




City of Manassas Police Department General Duty Manual



Effective Date: 01-18-2008	GENERAL ORDER	Number: 06-04
Subject: Preliminary and Follow-Up Investigation		
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PURPOSE:

To establish procedures for Preliminary and Follow-up Investigations.

POLICY:

Due to the diverse nature of criminal occurrences reported to the Department and various complaints that may arise during investigations, it is necessary to delineate the areas of responsibility for the components of the Department charged with the investigation of criminal matters. In order to increase effectiveness and ensure optimum utilization of available personnel, the investigative process is divided into preliminary and follow-up stages. Responsibility for follow-up investigation is determined by the nature of the criminal act and the need for further investigation. Detectives are available on an on-call basis providing 24-hour coverage of the criminal investigation function.

DISCUSSION:

Cases requiring specialized knowledge, skills and abilities (KSA's) should be assigned to personnel having those skills. This does not preclude officers from retaining a case while obtaining assistance from others who may have specialized skills, but is intended instead to emphasize using the best qualified person available for assignment to selected tasks. Time-consuming follow-up investigations are not routinely made by Patrol Services Division members because patrol requirements may be adversely affected.

PROCEDURE:

I. Preliminary Investigation

- A. The preliminary investigation begins when the first officer arrives at the scene of a crime or suspected crime and continues until a postponement of the investigation or the transfer of the case.
- B. The following activities are part of the preliminary investigation and can be accomplished by the first responding officers:
 1. Provide aid to the injured.
 2. Determine whether a criminal offense has actually been committed, and if so, the legal nature of the offense.
 3. Protect and maintain the crime scene to ensure that evidence is not lost, moved or contaminated.
 4. Observe, note and report all conditions, events and remarks made while at the crime scene or with victims/witnesses.
 5. Locate and identify all witnesses.
 6. Conduct a preliminary interview of the complainant, victim, witnesses and suspect(s) whenever possible. Obtain complete identification on all persons interviewed specifically obtaining information as to where they can be contacted in the immediate future for follow-up interviews.
 7. Determine the identity of the suspect or suspects, and affect an arrest if it can be accomplished based on evidence at the scene.

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8. Arrange for collection of evidence and crime scene processing.
 - a. Primary responsibility for evidence collection for those crimes referred to as “crimes against persons,” i.e., homicides, rapes, malicious wounding, and robberies where an extensive amount of physical evidence has been left behind or the perpetrator may have inflicted or received injuries should rest with the evidence technician or Forensic Technician.
 - b. In cases where crimes against property have been committed and related follow-up scenes; e.g., burglary (the value of items taken should not be a consideration), arson, petit and grand larceny, auto larceny, and stolen auto recoveries, the Evidence Technicians should have the responsibility for evidence collection. If the scene is sufficiently basic in evidence processing requirements, the reporting officer may process it.
 - c. In situations where a Patrol Officers requests a Forensic Technician or Evidence Technician, the on-scene supervisor will make the decision and/or subsequent request for the technicians to respond.

II. Responsibility for Conducting Follow-Up Investigation

- A. With the exceptions noted in Section II, B of this directive, the Investigative Services Division (ISD) is responsible for the follow-up investigation of the following criminal offenses:
 1. Abduction.
 2. Abortion.
 3. Aircraft Incidents with Death.
 4. Arson (In conjunction with the Fire Marshal).
 5. Bigamy.
 6. Black mail / Extortion.
 7. Bribery.
 8. Bomb Threat Incidents (In conjunction with the Fire Marshal).
 9. Burglary.
 10. Child Abuse or Neglect.
 11. Child Pornography
 12. Computer Crimes
 13. Crimes involving juvenile suspects / victims.
 14. Felony Check Cases.
 15. Embezzlement
 16. Felonious Assaults / Malicious Wounding.
 17. Fraudulent Prescriptions.
 18. Gang-related offenses
 19. Grand Larceny.
 20. Homicide or suspicious death.
 21. Identity Theft (See Sec. V)
 22. Medical Examiner’s Case.
 23. Missing Person (Adult).
 24. Missing Person (Juvenile).
 25. Narcotics / Organized Crime Related Offenses.
 26. Obscene or annoying phone calls with a pattern.
 27. Rape / Aggravated Sex Offense.
 28. Robbery.
 29. Vandalism – Involving extensive or widespread damage to property. “Widespread” means a number of cases of the same type reported within a specific locale, i.e. numerous incidents of tire slashing on one specific street or within a subdivision.
 30. Vice offenses.

