ADULT ARRESTS

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10.1.01 PURPOSE AND POLICY

The purpose of this directive is to establish procedures for recording and reporting arrests of adults by officers of this Department.  

It is the policy of this Department that officers will fully observe the civil and constitutional rights of arrested persons, while simultaneously being mindful of their own safety.

This Department is committed to a mutually cooperative relationship with the Office of Sheriff, with the goal of accurate administrative recording of arrests as required by law.

10.1.02 GENERAL

A. The arresting officer will bring persons placed under arrest, with or without a warrant, forthwith before a magistrate. If a warrant is to be executed on a defendant who is currently incarcerated, the defendant and arresting officer must appear
before a magistrate forthwith. In an arrest with a warrant, the officer will not execute
the warrant and leave it with the booking staff. The officer must appear before the
magistrate with the warrant and the defendant.

B. An officer making a custodial arrest of an adult will transport the suspect to the
booking area where the booking process will be completed.

C. See Police Directive 10.25, Search Incident to Arrest, for specific guidelines for
conducting searches incident to arrest, including strip and body cavity searches.

D. When making arrests, officers will strictly observe the laws of arrest.

E. **Use of force:** Officers will only use the force necessary to accomplish lawful
objectives i.e., restraint necessary to ensure the safe custody of a suspect and the
safety of the officer. [1.3.1]

F. **Safety of Arrestee:** The arresting officer is responsible for the safety and protection
of arrested persons in their custody. **Arrested persons will not be left unattended
i.e., in a police vehicle or interview room.** The officer’s immediate supervisor will
be notified as soon as practical of any ill or injured arrestees. The watch commander
will be notified if the officer’s immediate supervisor is not working or is unavailable.

G. **Arguments During Arrest:** When making an arrest or issuing a traffic summons or
citation, employees will not become involved in any arguments or discussions on the
merits of the case. Employees will courteously give any information requested by the
offender as to the procedure for handling a summons, citation, or arrest.

H. **Treatment of Arrestees:** Officers having custody of arrestees will observe all laws
and Department directives regarding this activity. Any irregularity indicating that the
arrest may be contrary to law or Department procedure will be immediately brought
to the attention of the watch commander.

I. **Transportation of Arrestees:** Transportation of arrestees will be in accordance with
current Department procedures. Arrestees that are to be charged on a summons
and released may be handcuffed when deemed necessary by the arresting officer.
All arrested persons who are to be transported will be searched for weapons and
handcuffed to ensure the safety of the officer. Except in emergency situations,
officers will not search persons of the opposite sex unless there is no officer of the
same sex as the arrestee available. When it is necessary for an officer to search a
person of the opposite sex, a second officer will be present.

J. **Recommending Attorneys, Bail Bond Services Or Other Services Prohibited:**
Employees will not suggest, recommend, advise or otherwise counsel the retention
of any attorney, bail bond services or any other specific service to any person
coming to their attention as a result of police business.
K. **Acting as Bailer Prohibited:** Employees cannot act as bailers for any person in custody except relatives.

L. **Notification of Rights:** Officers shall comply with the following policies regarding advising arrestees of their 5th Amendment rights, commonly referred to as Miranda rights:

1. The advice of Miranda rights is required when:
   a. A person is under arrest or its functional equivalent, and
   b. A law enforcement officer asks questions of the person likely to get the person to incriminate themselves or engages in conduct likely to get the person to incriminate themselves.

2. Both elements are necessary for the Miranda requirement. This means that:
   a. A patrol officer **does NOT need to advise a person of their Miranda rights** if they do not intend on questioning them – regardless of whether the person is in handcuffs or being transported in a police car. In cases where a patrol officer does not intend on questioning the person – i.e., in cases where the patrol officer intends on allowing CIS to conduct the interview – the patrol officer should NOT advise the person of their rights. Instead, the detective conducting the interview should complete the advice of rights.
   b. Patrol officers **who DO intend on questioning a person should advise the person of their rights** when a reasonable person in the suspect’s position would feel that they are “under physical arrest or its functional equivalent.” This analysis is conducted by looking at the force applied to the suspect. Higher levels of force – such as active countermeasures, the use of impact weapons or Tasers, or the application of handcuffs – are consistent with physical arrest. Lower levels of force – such as mere officer presence or verbal commands – are inconsistent with physical arrest and do not require Miranda warnings.

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**10.1.03 RESPONSIBILITIES**

A. **Arresting Officer Responsibilities**

1. Because of the operational needs of the Office of Sheriff, they must establish certain rules and procedures. Officers of this Department will be affected by these while in their building and must cooperate for the mutual benefit of all concerned.

2. When a custodial arrest is made, the arresting officer(s) will:
   a. Conduct a search for weapons. When an arrestee is taken into the booking area, a booking deputy conducts another search of the individual. See Police Directive 10.25, Search Incident to Arrest, for further information.
   b. Examine items that will accompany the arrestee (e.g., purses and jackets).
c. Not take any weapons into the booking area. Prohibited items include but are not limited to firearms, bullets, OC spray, batons, knives or pocket knives.

d. Ensure that arrestees being brought into the booking area are handcuffed with their hands behind them, unless prevented by the arrestee's physical condition.

e. Stay with the arrestee while the deputy completes a search of the arrestee.

f. Advise the deputy upon entering the booking room:
   1. What charges have been placed against the arrestee,
   2. Any claims of injury or requests for medical treatment by the arrestee,
   3. Any medical treatment received prior to arrival at the Detention Center.

g. Advise Information Services (ISS) immediately upon arrival in the booking areas, so that appropriate checks can be made prior to the arrestee’s release. Advise the booking deputy the location where the arrest was made and the name of the ISS employee who was given the arrest information.

h. Obtain a criminal history information (CCH) from ISS and provide it to the magistrate any time they make a physical arrest with or without a warrant, except when a summons is issued, and except for a drunk in public whether arrested or taken to detox. Arresting officers will contact ISS upon arrival at the Intake Center and request a CCH in the name of the magistrate, and then present it to the magistrate in whose name it was run.

i. Take the arrestee before the magistrate as soon as possible after entering the booking area.

j. After the magistrate issues a warrant, complete the required Central Criminal Records Exchange (CCRE) or Virginia Uniform Summons (VUS) information when needed and execute writs of arrest. Normally the booking deputy will complete any required CCRE electronically, except that arresting officers will manually complete a CCRE for drunk in public (DIP) arrests.

k. In the event that an officer must complete a CCRE manually (whether for a DIP charge, electrical outage, computer malfunction, etc.) the following procedure is required to complete the Adult CCRE (SP-180):
   • Complete a CCRE for all offenses except Class 3 and 4 misdemeanors, driving while intoxicated, trespassing, and disorderly conduct.
   • Complete the CCRE either by typing with a black ribbon, or printing with a black ballpoint pen only. Enter only one offense or one count on each CCRE. Use additional CCREs for additional offenses or counts. Items #1-37 must be completed on each additional CCRE. Enter the type of offense (misdemeanor or felony) and exact code section for the offense.
   • The booking deputy will enter the information and take mugshot photos with the AJIS computer.
   • The booking deputy will manually record the right thumb print on page 1-3 of the CCRE(s) and take a complete set of fingerprints on page 4 of the CCRE. If there are additional CCRE(s), then the deputy will put thumb impressions on page 4 of each additional CCRE. If there are additional CCRE(s), then the deputy will put thumb impressions on page 4 of each additional CCRE. If there are additional CCRE(s), then the deputy will put thumb impressions on page 4 of each additional CCRE.
   • The booking deputy will manually ink three (3) red FBI fingerprint cards and a set of palm prints. They will “sign” the completed CCRE(s).
If both criminal offenses and traffic offenses are charged, use the police case number for the criminal offense. The police case number must be shown on all copies of the CCRE and on the fingerprint and palm print cards.

I. Advise the booking deputy that the CCRE or VUS has been completed, if appropriate. At this point the officer is free to return to service unless it appears that a deputy may need assistance, or the deputy requests assistance because of a disorderly arrestee, in which case the officer will remain for as long as needed.

m. Complete a Suspect/Arrested Person Report (APD-7B) or supplemental report(s), as appropriate, in all felony arrests; in those misdemeanors that require a report, or in the event that no report was made when the warrant was issued. See Police Directive 10.8, Reporting Guide, for further information.

n. If the arrested person is released without a warrant being issued by the magistrate, complete an APD-7B with a notation in the narrative that the person was released without a warrant being issued.

p. Complete a Virginia Uniform Summons (VUS):
   - If the arrest is for a traffic felony (CCRE must also be completed).
   - For all arrests pertaining to the operation of a motor vehicle, including arrests on a warrant for parking violations or failure to appear for a traffic offense.

q. Use the VUS number as the arrest number for traffic misdemeanors.

B. Sheriff’s Office Responsibilities

1. The Sheriff’s Office has agreed to perform the following functions.

   If using the (Livescan) computer system:
   a. Photograph and fingerprint each arrested person using AJIS and the Livescan system.
   b. The deputy who took the fingerprints will need to “sign” the back of the fingerprint cards with their “signed” signature, and serial number.
   c. The paperwork will be forwarded to the Police Department ISS.
   d. ISS will forward the fingerprints and livescan paperwork to CSI.

   If the Livescan computer system is down:
   e. The Sheriff Department will take mugshot photographs (3 or 6) using the AJIS mugshot system.
   f. Using black fingerprint ink, the Deputy will complete the SP-180 CCRE(s) that the State provides. They will put an inked “right thumb” print on the first three (3) pages of the CCRE. (Original, disposition sheet, and mugshot submission form).
   g. The person taking the fingerprints will need to “sign” the CCRE blue fingerprint card in the space “Signature of Printing Official”.
   h. The Deputy will check the accuracy of all CCRE(s).
   i. The Deputy will complete 2 red “FBI” fingerprint cards using black fingerprint ink.
j. If it is a felony offense, they will complete the palm cards.
k. The CCRE yellow disposition sheet and original booking documents will be forwarded to the magistrate who will then forward the paperwork to the appropriate court having jurisdiction.
l. The rest of the documents (CCRE(s), fingerprints, palm prints, livescan AFIS Search Result – Police Copy and all disposition sheets,) are to be forwarded to Police ISS.
m. Police ISS will forward the above paperwork to CSI.

C. Information Services Section (ISS) Responsibilities
1. When notified by arresting officers, ISS will record the following information on a Local Wanted Check form (APD-29):
   a. Date and time,
   b. Arrest number,
   c. Name of the arrested person,
   d. Name of the arresting officer,
   e. Gender, race, date of birth and social security number of the arrestee,
   f. Offense charged and charge code, and
   g. Type of arrest (in-field, capias, summons, warrant or detention order).

2. Check the files of this Department to ensure that any outstanding warrants on file for the arrested person are promptly executed.

3. Immediately check VCIN and NCIC for wanted status and notify the booking deputy of the results. Appropriate Teletype notification/responses and/or removal of wanted persons from VCIN/NCIC will be done at this time.

4. The CCRE **fingerprints** are electronically transmitted using Livescan.
   a. The below documents will be forwarded to CSI:
      - All fingerprint cards;
      - Alexandria AFIS Search Result- Police Copy;
      - “Original” Disposition sheets. Note: Livescan prints out several copies of this sheet. One set is forwarded to the courts by the Sheriff department. The rest are for CSI.
   b. If the computer system is down and the fingerprints are manually completed, distribution is as follows:
      - Page 1 (Original CCRE – white) stays in ISS.
      - Page 2 (Yellow CCRE disposition sheet) is forwarded to the courts by the Magistrate. Should it come to ISS, then it needs to be forwarded to the courts with the court paperwork.
      - Page 3 (Virginia State Police Mugshot Submission Form) is forwarded to CSI.
      - Page 4 (Blue CCRE fingerprint form) is forwarded to CSI.
      - All FBI red fingerprint cards and palm cards are forwarded to CSI.
5. Provide a CCH to arresting officers, using the following procedures.
   a. Ask the officer if the CCH is for the officer or for the magistrate.
   b. If the CCH is for the officer, it will be run in the officer's name, which does not require a log entry. It will then be given to the officer.
   c. If the CCH is for the magistrate, it will be run in the magistrate's name and logged in the CCH record log. The CCH will then be given to the officer so he/she can provide it to the magistrate.
   d. Only ISS employees will run these CCH requests and release them.

D. Patrol Sector 1 Commander Responsibilities
   The Patrol Sector 1 commander will assign someone, i.e. the patrol secretary, to keep sufficient police forms in the booking room, to prevent delays in the booking process.

10.1.04 ARRESTS BY OTHER JURISDICTIONS

A. Whenever a person is arrested upon a warrant or capias in a county or city other than that in which the charge is to be tried, the officer making the arrest will either:
   1. Bring the arrestee before a judicial officer in the locality where the arrest was made or where the charge is to be tried, or
   2. Commit the arrestee to the custody of an officer from the county or city where the charge is to be tried who will bring the arrestee forthwith before a judicial officer in the county or city in which the charge is to be tried (Virginia Code §19.2-76).

B. Alexandria officers taking custody of persons arrested in other jurisdictions will obtain from the arresting jurisdiction a copy of any CCRE or other booking form completed by that jurisdiction.

C. The transporting officer will ensure that:
   1. An APD-7B is completed.
   2. An arrest number is obtained and given to the booking deputy for use on the CCRE, fingerprint card(s), and photographs.
   3. Any CCRE received from the arresting jurisdiction is provided to the booking deputy, who will copy it and attach the copy to the fingerprint cards, and then forward the CCRE to the court.
   4. ISS is notified of the arrest.
   5. The required booking forms are completed if the arresting jurisdiction did not complete them.
10.1.05 ARREST BY SUMMONS  [74.3.1]

A. Whenever a summons is issued in lieu of a custodial arrest, a CCRE will not be completed at that time. The officer will complete the appropriate summons and the APD-7B as required by Police Directive 10.24, Misdemeanant Release. The fact that the suspect was released on a summons will be noted in the narrative of the APD-7B.

B. The arresting officer will immediately notify ISS of the arrest.

C. A wanted check MUST be done prior to release of the subject.  [5.1.4]

D. ISS’s copy of the summons will be filed daily with the CCREs.

E. When a suspect is convicted and ordered to report for booking purposes, an officer will be assigned by the dispatcher to complete the booking process.

10.1.06 MASS ARRESTS

In the event of mass arrests, ISS will receive arrest numbers, make wanted checks, and assist booking deputies with administrative and clerical booking tasks as agreed upon by the ISS commander and the Adult Detention Center watch commander. See Police Directive 13.3, Incident Command System, for more information.  [46.1.3]

10.1.07 ILL OR INJURED ARRESTEES

A. Arrestees, who are unconscious, have a significant physical injury or request medical treatment will be transported to the hospital for treatment before being taken to the booking area of the Adult Detention Center. When appropriate, emergency medical personnel will transport injured arrestees to the hospital, accompanied by the arresting officer. The officer will obtain the name of the treating physician and provide it and copies of all appropriate paperwork to the booking deputy when the arrestee has been transported back to the Adult Detention Center.

B. An APD-7 will be made each time an arrestee is injured or becomes ill as the result of police action, or while in police custody.

C. If an injured arrestee refuses medical treatment, the refusal must be made in the presence of a doctor. The arrestee will then be taken to the booking area. The name of the doctor will be given to the booking deputy. A refusal slip completed and signed by medical staff will accompany the arrestee to the Adult Detention Center.
D. If an arrestee in Alexandria Police Department custody is admitted to the hospital, this Department will provide a guard until booking has occurred. After booking, the Office of Sheriff will provide the guard.

E. If an arrestee becomes ill or injured after being served with a warrant in the booking area of the Adult Detention Center, a representative of the Office of Sheriff will be notified immediately. The Office of Sheriff is responsible for the treatment of the arrestee. If the warrant has not been executed, the Police Department is responsible for the arrestee.

F. When handling ill or injured persons, officers will refrain from making any statements or signing any form that might commit this Department to responsibility for the person’s medical bills.

10.1.08 ILLEGAL ALIENS / FOREIGN NATIONALS

Determining a suspect’s immigration status cannot be the sole purpose to stop a person or to form the basis for an investigation or inquiry. Knowledge of the individual’s status must come after you have established reasonable suspicion that he or she has committed or is committing a crime. (See also Police Directive 2.4, Non-Biased Policing)

A. Legal Authority for Enforcement of Immigration Laws

Warrants and detainers issued by U.S. Immigration and Customs Enforcement (ICE) may be criminal or civil. Whether ICE is proceeding criminally or civilly against the subject controls the response of local law enforcement.

1. POLICE MAY ARREST under any of the following conditions:

   a. The requirements of §19.2-81.6 Code of Virginia are satisfied.

§ 19.2-81.6 Code of Virginia - All law-enforcement officers enumerated in § 19.2-81 shall have the authority to enforce immigration laws of the United States, pursuant to the provisions of this section. Any law-enforcement officer enumerated in § 19.2-81 may, in the course of acting upon reasonable suspicion that an individual has committed or is committing a crime, arrest the individual without a warrant upon receiving confirmation from the Bureau of Immigration and Customs Enforcement of the United States Department of Homeland Security that the individual (i) is alien illegally present in the United States, and (ii) has previously been convicted of a felony in the United States and deported or left the United States after such conviction. Upon receiving such confirmation, the officer shall take the individual forthwith before a magistrate or other issuing authority and proceed pursuant to §19.2-82.
b. An NCIC Immigration Violator File (IVF) hit reads “PREVIOUSLY DEPORTED FELON,” a hit confirmation is received, AND a Criminal Immigration Detainer from ICE is received and/or issued.

c. An NCIC IVF hit reads “OUTSTANDING ADMINISTRATIVE WARRANT OF REMOVAL” (such NCIC warrants are considered civil in nature), AND the officer has charged a person for a separate Class 1 or Class 2 misdemeanor or a traffic infraction, for which the law requires the person be released on a summons in accordance with § 19.2-74 Code of Virginia or §46.2-940 Code of Virginia, the NCIC IVF hit, absent extenuating circumstances, shall be considered as a strong factor to proceed under § 19.2-82 Code of Virginia (Arrest without warrant), in determining whether the person is likely to disregard the summons.

d. It is highly likely that if the individual is an illegal alien they will have counterfeit or fraudulent identification in their possession, which is a violation of Virginia State law and will subject them to arrest. (18.2-204.1 or 18.2-204.2)

2. POLICE MAY NOT ARREST under the following conditions:

a. Solely because a person is an illegal alien. This is because the Police Department has no legal authority to independently enforce Federal Immigration Law. When probable cause exists to believe a person may be an illegal alien, a Field Interview Card shall be completed whenever possible and forwarded to the Crime Analysis Unit. The Crime Analysis Unit shall in turn forward the information to Intelligence and Homeland Security Unit.

b. Solely based upon an NCIC IVF hit which reads “OUTSTANDING ADMINISTRATIVE WARRANT OF REMOVAL.” These are considered civil in nature. Officers have no authority to arrest based solely on CIVIL administrative warrants or detainers for immigration issues. A Field Interview Card shall be completed whenever possible and forwarded to the Crime Analysis Unit. The Crime Analysis Unit shall in turn forward the information to the Intelligence and Homeland Security Unit.

B. Notification to Consul Authorities:

When foreign nationals are arrested or detained, they must be advised of their right to have their consular officials notified. This is applicable to those persons lawfully in the United States as well as those that are here illegally. The Sheriff’s Office is guided by policy in making this notification. Officers shall notify the booking deputy whenever they bring an arrested person into the detention center that is known or believed to be a foreign national.
C. **Notification to the Intelligence and Homeland Security Unit.**

Should officers develop reasonable suspicion of a subject’s possible illegal immigration status during an investigation or arrest for a felony crime or domestic violence arrest they should forward the information to the Intelligence and Homeland Security Unit.

