



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Operations	Section: 413.3	
Subject: Records	Topic: Report Submission	
Accreditation: ADM. 25.03, 25.07	Revised:	Reaffirmed:
Enacted: 7/30/2015	Last Review: 7/24/2015	Review: 7/30/2016

I. POLICY

Reports and documentation concerning Sheriff's activities are essential in meeting management, operational, and informational needs of the Loudoun County Sheriff's Office. All employees of the agency must be aware of, and properly complete, all required reports as prescribed. This General Order establishes procedures and guidelines for the timely and accurate submissions of these reports.

II. OFFENSE AND SUPPLEMENT REPORTS

- A. Training regarding the proper completion of I.B.R. reports and the report-writing software will be provided to all new deputies during their training process.
- B. I.B.R. reports are required to document all relevant information available to the reporting deputy at the time of the completion of the initial report. Supplemental reports shall be written to document any relevant information received after the submission of the initial report.
- C. Deputies shall proof-read and use the spell check functions to ensure that their reports are free from spelling and grammar errors prior to submitting them to their supervisor for approval.
- D. The timely submission of reports is critical to the efficiency of the agency. All I.B.R. reports must be submitted and approved by a supervisor prior to the end of the deputy's shift.

III. MOTOR VEHICLE ACCIDENT REPORT FORM (FR-300P)

- A. The general procedures for completing the Police Accident Report Form FR-300 are outlined in the Virginia Department of Motor Vehicles "Report Beam Training Manual" which can be located on the Virginia TREDS website (<https://www.treds.virginia.gov>).
- B. All FR-300 reports must be completed and submitted electronically via the Virginia TREDS system.
- C. Deputies will receive training on crash investigation and the proper completion of the FR-300 form during basic academy training and the field training process.
- D. All FR-300 reports must be submitted and approved within 72 hours of the completion of the investigation. Supervisors are responsible for routinely checking their TREDS account to review any pending FR-300 reports.