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- B. The Commander of Investigative Services or his designee may assign a case listed in Section II to a sworn officer for follow-up when evidence obtained during a preliminary investigation warrants an immediate or pending arrest. The Investigative Services Division supervisor will assign cases utilizing the Records Management System. The sworn officer is then responsible for follow-up to the conclusion of the case. The officer's supervisor is responsible for ensuring that the officer completes all follow-up activities in a timely manner.
- C. The Patrol Duty Supervisor may assign a specific officer to assist the Investigative Services Division during certain aspects of a follow-up investigation or for the duration of the investigation. Conversely, a detective may be assigned to assist in the preliminary or follow-up investigation of a Patrol Services Division case.
- D. The Patrol Services Division is typically responsible for follow-up investigation of the following cases subject to the approval of the Commander of Investigative Services or his designee:
 - 1. Crimes not listed in Section A that cause minimal loss of patrol time.
 - 2. Misdemeanor offenses or violations, except:
 - a. When the offense appears to be part of a pattern of criminal offenses already assigned to another section.
 - b. When follow-up is required outside the boundaries of the City of Manassas or involves resources not available to the officer. (The officer may be allowed to handle cases outside the City, but this is at the discretion of the officer's supervisor or the Duty Supervisor.
- E. Occasionally, in cases assigned to Patrol Services Division officers for follow-up investigation, additional time beyond the end of the tour duty of the assigned officer is required. In such cases, the assigned officer's immediate supervisor determines whether the investigation should be temporarily discontinued until the assigned officer's next tour of duty, continued on overtime, continued by officer(s) on the relieving tour of duty, or reassigned to another section.
- F. Citizen Online Reporting is an online self-reporting process to allow citizens to report select crimes with generally low solvability and/or little or no known suspect information. Online reporting is currently intended for reporting the following offenses:
 - a. Larceny
 - b. Larceny from Automobile
 - c. Vandalism
 - d. Vandalism to Automobile
 - e. Fraud

Reports taken via the Citizen Online Reporting system are processed by the Records Section and forwarded to the Investigative Services Division for further investigation and assignment to sworn personnel. Online reporting does not serve as a replacement for citizens wishing to report incidents to an officer in person if they wish to do so. It is a supplemental reporting system and not a replacement for existing reporting procedures. It allows citizens to report incidents online at their convenience and allows the availability for officers to focus attention towards "in progress" type calls for service.

III. Conduct of Follow-Up Investigations

- A. There are numerous steps to be followed when conducting a follow-up investigation. The list in Section III, B should be considered as a general guideline only. Additionally, all of the steps may not be necessary to a particular investigation. All steps are conducted in compliance with applicable laws and constitutional requirements.
- B. Steps to follow-up investigations, when applicable include:
 - 1. Review and analyze all previous reports prepared in the preliminary phase.
 - 2. Review departmental records.
 - 3. Review results of laboratory examinations
 - 4. Obtain comprehensive and accurate written statements from victims and witnesses and from suspects within legal constraints.
 - 5. Conduct additional interviews and interrogations.
 - 6. Seek additional information (from uniformed officers, informants, etc.).

