



WRITTEN DIRECTIVE	No. PD22-2012	Page: 1 of 7
Subject: POLICE INFORMATION DISSEMINATION	Effective Date:	12-16-2022
	Supersedes/ Amends:	PD16-2012
	Reference:	41.1.2, 42.1.6, 46.3.2, 82.1.7



I. Purpose

42.1.6 A

The purpose of this directive is to establish procedures for identifying, recording and disseminating information regarding potential and actual police hazards (i.e. criminal and homeland security activities or intelligence, safety issues, or general information), within this department's service area.

II. Policy

It shall be the policy of the Lynchburg Police Department (LPD) to ensure that information concerning any potential or actual police hazard is properly identified, recorded, and disseminated.

III. Procedure

A. TRAINING AND COLLECTION OF INFORMATION

1. Information concerning potential and actual police hazards will be continuously collected through various sources.
2. Information sources will include, but not be limited to:
 - a. Police officers and other agency personnel;
 - b. Federal, state, and other local law enforcement agencies;
 - c. Community groups, such as neighborhood watch programs;
 - d. The general public, through calls for service or reports made through the department's Crime Line; and
 - e. The regional "Crime Stoppers" system.

42.1.6 I

3. The Administration Bureau Captain will annually review the various procedures used to collect and disseminate police information to ensure practices are current, appropriate, and effective.

42.1.6 C

4. Department employees will be trained to determine what information is considered relevant and/or suspicious.
 - a. All employees have a role in sharing criminal intelligence.

- b. Training can be done by way of policy review, eSign, or any other means deemed appropriate.

B. DISSEMINATION OF INFORMATION

41.1.2 / 42.1.6 G

1. Police information will be disseminated by the division/unit supervisors through daily roll call sessions and various computer networks (e.g. e-mail, access to the Police Server through computers, etc.)
2. Roll call will be conducted for the purposes of:
 - 1) Briefing officers with information regarding daily patrol activity, unusual situations, status of wanted persons, stolen vehicles, etc.;
 - 2) Informing officers of daily assignments and assigned vehicles;
 - 3) Notifying officers of new or updated department directives;
 - 4) Evaluating an officer's readiness to begin a tour of duty;
 - 5) Providing training; and
 - 6) Providing other related information.

42.1.6 G

3. Information will be disseminated by various means including, but not limited to, the following:

a. Complaint Book

- 1) Information Desk personnel will be responsible for maintaining an electronic complaint book that is:
 - a. Reviewed at unit roll call sessions; and
 - b. Accessible for review through the department's IT network.

42.1.6 B

- 2) All employees will be responsible for ensuring that information concerning any potential or actual police hazard is documented in the Complaint Book.
- 3) Current information documented in the Complaint Book will be disseminated at all division/unit roll call sessions.

b. Radio Broadcast Messages

- 1) Information regarding potential and actual police hazards that become known after a roll call session will be disseminated by radio broadcast.
- 2) The officer making such broadcast will be responsible for the documentation of such information in the Complaint Book.

c. Department Bulletin Boards

- 1) Department bulletin boards, to include digital bulletin boards, may contain wanted fliers and information from other federal, state and local agencies.
- 2) Such bulletin boards will be maintained on each floor of LPD facilities within all employee common areas.

d. Intelligence Bulletins

- 1) Intelligence bulletins are produced by the Intelligence Unit and may contain officer safety, situational awareness, and crime analysis information.
- 2) Intelligence bulletins are classified as Law Enforcement Sensitive. Unauthorized access or dissemination could represent a violation of state or federal law.
- 3) Distribution of an Intelligence bulletin outside of LPD is prohibited without prior approval by the Chief of Police.

e. Computer Access

- 1) Information can be obtained in reference to PD directives, personnel assignments, roster, etc. through computers maintained as part of the LPD's network.
- 2) Computers are located at various locations in all areas of the department.

46.3.1 / 46.3.2 / 42.1.6 B & G

4. Any terrorism or domestic security-related information/intelligence will be forwarded to the Investigations and Administration Bureau (IAB) Deputy Chief and the Intelligence Unit. The IAB Deputy Chief will review the information and determine what action, if any, will be taken by the agency. Any valid or potentially valid information or intelligence will be forwarded to those agencies, jurisdictions, or task forces that are deemed to benefit from this information, as well as to the Virginia Fusion Center.

5. All information obtained, processed, or shared by this agency will abide by state and federal laws regarding the collection, handling, and protection of this information.
 - a. Employees will ensure that criminal information is protected and that all privacy rights are adhered to.
 - b. Criminal information gathered by this agency shall be limited to criminal conduct or where the agency can articulate the collection of such information relates to activities that present a threat to our jurisdiction.