**BY AUTHORITY OF:**

David Huchler  
Acting Chief of Police
Intelligence: Terrorist Screening Center Alert

Effective Date: 01-09-2013
Cancels: Treat as new
Updated Date:  
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With review of 10.2 in 2013

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I. POLICY/PURPOSE

It is the policy of the Alexandria Police Department to cooperate and assist Federal Law Enforcement in their efforts to combat terrorism.

This addendum to Directive 10.2, Intelligence, is intended to provide guidance on the actions officers will take if they come into contact with an individual or vehicle that is in the Terrorist Screening Center (TSC) database.
II. DEFINITIONS

Terrorist Screening Center: The Terrorist Screening Center (TSC) is a division of the National Security Branch of the Federal Bureau of Investigation. It is the duty of the TSC to identify suspected or potential terrorists.

III. RESPONSIBILITIES/PROCEDURES

...
10.2.01 PURPOSE AND POLICY

The purpose of this directive is to identify the intelligence gathering responsibilities and functions within this agency.

It is the policy of this Department to develop, accept, and analyze intelligence information on criminal conduct or any matter that may threaten the welfare and public safety of our citizens.

10.2.02 GENERAL

Police by nature tend to approach all things with an apprehension/prosecution state of mind. The intelligence function is not designed specifically for that purpose, although it can end up with that result.

Since its inception, this Department has, through the Investigations Bureau, collected traditional criminal intelligence information to aid in forecasting where potential threats to the community might arise.
A sound guiding principle in the collection of criminal intelligence is: “to ensure civil rights; investigative techniques shall be lawful and only as intrusive as necessary to gather sufficient information to prevent the criminal act and/or identify and prosecute violators.”

VA Code § 15.2-1722, states it shall be the duty of the sheriff or chief of police of every locality to insure [sic], in addition to other records required by law, the maintenance of adequate personnel, arrest, investigative, reportable incidents, and non-criminal incidents records necessary for the efficient operation of a law-enforcement agency.

After September 11, 2001, this agency found it necessary to create a formal counter-terrorism intelligence unit, to face the changing needs. The Office of Homeland Security and Operational Preparedness reported directly to the Chief of Police and its primary focus was toward domestic and international terrorism. The creation of the Operations Support Bureau has absorbed this office and it is now the Intelligence and Homeland Security Unit, within the Special Operations Division.

**Legal Considerations:**

While intelligence plays a key role in law enforcement operations, it can also be the instrument of abuse if such operations are not properly organized, focused and directed. Accordingly, care must be taken to insure that aggressive enforcement and intelligence gathering do not become incursions upon a person’s rights as delineated in the United States Constitution. Guidance may be found in PD 10.30, Search Warrants, and PD 10.37, Warrantless Searches. Aggressive intelligence gathering must not become a fishing expedition to garner sensitive or confidential information on individuals for whom there is no reasonable suspicion of criminal activity. Targeting people is unlawful without some evidence of criminal behavior:

- If the reason for the target is the support of an unpopular cause, it is unlawful.

- If they are being targeted because of their political beliefs, religion, race, ethnicity, or other attribute or characteristic, it is inherently unlawful, i.e., people who are perceived to be Muslim. Refer also to PD 2.4, Non-Biased Policing.

- Targeting without lawful justification can result in civil rights suits and vicarious liability lawsuits, which can be both costly and embarrassing to the police department. Officers are reminded that if while acting under the color of state law, they violate the civil rights of a person, the officer and his or her chain of command may be sued in federal court under 42 USC 1983, Civil Action for Deprivation of Civil Rights.

Monitoring an individual’s behavior is proper if reasons can be articulated that reasonably support the belief that:

- The person may be involved in criminality now or in the future.

- There is a reasonable belief of a threat to public safety.
The U.S. Code of Federal Regulations: 28 CFR 23.3(b)(3) states that criminal intelligence information that can be put into a criminal intelligence sharing system is “information relevant to the identification of and the criminal activity engaged in by an individual who or organization which is reasonably suspected of involvement in criminal activity, and meets criminal intelligence system submission criteria.” Further, 28 CFR 23.20(a) states that a system shall only collect information on an individual if “there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity.

Information obtained or collected in violation of any applicable Federal, State, or local law or ordinance is prohibited. [42.1.6.e.& f.]

10.2.03 DEFINITIONS

**Intelligence Process:** The collection, analysis, creation, dissemination and application of information and knowledge for the protection of the security interests of the government and the general citizenry.

**Terrorism:** There is no single, universally accepted, definition of terrorism. Terrorism is often defined as the deliberate creation and exploitation of fear in pursuit of political or social change through the threat or use of violence. Any such act is designed to have far-reaching psychological effect beyond the immediate attack and is meant to instill fear in a wider audience. Through the publicity generated by their violence terrorists seek to gain leverage, influence and power to affect their desired change.

VA Code (§ 18.2-46.4) defines the "Act of terrorism" as an act of violence committed with the intent to (i) intimidate the civilian population at large; or (ii) influence the conduct or activities of the government of the United States, a state or locality through intimidation.

**Domestic Terrorism:** The unlawful use, or threatened use, of force or violence by a group or individual based and operating entirely within the United States or its territories without foreign direction, committed against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

**International Terrorism:** Violent acts or acts dangerous to human life that are a violation of the criminal laws of the United States or any state, or that would be a criminal violation if committed within the jurisdiction of the United States or any state. The acts appear to be intended to intimidate or coerce a civilian population, influence the policy of a government by intimidation or coercion, or affect the conduct of a government by assassination or kidnapping. International terrorist acts occur outside the United States or transcend national boundaries in terms of the means by which they are accomplished, the persons they appear intended to coerce or intimidate, or the locale in which the perpetrators operate or seek asylum.
Traditional Criminal Intelligence: Information that relates to criminal activity in crimes against persons, property, narcotics, or to gangs, and does not directly relate to domestic or international terrorism.

Law Enforcement Only: Commonly used qualifier that the information is not to be released outside of recognized law enforcement agencies.

No Secondary Release: A designation that the information is not to be further released beyond this department, except by the originator.

### 10.2.04 RESPONSIBILITIES

Every employee of this department is responsible for developing, gathering and relaying potential intelligence information to the appropriate unit.

**Intelligence & Homeland Security Unit**

The *Intelligence and Homeland Security Unit (IHS)* has the primary role of developing, accepting, analyzing and distributing domestic/international terrorism and public security intelligence information for this agency. If it becomes aware of intelligence information that requires further investigation, and unit resources are not sufficient, the information will be passed on to either another Department unit or an appropriate federal agency for follow up. If it becomes privy to traditional criminal, gang and/or narcotics intelligence information, it will be passed on to the appropriate unit for further development.

The *IHS Unit* will assess potential targets of opportunity, both of infrastructure and persons of importance, existing in or visiting the City of Alexandria. In addition, they will consult with other City agencies on matters that relate to the security of the City. *IHS* will perform its function in areas related to special events and potential local or area-wide domestic unrest. It will also be the Department’s rumor control point. Any employee, who receives or learns of information regarding terrorism issues, should broach them with *IHS* members for confirmation of validity.

The *IHS Unit* will maintain liaison contacts with other local, state and federal intelligence function units. In addition, it will have one of its members attached to the FBI’s Joint Terrorism Task Force. Any contact with any local, state and federal agencies in reference to domestic or international terrorism must be made through the *IHS Unit*.

**Investigations Division**

The Investigations Division will continue to pursue its own handling of traditional criminal, gang and narcotics intelligence information. It will maintain liaison contacts with other local, state and federal agencies involved in criminal, narcotics and/or gang intelligence. If the Investigations Division becomes privy to domestic/international terrorism or public security intelligence information, it will be passed on to the IHS Unit for further development. It will maintain members on joint task forces as deemed appropriate by this Department. The Investigations Division will retain oversight of the
Hate Crimes function. If a potential Hate Crime has domestic or international terrorism overtones, a cooperative decision will be made as to which unit will pursue the case.

### 10.2.05 REPORTING

Employees obtaining intelligence information that is possibly related to terrorism will promptly review it with their supervisors. It is important that the developing employee does a thorough job and obtains as much information as possible. The supervisor should then initiate contact with a member of the IHS Unit for guidance on how to proceed. In most cases the employee will be asked to create a police information report. This is important to document and track the information. If circumstances dictate the need for a member of the IHS Unit to respond, they will do so.

Information related to traditional criminal, gang and narcotics intelligence will be handled in the same manner and be directed toward the appropriate Investigations Division supervisor.

The Investigations Bureau commander and the IHS Unit commander will in person, as necessary, brief the Chief of Police on any significant intelligence information developed and what subsequent actions were taken as a result. Procedurally, e-mail should be avoided on any sensitive information.

### 10.2.06 HANDLING OF INFORMATION

#### A. Information Distribution:

Intelligence information is of no use if it is developed and then not acted upon. This does not mean that all intelligence information is released to all persons. In the majority of occasions intelligence information will be widely distributed, in some cases it will not. This is guided entirely by a specific operational need to know. However, any information that is possessed by this Department that is deemed to be critical to an officer's safety will be released so as to mitigate any such threat.

#### B. Information Security:

Information Security is the responsibility of everyone. If you possess information that is not supposed to be passed on, do not pass it on. If you were given an intelligence document and you no longer need it, do not simply discard it; destroy it (shredding is preferred). Employees should also be diligent of information security in their radio and cell phone transmissions.
The most common distribution points for intelligence will be via the MDB Intelligence page and Roll Call notices. If general distribution is to occur, the information will be put on the MDB Intelligence page and hardcopy versions will be provided to each Bureau’s Deputy Chief for distribution. The MDB Intelligence page is an inside the Department only access page.

Any such distributions will be on a Law Enforcement Only basis and are not to be passed on, in any format, outside the law enforcement community. On some occasions, the distribution will be on a No Secondary Release basis and is not to be released outside this Department, including other law enforcement agencies.

C. Information Protection/Retention:

The IHS Unit, Investigations Division and the Vice Narcotics Section will each keep their intelligence information secure from unauthorized access. The information will be physically stored in such a manner as to ensure that only those needing access will have it available. This may involve coded access cards, physical locks and or passwords. Each involved unit, Criminal Investigations Section, Vice Narcotics and the IHS Unit, will assign a person who will be responsible for:

1. Retention and protection of intelligence information files.

2. Recommending reclassifying and purging of information in their respective intelligence files on an ongoing basis.

3. Reviewing records more than five years old to determine if they are still relevant or if they should be destroyed by shredding or some other appropriate method.

4. Obtaining permission from their commanders before any record destruction.

5. Retaining documentation of any relevancy review and related destruction of records and forwarding a copy of such documentation to Planning and Accreditation.

6. The Commander of the Investigations Division will conduct an annual review of our procedures and process used in the gathering of intelligence information to ensure all legal and privacy requirements are being met. To include:

   a. Is the Department seeking ways to enhance intelligence sharing efforts and foster information sharing by participating in task forces and state, regional, and federal information sharing initiatives;
b. Have individuals’ privacy and constitutional rights been considered at all times;
c. Has there been compliance with Department policies and procedures,
d. Have there been Internal Investigations complaints related to intelligence gathering and this directive; and
e. Obtaining feedback on the process performed and the products produced by the intelligence function. (This step allows evaluation of performance or effectiveness.)

10.2.07 SURVEILLANCE CAPABILITY

Several Department units have surveillance capabilities. A cooperative relationship will be maintained if a unit has a bonafide need for surveillance resources. This can either be the need for personnel or specialized equipment. Whoever is managing the surveillance operation will have oversight of the personnel involved. However, any specialized equipment utilized will remain in the possession of and under the control of the owning unit’s trained operator. Requests for specialized surveillance needs will be arranged through direct contact of the commanders of the units involved.

10.2.08 TRAINING (Section updated 4-12-2013 in blue text)

Training of all personnel in the collection, processing, and sharing of suspicious incidents and criminal intelligence relating to criminal and homeland security activities will be conducted in keeping with department procedures for each new or updated intelligence directive. Field Training officers will ensure training on this directive with new officers during their field training. Supervisors are encouraged to periodically discuss the contents of this directive at their roll call briefings.

Training opportunities are also available through the Northern Virginia Criminal Justice Training Academy and other approved entities on a variety of criminal and homeland security intelligence topics.

The Intelligence and Homeland Security Section conducts periodic department training on past terrorist events, fraudulent identification documents and terrorism trends. Fraudulent document training is also provided to participants of the Citizen’s Police Academy.

By Authority Of:

Earl L. Cook
Chief of Police
10.3.01 POLICY AND PURPOSE

It is the policy of this Department to work cooperatively with the Commonwealth's Attorney's Office in the prosecution of criminal cases. Officers of this Department will impartially and thoroughly investigate each case and present their findings in a consistently organized format.

[4.1.1,B.2; 62.1.7]

10.3.02 DEFINITIONS

**Case Jackets** - are prepared in serious cases in order to maintain all available information on a given case in one file folder. This file, after being completed by this Department, becomes the working file of the Commonwealth's Attorney. The more complete the case jacket, the better chance there is of the defendant being convicted. The case jacket is a permanent file. Once the court proceedings are concluded, the jacket is returned to this Department where it is stored until it can be microfilmed or destroyed in accordance with the Information Services (ISS) records destruction schedule.

[42.2.2]

**CIS** – all references to CIS represent both: the Criminal Investigations Crimes Against Persons Section and the Criminal Investigations Property, Financial & Computer Crimes Section.
10.3.03 PROCEDURES

A. A case jacket WILL be initiated in the following instances:

1. Any Offense/Incident Report (APD-7) taken for a felony where a warrant is obtained, and is on file. Examples are failure to return rental vehicle, and unauthorized use of motor vehicle, with known suspect(s) and warrant(s) on file;

2. Any felony arrest, including traffic felonies, and all shoplifting felonies, whether or not the arrest is made by store personnel. If a case jacket has already been initiated, the arresting officer will take steps to complete it.

3. Any sudden death investigated by the Office of the Chief Medical Examiner (homicide, suicide, accidental, etc.), rape, commercial robbery, or assault where death is imminent, even if no arrest is made or no suspects are known. In these cases the case jacket will be initiated by Criminal Investigations; and

4. Any narcotics or dangerous drug cases except Possession of Marijuana; to be forwarded to Vice/Narcotics through the Case Review Unit. This includes cases where a warrant has not yet been issued pending lab analysis.

5. Officers who have been formally trained in utilizing field test kits for marijuana are not required to complete case jackets nor submit the marijuana to the lab for analysis if the field test is positive. The defendant is to be given a DC-304 Form which is written notice of his/her right to request a full chemical analysis (§ 19.2-188.1). Seized marijuana will be turned into Property following completion of the field test. Instead of a case jacket for these cases, officers are required to file a completed APD-7 including the results of the field test and the property number for the marijuana.

This exemption is for Possession of Marijuana cases only.

* Case jackets in Possession of Marijuana cases will be required if the defendant later requests a full chemical analysis and the court approves the motion. A basic case jacket with a copy of the report, supplements and property sheets will be submitted to Case Review and then forwarded to Vice/Narcotics to have the drugs tested at the state lab.

B. The arresting officer, or reporting officer (if no arrest is made), will initiate the case jacket as indicated above. Whenever a case jacket is prepared, a statement indicating this will be entered in the APD-7 or a supplement.

C. In certain cases, it may be necessary or desirable for Criminal Investigations to assume complete control over the investigation. In such cases, the arresting officer’s supervisor can request the transfer of the responsibility for completion of the case jacket to Criminal Investigations (CIS). The reporting officer will then note this request in the APD-7.
D. A case jacket is not necessary when serving a warrant from another jurisdiction within Virginia.

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<th>COMPLETION OF THE CASE JACKET</th>
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A. All documents pertaining to the case will be the original or a legible copy. Prong fasteners, not staples, will be used to place the documents in the jacket. A case jacket should open from right to left and the label should be located on the right side tab of the file when you are viewing the file. The holes should be punched on the top of the case jacket and the case jacket stamp placed under the prong fasteners on the front top center of the file. *In complex investigations (homicides, etc.), a three ring binder may be used in lieu of the manila folder.*

B. Documents will be placed in the folder in the following order.
   1. Left side of the folder:
      a. Statement Forms (APD-94) of victims and witnesses, *if utilized.*
   2. Right side of folder:
      a. Prosecution Feedback Report (APD-0297), which lists the case number, offense and officer. The form is completed by the prosecutor when the case goes to trial. The form is placed on the top right side.
      c. All supplemental reports, in chronological order of events.
      d. Rights Waiver (APD-93).
      e. Statement Form (APD-94) from defendant, *if utilized.*
      f. History Sheet (APD-18), one for each defendant or suspect.
      g. Debriefing Guide (APD-18A). If this form has any positive responses listed, the officer will follow the instructions printed on the revised APD-18A.
      h. *All Property Inventory Forms (APD-039).*
      i. Other documents, as required, in order of importance. Other documents could be, but not limited to, a copy of the warrant, receipts, copies of documents provided by the victim/business, *crime scene* photographs, *audio/video* CD’s of *suspect/witness interviews,* and other items which are important in the prosecution of the case.

   NOTE: Each Rights Waiver, Statement, etc., pertaining to a particular defendant will be placed together, in the order given, with the second and subsequent defendants under the first.

C. The folder will be labeled with a typed or *a legible* printed label placed on the tab. *Labels should always be typed unless the technical means to do so is not available.*
   
   On the label will be typed the following information using at least a size 10 Font.
   1. **First Line:** Last Name, First Name, Middle Name of defendant, case number. If the defendant is a juvenile, the abbreviation "JUV" must appear between the defendant’s name and the case number. If there is more than one defendant, use the second line for the second defendant. The first line should be printed or typed at the portion of the label that will allow the reader to view the name and case
number when the file is closed. The name should be typed on the left side and the case number on the right side.

2. **Second Line:** Name of the offense with which the defendant was charged; date of the arrest. The offense should be on the left side and the date of arrest on the right side of the label.

3. **Third Line:** Name of the victim of the offense. If the victim is a business, also indicate the name of the reporting party. Example: Sears/Jones, Robert A. Also the name of the officer/investigator who prepared the case jacket (use a fourth line if needed).

4. **Fourth Line:** Name of the officer (first and last) on the left side of the label.

D. Only one case jacket need be made for each case, except that a separate jacket will be made if adults and juveniles are arrested in the same case. Each case jacket must be as complete as possible. In most instances the two jackets will be duplicates. However, since different courts and different prosecutors are involved, separate jackets are required. *This requirement may be waived by the Commonwealth’s Attorney if the same attorney will be prosecuting all defendants.* [82.1.2]

E. The Prosecutor’s Feedback Report (APD-297) will be included in the case jacket by the officer preparing the case jacket or the reviewing Supervisor. The Case Review Unit will forward this form to the originating officer’s supervisor after the completed form is returned by the Commonwealth’s Attorney.

F. When a detective initiates a case jacket, and a warrant is obtained but no arrest is made, the detective will complete the Detective Notification Form (APD-105B) and attach this to the warrant. The APD-105B will provide instructions to officers who make the arrest at a later time. Officers making an arrest on a warrant initiated by CIS or Vice/Narcotics should review the case jacket and this form prior to interviewing the suspect(s).

### 10.3.05 RESPONSIBILITIES

A. **The assigned officer** will complete as much of the case jacket as possible. Care must be taken to ensure that the case jacket and its contents are neat, legible, properly aligned and have a minimal number of holes punched in them.