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7. Perform a background investigation of an identified, possible or probable suspect using all local intelligence databases.
 8. Arrange for dissemination of information as appropriate.
 9. Plan, organize, and conduct searches.
 10. Collect and preserve physical evidence.
 11. Arrange for surveillance, if necessary.
 12. Determine involvement of suspects in other crimes.
 13. Check suspects criminal histories.
 14. Arrange polygraph examinations.
 15. Identify and arrest suspect.
 16. Prepare cases for court presentation.
 17. Assist in prosecution.
- C. Conduct of Interviews – The effective use of interviews of victims, witnesses, and suspects is often crucial to the successful resolution of a case. Members can gain valuable information through interviews and interrogations using proper methods to solicit the information.
1. Victim/Witness Interviews
 - a. Officers/detectives should make note of the time, date, and location of the interview as well as the names of those present during the interview. Detailed notes and/or an audio recording should be made for future reference.
 - b. The officer/detective conducting the interview should be cognizant of the trauma/stress to which the victim/witness has been subjected and conduct the interview accordingly.
 - c. The age, physical limitations and known credibility of witnesses should also be considered.
 - d. Interviews should be scheduled whenever possible at the convenience of the victims/witnesses.
 2. Interviews with Suspects
 - a. Detectives/Officers conducting interviews to obtain investigative leads should ensure that all constitutional precautions are taken. In order to use a statement in court, a suspect, should be advised of their constitutional rights pursuant to *Miranda v. Arizona*. The member must be able to demonstrate that the suspect understood those rights and made a knowing and intelligent waiver of them. Members are reminded that under current case law, “Miranda” is required when a member asks incriminating questions and the suspect is in custody. Detectives/Officers should document in the IBR the way in which the suspect was informed of his rights, i.e. verbally or in writing. If the suspect was read his rights from the Warning and Consent Form (Attachment C), this will be documented in the IBR and the original form maintained in the case file.
 - b. Officers/detectives conducting the interview should make note of the time, date, and location of the interview, starting and ending time of the interview, waiver of rights, and the names of those present during the interview. Detailed notes and/or an audio recording should be made for future reference and court purposes.
 - c. Statements made during an interview must not be based on coercion, promises, delays in arraignment, or deprivation of counsel.
 - d. If a suspect makes an unequivocal request for counsel, the interview must terminate immediately.
 3. Canvassing for Information – Members will conduct a canvass of persons in proximity to the crime scene as deemed appropriate by the type of crime or incident under investigation. All information pertinent to the member’s canvassing activity will be documented in an IBR or supplement.
- D. Periodic contact must be made with the crime victims / witnesses to determine if any further information can be learned and to contemporaneously notify them of any changes in the case status.
1. Contacts may be made either by phone or in person.
 2. Contacts with victims / witnesses are documented in supplement reports.

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- E. Case File Management – Cases files involving ongoing investigations within the Investigative Services Division are to be maintained and filed in such a manner as to be readily accessible to ISD supervisors and with certain exceptions, to other detectives within ISD. All members of ISD are to ensure that a complete and current working case file is maintained on each of their assigned cases.
1. Investigative Case Files are to contain, at a minimum, the following documents:
 - a. A copy of the preliminary investigative report
 - b. A copy of all supplemental reports to the preliminary investigative report
 - c. A record and/or copy of all statements taken relevant to the investigation.
 - d. A copy of any property records generated during the case.
 - e. A copy of the results of any examination of evidence relative to the case.
 - f. A copy of any case status reports.
 - g. A copy of any other reports and/or records needed for investigative purposes.
 - h. A copy of any checklist that may have been used during the investigation.
 2. Case File Maintenance procedures should include the following:
 - a. Active case files will be kept in chronological order in the detective’s secure, assigned work area.
 - b. Members removing an active case file assigned to a detective will return the file to the detective’s work area in proper order prior to the end of his/her tour of duty.
 - c. Case files are NOT to be left in briefcases, personal lockers, or other unauthorized, or inaccessible locations.
 - d. All original case file records and documents are maintained by the Records Section.
 - 1) Major case files for the current three year period are secured in the major case cabinet in ISD. The cabinet is open during business hours and secured after hours. The ISD Commander, ISD Lieutenant, and the ISD Administrative Associate control access to this storage area.
 - 2) Major case files over three years old are maintained in a secure off-site location accessible only to the ISD Commander, ISD Lieutenant, and the ISD Administrative Associate.
 - e. Pursuant to VA Code § 15.2-1722, investigative case files may be maintained in perpetuity or until such time as it can be determined that no civil or criminal action may be brought.
- F. UCR Part One cases and all assault cases can only be closed by means of one of the following four dispositions:
1. Unfounded – The offense did not occur or was not a criminal offense.
 2. Cleared by Arrest
 3. Cleared Exceptionally
 - a. Death of the Offender
 - b. Prosecution declined – Warrants Advised
 - c. Extradition declined
 - d. Victim refuses to cooperate
 - e. Juvenile, No Custody
 4. Inactive
- G. Cases are inactivated only upon supervisory approval based on the following criteria:
1. Lack of further leads or point solvability factors.
 2. Unavailability of investigative resources.
 3. Insufficient degree of seriousness.

