




City of Manassas Police Department General Duty Manual



Effective Date: 10-01-2011	GENERAL ORDER	Number: 04-01
Subject: Records Section		
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed: 06-04-2018		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A
Accreditation Standards: 82.1.2/ 82.1.4/ 82.2.1/ 82.3.1/ 82.3.3/ 82.3.5/ 82.3.6	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 2

PURPOSE:

To establish the Department's central records component.

POLICY:

The central records function is a key element in the effective delivery of law enforcement services. Officers should ensure that complete and accurate data is entered on all reports, summonses, and other documents prior to submission to the Records Section.

DISCUSSION: N/A

PROCEDURE:

I. Case Initiation and Report Review

- A. Case initiation and report review occurs outside the Records Section, but the success of the records function relies on accuracy in reporting methods.
- B. Case initiation occurs in person, over the telephone or over the radio. Incidents falling into the following categories are assigned a CAD number by the Public Safety Communications Center (PSCC):
 - 1. Citizens' reports of crimes.
 - 2. Complaints from citizens requiring police action
 - 3. Citizens' requests for service when:
 - a. A Department member is dispatched.
 - b. A Department member is assigned to investigate.
 - c. A Department member is assigned to take action at a later time.
 - 4. Criminal and noncriminal cases initiated by Department members
 - 5. Complaints involving arrest or summonses.
 - 6. Other cases involving issues of public safety and community concerns.
- C. PSCC members note the police action taken in the CAD entry. Members in accordance with General Order 6-3, prepare IBR reports.
- D. General Order 6-6 governs the issuance of summonses.
- E. Patrol and ISD supervisors receive IBR's through Mobile Field Reporting. The reports are reviewed and either denied and sent back to the officer or approved and forwarded onto the Record's Management System. The Police Records Supervisor, or designee, will name candidate the report. The report is automatically sent to the Daily Records Review (DRR) module where an ISD designee will do case management. The ISD designee will then bring a list of the reports and supplements in DRR to the Records Section. A records specialist will review the reports and supplements for accuracy and then remove them from DRR. Once the report has been name candidate, assigned by ISD and then reviewed by Records Specialists it can be found in the incident module. Accident reports are reviewed by the patrol supervisor, name candidated by the Records Supervisor, or designee. The report is reviewed and removed from DRR. Once it comes to the accident module it is checked for Treds errors by the Records Supervisor. Once it is determined that the report has passed all of the Treds requirements it is in a TBS status (to be sent). Treds performs periodic transfers of data. Traffic citations are reviewed and electronically sent to RMS for review and submission to the Virginia Supreme Court and the Prince William County General

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Traffic Court. Traffic and criminal summons shall be reviewed by the Patrol supervisor and placed in the paperwork box located in the roll call room. Paper summonses should only be used for criminal cases. If an officer is unable to complete an electronic summons for a traffic charge only then should a paper summons be issued.

II. Operations

- A. The Records Section is the central repository of police records to include:
 - 1. IBR Reports – The only IBRs not maintained by the Records section area:
 - a. The Vice and Narcotics Section Supervisor maintain reports of ongoing vice / narcotics investigations at the Vice and Narcotics Task Force office. Reports are kept under secure control and kept separate from those records maintained RMS incident module until such time as the investigation is complete or the information contained in the reports does not jeopardize operational security.
 - b. Detectives are permitted to maintain their active case files in the Investigative Services Division. The Records section continues to maintain the original electronic case file with all documentation that will be subject to a FOIA request.
 - 2. Arrest reports to include felonies and misdemeanors. Traffic summonses are stored electronically unless written on paper.
 - 3. Electronic traffic accident reports.
- B. Any report or summons submitted to the Records Section that is considered unsatisfactory or lacking sufficient information is sent back through the appropriate chain of command for correction.
- C. The Records Section has name search capabilities. This file includes the names of persons named in IBRs, arrest reports, and summonses, including:
 - 1. Victims.
 - 2. Complainants.
 - 3. Persons injured in accidents.
 - 4. Suspects.
 - 5. Persons arrested.
 - 6. In some cases, witnesses.
- D. Department Arrest Identification numbers are assigned through CAD by the PSCC. Each arrestee is assigned a unique ID number by the Records Section.
- E. Criminal history data maintained by the Department includes court disposition information, which is obtained by arresting officer and added by Records specialist at the conclusion of court proceedings. Other arrest and disposition information may be obtained from the appropriate court that handled the case, or the Central Criminal Records Exchange (CCRE) Section of the Virginia State Police.
 - 1. Dispositions on traffic cases must be obtained from the appropriate court, or the DMV.
- F. The physical and electronic storage of criminal records information is separated by adult and juvenile offenders and includes the following as applicable by arrest type:
 - 1. Reports related to arrest are electronically stored in RMS.
 - 2. Arrest paperwork (CCRE booking form) is stored in the Records section.
 - 3. Fingerprint files are stored in the Records Section with the state's CCRE acting as a central repository for fingerprints.
 - 4. With the implementation of Live Scan, a photo of the arrestee is on the CCRE form which is maintained in the Records Section.
- G. Arrest information is recorded by Records personnel in the computer. Records personnel are responsible to ensure that all required CCRE forms and a supplemental arrest forms accompany the paperwork. If any of the required documentation is missing, the Records Section member completes a paperwork sheet or sends an e-mail to inform the officer and his/her supervisor of the missing items.
- H. IBR reports are required to be completed by the officer and submitted to the Records Section by the 10th of each month following the reported month. Records Section personnel must have the reports reviewed, audited and electronically submitted to the Virginia State Police by the 15th of each month following the reported month.

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Attachments: N/A
Index as: Records. Records Section. IBR Reports.
 Arrests. Master Name Index.
References: N/A