B. **A supervisor** will check the jacket. The reviewing supervisor will ensure that each and every officer who took any action at the crime scene has completed a supplement. After reviewing the jacket, and being satisfied that it is complete, the supervisor will sign the debriefing guide then stamp the top center of the file on the outside with the case jacket stamp, and complete the applicable blocks. Case jackets prepared by patrol officers will then be forwarded to the Case Review Unit within four (4) days of the arrest. Any delay in the completion of case jackets past the four (4) days will be with the approval of the Case Review Unit or the approving supervisor. *In cases where an arrest is not made and a warrant is obtained, case jackets will be prepared when the warrant is obtained and forwarded to the Case Review Unit.* [82.2.4]
1. The supervisor will stamp the outside top center of the case jacket file with the appropriate stamp in descending order:
   a. In cases where an arrest is made, the stamp indicating the name of the person reviewing the case jacket, and the date it was sent to the Commonwealth Attorney;
   b. In cases where a warrant is obtained and an arrest is not made, the case jacket will be stamped “PENDING CASE, WARRANT OBTAINED”;
   c. In cases where a case jacket is completed and there is no arrest or warrant obtained (e.g., commercial robbery or suicide) the case jacket will be stamped “PENDING CASE” or “TERMINATED”; and
   d. In Juvenile cases the folder will be stamped “JUVENILE.”

2. Patrol supervisors will take patrol initiated case jackets to records and:
   a. Time and date stamp the case jacket file on the front bottom center.
   b. Complete the case jacket log.
   c. Place the case jacket in the designated basket.

C. The Case Review Unit will review case jackets prepared by patrol officers to ensure completeness. The Case Review Unit will maintain a database file of all case jackets prepared by patrol officers that have been forwarded to the Commonwealth’s Attorney or have otherwise left the control of the Department.

D. Criminal Investigations and Vice/Narcotics will maintain index files or logs on all case jackets prepared by their detectives that have been forwarded to the Commonwealth’s Attorney. A supervisor will review their case jackets.

E. ISS will notify the officer or detective handling the case when they receive notification of an arrest in another jurisdiction for an Alexandria warrant. That officer or detective will then complete a Suspect/Arrest Report (APD-7B) and the case jacket, if applicable.

10.3.06 STORAGE OF CASE JACKETS

All patrol case jackets, that are “PENDING” or “PENDING, WARRANT OBTAINED” will be stored in ISS. Active CIS or V/N case jackets will be maintained by the appropriate detective while the case is still active. Once a case is pending the case jacket will be forwarded to ISS for storage. Case jackets stored in ISS will be kept in a separate file cabinet. Case jackets on open or pending cases will not be sent to the City’s Records Center unless purged in accordance with the records retention schedule or a warrant is purged. All pending Homicide case jackets will be retained in the Criminal Investigations Crimes Against Persons Section.

BY AUTHORITY OF:

Earl L. Cook
Chief of Police
VICTIM/WITNESS ASSISTANCE

Effective Date: 12-18-2014  
Cancels: 01-09-2009

Updated Date: 
Section(s): 
Updated Date: 
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10.4.01 PURPOSE AND POLICY

The purpose of this directive is to emphasize the needs of all victims and witnesses of criminal and non-criminal incidents and the responsibility of the Police Department to provide support, information and guidance for these individuals.

Law enforcement officers are often in a unique position to provide initial assistance to victims and witnesses of crime and other traumatic incidents that may have both immediate and long-term impact on their emotional recovery. Victims and witnesses who have been treated with fairness, compassion and dignity tend to recover sooner and tend to be more cooperative. Therefore, it is the policy of this Department to participate in victim/witness assistance programs and activities initiated by the Commonwealth’s Attorney’s Office and other City and private agencies. [55.1.1]

10.4.02 AUTHORITY

The authority and direction governing this directive is provided in part by the Victims of Violent Crime Task Force Report (dated April 1989); the President’s Task Force on Victims of Crime (1982); the Victim and Witness Rights Act of 1995 (Virginia Code §19.2-11.01), and Virginia Codes §16.1-253.1, 16.1-279.1, 18.2-119, and 19.2-81.
10.4.03 RESPONSIBILITIES

A. The Victim/Witness Coordinator (the CIS lieutenant or designee) will:  [55.1.3.d]
   1. Coordinate and administer the Department's role in victim/witness assistance, except for domestic violence cases. The responsibilities include liaison with other City agencies, including the Commonwealth’s Attorney’s Office, the Department of Community and Human Services including the Domestic Violence Program and Sexual Assault Center; and other organizations providing victim/witness assistance;
   2. Serve as the Department's resource on victim/witness assistance programs; and
   3. Review reports and analysis produced by the Victim-Witness Assistance Program of the Commonwealth Attorney’s Office.

B. The Domestic Violence Unit will coordinate and administer the Department's role in victim/witness assistance in domestic violence cases. The responsibilities include liaison with other City agencies, including the Commonwealth’s Attorney’s Office, the Department of Community and Human Services including the Domestic Violence Program and Sexual Assault Center; and other organizations providing victim/witness assistance.  [55.1.3.d]

C. The Training Coordinator will:
   1. Provide newly hired sworn employees with training in victim/witness rights and needs in the role of law enforcement; and
   2. Ensure sworn personnel and other employees directly involved in department victim/witness assistance efforts are provided an opportunity for related training.

D. The Department of Emergency Communications (DEC) will, as the initial contact with the agency for most victims:  [55.1.3.c]
   1. Provide information 24 hours a day regarding victim/witness assistance provided by the Department, by referral to the Victim/Witness Assistance Program phone number as listed on the Rights of Virginia Crime Victims Card; and [55.2.1.a]
   2. Provide information 24 hours a day regarding services offered by other organizations in the City (both governmental and private sector) for victims/witnesses in need of medical attention, counseling, and emergency financial services, by referral of the organization’s phone number. A list of such services, along with phone numbers, will be maintained in Communications. [55.2.1.b]

E. The Program Coordinator (Commonwealth’s Attorney's Office) manages the Victim/Witness Assistance Program, the victim services specialist(s), and maintains close cooperation and liaison with all court components, including the Commonwealth's Attorney’s Office, the Sheriff’s Office, and the Probation and Parole Office. The coordinator meets periodically with City agency heads to provide management systems whereby crime victims in need of community services would be linked immediately with appropriate services.

F. The Victim Services Specialist(s) (Victim/Witness Assistance Program) provides comprehensive services to all victims of crime including misdemeanor crimes. Specialists provide court information to victims and witnesses, prepares adult and child witnesses for participation in trial proceedings through counseling, informs
them of support services available, conducts courtroom tours, assists with the filing of protective orders, and accompanies them in court during the trial. They assist victims of violent crimes or their survivors with filing claims for crime victim compensation, and conduct training in victim assistance for representatives of various other city and state agencies. The program also provides crisis intervention, victims' rights information and services and referrals to victims of crime, usually within forty-eight hours of the commission of a crime.

10.4.04 INVESTIGATIONS [55.1.3.a, 55.2.4]

A. During preliminary investigations, officers will:

1. Inform victims of their rights as victims of crime (as mandated for all law enforcement personnel in Virginia Code §19.2-11.01) and inform all victims and witnesses about applicable services such as sources of counseling, medical attention, compensation programs or emergency financial aid, and victim's advocacy. This will be accomplished by providing the Alexandria Services for Victims of Crime card (APD-137, yellow, English or APD-137S, white, Spanish). One side of the card contains information regarding the rights of crime victims, and the other side lists emergency and non-emergency phone numbers for city agencies and other services, including: [55.2.3.a; 55.2.4.e]
   a. Police Department
   b. Fire Department, including ambulance services;
   c. Alexandria Department of Community and Human Services;
   d. Alexandria Community Services Board;
   e. Child Protective Services;
   f. Victim/Witness Assistance Program (through the Commonwealth’s Attorney’s Office);
   g. Sexual Assault Center;
   h. Domestic Violence Program;
   i. Criminal Injuries Compensation Fund;
   j. Adult Protective Services; and
   k. Magistrate’s Office.
   l. Statewide Automated Victim Information and Notification (SAVIN) System
   m. Center for Alexandria’s Children

2. Provide advice about what to do if the suspect or the suspect's companions or family threatens or intimidates the victim/witness (a violation of Virginia Code §18.2-460). [55.2.3.b]

3. Give to the victim/witness a business card containing the case number, and explain subsequent steps in the processing of the case; [55.2.3.c]

4. Advise the victim to call the Police Department’s non-emergency phone number to report additional information about the case or to receive information about the
status of the case. The number is listed on the Alexandria Services for Victims of Crime card (see section 10.4.04, A.1, above). A direct phone number to the investigating officer may be substituted. [55.2.3.d]

5. Explain the assistance the Police Department can provide to a victim/witness who has been threatened or who fears further victimization. [55.2.2]

B. The follow-up investigation will be a coordinated effort between the officer/detective assigned to the case and the Victim/Witness Assistance Program in the Commonwealth’s Attorney’s Office. The following services will be provided through this coordinated effort.

1. The Victim/Witness Assistance Program will:
   a. Re-contact the victim/witness periodically to determine whether needs are being met when the impact of a crime has been unusually severe and has already triggered referral to an assistance agency; [55.2.4.a]
   b. Explain procedures and practices involved in prosecuting the case, including the role of the officer/detective and victim/witness, so long as such information does not endanger successful prosecution;
   c. As early as possible provide advance notification of judicial proceedings relating to the cases, such as rescheduling, status, and disposition.

2. The officer/detective assigned to the case will:
   a. Schedule line-ups, interviews and other required visits at the convenience of the victim/witness, and when necessary provide transportation to court, interviews, line-ups, etc. [55.2.4.c]
   b. Expedite the return of property taken as evidence, unless the property is needed for trial (except for contraband, disputed property, weapons used in a crime, etc.).
   c. Document the disposition of all property in the final supplemental report. [55.2.4.d]
   d. Protect the confidentiality of victims/witnesses in accordance with department policy as outlined in Directive 10.21, Media Relations. [55.1.3.b]
   e. Provide assistance to victims/witnesses who have been threatened or intimidated.
   f. Inform the victim or witness of the arrest, charges and custody status of the suspect.
   g. Inform the victim or witness that they can be notified when a defendant is released on a bond if they register through the Virginia Statewide Automated Victim Information and Notification (SAVIN) System. The victim or witness may also contact the Victim/Witness Program Coordinator for a local jail hold to be entered for a personal notification from the Alexandria Sheriff’s Office.
   h. When assigned to a homicide case, provide the victim/witness coordinator with family information so that the coordinator may contact the victim or witness as soon as possible to offer services.
C. The Department will provide appropriate levels of security to victims and/or witnesses who have been threatened or who express credible reasons for fearing intimidation or further victimization, including: [55.2.5]

a. Full investigation of any alleged violation of law relating to the obstruction of justice.

b. Physical security for victims/witnesses within the City limits of Alexandria, when deemed necessary by the police chief or designee.

c. Requesting physical security from other law enforcement agencies for victims and/or witnesses located outside of the City limits of Alexandria, when deemed necessary by the Chief of Police or designee.

10.4.05 VICTIM/WITNESS PROGRAM

A. The information in this section is provided for the information of all Police Department employees.

B. The Victim/Witness Assistance Program (Alexandria Commonwealth's Attorney's Office, Victim/Witness Unit) performs the following:

1. Reviews all offense reports daily, and using this information:

   a. Provide form DC-301 (Request for Confidentiality by a Crime Victim) to any victim who requests it. If the victim completes the form, file the original with the appropriate court. [55.2.4.b]

   b. For homicide cases, make every effort to contact the relatives to advise them of the services available within the City.

   c. For cases involving arrests for violent crimes not including domestic violence, notify victims/witnesses of arrests, charges and custody status of suspects. [55.2.5]

   d. Advise victims/witnesses that Victim/Witness Assistance personnel can accompany them to any line-ups if the victim/witness wishes.

   e. Contact all victims of Part 1 crimes to offer services and inform them of their rights.

2. Refers victims and/or witnesses to the following programs, which serve both females and males:

   a. Victims/witnesses in domestic violence cases are referred to the Domestic Violence Program,

   b. Victims/witnesses in sexual assault cases are referred to the Sexual Assault Center.

3. Attempts to enhance the willingness of victims/witnesses to cooperate with police and prosecutors.

4. Orient victims/witnesses to the judicial system and assists them with preparation for testifying in court.

5. Escorts victims/witnesses throughout the court proceedings.
6. Notifies victims/witnesses of court dates, court continuances, changes in case status and case disposition.

7. Provides crisis intervention and other social service referral to victims/witnesses of crime.

8. Assists with obtaining financial assistance such as restitution and compensation by:
   a. Informing victims of their right to court ordered restitution, explaining how money is collected and disbursed and informs victims of their right to civil remedies if the defendant fails to make restitution. The Victim/Witness Assistance Program will be the point of contact for victims to report the failure of a defendant to make restitution and will assist in the enforcement of the restitution order.
   b. Assisting crime victims in filing for crime victim's compensation and assistance.
   c. Assisting witnesses in obtaining reimbursement for travel expenses.

9. Assists crime victims in preparing a victim impact statement to be included in the defendant's pre-sentencing report.

10. After an arrest and sentencing, informs victims of their right to notification of the release of a defendant from custody. Victim/Witness Program staff will enter data into the City's Comprehensive Judicial Information System to facilitate notification to victims of a defendant's release from the Alexandria Detention Center.

11. Informs victims of their rights to be notified of the custody status of an inmate in the Department of Corrections; the status of a defendant's appeal; and to provide parole input (oral and written) and to be notified of pending parole hearings or release. Notification forms from the Department of Corrections, Attorney General's Office and Parole board (when a defendant is parole eligible) are sent to the victim at the conclusion of court proceedings.

12. Makes presentations about victim/witness issues and services to City and private agencies, civic groups, and public functions. In-service training is provided at the police academy and to agencies whose staff are often subpoenaed to testify in court (i.e., Child Protective Services, mental health agencies, etc.).

13. Serves as a core member of the City's Domestic Violence Intervention Project, Sexual Assault Response Team and Child Abuse Multidisciplinary Team.

By Authority Of:

Earl L. Cook
Chief of Police
INFECTION CONTROL

Effective Date: 01-23-2015  
Cancels: 03-25-2013

Updated Date:  
Section(s):  
SME Review Date: 2018

Updated Date:  
Section(s):  
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10.5.01 POLICY/PURPOSE

It is the policy of this Department to provide appropriate equipment, training and procedural guidelines to minimize or eliminate employees' risk of exposure to communicable diseases; ensure that employees consistently use the measures provided; and provide confidential follow-up medical treatment and advice to employees who experience confirmed exposure to communicable disease.

10.5.02 RULES/RESPONSIBILITIES

All incidents of exposure to communicable substance will be administered with extreme confidentiality. Only internal personnel on a need to know basis will be privileged to information related to exposure incidents.

No reference to a communicable substance exposure will be made in any incident report.

The names of individual(s) involved will not be revealed.

No form of verbal or written reference to the exposure is to be made.

All out of pocket expenses not covered by Worker’s Compensation related to communicable materials exposure testing and treatment will be paid by the Police Department.

A. The Chief of Police will: designate an infection control officer. See Appendix C for contact information.

B. The Designated Infection Control Officer will:

1. Serve as the Department’s Communicable Disease Control Coordinator and coordinate the Department's infection control policies ensuring new or revised procedures are reviewed to determine whether they will result in occupational exposure.

2. Ensure all new and revised job classifications are reviewed to determine if tasks and procedures will result in occupational exposure;

3. Ensure that employees receive training upon initial assignment and retrained annually on communicable disease and the proper handling and disposal of biohazard materials;

4. Maintain communicable disease training records; and

5. Maintain employee medical records and Hepatitis B training and vaccinations.

6. Ensure that appropriate personal protective equipment is available.
7. Maintain liaison with the City Risk Manager on issues of infection control;

8. Maintain liaison with medical facilities providing post-exposure evaluation and follow-up; and

9. Maintain records on exposure incidents.

10. When contacted by an employee or supervisor determine whether an actual exposure to an employee has occurred.

11. Review and evaluate Communicable Disease Exposure Reports (ADP-467)

12. Ensure the confidentiality of all exposure reports and store them in a secured location.

13. Make appropriate notification to all police staff of scheduled leave or known absences with direction for contacting the back-up infection control officer should an exposure incident occur.

C. **The Sworn Police Recruiter will:**

   1. Forward vaccination records of all newly hired sworn personnel to the Infection Control Officer.

   2. Ensure all newly hired sworn personnel are offered Hepatitis B shot series *during APD local training*.

D. **The Civilian Recruiter will:** forward vaccination records of all newly hired at risk civilian personnel to the Infection Control Officer.

E. **The Division Chief of Fiscal Management will:** allocate and budget funds to cover all out of pocket expenses not covered by Worker’s Compensation for testing and treatment of employees exposed to communicable materials.

F. **The Division Chief of Personnel and Training will:** manage the budget account as the account administrator for the out of pocket expense funds.

G. **Facilities & Security Management will:**

   1. Ensure the Department work sites are maintained in a clean and sanitary condition; equipment and biohazard containers shall be available to employees.

   2. Examine, maintain and replace engineering controls on a regular schedule to ensure their effectiveness; and

   3. Properly dispose of biohazard waste.
H. Supervisors will:

1. Ensure that employees follow safety procedures and use appropriate personal protective equipment;

2. Ensure that appropriate personal protective equipment is readily available and maintained by their personnel;

3. Ensure that personal protective equipment and other protective items are available for use at all times in their units. (All items can be obtained from Property during regular hours.)

4. **Ensure the confidentiality of reports and activities related to employees within their span of control.**

5. Comply with post-exposure incident follow-up procedures; and

6. Ensure employees who have an exposure incident comply with follow-up procedures, and ensure confidential reporting of activities.

I. All employees will:

1. Diligently practice Standard Precaution and comply with all safety procedures;

2. Use appropriate personal protective equipment and properly dispose of them when contaminated;

3. Maintain all issued personal protective equipment so that it is complete, usable and readily accessible;

4. Comply with post-exposure incident procedures; and

5. Maintain the confidentiality of medical information regarding other employees or source individuals.

10.05.03 EXPOSURE REPORTING PROCESS

A. Immediately following any incident that may have exposed an employee to a communicable disease, the employee shall take the following steps:

1. Wash the exposed areas of the body thoroughly with soap and water. Where water is not available in the field, use the issued field wipes and sprays as an interim measure.

2. Contact the Designated Infection Control Officer who will determine whether an actual exposure occurred. See Appendix C for contact information. If the event is not an exposure, the designated infection control officer will explain why it is not an exposure. If the employee disagrees, he or she may call 703-
365-8388 for a second opinion from an infection control consultant with the Infection Control/Emerging Concepts Company, or the on duty hospital emergency room doctor.

3. If there was an actual exposure, follow the instruction of the Designated Infection Control Officer for medical evaluation and follow up.

   a. Document an actual exposure incident by completing a Communicable Disease Exposure Report (APD-467), Employee's First Report of Accident and Employee Statement-Job Related Injury/Illness. For the purpose of confidentiality, do not include references to communicable disease exposures in Offense/Incident Reports (APD-7). Document all medical evaluation visits on a Medical Evaluation Report (APD-468), returning the completed form to the Infection Control Officer through the employee's supervisor.

B. Supervisors learning of an exposure likelihood, and/or possibility that an exposure has occurred, will respond to the scene and ensure the following steps are taken:

1. Verify the Designated Infection Control Officer has been notified,

2. Confer with the Designated Infection Control Officer,

3. Clean up the employee and any affected environmental surfaces and areas.

4. Identify the source individual.

5. Ensure that the source of the exposure has been taken to Alexandria hospital for testing for Hepatitis B, Hepatitis C, and HIV viruses. According to Virginia Code 32.1-45.1, the source is deemed to have consented to testing for infection with Human Immunodeficiency virus or Hepatitis B or C viruses, and to the release of such test results to the law-enforcement officer who was exposed. The source will be tested for HIV (SUDS rapid test – 30 minutes), and Hepatitis B and C. If the source refuses the tests, the Supervisor on the scene will obtain a court order pursuant to Virginia Code 32.1-45.1 to obtain a search warrant necessary to obtain blood sample(s) from the source to be tested for Hepatitis B, Hepatitis C, and HIV viruses.