IV. Tracking Follow-Up Investigations

- A. The Commander of Investigative Services is responsible for establishing an investigative case status control system for those cases assigned to his subordinates. The system design shall be his prerogative.
1. The system should provide for the recording of the name of the member assigned, case number, and report due dates.
 2. Administrative designators used to indicate case status are:

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- a. Assigned or Open
 - b. Inactive
 - c. Closed
- B. Case Screening and Evaluation:
1. All cases assigned to the Investigative Services Division for follow-up are prioritized according to the case status control system noted below. Time and resources allocated to assigned cases are screened and evaluated based on the offense type priority and the presence of solvability factors.
 2. Case Status Control System
 - a. Offense type as noted in the chart below:

OFFENSE TYPE PRIORITY		
PRIORITY 1	PRIORITY 2	PRIORITY 3
Murder	Malicious Wounding/Felony Assault	Assault and Battery
Abduction/Kidnapping	Burglary	Petit Larceny
Rape	Auto Theft	Stalking Offenses
Robbery	Other Sex Crimes	Other Crimes against Persons
Child Abuse/Neglect	Grand Larceny	Other Crimes against Property
Sex Crimes – Persons under 18	Serial Crimes against Property	Missing Person – Not Endangered

- b. Solvability Factors – including the following:
 - 1) Suspect known or identified
 - 2) Reasonably complete description of suspect available
 - 3) Presence of physical evidence to aid in suspect identification
 - 4) Witness(es) able to identify suspect
- C. Cooperation and Communication between Divisions
- On-Call duty is rotated among all of the detectives in ISD. This provides for 24-hour coverage of the criminal investigation function. During a detective’s on-call week, he is required to attend Patrol Roll Call at least once during each shift. This allows for the exchange of information regarding current cases, trends, suspects and persons of interest.

V. Identity Theft

- A. The responding officer shall take a report (IBR) from a person who knows or reasonably suspects that his or her personal information has been unlawfully used by another.
1. Crimes stemming from the Identity Theft that may have been committed in a different jurisdiction; the complainant shall be referred to the law enforcement agency where the suspected crime was committed for an investigation of the facts, if practical to do so.
 2. If the victim has been to an outside agency and has been referred back to us then we will take the report if they are a resident of the City of Manassas unless there are specific reasons identified by the on duty supervisor that would prohibit us from doing so.
- B. The Officer taking the report shall provide the victim with the Identity Theft Assistance brochure and advise the victim to do the following:
1. Call the toll-free fraud number of any one of the three major credit bureaus to place a fraud alert on their credit report. Fraud alerts can help prevent an identity thief from opening additional accounts in victims’ names. As soon as the credit bureau confirms the fraud alert, the other two credit bureaus will automatically be notified to place fraud alerts. Once a fraud alert is placed, victims are entitled to order one free copy of their credit report from each of the three nationwide consumer reporting companies.
 2. Public information brochures will be kept in the roll call room as well as in the department’s main lobby.

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Equifax P.O. Box 740241 Atlanta, GA 30374 1-800-525-6285 www.equifax.com	Experian (TRW) P.O. Box 9532 Allen, TX 75013 1-888-397-3742 www.experian.com	TransUnion Corp P.O. Box 6790 Fullerton, CA 92834 1-800-680-7289 www.transunion.com
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3. Close the accounts that victims know or believe have been tampered with or opened fraudulently. When disputing new unauthorized accounts, many banks and creditors will accept the ID Theft Affidavit, which will save victims valuable time in the recovery process.
 4. File a complaint with the FTC using the [online complaint form](#); or call the FTC's Identity Theft Hotline, toll-free: 1-877-ID-THEFT (438-4338); TTY: 1-866-653-4261; or write Identity Theft Clearinghouse, Federal Trade Commission, 600 Pennsylvania Avenue, NW, Washington, DC 20580.
- C. The primary officer taking the report is required to provide the victim with the incident report number.
- D. All identity theft reports are then forwarded through the supervisor and will follow the investigation procedures outlined in this General Order.
- E. The assigned investigator shall coordinate the investigation with other applicable agencies as determined through the follow-up investigation. This shall be documented via Department supplementary report forms.

