




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 checked="" type="checkbox"/> Amends <input type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed: 02-01-2025		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> 24 months
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, via mail and email, over the radio, self-reporting through an online portal, or any other method of communication. 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. Supervisors review IBRs, Crash Reports, and other reports that are submitted by their staff within the RMS/CAD system. The reports are denied back to the staff member that submitted the report or approve the reports to be forwarded into RMS. After the report is approved, the report will go through a review process by the Records Section. This may include, but is not limited to, name verifications and accuracy for NIBRS and TREDs submission. If errors are found, the Records Section will send the report back to the officer to fix. The report will go through the supervisor approval process again. After the reports are reviewed and approved by the Records Section, Crash reports and IBRs are automatically transferred by RMS to the appropriate state agency that is responsible for collection. Virginia Uniform Summons (VUS) for traffic violations are reviewed and forwarded to Prince William County General District Court (GDC). All e-summons are printed out from RMS and delivered with any handwritten VUS to the Prince William County GDC. All e-summons are submitted electronically through the Virginia Supreme Court portal.

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Traffic and criminal summons shall be reviewed by the Patrol Supervisor and placed in the Records box located outside the roll call room. Paper summonses should only be used for criminal cases. If an officer is unable to complete an e-summons for a traffic charge, only then should a paper summons be issued. Handwritten VUS will be manually entered into RMS by Records Section personnel.

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.
 - c. After the case is no longer active, the assigned detective, or designated personnel will copy all paperwork that is in the active case file and attach them to the correct case number in RMS. This includes, but is not limited to, written statements, case notes, etc. Any documentation that is considered evidence should not be kept in the case file, but entered into Property/Evidence.
 2. Arrest reports to include felonies and misdemeanors. Traffic summonses are stored electronically.
 3. Electronic traffic accident reports.
 4. The department has designated the electronic record as the official record for the department for required retention.
- 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. 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 submitted by the officer by completing an Arrest Report when completing an IBR or a warrant/summons service in the RMS system. Records personnel are responsible to ensure that all required CCRE forms and a supplemental arrest forms accompany the paperwork. If any of the required

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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. 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.

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