6. Ensure that the source has been transported to the hospital emergency room.

7. Ensure the strictest confidentiality of the exposure
   - No reference to the exposure will be made in any incident report
   - Names of individual(s) involved will not be divulged
   - No form of verbal or written reference to the exposure is to be made, except as authorized by this directive

C. Prior to the end of the shift or within 24 hours, the Designated Infection Control Officer will facilitate a FAX copy of the exposure report form to the doctor’s office and have the exposed employee call for an appointment. The office will be expecting the call.
D. The risk for contracting these blood borne pathogens is low, and the employee will receive appropriate medical follow-up handled in a confidential manner.

**10.5.04 ENGINEERING CONTROLS**

A. **Packaging/Storing**

1. Immediately, or as soon as possible after collection or processing, employees will place blood, body fluids, other potentially communicable materials and contaminated items in an appropriate container for storage, further handling/processing, transport and/or shipping.

2. Any item capable of puncturing the primary container must be placed in a secondary container that is puncture resistant. If the employee does not have one available, he or she shall contact their supervisor for assistance.

3. Contaminated needles or other contaminated sharp objects (e.g., knives, broken glass) will be placed in a sharps container or other appropriate container that is puncture resistant and leak-proof on the sides and bottom. If the employee does not have one available, he or she shall contact their supervisor for assistance.

4. Blood, body fluids, other potentially infectious materials and contaminated items will be packaged so as to prevent leakage during storage, transport or shipping.

5. If contamination of the primary container occurs, employees will place it within a second container that prevents leakage.

6. Employees placing contaminated items in the drying room will affix a biohazard label.

7. Clothing or other items dampened by body fluids will not be sealed in an airtight container, unless they are ready for disposal.

B. **Labeling**

1. Immediately or as soon as possible after collection, processing or packaging, employees will apply a readily observable biohazard label to all containers of blood, body fluids, other potentially infectious material and contaminated items.

2. The Property Section Supervisor will place readily observable biohazard labels on all refrigerators, cabinets or other areas where blood, body fluids, other potentially communicable materials or contaminated items are placed.
3. In cases where equipment becomes contaminated, and then cannot be decontaminated, employees will properly package and attach a readily observable biohazard label prior to shipping or servicing. The employee responsible for the equipment will ensure that all other employees, repair persons or others expected to handle the equipment are advised in writing (and orally, if appropriate) of the contamination.

**10.5.05 WORK PRACTICE CONTROLS**

A. **Work Procedures/Precautions**
   1. Employees will at all times practice Standard Precaution, treating all blood, body fluids, other potentially infectious materials and contaminated items as if they are infected.

   2. All procedures involving blood or other potentially infectious materials will be performed in such a manner as to minimize splashing, spraying, spattering and generation of droplets of these substances.

   3. Searches should be conducted with caution to avoid accidental needle pricks or cuts by sharp objects. For prisoner searches, make a careful visual check of areas to be searched, especially pockets, cuffs and collars and ask if there is anything sharp in their pockets. Where vision is obstructed, probe areas to be searched with the end of a blunt object, when possible.

   4. Keep open cuts or sores bandaged while on duty.

B. **Hand washing**

   1. Employees will wash their hands with soap and water immediately or as soon as feasible after:
      a. Contact with blood, body fluids or other potentially infectious material. (Employees will also wash other skin or flush mucous membranes with water following contact of these areas.); and
      b. Removal of gloves or other personal protective equipment.

   2. In the absence of hand washing facilities, employees will use field hand washing cleaners or wipes, following which they will wash with soap and water as soon as feasible.

C. **Decontamination**

   1. Employees will decontaminate contaminated equipment, work and other surfaces (e.g., countertops, door handles, steering wheel) with appropriate disinfectant after contact with blood or other potentially infectious materials. The decontamination should take place immediately after completion of work procedures, or as soon as feasible when surfaces are contaminated; or after any spill of blood or other potentially communicable materials; and at the end of the work shift if the surface may have become contaminated since the last cleaning.
2. Surfaces and equipment will be disinfected by wiping with Department-provided disinfectant. Employees will use utility gloves and disposable towels.

3. Employees will remove and replace protective coverings on equipment and work surfaces as soon as feasible when they become contaminated or at the end of the work shift if they may become contaminated during the shift.

4. Employees will remove contaminated clothing immediately or as soon as feasible.

5. **Uniforms/Work Clothing**
   
   a. If, in spite of or in the absence of personal protective equipment, uniforms or other work clothing becomes contaminated, employees will remove them and, if necessary to complete the work shift, request replacement from Property.
   
   b. Employees can decontaminate small areas of clothing by washing (hot water, detergent and a small amount of bleach) or by professional dry cleaning (point out the contaminated area to the dry cleaner).
   
   c. When significant contamination renders clothing unsuitable for further use, employees will (with the approval of a supervisor) dispose of the items in accordance with this directive. Requests for replacement uniforms or reimbursement for personal clothing should be made in accordance with Police Directive 6.3, UNIFORMS, APPEARANCE AND CARE OF EQUIPMENT.

D. **Prohibitions**

   Employees are **PROHIBITED** from:

1. Recapping, removing needles from syringes, shearing, bending or breaking contaminated needles or other contaminated sharp objects;

2. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses in work areas where there is a reasonable likelihood of exposure to contaminated material or surfaces.

3. Placing food or drink in refrigerators, freezers, shelves, cabinets or on countertops or work surfaces where blood or other potentially infectious materials are present;

4. Picking up by hand, broken glassware that may be contaminated;

5. Leaving contaminated personal protective equipment in the field, cruisers or work areas;
6. Wearing personal protective equipment for **routine** handling of prisoners, suspects or victims: and

7. Disposing of non-biohazard trash in the containers marked and intended for biohazard material only.

### 10.5.06 PERSONAL PROTECTIVE EQUIPMENT

#### A. Use

1. Employees should use appropriate personal protective equipment for all tasks in which exposure to blood, body fluids, other potentially communicable materials or contaminated items may be reasonably anticipated.

2. Employees will use personal protective equipment when available so as to prevent blood or other potentially infectious material from passing through or reaching the employee's work clothes, street clothes, undergarments, skin, eyes, mouth or other mucous membranes.

3. Employees will reasonably anticipate the need to use personal protective equipment based on the nature of the task or incident and be prepared to put on equipment when available at the scene.

4. Employees will report any failure of personal protective equipment to the Designated Infection Control Officer if they believe an exposure may have resulted.

#### B. Exemption

1. When available, employees will use appropriate personal protective equipment except when, in the employee's professional judgment, in that specific instance, its use would prevent the delivery of public safety services or would pose an increased hazard to themself or co-workers.

2. This exemption will be used only on a case-by-case basis in situations requiring an immediate, on-the-spot decision. The exemption is not to be applied to a particular work area or recurring task.

3. Employees must limit the time and extent to which personal protective equipment is not used by (1) continuing to take steps to reduce risk and (2) using full precautions as soon as a properly-protected co-worker is available to relieve the employee or the violent person has been subdued or—in the case of first aid or CPR—the criticality of the patient's condition has decreased.

4. The exemption may **not** be used because the person being dealt with is perceived to be low risk.
C. Availability
   Personal protective equipment is available to employees as follows:

   1. Sergeants and designated investigative staff are issued supplies of personal protective equipment (See Appendix B).

   2. Various items of personal protective equipment are available in designated units and/or work areas (e.g., Property, CSI, Overnight Evidence). (See Appendix B.)

D. Gloves
   1. Employees will wear gloves when it can be reasonably anticipated that they may have hand contact with blood, other potentially infectious materials, mucous membranes and non-intact skin, or when handling or touching contaminated items or surfaces.

   2. Employees will choose the type of glove to wear (disposable or utility) based on the task to be performed.
      a. Disposable gloves will be replaced as soon as practical if they are torn, punctured or if their ability to function as a barrier is compromised. Disposable gloves are to be disposed of immediately after use.
      b. Utility gloves are appropriate when cleaning contaminated surfaces and whenever there is increased risk of tearing or puncture (e.g., searching places where vision is obstructed). Employees will decontaminate utility gloves for re-use by cleaning them with disinfectant before removing them. After removal, employees will examine utility gloves for cracks, peeling, tears or punctures that may compromise their ability to function as a barrier.

E. Masks/Goggles - Employees will wear eye/nose/mouth shields whenever it can be reasonably anticipated that eye/nose/mouth contamination may result from splashes, sprays, spatter or other droplets of blood or other potentially infectious materials or when there is reason to suspect that an individual may have an airborne transmissible disease. Eye/nose/mouth shields will be disposed of after use.

F. Gowns/Protective Body Clothing - Appropriate gowns, laboratory jackets and other protective body clothing will be worn in occupational exposure situations (e.g., crime scenes, accident scenes). Employees will choose the appropriate protective apparel based on the task and the degree of exposure anticipated.

G. CPR Shields - Employees will use CPR shields when administering mouth-to-mouth resuscitation. Shields are to be properly disposed of immediately after use.

H. Other Protective Items - The Department has available in the workplace the following items (see Appendix B):
   - Hand washing wipes
   - Disinfectant
   - Paper towels
   - Needle/sharps containers
• Infectious waste disposal bags
• Biohazard labels

10.5.07 EXPOSURE INCIDENT FOLLOW-UP

A. Where an exposure has occurred, the Supervisor responding to the scene of the exposure incident will:

1. Ensure that the employee is given information materials included in Appendix C and a Medical Evaluation Report (APD-468).

2. Determine the infection status of the source individual, if known, by immediately contacting the source individual and requesting consent for testing and/or release of test results.
   a. Once consent is obtained and documented on the Consent to Collect and Test Blood (APD-38) transport the source individual to the Emergency Room for testing. The test results should be forwarded to the Designated Infection Control Officer.
   b. If the source individual refuses consent, the investigating Supervisor will petition the Magistrate for a search warrant or begin proceedings to obtain a court order pursuant to Virginia Code 32.1-45.2 to obtain blood sample(s) from the source to be tested for Hepatitis B, Hepatitis C, and HIV viruses.

3. Ensure the following documents are complete as applicable:
   • Communicable Disease Exposure Report (APD-467)
   • Medical Evaluation Report (APD-468)
   • Copy of related Offense/Incident Report (APD-7)

4. Treat all infection control documents as confidential.

B. The hospital will call the Designated Infection Control Officer with the results of the source’s SUDS rapid test for HIV and/or Hepatitis test, and he or she will relay this information to the employee immediately. If the test is negative, nothing more needs to be done until the other test results come back the next day. If the test is positive, the Designated Infection Control Officer will contact the following doctor’s office immediately to set up an appointment for the employee:

   Dr. David Wheeler, Infectious Diseases Physicians, Inc., 3289 Woodburn Road, Suite 200, Annandale, VA 22003, office number 703-560-7900. Fax numbers 703-560-8408 and 703-876-9290.

C. At the doctor’s office, the employee will have baseline testing for the same diseases, and will receive counseling and follow-up instructions. The results of lab work are confidential and remain with the doctor’s office.

D. If the employee has any questions, they may contact the doctor’s office or the Designated Infection Control Officer.
E. The employee is responsible to keep or cancel all scheduled medical appointments.

F. In cases of occupational exposure to HIV, employees are encouraged to consent to collection of a blood sample for baseline testing. Employees may then, immediately or within 90 days, request medical staff to conduct the HIV baseline test. (Medical staff is required by Federal regulation to hold the sample for 90 days and test it as soon as possible after the employee consents/requests the test.)

G. Fifteen (15) days after the exposure event, the employee should receive a letter from the doctor’s office reviewing the events and treatment. All of this is confidential between the employee and the doctor.

H. Employees scheduled to work at the time of infection control medical appointments will not be charged leave. Employees not scheduled to work at the time of infection control medical appointments will not be paid overtime.

I. When possible exposure incidents occur, a Designated Infection Control Officer will:

1. Discuss the details of the incident with the employee, make a determination as to whether or not there was an exposure and ensure appropriate follow up as needed.

2. Review all documentation and determine if the employee’s decision to invoke the exemption not to use of personal protective equipment was appropriate and was based on situations that could be corrected.

3. Document by memorandum to the employee (copy to the employee's medical file) any instance in which the Designated Infection Control Officer determines that there was not an exposure. The memorandum should document the discussion with the employee, the determination and the reason for the determination.

J. If an employee thinks he or she has contracted an illness as a result of an on-duty exposure incident, contact the Designated Infection Control Officer.

K. Information regarding the communicable disease status of any employee is confidential. Employees are prohibited from revealing the communicable disease status of a source individual, except to another public safety employee if there is potential risk of exposure to that employee.

10.5.08 REGULATED WASTE

A. Employees will place any contaminated items to be disposed of in biohazard waste containers at Police facilities, Alexandria Hospital Emergency Room, Alexandria Detention Center booking room, any City Fire Station (9am – 9pm) or any other location having an appropriate, labeled biohazard waste container. Such items should be transported from the field in a biohazard bag.
B. Facilities Maintenance will dispose of contaminated sharps and regulated waste immediately, or as soon as feasible, in the following manner:

1. Contaminated sharps will be placed in a rigid plastic container, closed and clearly labeled as "biohazard/communicable waste." To the extent possible, sharps will remain as packaged for storage when they are placed in the disposal container.

2. All other blood, body fluids, other potentially communicable materials and contaminated items will be packaged in two leak-proof red plastic bags (separately sealed) or one sealed leak-proof red plastic bag inside a double-walled corrugated fiberboard box. Liquid items will remain as packaged in leak-proof storage containers when they are placed in the disposal container.

10.5.09 PREVENTION AND TESTING

Employees who are at risk for exposure to communicable disease are offered the opportunity to be vaccinated against Hepatitis B as follows:

A. Hepatitis B vaccination (a series of three inoculations) is offered to new employees within ten working days of initial assignment and to employees who have previously declined the vaccination then later consent to receive it.

B. Hepatitis B vaccination is offered only after a required training session generally conducted during the pre-employment medical screening; and

C. Employees will sign consent/refusal forms after Hepatitis B training and before receiving the vaccination.

D. Regardless of whether an employee elects to receive the Hepatitis B vaccination within ten working days of initial assignment or later, the cost associated with the vaccination is always paid by the City of Alexandria.

10.5.10 EMPLOYEE RECORDS

A. The Designated Infection Control Officer will:

1. Maintain confidential employee medical records (separate from personnel folders). When the employee separates from the Department, the file will be transferred to Risk Management. This file will include:

   - Employee name and social security number;

   - Hepatitis B vaccination status, dates of vaccination and any medical records relative to the employee's ability to receive vaccination;
• Historical records of any exposure incidents, including Offense/Incident Report (APD-7), Communicable Disease Exposure Report (APD-467) and Medical Evaluation Report (APD-468).

2. Maintain summary information on Hepatitis B training and vaccinations completed and confidential employee files on all current exposure incidents. Whenever an exposure incident results in the filing of a Workers' Compensation claim, the file will be transferred to Risk Management.

C. Training

1. **The Training Supervisor** will maintain infection control training records for at least three years, including:
   • Lesson plans;
   • Name and qualifications of instructors;
   • Training session dates; and
   • Name/job title of persons trained;

By Authority of:

Earl L. Cook  
Chief of Police
Appendix A
DEFINITIONS

AIDS - Acquired Immune Deficiency Syndrome; see HIV.

At Risk Employee - any employee (sworn or civilian) that deals directly with the public.

Blood-borne Pathogens - Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B virus (HBV), Hepatitis C virus (HCV), Syphilis and Human Immunodeficiency Virus (HIV).

Contaminated - The presence, or the reasonably anticipated presence, of blood or other potentially communicable materials on an item or surface.

Contaminated Waste - Blood, body fluids, other potentially infectious materials and contaminated items that are no longer needed and may be disposed of in accordance with biohazard waste guidelines (see 10.5.08).

Decontamination - The use of physical or chemical means to remove, inactivate or destroy blood-borne pathogens on a surface or item to the point where they are no longer capable of transmitting communicable particles and the surface or item is rendered safe for handling, return to use or disposal.

Designated Infection Control Officer - The Department's primary resource person on infection control; responsible for review, evaluation and follow-up on exposure incidents.

Ebola – Previously known as Ebola hemorrhagic fever, is a rare and deadly disease caused by infection with one of the Ebola virus strains. Ebola can cause disease in humans and nonhuman primates (monkeys, gorillas, and chimpanzees). Ebola virus is transmitted through direct contact with contaminated blood or bodily fluids from an infected person or through direct exposure to contaminated objects.

Engineering Controls - Controls that isolate or remove the blood-borne pathogens hazard from the workplace (e.g., sharps containers, leak-proof packaging).

Exposure Incident (blood-borne pathogens) - A specific eye, mouth, mucous membrane, non-intact skin or parenteral (piercing mucous membranes or skin) contact with blood or other potentially communicable materials that results from the performance of an employee’s duties.

Exposure Incident (other) - Exposure to tuberculosis or other communicable diseases that results from the performance of an employee’s duties.

Hepatitis - Inflammation of the liver. The greatest risks to public safety workers are Hepatitis B and Hepatitis C, both of which can result in eventual death. Both are caused by blood-borne viruses. Hepatitis B can be prevented by vaccine.
**HIV** - Human Immunodeficiency Virus; adversely affects the immune system, rendering the infected individual vulnerable to a wide range of disorders. These disorders can be aggressive, rapidly progressive, difficult to treat, and less responsive to traditional modes of treatment. HIV may lead to development of AIDS and death. There is no vaccine to prevent HIV infection. The HIV virus is extremely fragile outside of a host body and is easily destroyed by the use of heat, soap and water, or disinfectant.

**Occupational Exposure** - Reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially communicable materials that may result from the performance of an employee’s duties. Federal regulation requires the listing of all job classifications in which some or all employees may have occupational exposure (See City Infection Control Plan).

**Other Potentially Communicable Materials** - Body fluids; any tissue or organ (other than intact skin) from a human (living or dead); experimental cultures containing HBV or HIV; blood, organs or other tissues from experimental animals infected with HIV or HBV.

**Parenteral** - Piercing mucous membranes or skin via needle sticks, human bites, cuts and abrasions.

**Personal Protective Equipment** - Specialized clothing or equipment worn by an employee for protection against blood-borne contamination; does not include general work clothes that are not intended as protection against a blood-borne pathogens hazard. (See Appendix B for list of items that are either issued or available in various work areas.)

**Regulated Waste** - (1) liquid or semi-liquid blood or other potentially communicable materials, (2) contaminated items that would release blood or other potentially communicable materials in a liquid or semi-liquid state if compressed, (3) items that are caked with dried blood or other potentially communicable materials and are capable of releasing these materials during handling, (4) contaminated sharps, (5) medical wastes containing blood or other potentially communicable materials. Regulated waste includes contaminated gloves and other personal protective equipment.

**Sharps** - Needles and other sharp objects.

**Source Individual** - Any individual, living or dead, whose blood or other potentially communicable materials may be a source of occupational exposure to an employee.

**Standard Precaution** - The practice of treating all blood, body fluids and other potentially communicable materials as if they were infected.

**Tuberculosis (TB)** - An infection that primarily affects the lungs; transmitted by airborne droplet nuclei from the respiratory tract of an infected person. TB is treatable. (Some treatment-resistant strains have caused death.)