VI. Missing Person (Adult) Cases

- A. Generally, see Sections I, II and III of this General Order for preliminary and follow-up investigation steps to be taken.
- B. An IBR is completed on all persons reported to be missing from the City (regardless of the amount of time that the person has been missing).
- C. In those cases wherein the missing person was last known to be in another jurisdiction of his own accord, the responsibility for the IBR is held by the Department.
1. The investigating officer/detective provides relevant information to that jurisdiction.
 2. The Investigative Services Division investigates all such cases (See Section III of this General Order) to ensure that the pertinent information is furnished to the other jurisdiction, as well as coordinating any investigative effort.
 3. If necessary, the officer/detective assists the reporting party in contacting any appropriate agency.
 4. When any doubt exists as to where the subject was last known to be, the officer/detective contacts his supervisor for further guidance.
- D. The investigating officer /detective conducts an interview of the reporting party, and should address the following factors:
1. Full circumstances of the disappearance.
 2. Description of the subject, and clothing worn at the time last seen.
 3. Past history of leaving home or threats to do so.
 4. Does the missing person know his address, telephone number, etc.?
 5. Names, addresses and telephone numbers of close friends that may be contacted.
 6. Name and telephone of business if missing person is employed.
 7. Names, addresses and telephone numbers of relatives that may be contacted.
 8. Name and telephone of school the missing person attends if applicable
 9. Possibility of suicide.
 10. What was taken (clothes, money, weapons, etc.)?
 11. Access to vehicles.
 12. Drug involvement.
 13. Medical condition including mental and physical disabilities and any medications prescribed and/or used.
 14. Possibility of leaving Virginia, and if so, where and why.
 15. Any other information deemed necessary to aid in the investigation.
- E. The investigating officer should obtain a recent photo if available. The photo will be forwarded with the IBR to ISD for follow-up.

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- F. The investigating officer/detective should ensure that a complete description of the missing person is disseminated to patrol units and other agencies as appropriate.
- G. The officer/detective determines if the individual qualifies for NCIC/VCIN entry under any of the following missing person categories. If so, the officer/detective completes an **“AFFIDAVIT FOR MISSING PERSON AGE 18 OR OVER” (Attachment A)** and ensures that an NCIC entry form is completed and delivered to the Emergency Operations Center for entry.
 - 1. Disability: A person who is missing and under proven physical/mental disability or is senile, thereby subjecting himself or others to personal and immediate danger.
 - 2. Endangered: A person who is missing under circumstances indicating that his personal safety is in danger.
 - 3. Involuntary: A person who is missing under circumstances indicating that the disappearance is not voluntary, i.e., abduction or kidnapping.
 - 4. Other: A person over the age of 18 not meeting the criteria for entry in any other category who is missing and for whom there is a reasonable concern for his/her safety.
- H. Officers will notify a supervisor of any incident involving a person meeting the above criteria for a missing adult. The supervisor will then make the decision regarding initial follow-up and/or search activities and make referrals and notifications as appropriate.
- I. Officers/detectives should keep in mind that the reporting party is probably distraught and unfamiliar with police procedures. Officers/detectives should do whatever they can to assist this person.
- J. The reporting party is provided with the telephone number of the investigating officer/detective as appropriate, for further contact. The reporting party is also advised to contact the investigating officer/detective or if unavailable the police department non-emergency 24-hour number to report any significant developments or the return of the missing person.
- K. The investigating officer/detective assigned the case will conduct follow-up interviews and provide periodic status updates with the reporting person.
- L. In the event of notification that a missing person has been located, the officer/detective confirms such information and:
 - 1. Determines if any further police involvement is required.
 - 2. Arranges for additional police services as necessary.
 - 3. Coordinates with the PSCC to arrange for the returned person to be cleared from NCIC/VCIN as soon as possible.
 - 4. Completes a Supplementary IBR as appropriate.