C. STOLEN VEHICLE INFORMATION

1. Entry criteria for the National Crime Information Center (NCIC) and Virginia Criminal Information Network (VCIN) Vehicle Files includes the following:
 - a. A stolen vehicle may be entered in the computer files as soon as a theft has been verified by a law enforcement agency and an IBR has been filed.
 - b. A loaned, rented or leased vehicle that has not been returned to the lawful owner may not be entered into this file unless:
 - 1) An official police report verifies such; *or*
 - 2) A warrant has been issued charging embezzlement, theft, etc.
2. Before a stolen vehicle can be entered into NCIC/VCIN files, the investigating officer must submit a copy of the incident report to the on-duty Information Desk officer.
 - a. Information Desk officers will:
 - 1) Make the required entry in the computer file; *and*
 - 2) Attach a copy of the entry message to the copy of the report, to be filed in the Information Desk office.
 - b. Upon recovery of a stolen vehicle, the recovering officer will, as soon as possible:
 - 1) Notify the on-duty Information Desk officer to initiate removal of the vehicle information from NCIC/VCIN computer files; and
 - 2) Initiate notification of the vehicle's recovery to all department officers by means of radio broadcast, Complaint Book entry, etc.

82.1.7 / 42.1.6 D

D. CONFIDENTIALITY OF INFORMATION

1. Employees of this department will treat all criminal justice, criminal history, and Department of Motor Vehicles related information with strict confidentiality in accordance with Code of Virginia, Sections 9.1-136, 16.1-301 and 16.1-309.
2. All criminal justice, criminal history, or Department of Motor Vehicles related information will be used for official law enforcement purposes *only*.
 - a. Such information will *not* be released without verifying the authorization of the receiving authority.
 - b. This information can come from, but will not be limited to, sources such as:
 - 1) National Crime Information Center (NCIC);
 - 2) Law Enforcement Information Exchange (LInX);
 - 3) Virginia Criminal Information Network (VCIN);
 - 4) Virginia Fusion Center;
 - 5) Department of Motor Vehicles (DMV); and
 - 6) LPD Records Management System (RMS).
 - c. Copies of such information will be destroyed by burning or shredding:
 - 1) By the employee receiving the information; and
 - 2) After the information has served the purpose for which it was obtained.
3. Employees of this department will treat medical information pertaining to any person with strict confidentiality.
 - a. It is certainly appropriate for members of this department to keep information on victims of communicable diseases for purposes of enabling employees to take proper precautions when providing medical care, etc., to such persons.
 - b. This information, however, must be treated in a confidential manner and will not be disclosed to anyone who does not have an absolute need to know.

4. High Profile Intelligence

- a. High profile intelligence will be defined as information that alleges or indicates the possibility of involvement in the planning, organizing, financing or commission of any form of criminal activity on the part of the following:
 - 1) Any LPD employee;
 - 2) Any City of Lynchburg employee;
 - 3) Any elected official;
 - 4) Any person known or believed to be a member of an LPD employee's, a City employee's, or an elected official's family; and
 - 5) Any prominent community member.
- b. LPD employees who receive information that meets any high profile intelligence criteria will be responsible for:
 - 1) Notifying a supervisor as soon as possible;
 - 2) Documenting the information in detail in memorandum format under the heading "High Profile Intelligence";
 - 3) Turning the memorandum over to a supervisor for review and approval; and
 - 4) Not discussing the high profile intelligence information in any fashion with anyone except their supervisory chain of command.
- c. Supervisors notified of high profile intelligence information will be responsible for:
 - 1) Ensuring that the information is strictly controlled;
 - 2) Overseeing immediate documentation of the information by the employee who initially received it;
 - 3) Reviewing the documentation for accuracy and completeness; and
 - 4) Immediately notifying a supervisor that the information has been received and immediately forwarding the documentation through the chain of command to the Office of the Chief.

- d. Command staff members who are forwarded high profile intelligence information will be responsible for:
 - 1) Ensuring that the information is strictly controlled; and
 - 2) Ensuring that the information is delivered to the Chief of Police within two days of receipt.
 - e. The Chief of Police will direct LPD dissemination, use, and response to high profile intelligence information.
4. Fax messages
- a. All fax documents received on a department fax machine will be handled as confidential documents while being delivered to the intended recipient.
 - b. All fax documents transmitted on a department fax machine will be preceded by form LPD-2021 (Fax Cover Page), which will include a City approved confidentiality statement.
5. The Chief of Police or a designee may disclose information related to juveniles in accordance with Code of Virginia 16.1-301.

Original Signed

Ryan M. Zuidema
Chief of Police

December 16, 2022

Date