**Work Practice Controls** - Controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., Body Substance Isolation, handling of needles, hand washing).
# Appendix B

## Personal Protective Equipment and Related Items

(Re-stock from unit commander's supply or Property.)

<table>
<thead>
<tr>
<th>A. Work Area Items:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Crime Scene Investigation Section:</strong> Gloves, Disinfectant, Gowns/Protective Body Clothing</td>
</tr>
<tr>
<td><strong>Property and Evidence:</strong> Gloves, sharps containers, hand washing wipes, disinfectant paper towels, biohazard labels</td>
</tr>
<tr>
<td><strong>Overnight Evidence:</strong> Gloves, sharps containers, paper towels, biohazard labels</td>
</tr>
<tr>
<td><strong>Vehicle Bay:</strong> Disinfectant, paper towels</td>
</tr>
</tbody>
</table>

B. Personal Infection Control supplies Issued to Supervisors to make available to officers:

- Alcohol based hand cleaner, spray or foam
- Alcohol based disposable hand wipes / Sani Wipes brand gloves
Appendix C
RESOURCES

The Alexandria Police Department has one primary Designated Infection Control Officer:

Division Chief Shawn Lasher
Preferred contact: 703-929-6124
Home: 540-349-4472
Work: 703-746-6667

All three contact numbers for the primary Designated Infection Control Officer should be attempted prior to contacting the back-up Designated Infection Control Officer:

Back-up Designated Infection Control Officer:
Lieutenant Chris Ware
Preferred contact: 571-220-9172
Secondary contact: 703-864-1983
Home: 540-720-6929
Work: 703-746-6219

Risk Management
Isiah Speller or Cassandra Menefee
703-746-4549

Virginia Department of Health AIDS Hotline
1-800-533-4148
(M-F, 0800-1900)

National AIDS Hotline* (and referral service for other health/disease topics)
Center for Disease Control (CDC).
English (24 hours): 1-800-CDC (232)-INFO (4636)
Spanish (0800-0200): 1-800-CDC (232)-INFO (4636)
TTY (M-F, 1000-2200): 1-800-232-6348

National Sexually Transmitted Disease Hotline
1-800-227-8922

CDC Immunization Hotline (M-F, 0800-2300)
English: 1-800-232-4636
Spanish: 1-800-232-4636
Appendix D
FOLLOW-UP PROCEDURES

Following exposure to blood-borne or airborne pathogens, medical evaluation and follow-up includes:

A. Documentation of the route and circumstances of exposure.

B. Identification and documentation of the source individual to the extent permitted by law.

C. Baseline testing.

D. Post-exposure treatment as recommended by the U.S. Public Health Service.

E. Counseling.

F. Evaluation of reported illness.

G. A healthcare professional's written opinion that addresses:

1. Need for HBV vaccination; and

2. Statement that the employee has been informed of the results of the evaluation, including any resulting medical conditions, which require further evaluation or treatment. (All other medical evaluation findings/diagnoses are confidential and are not included in this report.)
Guidance for when you handle an arrestee with flu-like symptoms:

The following is meant as general guidance when dealing with someone who appears to have flu-like symptoms while in your custody. If the arrestee is sneezing and/or coughing to the extent that it concerns the custodial officer, the following precautions should be followed. It is understood that in field conditions officers will not always be able to comply with these guidelines immediately, however, it is necessary that each officer understands that it is in his or her interest to comply with this guidance as soon as practical.

The Center for Disease Control stresses that your first line of defense against the spread of most communicable illness is to wash your hands frequently with soap and water or use an alcohol-based cleaner. Hand hygiene is one of the most significant interventions that all persons can take to decrease the risk for transmission of disease. When soap and water are not available, alcohol-based disposable hand wipes or gel sanitizers may be used. The proper wearing of protective gloves will aid in the reduction of the spread of these illnesses.

Transmission from the ill person to you will most likely be from your repeated breathing of their aerosolized mucus droplets (cough or sneeze), or from your touching of their body or clothing thus transferring the illness to your hands and then using your contaminated hands to touch your face (eyes, nose, mouth). By human nature, we are constantly touching our face for a multitude of reasons. If you have gloved hands and you contaminate the gloves and then touch your face, you have the same net effect.

Suggested Steps:

Perform whatever tasks you must until you have control of the person.

Afterwards, take special care not touch your face.

Then wash your hands.

Assess whether it is practical to put a surgical mask on the arrestee.

If it is, don gloves and place a mask on the arrestee’s face covering his face and mouth.

After masking them, remove gloves and wash your hands again.

Be sure masking doesn’t impede the arrestee’s ability to breath and observe them closely.

In the cruiser, close the partition.
Lower the rear windows (weather permitting) a few inches for rearward airflow.

Turn your heat or A/C blowers on (weather appropriate) to keep airflow rearward.

After the transport, wipe down the cruiser contact points with appropriate cleaner.

High traffic contamination areas are (steering wheel, shift & turn signal handles, police radio switches and microphone, door handles, mirror and power window buttons). Remember anything you or the arrestee touches inside the vehicle should be wiped down, especially after a prisoner transport.

In an interview, or other close quarters interaction with someone exhibiting flu like symptoms the same minimal contact and hand washing protocols as stated above apply. The arrestee should be masked and the officer should spend the minimum amount of time in close quarters with the arrestee. It is advisable that everyone in the room be wearing surgical masks. Once the interview is over, the common points of contact in the room are to be cleaned with an appropriate cleaner. The used surgical masks and cleaning materials should be placed in a biohazard bag and disposed of in a biohazard receptacle.
What is Ebola or Ebola virus disease?

Ebola is a severe, often deadly disease that affects humans and some animals (like monkeys, gorillas, and chimpanzees). It is also referred to as Ebola virus disease.

Ebola is spread from person to person through direct contact (through broken skin or mucous membranes) with blood or body fluids (like urine, feces, saliva, vomit, sweat, breast milk, or semen) of a person who is sick with Ebola or has died from Ebola.

Ebola may also be spread through indirect contact with surfaces or objects (like needles) that have been contaminated with the blood or body fluids of a person sick with Ebola or has died from Ebola. However, the risk getting Ebola from surfaces/objects is low and can be reduced even more by cleaning and disinfection.

Ebola is not spread through the air, water, or food. However, in Africa, Ebola may be spread as a result of handling bushmeat (wild animals hunted for food) and contact with infected bats. Ebola cannot be spread through casual contact in public places with people who do not appear to be sick. A person with Ebola cannot spread the disease until symptoms appear. Ebola is not communicable until someone begins exhibiting signs and symptoms of the illness, i.e., fever, severe headache, muscle pain, weakness, diarrhea, vomiting, abdominal pain, and/or unexplained hemorrhaging/bruising.

How can Law Enforcement employees protect themselves from Ebola?

The use of standard, or universal precautions, is sufficient for most situations when dealing with a person suspected of having the Ebola virus. This means Alexandria Police Department personnel should wear the following PPE provided to each sworn employee:

- Gloves (disposable nitrile)
- Eye protection (safety glasses or face shield)
- Facemask
- Red Biohazard Bag (for disposal of used PPE)

Additional PPE might be required in certain situations (e.g. large amounts of blood and body fluids present in the environment), including but not limited to double gloving, disposable shoe covers, and fluid-resistant gowns. The Tyvek coverall does not provide a fluid barrier and should not be used as a PPE in these circumstances.
Avoid physical contact, if possible, with a person who is obviously ill with the symptoms of Ebola and has been in Guinea, Liberia or Sierra Leone or Mali in the past 21 days. Contact should also be avoided with a person who tells you that they have Ebola or that they have been in contact with someone with Ebola (regardless of symptoms).

If physical contact with anyone who is obviously ill (or who reports having Ebola or an Ebola contact) is unavoidable, employees shall utilize the issued Personal Protective Equipment (PPE) as recommended for any other Bloodborne Pathogen exposure.

When dealing with someone who is not obviously ill, learning and practicing good personal hygiene is extremely important to prevent all infections and the following practices are strongly encouraged:

1. Wash hands frequently. Soap with running water is always best but hand sanitizers (such as Purell or Sani-Hands) works if soap and water is unavailable; this is especially important with any virus whether it is Ebola virus, the flu virus, or a common cold.

2. Ebola virus, like many viruses, can live on hard surfaces for several hours. These surfaces should be cleaned with a 1:10 solution of bleach to water (1 cup bleach in 9 cups water) or a disinfectant labeled for use against viruses, such as norovirus, rotavirus, adenovirus, or influenza. Also, Lysol is a commercially available disinfectant suitable for this purpose.

Source: http://www.vdh.virginia.gov/epidemiology/ebola/
At the request of ________________________________
(Supervisor)

I, ________________________________
(Print Name)
authorize a licensed health care provider(s) to draw a blood sample and perform all necessary medical tests on that sample to determine the presence of:

• HIV (Human Immunodeficiency Virus), the virus that causes AIDS (Acquired Immunodeficiency Syndrome).

   I understand that the blood tests for the HIV virus are not 100% accurate, and that these blood tests sometimes produce false positive or false negative test results. I have been informed that a positive test will need further testing to confirm the results.

   I further understand that the presence of antibodies means that a person probably has been exposed to and infected with the AIDS virus, but does not necessarily mean that a person will develop AIDS.

• HBV (Hepatitis B Virus), Hepatitis C and other bloodborne infections.

   I understand that the results of any testing will be made available to the Designated Infection Control Officer of the Alexandria Police Department, exposed employee(s) and their treating physician.

   I fully understand the information that has been provided. I further understand that the cost of testing is the responsibility of the City of Alexandria.

__________________________  ______________________________
(Date)  (Signature)

(Parent or guardian for minor child or incapacitated adult)

F-APD-0038 (3/97)
CONFIDENTIAL: Transmit via envelope

INSTRUCTIONS:

Employee (or Supervisor): (1) Complete for all incidents of specific eye, mouth, mucous membrane, non-intact skin, or parenteral* contact with blood, body fluids or unfixed human tissues/organs (other than intact skin) or exposure to airborne transmissible diseases. (2) Attach any completed accident/injury forms to the white copy and distribute all three copies by the end of the shift.

Infection Control Officer: Complete Part II after review of incident. Retain white copy until follow-up is complete. Then forward to Personnel and Training.

*Parenteral means piercing mucous membranes or skin through needle sticks, human bites, cuts and abrasions.

1. INCIDENT INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Serial Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date/Time of Exposure</td>
<td>Signature</td>
</tr>
<tr>
<td>Supervisor's Signature</td>
<td>Case #</td>
</tr>
</tbody>
</table>

A. Narrative: Describe the circumstances of the exposure and any request to have the source individual tested.

B. Did you use personal protective equipment?
   - ☐ YES
   - ☐ Disposable Gloves
   - ☐ Shoe Covers
   - ☐ Sharps Tube
   - ☐ Utility Gloves
   - ☐ Eye/Nose/Mouth Mask
   - ☐ Other
   - ☐ Splash Gown
   - ☐ Coveralls
   - ☐ Other
   - ☐ NO
   - Explain

F-APD-0467 (8/94)
I. INCIDENT INFORMATION (cont'd.)

C. Source Individual Name
   Address

D. Source Individual's confirmed communicable disease status (confidential):
   HIV  Positive  Negative  Unknown
   Hepatitis B  
   Hepatitis C  
   Other:  
   Comments:

II. INFECTION CONTROL OFFICER REVIEW/COMMENTS

A. Comments (Include: 1. appropriateness of any decision to invoke the personal protective equipment exemption (10.5.08.13);
   2. any need for procedural changes or training).

B. Exposure Summary
   1. Pathogen(s) to which employee was exposed.

   2. Type of incident
      □ Resistance to arrest
      □ Administering first aid (not CPR)
      □ Administering CPR
      □ Breaking up a fight
      □ Searching suspect/arrested person
      □ Small/closed area with poor air circulation
      □ Other

   3. Number of other employees exposed in this incident.
      □ None

Signature  Date

MEDICAL EVALUATION REPORT

CONFIDENTIAL: Transmit via envelope.

EMPLOYEE: Following exposure to a communicable disease, present this report to the evaluating physician. Return the completed report to the Police Infection Control Officer. Use this report for every medical evaluation. For medical treatment visits, use the Physical Capabilities Statement (C-2).

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Serial #</th>
<th>Case No.</th>
</tr>
</thead>
</table>

I have been fully informed of the medical evaluation results. [  ] YES [  ] NO

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

PHYSICIAN: Please complete this report and return it to the employee. It is intended to comply with the OSHA Bloodborne Pathogens Regulation (29 CFR 1910.1030). Thank you for your cooperation.

1. Hepatitis B Vaccinations Is
   (  ) not indicated (  ) indicated and (  ) has been administered.

2. (  ) Further evaluation and/or treatment is indicated.

3. The employee:
   (  ) May return to work immediately without restriction.
   (  ) May return to work without restriction on ________________
   (  ) Will be unable to return to work for ______ day(s).
   (  ) May return to work on __________ with the following restrictions
   for __________ days.

Restrictions:

4. Physician's Statement:
   (  ) I have evaluated this employee following an exposure incident.
   (  ) I have informed the employee of the results of the evaluation including any medical conditions resulting from the exposure which will require further evaluation or treatment.

<table>
<thead>
<tr>
<th>Physician's Name (Please Print)</th>
<th>Physician's Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

F-APD-0468 (10/92)
10.6.01 POLICY AND PURPOSE

The purpose of this directive is to set forth guidelines and procedures for police officers and other employees concerning their responsibility for pretrial preparation and case presentation; ensure that employees are familiar with the relevant duties and responsibilities of the Commonwealth’s Attorney’s Office and the City Attorney’s Office; and ensure that employees are aware of their responsibilities when subpoenaed to testify in a judicial proceeding.

10.6.02 DEFINITIONS

**Affidavit** - a sworn, written declaration, made before competent authority, that may be accepted when the witness or affiant cannot be in court in person.

**Deposition** - the written answers to questions of a witness under oath.

**Subpoena** - a judicial writ requiring a person to appear in court to give testimony; to notify or summons by writ or subpoena.
**Subpoena Deuces Tecum** – a writ or process commanding a witness to produce documents, books, papers, etc.

**Summons** - a notice to a person requiring him or her to appear in court.

**Testimony** - the verbal presentation of a witness in a judicial proceeding.

### 10.6.03 RULES AND RESPONSIBILITIES

**A. Commonwealth's Attorney's Office**  
The Commonwealth's Attorney is the constitutional officer who has the primary responsibility for the prosecution of violations of the criminal law of Virginia including felonies and misdemeanors. The Commonwealth's Attorney also prosecutes violations of the State Motor Vehicle Code and City Code violations, and provides prosecutors for the Juvenile and Domestic Relations Court.

**B. City Attorney's Office**  
The City Attorney is appointed by the City Council and is the legal advisor to the City Council, City Manager, and all departments, boards, commissions, and agencies of the City. The City Attorney renders opinions on request; is responsible for drafting ordinances, deeds, affidavits, bonds, leases, and other legal papers; represents the City as counsel in civil cases; and institutes and prosecutes legal proceedings on behalf of the City.

**C. Setting Court Dates**  
1. **General District Court** - Patrol Operations Bureau employees are limited to setting their General District (criminal and traffic) Court cases to one day a month unless they receive approval from their supervisor to schedule an additional date. Such approval shall only be granted for just cause, and supervisors will notify the commander of the affected employee when a request is granted. The one court day per month limit does not apply to dates for which an employee receives a subpoena or summons, or are notified by the Commonwealth’s Attorney’s office (or other competent authority) that they are needed.

2. **Juvenile and Domestic Relations (JDR) Court** - Patrol Operations Bureau employees are limited to setting two JDR court dates each month for both criminal and traffic cases. The dates will be bi-weekly (in non-consecutive weeks).

**D. Pretrial Conferences**  
1. The purpose of a pretrial conference is to review the details of a case so that the prosecutor is fully aware of the facts before trial.
2. Requirements for reporting to pretrial conferences, unless specified otherwise by the Commonwealth's Attorney, are as follows:
   a. Circuit Court
      - It is the responsibility of the prosecutor to contact and arrange a meeting with the employee. If the employee is not contacted by a prosecutor (by phone or note), but has received a summons to appear in a case, the employee will report to the Commonwealth's Attorney's Office by 9:00 A.M. on the morning of the trial, or as specified on the summons.
      - For city cases scheduled in Circuit Court, the employee will report at least 30 minutes prior to the scheduled court time to confer with the prosecutor regarding misdemeanor or traffic cases (where charges have been made under the City Code) which are being appealed.
      - In cases where evidence is needed for the trial, the employee will have such evidence available at the pretrial conference, as well as the trial.
   b. General District Court
      Employees will report to the Commonwealth's Attorney's Office no later than 8:30 A.M. on the morning of the trial to consult with the prosecutor handling the case. For preliminary hearings employees will report no later than 10:30 A.M., or as specified on the subpoena.
   c. Juvenile and Domestic Relations District Court
      Employees are to be present at the Juvenile Court at least 30 minutes prior to the beginning of court.

3. See section 10.6.04, B.1.b, page 5, regarding off-duty pretrial conferences.

E. Court Appearances
1. Employees will, upon being subpoenaed/summoned, attend court or quasi-judicial hearings. Once set, court dates may not be changed without agreement of a member of the Commonwealth’s Attorney's staff.

2. Any request for a change in a pre-selected court date will be submitted through channels to the appropriate Patrol Division commander. The Patrol Division commander will then consult with the Assistant Commonwealth’s Attorney prosecuting the case(s) before a decision is made. Only emergencies (for example: illness or funeral leave) will be considered.

3. Division commanders will ensure their personnel’s vacation and training schedules are updated in the Alexandria Justice Information System (AJIS). The dates will be entered as soon as possible, after they are approved, preferably at least sixty days in advance of the court dates. When approved leave is later fully or partially cancelled for any reason, AJIS must be updated.

4. The department’s training officer will forward planned training dates to affected commanders as far in advance as practical. Any changes in the dates of training will also be forwarded as soon as practical.
5. Employees who are involved in cases before the court will be punctual in attendance. The fact that employees have not received a subpoena will not relieve them of the responsibility to determine whether their appearance is necessary on their regularly scheduled court date. Additionally, employees are to appear in court when they have previously been made aware of the court date by other means (e.g., a verbal advisement by a judge or prosecutor in person, by phone or by note). Employees will have cases properly prepared, all witnesses subpoenaed or listed with the prosecutor, and all property to be used in evidence suitably arranged for presentation in court.

6. Nothing in this directive will relieve employees from the responsibility of determining if their presence is needed in court in cases where they have knowledge or evidence that could be used in a trial. If an employee believes that their appearance in court is needed and they have not received notice that they are needed in court, that employee will, as soon as possible, make contact by telephone or in person with the Commonwealth’s Attorney handling the case. The Commonwealth’s Attorney will then make the decision as to whether or not the employee is needed in court.

7. When marking into service at the beginning of a shift, Patrol Operations Bureau personnel will advise the dispatcher of any known court appearance that is scheduled for that day. Employees who are unavoidably detained will, as soon as possible, notify the dispatcher to advise the Commonwealth’s Attorney’s office of the delay.
   Note: Only life-threatening or dire, emergency situations should delay an officer from appearing in court. Duties that can reasonably be delayed until after a court appearance should be deferred until after court. It should be noted that being detained on a call is not considered by the court to be an excuse for being late to court or not showing up in court, and could result in the case being dismissed and the officer being cited for failure to appear if the situation is not deemed by the court to be an emergency. A supervisor, preferably the employee’s direct supervisor, should be consulted if an employee is uncertain as to whether to perform an activity prior to court.