VII. Missing Person (Juvenile) Cases

- A. It is the policy of the Manassas City Police Department to investigate thoroughly all incidents of missing, runaway, abandoned, lost, abducted and unidentified children.
- B. Call Taker Responsibilities – Calls received by PSCC in reference to missing, runaway, abandoned, lost, abducted and unidentified children will be handled quickly and accurately. The Public Safety Communications Specialist (PSCS) shall remain in constant contact with the caller in an effort to gain complete and updated information regarding the situation.
 - 1. The PSCS call taker shall:
 - a. Obtain all descriptors of the victim, including complete name and date of birth, clothing, any disabilities, time and location last seen, circumstances surrounding the incident that lead the caller to believe the disappearance is involuntary. If there are any suspect descriptions or suspect vehicles involved, the PSCS will attempt to obtain complete information.
 - b. If the victim is disabled, mentally or physically, the PSCS should find out complete details of the disability.
 - c. If the victim is a young child or suffers from a mental handicap, determine if he or she knows his/her name, phone number and address.
 - 2. When the PSCS has obtained complete descriptors, the information will be dispatched to all units and complete descriptors given, in look out format, for all units to receive.

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3. Once information has been announced over the radio, the PSCS will call all surrounding jurisdictions and give the look out. As soon as possible, the PSCS shall also send a teletype via VCIN with all look out information.
 4. In the case of an abandoned child, the PSCS will ask the caller to remain with the child until police arrival disturbing as little of the scene as possible.
 5. PSCC will follow all orders from the Patrol Supervisor regarding an Amber Alert plan. This must be a directive from the on-duty Supervisor.
 6. In the event that the juvenile is located and the lookout is no longer necessary, the PSCS shall notify all agencies via telephone and/or teletype that the lookout is cancelled.
- C. For purposes of this policy, the following **bolded** categories derived from the “VIRGINIA MISSING CHILDREN INFORMATION CLEARINGHOUSE REPORT” will define Missing Child:
1. **Disability:** A person who is missing and under proven physical/mental disability, thereby subjecting himself or others to personal and immediate danger.
 2. **Endangered:** A person who is missing under circumstances indicating that his personal safety is in danger.
 3. **Involuntary:** A person who is missing under circumstances indicating that the disappearance is not voluntary, i.e., abduction or kidnapping.
 4. Juvenile: A person under 18 years of age who does not meet the criteria set forth in the above categories.
 - a. If the disappearance appears to be of a voluntary nature and none of the above conditions exist, this is treated as a runaway case.
 - b. If the disappearance appears to be of a voluntary nature and the juvenile has a proven disability, the case is treated as an endangered runaway.
- D. The Duty Supervisor should be notified immediately of a child reported to be abandoned, abducted, unidentified, lost, missing or an endangered runaway. He will then ensure that the following actions are taken:
1. Notify the ISD Commander in the case of abandoned, abducted, unidentified, missing or endangered runaway juveniles. The ISD Commander will then designate follow-up of the case.
 2. Make other command notifications as appropriate.
 3. The Duty Supervisor is responsible for determining the nature and extent of any circumstances that warrant a search, the implementation of an AMBER ALERT or any contingency plans.
 4. Request the assistance of outside resources as appropriate.
- E. Abandoned and Unidentified Children – Responding Officers’ Responsibilities
1. Provide a lookout to other units with a description of the child and the area in which he was found.
 2. Check the child for signs of any obvious injuries and request Rescue to respond to conduct an assessment of the child’s physical condition and need for further medical attention.
 3. Interview the child in an attempt to discern his identity and if he knows his name, address and other information to assist in identifying his parents/guardian.
 4. Protect the scene and surrounding area, such as areas of ingress and egress, where the child was located.
 5. Process the location and the surrounding area where the juvenile was found as dictated by the Duty Supervisor.
 6. Interview the reporting party and any witnesses and obtain contact information for follow up interviews.
 7. Complete an IBR
 8. Follow up investigation is conducted by ISD members.
- F. Missing, lost, reported abducted juveniles and endangered runaways - Responding Officers’ Responsibilities
1. Thoroughly search the victim’s home and the property around it. Immediate search area should be determined by the victim’s age, mobility (mode of transportation), and physical and mental abilities.
 2. As soon as possible, broadcast an updated lookout to all units and request that the PSCC update the surrounding jurisdictions.

