. I.B.R. (L.C.S.O. 1.01 (A – E))
 - b. Traffic Accident Reports (FR-300P)
 - c. Uniform Virginia Summons
 - d. Business Emergency Notification Form (L.C.S.O. 1.42)
 - e. Advise of Rights (L.C.S.O. 1.04)
 - f. Ride-along Application (L.C.S.O. 1.15)
 - g. Notification of Vehicle Impoundment (L.C.S.O. 1.47)
 - h. Civilian Complaint Form (L.C.S.O. 1.16)
 - i. Property/Evidence Record Form (L.C.S.O. 1.02/1.02A)
 - j. Field Interview Report (L.C.S.O. 1.29)

2. Case Numbering

- a. All incident reports initiated by the agency shall be assigned a unique case number issued by the Emergency Communications Center.
- 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 are documented as backup units with the same case number as the original call for service.

3. Review of Reports

The supervisor receiving a report during his or her shift shall review the report for accuracy, completeness, legibility, etc., and, after his review and approval, shall sign off on 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. As there are several copies to the I.B.R. and the Supplemental Reports, it is necessary to press firmly with a ballpoint pen if handwriting the report. 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 whereby 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 field deputy, supervisor and Field Operations Division Commander with certain 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:
 - 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/time period, within the same geographic area and potentially by the same offender, a new report number will be generated for each 100 block on the listed street, i.e. 46200 – 46300 may use the same case number. 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 time/date separation
- 4. When multiple victims of crimes are reported in a short date/time period and small geographic area, a report will be written for each victim. Deputies may continue to use one case number, however a supplemental report will be written for each victim.
 - a. Deputies will complete the main tab, person tab, property tab, and narrative tab for each of the supplemental reports.
 - b. Multiple victim reports require a separate incident to be created in CAD for each victim.
 - i. Dispatchers and call takers will need to create a new call for

each victim that reports a crime.

- ii. If a deputy arrives on a scene and is approached by another victim or locates another victim, the deputy must ensure that a new incident is in CAD for each location, i.e. 45200 Main Street and 45202 Main Street.
5. Deputies must ensure that the location of the CAD incident and the location of the report are the same. If the location is different, the deputy must have the dispatcher correct the incident location before clearing the call.
 - a. Deputies must use the physical street address in the IBR report.
 - b. When encountering crimes that occurred on a construction site, deputies must make every effort to locate the exact address of the incident. Lot numbers are not valid reporting locations.

D. Incident Based Reporting Supplemental Report

The Incident Based Reporting Supplemental Report has been designed to accomplish the following:

1. To provide a means of adding investigative information to a preliminary report
2. To provide a means of recording follow-up investigative data in an on-going investigation
3. To record the court disposition of a case and the disposition of any evidence
4. To record the status of incomplete investigations. These status reports are required every 30 days
5. To record field interviews and interrogations

E. Distribution of Reports

1. All reports, whether generated electronically or written in longhand, will be turned over to the appropriate supervisor for his or her review.
2. Reports are reviewed by the immediate supervisor prior to the end of a tour of duty and forwarded to the Records Section.
3. The Records Section completes statistical analysis, etc., of reports and files reports accordingly.
 - a. Electronic and handwritten copies of I.B.R. and Supplemental I.B.R. Are

- forwarded to the Media Relations Officer for press releases as necessary.
- b. Electronic and handwritten copies of I.B.R. And Supplemental I.B.R. Are forwarded to the Crime Analysis Unit for inclusion in their database.
 - c. Electronic and handwritten copies of I.B.R. And Supplemental I.B.R. are forwarded to the Criminal Investigation Division for case assignment.
4. Original reports are maintained in the Records Section.
 5. Accident reports will be released to the parties mentioned within the reports.
 6. Domestic Violence reports are not released unless subject to the provisions of a court order. The victim of domestic violence may, however get 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
 7. The Records Section releases no other original reports, however a form letter is available that lists pertinent information concerning the offense.
 8. Media members are not given copies of I.B.R. but are issued press releases on a daily basis.