8. Dispatchers will make every reasonable effort to assist employees having scheduled court to appear at the appropriate time (for example, by assigning calls to other units). If it becomes necessary for an employee to handle an emergency, urgent or essential situation, the dispatcher will attempt to relieve such employee as soon as possible so they can respond to court.

9. Substituting witnesses in Grand Jury cases is not permitted unless the Commonwealth’s Attorney or Deputy or Assistant Commonwealth’s Attorney has personally approved the proposed substitution and the officer who is to substitute is willing to appear and is prepared to testify before the Grand Jury.
10. Employees calling in sick for court should make every attempt to contact the prosecutor handling the case(s) or the prosecutor(s) handling the daily criminal/traffic docket for which the employee was subpoenaed. The Court Liaison will notify commanders in writing when their employees call in sick. Commanders will review the matter and determine if further actions are warranted.

11. Employees should call the taped line (703) 746-4100 the night before a case is set to determine if they are needed. The information is also available on the Commonwealth’s Attorney’s WEB page:
   http://www.alexandriava.gov/cattorney/ca_view_case_updates.pxe

F. **Testifying for the Defendant**

Employees who are subpoenaed, intend to testify, or plan to appear in court on the behalf of the defense in any trial or hearing and against the City or the Department in any hearing or trial, will immediately notify their commander. This notification will take place prior to the court appearance in all cases and immediately upon receipt of the subpoena in cases where a subpoena has been issued. The commander will immediately forward the information, through the chain of command, to the Chief of Police, and copy it to the City Attorney and/or Commonwealth's Attorney.

G. **Civil Action, Court Appearances - Summonses**

Employees will not volunteer to testify in civil actions involving the city or this department; and will not testify unless legally summoned or unless directed by competent authority to attend and be available to testify. Employees will accept all summonses legally served. If the summons arises out of departmental employment or if employees are informed that they are a party to a civil action arising out of departmental employment, they will immediately notify the Chief of Police and the City Attorney in writing of the service of notification. Officers served with a Subpoena Duces Tecum will immediately notify their supervisor. The supervisor will ensure that it is delivered to the ISS Commander for processing. Under no circumstances will officers or supervisors copy official department records and forward them to the requestor.

*Any Police Department employee receiving a Freedom of Information Act (FOIA) request will notify their supervisor. The supervisor will forward the request to the City Council Liaison. The City Council Liaison processes all FOIA requests through the City Attorney’s Office. The City Attorney’s Office is the sole designated authority in the City for the release of any information requested under FOIA law.*

H. **Civil Depositions and Affidavits**

Employees will confer with their commander and the City Attorney's Office before giving a deposition or affidavit in a civil case involving the city.

I. **Employee Appearance**
When employees appear in court, either the official uniform or appropriate business attire will be worn. Firearms will not be displayed unless wearing the uniform, and will not be carried into any courtroom, **including Grand Jury procedures**. Lockers are provided for the securing of firearms in the Commonwealth's Attorney's Office. Employees will present a well-groomed appearance, avoiding any behavior or statements that might imply disrespect to the court.

**J. Respect and Testimony**
Employees will observe the utmost attention and respect toward the court at all times. They will testify with the strictest accuracy, confining themselves to the case before the court, and neither suppress or overstate the circumstance with a view of favoring or discrediting any person.

### 10.6.04 PROCEDURES

**A. Signing In and Out at Court**

1. When **arriving at court**, either on or off-duty, all employees will sign the log book in the Commonwealth's Attorney's Office, Courthouse Room 301, indicating their name, **arrival** time, and the court or courts they will be attending.

2. Upon completion of the court appearance, employees will sign out in the same manner.

3. Violations of the sign-in sign-out procedure at court will be reported to Internal Investigations, orally or in an informal memorandum.

4. Failure to sign in or out from court may result in disciplinary action and/or the denial of a request for overtime for that appearance.

**B. Off-Duty Court Pay**

1. When employees are required to appear in court while off-duty, they will complete an Overtime Request (APD-0100).

   a. It is sometimes necessary for employees to transport property and/or evidence to and from court for trials. This shall be considered part of the court appearance and is compensable as overtime when done off duty. Employees transporting property or evidence from Police Headquarters for a court appearance will complete the Overtime Request (APD-0100) as follows: In the “In” box to the right of the “Specify Reason” box, write the time they picked up the item(s) at Headquarters. This is the beginning of the total time for their court appearance. The Overtime Request (APD-0100) shall be initialed by a supervisor or Property Section employee. When it is necessary to transport property or evidence back to Police Headquarters, the time the property is turned in shall be noted on the Overtime Request (APD-0100) in the “Out” box to right of the starting time, and initialed by a supervisor or
Property Section employee. This is the end of the total time for their court appearance. The total time will then be noted in the spaces for “Hours” and “Minutes,” to the right of “Total Time.” The time for picking up and turning in property must be reasonable.

b. Pretrial conferences with the prosecutor are usually held just prior to the case being heard in court. If the pretrial conference is held at a time separate from other court appearances, it will be considered a court appearance for overtime purposes.

c. If the time in court is in excess of 80 minutes, the Overtime Request (APD-0100) must be signed by the clerk of the court or any other court official, or an employee of the Commonwealth’s Attorney’s office.

d. The times listed for the court appearance on the Overtime Request (APD-0100) shall be the same as those on the court log. Employees shall list the time they actually complete their court appearance on the court log and the Overtime Request (APD-0100)

Unless otherwise requested by the Commonwealth’s Attorney’s Office, employees are not to record court appearance beginning time prior to 0800. Allowance for property pickup and return will be compensated as outlined above.

Employees are specifically prohibited from leaving their ending time blank or adding time for driving back to Police Headquarters. The Commonwealth’s Attorney’s Office has been advised not to sign these types of overtime slips. Employees shall not receive overtime compensation for merely driving a police vehicle back to headquarters.

e. If an employee is notified that they are needed in court with less than 12 hours notice, and the time the employee is needed is also previously scheduled off-duty time, the overtime will qualify as call-back pay.

f. Overtime is not authorized for cases that were listed on the taped line or the WEB site the night before trial. Employees who fail to check and come to court when he/she is not needed as a witness will not be paid overtime. (See 10.6.03.E.11)

g. When off-duty employees are required to attend different courts, and a time lapse of one hour or more is incurred between the time the last case in one court is concluded and the scheduled beginning time of a second court, it will be treated as two separate appearances but recorded on the same Overtime Request (APD-0100). In such cases the two-hour minimum will apply for each appearance.

h. It is permissible to round off time to the nearest five-minute increment. For example, an appearance lasting from 0800 to 1023 hours may be rounded off to 1025 for a total time of 2 hours and 25 minutes in court.

i. Employees will, as soon as practical and preferably no later than 48 hours after the court appearance, submit the Overtime Request (APD-0100) to their immediate supervisor.
j. Pay or Compensatory Time is authorized for court unless otherwise directed by the employee’s commander.

2. Supervisors are responsible for confirming the validity of the Overtime Request (APD-0100) and, after signing it, ensuring it is submitted for inclusion with the appropriate unit’s Overtime memorandum, for court overtime only, to Personnel and Training. The Overtime Requests (APD-0100) will be attached to the memorandum, which will be signed by the designated commander or supervisor.

3. Compensation will be paid according to current city policy on employee off-duty court appearances. (See Police Directive 4.15 Overtime.)

4. No payment will be made for civil proceedings except when the city or commonwealth is a party to the action, or when the proceedings arose as a result of the employee’s official duties.

5. When an employee is in court during the work shift and must stay longer than the normal workday, this is shift extension and is compensated as such.


### 10.6.05 SERVICE OF SUBPOENAS AND SUMMONSES ON EMPLOYEES

<table>
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<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>The Court Liaison Officer will ensure that summonses and subpoenas that are issued are forwarded to the employee’s supervisor as soon as practical after the court date is set. Phone notification alone will be avoided unless there is insufficient time after the court date is set to issue and serve a written notice.</td>
</tr>
<tr>
<td>B.</td>
<td>Subpoenas and summonses will be served on department employees only by supervisors and above, or their designees. Specifically, supervisors who are responsible for daily briefings in their respective units will execute these documents on a daily basis. If an officer is unavailable (vacation, injury, sickness, etc.) the supervisor will note the reason on the document, along with his or her name and the date, before returning it to the issuing authority. All criminal and traffic subpoenas and summonses will be executed without delay.</td>
</tr>
<tr>
<td>C.</td>
<td>Supervisors/commanders who receive a subpoena or summons for service on a subordinate must execute the paper in person. Signing off on the paper and placing the subpoena/summons in the officer’s mailbox is not permitted.</td>
</tr>
<tr>
<td>D.</td>
<td>Supervisors/commanders who receive a subpoena or summons for service will execute the paper by placing their name, serial number, and the date of service on the &quot;copy to return&quot; of the document. The supervisor/commander will then require the officer being served to place his or her name, serial number, and date received in the officer's mailbox.</td>
</tr>
</tbody>
</table>
on the "copy to return" of the paper. The "copy to serve" of the executed document will be given to the officer being served. The "copy to return" will be routed back to the Court Liaison. [74.1.2]

E. Officers, having been properly served, will retain their copy of the subpoena/summons until the case is resolved by the court.

By Authority Of:

Earl L. Cook
Chief of Police
RELEASE OF STATISTICAL INFORMATION

Effective Date: 04-28-2016 | Cancels: 06-24-2009
Updated Date: | Section(s): | SME Review Date: 2019
Updated Date: | Section(s): |
Updated Date: | Section(s): |

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10.7C.01 POLICY/PURPOSE

It is the policy of the Department to support the dissemination of specified crime information to enhance public information and generate community support.

The purpose of this Directive is to establish guidelines for the release of statistical information (e.g. crime statistics, calls for service) to the public or to other agencies.

10.7C.02 USE OF STATISTICAL INFORMATION

Employees frequently compile statistical information to support programs, procedures and policies of the Department, and to respond to requests for information from outside the Department. Most statistical retrievals are related to crimes, incidents, or calls for service. It is important that information of this type is retrieved from the same sources, using the same methods, and that release of such information be controlled to ensure accuracy and consistency. The primary responsibility for initiating the retrieval of information lies with the employee who first becomes aware of the need for the information. Depending on the purpose for which the information is intended, the
employee may use formal or informal retrieval methods (explained later in this Directive), as appropriate.

**10.7C.03 RESPONSIBILITIES**

**A.** All employees will respond courteously to requests from the public for information related to the Police Department's role in the community. If the information requested is not immediately available, employees will direct the citizen to the unit or employee able to provide the information. If unsure about a referral, employees should seek advice from a supervisor. Requests about crime in specific neighborhoods or areas should be referred to the Crime Prevention Unit (703-746-1920), or the current Crime Prevention Officer. Employees should avoid excessive referrals and should make every attempt to handle the request personally. This may mean making the appropriate internal contact and then calling the citizen back with the information, or making arrangements for the appropriate contact person to call the citizen back.

**B.** The Crime Prevention Officer will handle all telephone requests for information about crime in individual neighborhoods or areas of the City, except for requests from the Media, which will be referred to the Public Information Office. Most callers need a limited amount of data about criminal activity in their neighborhoods, or in areas into which they may relocate (e.g. Part I crimes by census tract, compared to other areas of the City). The Crime Prevention Officer will ensure that no value judgments are offered when responding, such as whether a particular area is "good", "bad", or "drug-infested". Callers seeking more detailed information, or seeking written reports, will be referred to the Public Information Office.

**C.** Public Information Office (PIO) staff will handle all requests from the Media in accordance with existing policy (see Police Directive 10.21, Public Information and Media Services). Additionally, PIO staff will handle all public requests for detailed statistical information pertaining to duties and functions performed by Police Department personnel (including requests for written reports). PIO Staff will coordinate such requests with the appropriate personnel from this Department or from other City agencies, and will determine whether such requests can be granted. Care should be exercised to determine whether other personnel are working on similar requests from other sources (e.g. Council Request; Civic Association request; Request from Zoning for Police comments on Special Use Permits). The City Council Liaison is the internal source most likely to be aware of such parallel projects. When possible, statistical information should be released in the same format to all persons concerned with the same issue.

When time is not of the essence, Public Information Office staff may find it useful to refer certain requests from the public to a specific Civic Association liaison officer. This may avoid duplication of effort and help keep the liaison officer aware of requests originating within the Civic Association.
D. The **ISS Commander** will handle all Subpoenas Duces Tecum requests.

E. The **Chief of Police** or person acting in that capacity, will normally receive requests directly from the City Manager's Office, the Office of the Mayor or any City Councilmember, or City Department Heads or Deputy Department Heads, to be handled as that official deems appropriate. Some requests may be communicated directly to the City Council Liaison for logging, referral, or other appropriate action. If such requests are communicated directly to any employee not mentioned above, it is the responsibility of that employee to immediately inform the Chief of Police, or the person acting in that capacity, of the request and any response.

F. The **City Council Liaison** will handle all Freedom of Information Act (FOIA) requests received. Because of the time constraints imposed by law, all personnel will cooperate and assist when asked to help coordinate the responses.

G. The **Crime Analysis Unit** will handle requests from other law enforcement agencies.

H. The **Fiscal/Fleet Management Commander** will handle all requests for information about requested, authorized or actual expenditures or budgeted items, as specified in the published City Budget, or contained in internal documents.

I. The **Personnel and Training Commander** will handle all requests for information about authorized or actual numbers of personnel, including listings of personnel by race, sex, rank, and/or position.

J. The **Chief of Police**, or the person acting in that capacity, may designate any employee to communicate statistical information for specific purposes, either orally or in writing, as deemed appropriate.

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**10.7C.04 INFORMAL RETRIEVAL METHODS**

Informal retrieval methods are appropriate when compiling information for internal use only, for use in general discussions with employees of other agencies, or for discussion before a limited public audience. In such cases, employees should identify the source, such as "preliminary analysis, based on raw data", or "extracted from (cite official published source)". **Printed documents** retrieved using Informal Methods will **not be disseminated outside the Department**.

Employees are encouraged to use recent technological advancements, i.e., PRISM, Naviline, or ATACRAIDS, to perform their inquiries and analyses.

Listed below are examples of informal retrievals, along with the purposes for which they would most often be used:
A. Use of the PRISM or Naviline programs for internal staffing analyses or deployment decisions;

B. Retrieval of any information from PRISM or Naviline by Civic Liaison Officers for oral presentations at Civic Association meetings;

C. Use of any PRISM or Naviline information by Community Relations staff for oral responses to potential buyers or renters of real estate;

D. Extracting data from official published sources (e.g. Approved P.D. budget; Department or City Annual Reports; previously issued News Releases) for internal use, or for use by staff members when attending official public meetings;

E. Extracting historical data from statistical records maintained in Crime Analysis for various types of crime, staffing, and statistical analyses; or

F. Approximating Citywide crime percentage increases or decreases, based on the weekly Crime Analysis numbers posted and distributed within the department.

10.7C.05 FORMAL RETRIEVAL METHODS

Formal methods are used to produce reports expected to result in publication of statistical information outside the Department, to be distributed to City Officials or other City agencies, or to be used in public or private discussions on topics related to governmental policy decisions. Printed documents produced through formal methods must show the source of the data (e.g. Annual Crime Report; 2015 APD Annual Report, p.2), must include sufficient information to allow verification of comparisons and percentages, and must indicate the person making the request and the person(s) who conducted the research. The commander of Crime Analysis must review all such formal reports before being sent outside the Department.

A. The employee requesting the statistics and/or analysis will put the request in writing or e-mail and forward it to Crime Analysis. The employee must make the request specific enough that Crime Analysis can retrieve the required information without further direction or interpretation. Certain critical elements must be included in every request:

1. Time period covered by the request and any additional time periods needed for comparisons;

2. Type of information needed (e.g. Calls for Service; Part I Crimes; All Reported Incidents; Specific type of incident, crime or call); and

3. Geographic area (often the most critical element of the request). Retrievals by census and sub-census are easily retrievable from existing
programs. Other retrievals take considerable time and effort, and are only accurate if specific information is requested. If a range of blocks is cited, the Crime Analyst must know all of the intersections within the range, and if both sides of the street are needed. If the request is for a geographic area (e.g. Civic Association; Resident Officer area) that has not been previously entered into the database, it will probably be necessary to contact the Crime Analyst directly to define the area in question. Care should be exercised when writing the request, particularly when your interest is in an area where the dividing line between a census or sub-census tract is down the middle of a street, such as Mt. Vernon Ave.

B. The employee should provide as much advance notice as possible, since the Crime Analyst's workload can be extremely heavy. The employee should cite factors that affect the timing of the request (e.g. needed for inclusion in City Council request, due 2-7-16; needed for Civic Association meeting on 2-15-16). Since most civic associations meet on a regular basis, it is usually possible to forward requests several weeks before the scheduled meeting. Requests for statistics that provide less than a one-week turnaround may create a situation that prevents timely compliance with the request.

C. Emergency requests should be communicated in person to the Commander of Technology, Data and Analysis, who will attempt to comply with the request.

BY AUTHORITY OF:

Earl L. Cook
Chief of Police
10.7.01 POLICY AND PURPOSE

It is the policy of this department to collect, analyze and disseminate crime-related information to facilitate accomplishing the department’s mission. [15.1.1.b.]

The purpose of this directive is to establish guidelines for the creation, dissemination and use of crime analysis products.

10.7.02 CRIME ANALYSIS UNIT

A. The Crime Analysis Unit is part of the Technology, Data and Analysis Division, in the Administrative Services Bureau.

B. The Crime Analysis Unit will review internal and external documents, collect crime data, and extract and collate useful information. Sources of such information may include: [15.3.1.a.]
   1. Incident Reports (APD-7);
   2. Supplemental reports (APD-7, 7A, 7B, 7C, 7D);
   3. Field Interview Cards (15A);
   4. Internal intelligence;
   5. Area agency crime alerts and bulletins;
   6. Media and civic associations;
   7. Other City Agencies;
   8. Police Chief’s daily crime information meetings.
C. This information will be analyzed to identify incident trends, patterns and similarities to assist operational deployment, investigations and administrative support activities. The crime analyst may consider the following parameters:

1. Frequency by type of crime;
2. Geographic factors;
3. Chronological factors;
4. Victim and target descriptors;
5. Suspect descriptors;
6. Vehicle descriptors;
7. Modus operandi factors;
8. Physical evidence information; and
9. Problem oriented or community policing strategies, if any.

D. The Crime Analysis Unit will disseminate data of interest to users, including:
   1. Police Chief;
   2. Patrol Operations Bureau;
   3. Criminal Investigations Section;
   4. Operations Support Bureau;
   5. Vice/Narcotics Section;
   6. Planning, Accreditation & Directives Section;
   7. Other criminal justice agencies;
   8. Local government departments; and
   9. Public/media services (in concert with the Public Information Office).

E. The Crime Analysis Unit will maintain communication with the users of crime analysis products to enhance collection, dissemination and evaluation of those products. The goal of the crime analysis function is to assist department personnel in the fulfillment of the department’s missions. This may include providing tactical analysis of crime patterns and trends, strategic analysis of data to enhance directed patrol; aiding in short term and long term resource allocation and plans, conducting problem analysis; and performing any special analysis as assigned.

### 10.7.03 RESPONSIBILITIES

A. The Crime Analysis Unit will use data from the Alexandria Police Department’s Records Management System (RMS) for analysis. The Crime Analysis Unit will also use Alexandria City’s Geographic Information Systems (GIS) Department data for analysis as well.

B. The Crime Analysis Unit will track Part 1 and nuisance crime using GIS technology and crime analysis software. This analysis will be distributed to effected commanders, supervisors and officers.
C. The Crime Analysis Unit will brief the police chief and commanders on crime patterns or trends. [15.3.1.c.]