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3. Protect the scene and surrounding area, such as areas of ingress and egress, where the child was last seen.
 4. Process the location and the surrounding area where the juvenile was last seen as dictated by the Duty Supervisor.
 5. Interview the reporting party, family members or friends who reside with the victim, and any other witnesses. Obtain contact information for follow up interviews.
 6. Exhaust investigative leads as soon as possible.
 7. Obtain a recent photograph if possible - the photo should accompany the IBR when forwarded to ISD for follow-up. If no photo is available or the photo is not recent, this should be reported in the IBR.
 8. Complete an IBR
 9. Officers will include on the IBR the school currently or most recently attended by the juvenile. Complete a Virginia Missing Children Information Clearinghouse Report and an NCIC entry form and deliver to the Public safety Communications Center for entry within 2 hours of the time the officer was dispatched. Missing juveniles should be entered and cleared from VCIN as soon as possible. The code number for the local school division of the missing juvenile is included in the VCIN field. The code number for the City Schools is "138."
 10. The original Clearinghouse Report remains on file in the PSCC. A copy of the Clearinghouse Report must accompany the IBR when forwarded to ISD for follow-up.
 11. Follow up investigations for missing, lost or abducted juveniles is conducted by a detective.
 12. In the case of a missing juvenile, the investigating officer/detective is responsible for forwarding a copy of the Clearinghouse Report to the local school division superintendent where the child attends school, in accordance with the Code of Virginia Section 52.31.1.
- G. Runaways - Responding Officers' Responsibilities
1. As soon as possible, broadcast an updated lookout to all units and request that the PSCC update the surrounding jurisdictions.
 2. Exhaust investigative leads as soon as possible.
 3. **Obtain a recent photograph if possible - the photo should accompany the IBR when forwarded to ISD for follow-up. If no photo is available or the photo is not recent, this should be reported in the IBR.**
 4. Determine previous runaway history.
 5. Determine evidence of runaway (notes, statements).
 6. Determine if the parent, guardian or reporting person considers it a runaway case or an endangered, involuntary case as defined in the Virginia Missing Children Information Clearinghouse Report (Attachment B).
 7. The investigating officer/detective should ensure that a complete description of the missing juvenile is disseminated to patrol units and other agencies as appropriate.
 8. Complete an IBR
 9. Officers will include on the IBR the school currently or most recently attended by the juvenile.
 10. Complete a Virginia Missing Children Information Clearinghouse Report and an NCIC entry form and deliver to the Emergency Operations Center for entry within 2 hours of the time the officer was dispatched. Missing juveniles should be entered and cleared from VCIN as soon as possible. The code number for the local school division of the missing juvenile is included in the VCIN field. The code number for the City Schools is "138."
 11. The original Clearinghouse Report remains on file in the PSCC. A copy of the Clearinghouse Report must accompany the IBR when forwarded to ISD for follow-up.
 12. Runaway Cases are normally assigned to CSS members for follow- up.
 13. In the case of a missing juvenile/runaway, the investigating officer/detective is responsible for forwarding a copy of the Clearinghouse Report to the local school division superintendent where the child attends school, in accordance with the Code of Virginia Section 52.31.1.

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VIII. Child Abductions and the VA Amber Plan

As a member of the MWCOG, the Manassas City Police Department will use the VA Amber Plan to notify Virginia Missing Children Clearinghouse (VMCC) of suspected child abduction.

Recognizing this tool can be effective, but also generate the need for a high level of police department resources, the alert must be used only in certain cases. The alert shall only be used where there is convincing evidence a child has been abducted, is in danger, and the likelihood of the child and/or abductor is still in the area.