D. Commanders, supervisors and officers are encouraged to provide feedback to the Crime Analysis Unit concerning crime analysis products.

E. The Crime Analysis Unit will disseminate timely analysis of series and trends via the Mobile Data Browsers (MDB) and Microsoft Outlook for commanders, supervisors and officers.

F. The Crime Analysis Unit will produce weekly Patrol SRS reports, monthly SRS Reports and crime bulletins for dissemination to police staff. [15.3.1.b]

10.7.04 EVALUATION AND FEEDBACK

A. The effectiveness and use of crime analysis products and services will be reviewed every two years using a survey instrument. This survey will solicit feedback on products, projects, analysis and maps produced by the Crime Analysis Unit.

B. Findings and suggestions from the survey will be given consideration, with the goal of increasing the usefulness and efficiency of the crime analysis function.

By Authority Of:

Earl L. Cook
Chief of Police
10.8B.01 POLICY AND PURPOSE

It is the policy of this Department to keep commanders and supervisors informed of unusual events and to ensure specific Police Department and City officials are notified about serious crimes and incidents.

The purpose of this directive is to ensure that each employee has an understanding of the notification procedure to be followed in cases involving serious crimes and incidents. The notification procedure will: (1) ensure operational efficiency by assigning responsibility; and (2) ensure that notifications are made.

10.8B.02 DEFINITIONS

Command Page – a method utilizing the police department text message pagers to notify groups of employees, i.e., command staff, Crash Reconstruction Team, S.O.T., resource sergeants.

Commanders’ Daily Activity Report – a daily activity report prepared by each patrol shift and other specialized units highlighting serious incidents or calls of interest that occurred during their tour of duty. The reports are distributed by hardcopy or e-mail.
**Serious crimes and major incidents** – 
1. homicide or suspicious death;
2. serious injury or death of any Department employee;
3. use of deadly force by police;
4. major fire or hazardous material incident;
5. hostage or barricade situation;
6. commercial robbery or any robbery involving serious injury;
7. felonious assault involving firearms;
8. transportation accidents, vehicular, air, rail, water, etc., that results in serious injuries, death or extensive property damage;
9. natural or man-made disasters that result in injuries, death, or extensive property damage;
10. civil disorder;
11. incident involving contact with City Council members;
12. crimes involving City facilities or employees;
13. reportable criminal activity involving gangs;
14. incidents of a scale that necessitate sustained response by multiple City agencies;
15. incidents where there may be a question as the Department’s liability; 
16. incidents which may result in heightened community interest; and
17. any other incident the patrol watch commander deems necessary.

**10.8B.03 RESPONSIBILITIES**

A. All commanders will provide up-dated succession of command/emergency call-back lists to the Department of Emergency Communications (DEC) and Planning by the first of January, April, July and October, or more often if significant changes have occurred.

B. The Special Operations Division Captain of the Operations Support Bureau will ensure a partial mobilization drill is conducted each October and a full-scale mobilization drill is conducted each April, in accordance with Annex 1 (Mobilization Plan) of the Incident Command System. Reports detailing the results of these mobilization drills will be submitted to the Chief of Police.

C. The scene supervisor at any serious crime or incident will first make or request any immediate notifications necessary to accomplish the operational objectives.

D. The patrol watch commander (or designee) will (in the event of a serious crime or major incident) ensure notifications are made to specific personnel, depending upon the circumstances. The patrol watch commander will either personally make the necessary notifications, or will specifically designate someone to make them. The person making the notifications will have adequate information to respond to the questions most likely to be forthcoming. It is essential that he/she be provided with a phone number for the supervisor on the scene, should there be a need to clarify certain aspects of the crime or incident.
E. The patrol watch commander will include on the Commanders’ Daily Activity Report (APD-169), any pertinent information on serious crimes or major incidents that occurred during their shifts. This will include any notifications of police commanders or city officials.

F. Personnel assigned to the Office of the Chief of Police will notify the appropriate personnel as soon as they become aware of any temporary changes in the emergency notification procedures for city officials in cases of serious crimes or major incidents.

**10.8B.04 PROCEDURES**

A. In most cases, the first stage of the notification process will begin when the scene supervisor requests the notification of key personnel who will be actively involved in conducting the investigation or controlling the scene. Depending upon the day and time, this notification may require activation of the appropriate callback procedure.

B. The next stage of the process begins when the scene supervisor notifies the patrol watch commander about the occurrence of a serious crime or major incident. The patrol watch commander will decide if any notifications are necessary, i.e., command page, and who will be notified.

C. The patrol watch commander will then continue the notification process, if appropriate. The patrol watch commander will notify the patrol bureau commander and confer with that bureau commander concerning the need for further notifications of police or city officials, and who will make the determined notifications.

D. If the incident is of a nature likely to require the sustained or on-going response and coordination of more than one city agency (i.e. Fire Department, Police Department, T&ES) the incident commander will promptly (as soon as the need becomes apparent) notify the DEC commander, who will make the City Emergency Management Group notifications to further coordination of the multi-agency response. Some examples may include (but are not limited to): flooding or other natural disasters, HAZMAT incidents, train wrecks/accidents aircraft crashes, serious construction accidents or building collapses, terrorist/WMD incidents.

**10.8B.05 DEATH NOTIFICATION OF AN ACTIVE EMPLOYEE**

The Chief of Police or designee will immediately contact his staff to begin the process of notifying department personnel when advised of the death of an active department employee. Bureau Commanders shall activate appropriate procedures to ensure this notification is made in a timely and sensitive manner.
By Authority of:

Earl L. Cook
Chief of Police
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10.8.01 PURPOSE AND POLICY

The purpose of this directive is to establish guidelines to indicate when reports must be written, forms to be used for reporting, information required for reports, and procedures to be followed for completing, submitting and processing reports.

It is the policy of this department that an Offense/Incident Report (APD-7) will be initiated by the investigating officer upon receiving information, on-view or otherwise and regardless of the source, concerning criminal complaints. The report is a record of information received and will be used to document the incident, aid the investigating officer, determine appropriate follow-up, assist with prosecution and assist in report writer performance evaluations.

NOTE: At this time, all officers have either been trained to use the electronic reporting system (Report Manager program) or will be in the future. Once an officer is trained to use the electronic reporting system, they must use that to complete reports and not use the forms to complete a hand-written report.

Currently, the only groups of employees who do not use the Report Manager program are the Animal Shelter and the Alexandria Office of Sheriff. All other employees are required to use the Report Manager program.

10.8.02 RESPONSIBILITIES

A. Responsibilities of Report Writers:
   1. Conduct a complete and thorough investigation, documenting all steps taken.
   2. Complete an offense/incident report if assigned the preliminary investigation.
      Complete a supplemental report when assisting with an investigation, or when assigned a follow-up investigation, or whenever information that is related to the investigation and that should be recorded comes to your attention.
      a. ALL OFFENSES require an incident report.
      b. All LOST PROPERTY requires a full report to be written.
      c. Incidents of lost or stolen pass ports will be referred to their embassy.
      d. Complete all applicable blocks as accurately as possible.
         i. Blocks that do not apply to the reported offense should be left blank.
         ii. Place a "U" in blocks that do apply, but for which information is unknown.
         iii. Blocks indicated by shaded triangles in the upper right corner are for Information Services Section (ISS) use only.
      e. Obtain a case number from Communications and use the same case number on all pages of the report and all supplements to that report.
         i. Officers supplementing a previous report should ask the dispatcher specifically for the original case number and time.
         ii. Officers should not use the case number and time listed on their MDB when following up a call for service.
f. In the rare instances where the Report Manager Program is not used to create a report. The writer will print or type in letters large enough to read, on the appropriate report form using a black, medium point pen or other black ink. Reports written by hand, typewritten, or created using any combination of computer hardware and software must be created to be acceptable as an Alexandria Police Department report. (See Note in 10.8.01 above) [82.2.1.d]

g. Write the narrative.
   i. Describe the elements of the offense in the first paragraph.
   ii. Follow with a chronological, detailed and logically organized description of events.
   iii. Include all investigative steps taken, even those producing negative results, to avoid duplication of efforts by later investigators.
   iv. Include statements made by each person involved in the report.

h. Ensure the accuracy, legibility, correct grammar, spelling, sentence structure and completeness of the report.
   i. Ensure all data is recorded correctly. Signing the report is an affirmation by the writer that the report is true, accurate, and correct to the best of his or her knowledge. [82.2.1.e]

j. The primary victim or owner should be the first person or business listed on the report. All victims or owners should be listed as such, and should be listed prior to any reporting parties or witnesses. However, the reporting party or witness may be listed first if the owner or victim is unknown.

k. Military time will be used whenever time is indicated.

l. Only standard abbreviations may be used.

m. The use of ten codes in the narrative is prohibited except for direct quotes.

n. Opinions of a report writer concerning an investigation must not appear in an original report; they should be included in a separate supplement. Victims have the right to read an original report, but are not normally permitted to review supplements, which are considered confidential.

3. Contact a supervisor when a question arises as to the need for a report.
4. Maintain notes adequate for courtroom testimony.
5. Periodically during their tour of duty, check with their supervisor for the purpose of turning in completed reports. [82.2.1,e]

6. Ensure that all of their reports are completed, signed by a supervisor and turned in to ISS prior to the end of their tour of duty. Any notification to ISS regarding reports that will be turned in later must be routed to ISS through the watch commander (or other division commander if applicable) and will be limited to unusual circumstances. [82.2.1.e]

7. Notify ISS of any arrest other than misdemeanor traffic (exception: when traffic warrants have a Warrant/Capias Control Card attached, ISS must be notified of the arrest). In all cases notification must be in a timely manner and prior to the end of the shift.

8. Notify ISS promptly upon verification of a grand larceny auto or recovery of a vehicle (including mopeds).
B. Supervisors/Reviewers Will Ensure: [82.2.1.e]

1. Completed reports are retrieved from report writers periodically during the tour of duty.

2. The report represents a complete and satisfactory investigative effort with a clear and concise description of events, before approving the report. Reviewers must sign and check the status block on only the first page of each report or supplement.

3. All appropriate blocks are completed with accurate information relevant to the type of offense. [82.2.1.c]

4. Offenses listed are consistent with supporting facts or data in the report, according to elements of the offense stated in the Virginia Code or Alexandria City Code. [82.2.1.c]

5. The report is legible and complete.

6. Persons named in the report are properly identified and their roles specified.

7. All stolen, lost, and/or recovered property is fully and clearly described, with all weights estimated. Exact weight measurement, with the source of measurement noted, may be listed in the narrative.

8. Any referrals have been completed and documented in the report.

9. All supplemental forms applicable to the offense or incident are completed.

10. Spelling, grammar and sentence structure is correct and the report is logically written.

11. The report writer has completed an appropriate preliminary investigation of each incident or offense. [82.2.1.d]

12. Follow-up is assigned as indicated by the contents of the report or the need for any further investigation. [41.2.2.a]

13. Reports are promptly forwarded to ISS.

14. Necessary attachments are forwarded with the reports to ISS (examples: teletypes, photographs of runaways, executed warrants served as summonses).

15. All reports are submitted prior to the conclusion of the writer’s tour of duty. Incorrect or incomplete reports will be corrected prior to the end of the writer’s tour of duty. [82.1.5]

16. ISS has been notified of all arrests and GLA reports and recoveries.

C. Order Of Report Forms

1. When turning in hand-written reports, the forms should be placed in the order indicated below.
   a. Offense/Incident Report APD-7
   b. Victim Information (A) APD-7K
   c. Witness Supplement (B) APD-7A
   d. Supplement (C) APD-7J (lined) or 7H (unlined)
   e. Suspect/Arrest Report (D) APD-7B
   f. Juvenile Arrest Report (D) APD-7E
   g. Stolen/Lost/Recovered Property (E) APD-7C
   h. Method of Operation & Supplemental Officer Assault Report (F) APD-7G
   i. Domestic Violence Supplement APD-7F
2. Most original reports will fall within the above order. Supplement reports may fall in this order as well. The letter in parentheses after the form title corresponds to the letter in the bottom right hand corner of the form. Forms should be placed in alphabetical order by this letter. Multiple forms should be placed together and forms that are not applicable should not be used.

D. ISS Responsibilities:
1. ISS personnel will
   a. Verify that reports bear a supervisor's signature of approval.
   b. Check reports for accuracy and completeness. If information on the report is incorrect or the report is illegible, etc., an ISS supervisor will attach a copy of the report to a Quality Control Report (APD-7Q) indicating the errors. The report and APD-7Q will then be forwarded, through the case review officer, to the supervisor who approved the report.

E. The Case Review Officer Will:
1. Review all reports for completeness, accuracy and legibility.
2. Upon discovery of an error, complete an electronic Quality Control Report (APD-7Q) indicating the errors, and forward the APD-7Q to the approving supervisor and the reporting officer requesting correction of the error be completed in five (5) days.
3. Have final authority for the proper title of a report.
4. A log of all APD-7Qs will be maintained on all 7Qs that are issued.
5. Assign follow-up on cases that contain investigative leads and/or need further investigation.
6. The case review officer has the authority to set technical report style guidelines for areas not specifically covered in this directive. Such guideline decisions will be made available to the report writers.

F. The Property Section supervisor will ensure that the forms listed in this directive are adequately stocked in the Report Room.

**10.8.03 COMPLETING REPORTS (GENERAL)**

A. The Department’s comprehensive reporting takes many forms, including but not limited to unit records, various internal police forms, electronic records of events, offense/incident reports, and traffic and parking citations. Every incident in one or more of the following categories must be reported in some manner if the incident is alleged to have occurred in Alexandria:
1. Citizen reports of crimes.
2. Incidents resulting in an employee being dispatched or assigned.
3. Criminal or non-criminal cases initiated by law enforcement employees.
4. Incidents involving arrests, citations or summonses.  
   [82.2.2,a-e]
B. Ordinarily, a sworn, uniformed officer answers complaints brought to the attention of the Department for investigation. Whether in the field, in person, via TRU, or other circumstances, the employee handling a call for a citizen complaint will conduct a thorough preliminary investigation of the offense or incident. The investigating employee should complete all required reports and document each investigative step taken, even those with negative results, so other Department units do not duplicate efforts. Depending on the complexity or gravity of the incident being investigated, the report writer may be required to notify a supervisor and/or a follow-up investigator. Such notification will be promptly accomplished.

C. Incident Report
1. An incident is defined for IBR reporting purposes as: one or more offenses committed by the same suspect or group of suspects acting in concert at the same time and place.
   a. Acting in concert requires that the suspects actually commit or assist in the commission of the crime(s). The suspects must be aware of and consent to the commission of the offense(s). This is important because all of the suspects in an incident are considered to have committed all of the offenses in the incident. If one or more of the suspects did not act in concert, then there is more than one incident involved.
   b. Same time and place means that the time interval between the offenses and the distance between the locations where they occurred were insignificant. Normally, the offenses must have occurred during an unbroken time duration and at the same or adjoining location(s). However, incidents can also be comprised of offenses, which by their nature involve continuing criminal activity by the same suspect(s) at different times and places, as long as the activity is deemed to constitute a single criminal transaction. For example: over a period of 18 months, a computer programmer working for a bank manipulated the bank computer and systematically embezzled $70,000. The continuing criminal activity constituted a single incident involving the crime of embezzlement.

2. The incident report will be used for all reportable events and for those otherwise non-reportable events in which charges may be pending and/or further investigation is necessary. An incident report should also be written for a non-reportable event in which important information needs to be documented or shared with other agency members. Title these reports as “Police Information (Suspected [insert offense]).” “Police Information” reports will only be taken when no offense can be confirmed.

3. The incident report form is comprised of six (6) segments. These segments describe the incident, offense, victim, suspect/arrestee, vehicles and property. Each incident report must have at least one incident, and one offense submitted along with the supplement (narrative) page. Each incident report must have at least one victim segment, except when the officer is the reporting party. In those cases, the victim is listed as “Society/Public”. Depending on the circumstances of each offense, other segments may be required. For every incident involving
more than one offense, victim, and suspect/arrestee, a separate segment should be submitted for each.

4. **Shaded areas** on the report forms represent elements required by the FBI and Virginia. It is important that report writers complete all shaded areas that are relevant and for which information is available.

5. **Codes (check off boxes)**
   a. For situations in which only one code can be used, but two or more codes would be appropriate, use the most specific code. For example, in reporting the robbery of a 7-Eleven store, the location code could be **Office Building**, **Convenience Store** or **Grocery/Supermarket**. Since **Convenience Store** is the most specific descriptor, it should be used.
   b. For situations in which more than one code may be used, the maximum number of codes that may be used is listed. For example, in reporting the manufacture and selling of drugs, the type of criminal activity codes would be both **cultivate/manufacture/publish** and **distribution/selling**.

D. **Follow Up Report**
1. After a preliminary report is taken, additional information is often obtained, requiring the adding to, modifying or deleting of information recorded earlier. For Virginia Incident Based Reporting System (VIBRS) purposes, a report would need to be updated only if the change would substantially alter the report's statistical significance. However, a report may need to be updated for police purposes that would not effect VIBRS.
   a. **Examples requiring an update**: discovery of an additional unreported offense, victim and/or suspect; subsequent arrest or exceptional clearance; discovery of a significant amount of unreported property loss; recovery of stolen property; incorrect entries such as the offense codes, victim's or arrestee's race or sex, or other important data.
   b. **Example of circumstances not requiring updating**: the true value of stolen property ($958) is learned after an estimate ($1000) was reported.

E. **Case Status Definitions**
1. **Open**: The case will continue to be investigated.
2. **Pending**: The case has been investigated, with all relevant information gathered and leads exhausted, all of which have been documented in the report.
3. **Terminated**: The investigation of a **non-criminal** incident has been brought to a conclusion, with enough information to determine conclusively the details of the incident and that a criminal offense had not been committed.
4. **Unchanged**: The case’s previous status has not changed.
5. **Arrest**: An arrest was made relating to the original reported incident and the case has not previously been closed. An offense is "cleared by arrest" or solved for IBR reporting purposes when at least one person is arrested and charged with the commission of the offense. This includes citing adults or juveniles (including booking on information) with direction to appear in court at a future date. The investigation may be completed at this point or it may be continuing. Check arrest, unfounded, or exceptional only once; after that, check the **unchanged** block.
6. **Unfounded**: Investigation conclusively shows that the report is found to be false or baseless, or further investigation reveals that the offense did not occur or is reported under another case number. Recovering property or the lack of prosecution does not necessarily unfound a case.

7. **Exceptional**: In certain situations, police are not able to follow the steps outlined under "clearance by arrest" to clear offenses known to them. In many instances, police have exhausted all leads and have done everything else possible to clear a case.
   a. To close exceptional, all the following questions must be answered "yes:"
      i. Has the investigation definitely established the identity of the offender, including the suspect(s) name, DOB or age, sex, and address?
      ii. Is there enough information to support an arrest? The Commonwealth's Attorney or an assistant should be consulted in felony cases.
      iii. Do you know the exact location of the offender so that you could take him or her into custody?
      iv. Is there some reason outside police control that stops you from arresting, charging, and prosecuting the offender?
   b. Examples of exceptional clearances include, but are not limited to:
      i. The offender is dead.
      ii. Extradition is denied, preventing arrest and prosecution.
      iii. The incarceration of the suspect in another jurisdiction and unavailability for trial on this case.
      iv. The unavailability or unwillingness by the victim or witnesses to testify in court, or the victim otherwise refuses to cooperate in the prosecution, AND the answer is "yes" to the first three questions above in section “a.”
      v. An opinion from the commonwealth's attorney that the case is chargeable but would not be successfully prosecuted because of evidentiary or other concerns.
      vi. The handling of a juvenile offender by notice to parents either orally or written, in instances involving minor offenses. No referral is made to Juvenile Court as a matter of publicly accepted police policy.