- A. Before the VA Amber Plan can be utilized, the following specific criteria must be met. Only the ranking Duty Supervisor can authorize the alert. The following conditions are as follows:
 - 1. The missing child must be 17 years of age or younger, and the law enforcement agency believes the child has been abducted (unwillingly taken from their environment without permission from the child’s parent or legal guardian).
 - 2. The law enforcement agency believes the missing child is in imminent danger of serious bodily harm or death. (#Amber Alert is not typically used for parental abductions)
 - 3. A law enforcement investigation has taken place that verified the abduction or eliminated alternative explanations.
 - 4. Sufficient information is available to disseminate to the public that could assist in locating the child, suspect, and/or the suspect’s vehicle.
 - 5. The child must be entered into the Virginia Criminal Information Network (VCIN) and the National Crime Information Center (NCIC) missing person files as soon as practical.
- B. If all conditions are met, and the supervisor (see note) has authorized the “Amber Plan” he will make the appropriate notification as indicated G.O. 1-20. (Notification per G.O. 1-20 does not take precedence over having the Alert issued since time is critical in these cases) Once authorization has been granted, the supervisor will follow the Amber Alert activation procedure in the Amber Alert Manual. Complete the data entry for the Amber Plan Internet Site; www.vaamberalert.com in its entirety sending it to the VMCC, who in turn will notify the media through the Emergency Alert System (EAS) as a Child Abduction Emergency (CAE).
- C. Should all criteria for a Va. Amber Alert not be met but media notification would be beneficial, the P.I.O will be immediately notified by the on duty supervisor, the P.I.O will initiate contact with the electronic media outlets and network wire services, and request immediate broadcast of descriptive information as a press release.
- D. The Public Safety Communications Supervisor will be notified of any Virginia Amber Alert activation. Consideration to increasing Communication staffing should be made as it may be assumed there will be an increase in calls to the Police Department about the abduction almost immediately.

***Note:** All shift supervisors must familiarize themselves with Virginia’s Amber Alert Law Enforcement User’s Guide.

IX. Verification of Student Identification

- A. Manassas City Public Schools are required to admit students seeking enrollment to public schools. Although birth certificates are required upon admission, if the student seeking enrollment is a homeless child or youth as defined in § 22.1-3, *Code of Virginia*, the school must immediately enroll the student, even if the student or guardian is unable to produce records to verify identity.
- B. The following procedures will be followed when a member of the Manassas City Police Department is notified by a Manassas City School principal or designee that a certified birth certificate has not been submitted for an enrolled student:
 - 1. Initiate an investigation into the child’s identity via a Police Information report.
 - 2. Conduct an NCIC check on the name of the child provided.
 - 3. Notify the parent or guardian that a certified copy of the birth certificate must be submitted to the investigating officer within 30 days. If the birth certificate is provided, the case will be closed.

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4. If the parent or guardian fails to produce such document, a cursory interview will be conducted with the child in order to determine, at a minimum, that the child is not in danger, has not been abducted (either by a stranger or non-custodial parent), and the name provided is in fact the child's name.
5. Keep the school principal or designee, ISD supervisor, and the School Resource Officer abreast of the investigation as warranted.
6. Notify the National Center for Missing and Exploited Children at 1-880-843-5679 of those children for which a birth certificate was not provided, so their database of missing children may be checked.

X Cold Case Investigations

- A. A "Cold Case" will be defined as any case meeting the following criteria:
 1. The case is identified as a Major Crime (Rape, Robbery, Homicide) and no arrest has been made within 18 months of the incident.
 2. The case is identified as a Missing Person (Adult or Juvenile).
 - a. The missing person has not been located and removed from NCIC/VCIN.
 - b. The missing person has not been located within a 6 month period of the original report date.
- B. Cold Case files management.
 1. The Detective's position primarily identified as "Crimes against Persons" will be the coordinator for reviewing all cold cases along with the primary case agent.
 2. A systematic self initiated review of Cold Cases will be done annually regardless of any additional information from an outside source.
 3. An automatic review of the case when information is received on an unsolved cold case through AFIS hits, drug fire hits, from other police officers, from other police agencies, the media, or from citizens.
 4. Each Review will be documented on an IBR supplemental report form using the original case number.
- C. The ISD Commander or his designee may assign a new primary detective to a cold case in cases of transfers or changes in responsibilities or assignments within the division.
- D. The ISD Supervisor will maintain a log of all cases assigned for re-investigation and will note the date and case numbers, Detective assigned, and the outcome. Names and ages of all who are arrested will also be included if cleared. An annual report will be submitted to the Division Commander noting the updated status on each case.

Attachments: "A" - Virginia Missing Person Information Clearinghouse Report
 "B" - Virginia Missing Children Information Clearinghouse Report
 "C" - Warning and Consent - English and Spanish

Index as:

Abandoned Child	Investigation Solvability Factors.
Amber Alert	Lost Child
Preliminary Investigation.	Missing Juvenile
Follow-up Investigation.	Missing Adult
Interview	Unidentified Child
Investigation.	

Reference: VA Code §52.31.1