8. **Detox**: The suspect was transported to a detoxification facility, and was accepted by the facility.

9. **Mental TDO**: The suspect was served with a mental detention order

10. **Transfer to Other Jurisdiction**: The suspect was arrested by an Alexandria officer for a charge in a neighboring jurisdiction. The officer transferred custody of the suspect to an officer from the neighboring jurisdiction.

F. **Case Closures**

1. **VIBRS guidelines** permit cases to be closed only once and by one of only three means: arrest, unfounded or exceptional clearance. This does not necessarily mean that the investigation is complete.

2. The recovery of property is not sufficient to clear a case.
10.8.04 OFFENSE/INCIDENT REPORT (APD-7)

A. The Offense/Incident Report (APD-7) is the basic report form used to collect data for most offenses.

B. When the APD-7 is used as a supplement, the following blocks MUST be completed: Original/Supplement, Case Number, Offense, Date/Time Reported (date of supplement, not the original report) and Name (the original victim's name). Use additional name blocks for added names of witnesses. Complete any other blocks as needed.

C. For recovery of a vehicle previously reported stolen in Alexandria, an APD-7 must be completed to supplement the original report. The vehicle section of the form must be completed along with the blocks mentioned above. Recovery of vehicles stolen from another jurisdiction requires an original report, and all blocks necessary to a basic report must be completed. Out of Town GLA Recovery reports will be closed "Terminated" if there is no arrest.

D. For runaway, missing juvenile, missing person, suicide and attempt suicide reports, the victim will be listed in the NAME block using the appropriate involvement code (I-Code), not in the suspect section. The Virginia Missing Children Information Clearinghouse Report (APD-134) will be completed when taking runaway or missing juvenile reports. The Affidavit for Missing Persons Age 18 or Over Report will be completed when taking adult missing persons reports. See Directive 10.36, Missing Persons, for more information.

E. BLOCK DESCRIPTIONS: Items below are numbered in the order in which they appear on the form as of this writing. The blocks are not numbered on the form itself.

1. Juvenile Arrest: check this block if a juvenile arrest is made.
   a. Reports about a juvenile or his/her property will list the juvenile as the victim or owner.
   b. The parent or guardian making the report, if any, will be the reporting party.

2. Original/Supplement: check the appropriate block.

3. Property Number: include the property number if applicable, in the narrative.

4. Case Number: Enter the case number supplied by the dispatcher.

5. Date(s) of incident: Date(s) of occurrence: If the offense occurred between two dates, enter from date-to-date, e.g., 01/01/00 - 01/10/01.

6. R: This indicates a broad range of time that cannot be determined at the reporting time, such as the discovery of ongoing criminal activity for which the start time is not clear. In such instances, this block is checked and the fields of Date(s) and Time(s) are left blank. Only the Report Date and Time Received blocks are filled in.

7. Time(s) of incident: The time(s) of occurrence, use the same format as in block 5, using military time.

8. Report date: The date the report was received in Communications. Enter month, day, year (01/01/97).
9. **Time received:** The time the report was received in Communications. Use military time (1300 as opposed to 1:00 PM).

10. **Domestic:** Check yes if it is a domestic-related offense (not necessarily involving violence), otherwise check no. Also complete an APD-7F in all cases involving domestic violence.

11. **Gang related:** Check the appropriate box.

12. **Offense #:** (7 sets) sequential numbers correlating to offenses listed in block 14, below. Check the “A” block if the offense was attempted, or the “C” block if it was committed.

13. **UCR Code:** (7 sets) For ISS use only.

14. **Offense(s) name:** The name of the offense(s) or incident(s) being reported. List these in the same order as the offense numbers.
   a. The elements of each crime being reported must be clearly stated in the narrative.
   b. When more than one offense is involved in the same incident, the most serious offense must be listed first. Other offenses are then listed in no particular order. Every offense that occurred must be listed.
   c. If an APD-7 is used as a supplement, the offense listed will be the current offense title, which may differ from the original title if the report has been reclassified.

15. **Complainant’s Name:** The full name of the primary victim, either a business or person (mandatory: last name, first, middle initial or middle name).
   a. Use the person’s legal name, not a nickname.
   b. Confirm the correct spelling of the name.

16. **Location of Offense/Incident:** The exact street address where the offense took place; if the incident did not occur at an exact address, then enter the block number and street where it occurred. Any other descriptors serving to pinpoint the location (e.g., street in front of, sidewalk in front of; alley behind) will be included in the narrative.
   a. Do not list intersections for location unless the offense actually occurred in the street at an intersection.
   b. If the offense occurs on a business property, indicate the business name as well as its address.
   c. Only one location per report.
   d. For recovery of vehicles stolen in the city:
      i. Insert the jurisdiction of recovery (i.e., Fairfax County, VA or Montgomery County, MD) if the vehicle was recovered in another jurisdiction, along with the exact street address, if known.
      ii. Use a street address if the recovery was in Alexandria.

17. **Apartment Number:** The apartment number of the offense location, if applicable.

18. **Bias motivated crime:** Check the appropriate box(es).

19. **Weapon or force used:** Check the appropriate box(es). Place an “A” next to the box if the weapon was fully automatic.

20. **Type Criminal Activity:** check up to three boxes as appropriate.

21. **Location code:** Check the one most appropriate box.

22. **Suspect used:** Check the most appropriate box(es).
**Vehicle Information Blocks (2 sets on form)**

23. **Vehicle #:** Number vehicles sequentially.
24. **Year:** The last two digits of the production year of the vehicle. If unsure, enter a range (e.g., 93-95).
25. **Make:** Manufacturer's brand name (e.g., Chevrolet).
26. **Model:** Manufacturer's model name (e.g., Corvette).
27. **Style:** Use only codes listed on the reverse side of the form.
28. **VIN:** The vehicle identification number. Ensure the number is complete and verify it by checking the number on the vehicle against the number on the listing, if available.
29. **License Number:** List letters and/or numerals on the license tag.
30. **State:** The state that issued the license tag; use a two-digit abbreviation listed on the reverse side of the form.
31. **Exp:** The year the license tag expires.
32. **Owner:** Enter the I-code of the vehicle's owner. If it is a suspect vehicle, use 1S in this block.
33. **Impound/Suspect/Victim:** Check the most appropriate block.
34. **T/S Color:** Enter the primary color of the vehicle if solid color or the top color if two-toned. Use color codes on the reverse side of the form.
35. **B Color:** Enter the bottom color if the vehicle is two-toned, otherwise leave blank. Use color codes on the reverse side of the form.
36. **Additional Description:** Any other data that may be helpful in describing the vehicle.
37. **P. Loss:** Enter the appropriate property loss code, listed in item 60.
38. **P. Desc:** Enter the appropriate property description code, listed on the back of the Stolen/Lost/Recovered Property form (APD-7C).
39. **Value:** Enter the amount of damage caused to the vehicle, or value of stolen vehicle. The value of the vehicle will be determined when the information is called in to ISS.
40. **Date Recovered:** The date a stolen vehicle or property was recovered.
41. **VCIN:** For ISS use only.
42. **NCIC:** For ISS use only.

**Property Information Blocks (one set on form)**

43. **Item #:**
   a. List the items in sequential order (on the original APD-7 only).
   b. When later referring to a listed item, use the item number.
   c. If the APD-7 is used as a supplement, do not enter an item number unless the item is recovered or changed, or unless you are certain of the correct number.
   d. If there is only one item of property it will be listed here. If there is more than one item, the first one may be listed here or they all may be listed on the property sheet (APD-39).
44. **Add/Modify/Delete:**
   a. **Add** - for new or additional property. Not for when adding serial numbers or other descriptors to property previously reported.
   b. **Modify** - used to modify property previously reported.
   c. **Delete** – to remove an item from the database (i.e., an item was originally
reported stolen but was later discovered not to be stolen).

45. **P. Loss**: Enter the appropriate property loss code listed below on the form (see item 60).
46. **P. Desc**: Enter the appropriate property description code, listed on the back of the Stolen/Lost/Recovered Property form (APD-7C).
47. **QTY**: Enter the quantity of items.
48. **Item Type**: An explicit description of the item. For further information on describing items and whether items should be listed individually or grouped as one item, see section 10.8.10 for specific instructions on completing the APD-7C.
49. **Brand Name**: The manufacturer's name.
50. **Model**: Manufacturer's model name or number.
51. **Serial Number**: The manufacturer's number found on the item.
52. **Owner**: Enter the I-code of the item’s owner.
53. **Additional Description**: List any unusual characteristics or markings peculiar to the item.
54. **Drug Type**: The type of drug seized.
55. **Drug Meas**: The type of measurement used (for example: grams).
56. **Value**: An estimated dollar amount must be entered, rounded to the nearest dollar. Enter the purchase price, if known, or an estimated value. Use the value of $1.00 for each credit card, ATM card, debit card, or stolen check (regardless of whether the check is filled out).
57. **Recov. Date**: The date the item was recovered.
58. **VCIN**: For ISS use only.
59. **NCIC**: For ISS use only.
60. **P. Loss Codes**: For reference only; codes for entry in block 45, above.

**Additional Blocks on form**

61. **Other Agency Notified**: List any agency outside this Department that was notified, e.g., FBI, Va. State Police, Child Protective Services, Fire Dept., and the person notified.
62. **Follow-Up By**: Enter the name of the person or appropriate unit that will follow-up.
63. **ISS Notified**: The name of the person notified and the date and time of notification of stolen vehicles, and stolen vehicle recoveries (in-state and out-of-state). Note: a new (original) case number is needed for recovery of vehicles stolen from other jurisdictions.
64. **ID Requested**: Check the appropriate block.
65. **Ref Case No.**: Enter any related case number(s).
66. **Basis for Exceptional Clearance**: Check appropriate box.
67. **Officer**: Report writer's name.
68. **Ser.**: Report writer's serial number.
69. **Div.**: Report writer's assigned division, section or unit. Use TRU if the report was taken while assigned permanently or temporarily to the Information Desk or TRU.
70. **Supervisor Approval/Serial #**: The name and serial number of the supervisor approving the report. Only the first page of multiple pages must be signed.
71. **Status**: A supervisor may check the appropriate block (necessary only on the first page if there is more than one page).
72. **Dist.**: Distribution code; for ISS use only.
73. **Rev.**: Reviewer code; for ISS use only.
74. **Exceptional Clearance Date**: The date the case was closed exceptionally.
75. **Page (x) of (y)**: The page number of that particular page plus the total number of pages in the report. The number of pages should include only forms in the APD-7 series (APD-7 through APD-7F), not additional/alternative forms such as the APD-1, 15A, and 134, nor the SP-187 or 194.

### 10.8.05 VICTIM INFORMATION (APD-7K)

A. One Victim Information form (APD-7K) will be used for each victim.

B. **BLOCK DESCRIPTIONS**: Items below are numbered in the order in which they appear on the form as of this writing. The blocks are not numbered on the form itself.

1. **Original/Supplement**: Check the appropriate block.
2. **Case No.**: The case number supplied by the dispatcher or on the APD-7.
3. **Original Offense**: The offense indicated on the APD-7.
4. **Original Complainant's Name**: The name of the complaint as it is listed on the APD-7.
5. **Date of Report**: The date this form is completed.
6. **Victim #**: Sequential person number.
7. **Last/business name/First/Middle**: The name of the complainant or primary victim (person or business).
8. **SSN**: this victim’s social security number.
9. **DOB**: this victim’s date of birth.
10. **Address**: The address of the person or business in block 7.
11. **Home phone**: Include the area code.
12. **Work phone**: Include the area code.
13. **Occupation**: Victim’s type of work.
14. **Place of work**: Where this victim is currently employed.
15. **Relationship of this victim to offenders**: Check relationship under appropriate offender number. The boxes reflect who the victim was to the offender.
16. **Sex**: Check appropriate box.
17. **Ethnic**: Check appropriate box.
18. **Race**: Check appropriate box.
19. **Age**: Enter the exact age or an estimated age range and check the appropriate box.
20. **City resident**: Check appropriate box.
21. **Victim type**: Check appropriate box.
22. **Victim injury**: Check a maximum of 2 appropriate boxes.
23. **This victim related to which offenses**: Check the corresponding offense number that relates to the victim. For example, if a woman was raped while the suspect was also robbing the store, but she was not robbed, she would only relate to the offense of rape, and the business would only relate to the offense of robbery.
24. **Aggravated Assault/Homicide Circumstances**: If this person is a victim of an aggravated assault or homicide, check the appropriate box relating to this victim.
25. Additional justifiable homicide circ: Check one if appropriate.
26. Narrative: Additional information as appropriate.
27. Officer: Writer’s name.
29. Div.: Writer's assigned division or shift.
30. Supervisor Approval/Serial #: The name and serial number of the supervisor approving the report; required only on the first page.
31. Status: A supervisor will check the appropriate block. Use unchanged status if the case was closed previously.
32. Dist.: For ISS use only.
33. Rev.: For ISS use only.
34. Page (x) of (y): The page number of that particular page plus the total number of pages in the report.

10.8.06 WITNESS SUPPLEMENT (APD-7A)

A. This supplement is used to record:
   1. Witness information.
   2. Officer information in cases where the officer is the reporting party (personal information is voluntary).
   3. Reporting party information when the reporting party is not a witness.

B. BLOCK DESCRIPTIONS: Items below are numbered in the order in which they appear on the form as of this writing. Blocks are not numbered on the form itself.
   2. Original/Supplement: Check the appropriate block.
   3. Case Number: Indicate the case number as it appears on the original APD-7 or APD-7B.
   4. Original Offense: The offense as it appears on the APD-7 or APD-7B.
   5. Original Complainant's Name: The name of the complainant as listed on the APD-7.
   6. Date of report: The date this form is completed.

   Witness Information Blocks (6 sets)
   7. Name: The full name of the witness.
   8. I-Code: Choose the code that most accurately describes the relationship of the person to the incident; use only the codes on the reverse side of the form.
   9. Enter the address of the witness.
   10. Home Phone: include the area code.
   11. Work Phone: include the area code and extension, if applicable.
   12. DOB: The witness’ date of birth; list as month, day, then year.
   13. SSN (optional): The witness’ social security number.
   14. Age: Exact age in years. If age is refused, estimate with a range (e.g., 20-25).
   15. Sex: M or F.
   16. Race: Use only the codes listed on the reverse side of the form.
   17. Ethnic: Use only the codes listed on the reverse side of the form.
   18. Occupation: List the specific type of work the person usually does, whether
currently employed or not.

19. **Place of work:** The name and address of the business at which the witness works.

**Additional Blocks on form**

20. **Blank area:** for further information, if needed.
21. **Officer:** Report writer’s name.
22. **Serial Number:** Report writer’s serial number.
23. **Div.:** Report writer’s assigned division, section or unit. Use TRU if the report was taken while assigned permanently or temporarily to the Information Desk or TRU.
24. **Supervisor Approval/Serial #:** The name and serial number of the approving supervisor.
25. **Status:** A supervisor will check the appropriate block. Status definitions can be found in section 10.8.04.E.71 (page10).
26. **Dist.:** For ISS use only.
27. **Rev.:** For ISS use only.
28. **Page (x) of (y):** The page number of this particular page and the total number of pages in the report.

### 10.8.07 SUPPLEMENT (APD-7J, lined, and APD-7H, unlined)

A. The APD-7J and the APD-7H forms are identical except that the 7J is lined in the narrative section and the 7H is unlined.

B. **BLOCK DESCRIPTIONS:** Items below are numbered in the order in which they appear on the form as of this writing. The blocks are not numbered on the form itself.
   1. Original/Supplement: Check the appropriate block.
   2. **Case No.:** The case number supplied by the dispatcher or on the APD-7.
   3. **Original Offense:** The offense indicated on the APD-7.
   4. **Original Complainant's Name:** The name of the complaint as listed on the APD-7.
   5. **Date of Report:** The date this form is completed.
   6. **Narrative:** used to document supplemental information or for continuation of the narrative from other report forms.
   7. **Corrected Offense:** Enter the corrected offense title, if the supplement addresses an error or change to the report title.
   8. **Corrected Complainant:** Enter the corrected primary victim/reporting party (01), if the supplement addresses an error or change to that information.
   9. **Basis for Exceptional:** Check the appropriate box(es).
10. **Officer:** Report writer's name.
12. **Div.:** Report writer's assigned division, patrol shift or unit.
13. **Supervisor Approval/Serial #:** The name and serial number of the supervisor approving the report.
14. **Status:** A supervisor will check the appropriate block. Status definitions can be found in section 10.8.04.E.71 (page10).
15. **Dist.:** For ISS use only.
16. Rev.: For ISS use only.
17. Except. Clear Date: The date the case was closed exceptionally.
18. Page (x) of (y): The page number of that particular page plus the total number of pages in the report.

10.8.08 SUSPECT/ARREST REPORT (APD-7B)

A. This form is used to record the descriptions of suspects or arrested persons. Only one suspect or arrested person will be listed on each form. The description entered should come from the best source. *There is an electronic version of this form available in the Narrative section of the electronic Report Manager program. The electronic version should be used on all arrests when an electronic report is completed. The suspect block should contain a complete description of the suspect.*

B. For any case in which descriptions from different people vary significantly, and for all felony cases, separate forms should be completed showing each witness's or victim's description of each suspect, clearly identifying which witness or victim provided the description. Major differences in descriptions given by witnesses should be explained in the narrative.

C. *If the description consists of no more than race, sex and approximate age, this form is not required; that information may be included in the narrative of the report, except as explained below.*
   1. An APD-7B must be completed for all criminal arrests (except juvenile arrests, which require the completion of an APD-7E in lieu of the APD-7B), all felony traffic arrests, all DWI arrests, habitual offender traffic arrests, and any traffic arrests to close an offense report (e.g., hit & run).
   2. The APD-7B is required to describe suspects in all felony cases and in all sex offenses, even when no arrest has been made.

D. *This form should also be used to document the following:*
   1. Detox Arrest: A suspect is transported to a detoxification facility and was accepted by the facility.
   2. Mental TDO: The suspect was served with a mental detention order.
   3. Transfer to Other Jurisdiction: The suspect was arrested by an Alexandria officer for a charge in a neighboring jurisdiction. The officer transferred custody of the suspect to an officer from the neighboring jurisdiction.

E. BLOCK DESCRIPTIONS: Items below are numbered in the order in which they appear on the form as of this writing. The blocks are not numbered on the form itself.
   1. Original/Supplement: Check the appropriate block. The supplement block should be marked only if there is an existing APD-7.
   2. Career Criminal: Check the appropriate block. Career criminal information is available from ISS. See Directive 10.2, Career Criminals for more information.
   3. Gang Related: Check the appropriate block.
   4. Case Number: Enter the number supplied by the dispatcher or the case number listed on a warrant. If this is a supplemental report, use the case number from the original APD-7.
5. **Offense/Incident:** List the offense from the original APD-7 or, when used to record an arrest for which there is no previous report, indicate the most significant offense charged. If fail to appear, or fail to comply, indicate FTA or FTC and original charge (e.g., FTA/Assault and Battery, or FTC/Assault and Battery). If the arrest is for another jurisdiction, regardless of whether the arrest is by warrant, teletype or other means, write "Foreign Warrant" and list the original charge.

6. **Complainant's Name:** The name of the original victim/reporting party (01) as it is listed in the original APD-7. On arrests without an APD-7, use the complainant listed on the summons or warrant or, if an officer initiated the arrest without the involvement of others, use the officer's name. For Alexandria *court-issued Failure To Appear warrants (FTAs)* note the original complainant, not the officer or court issuing the FTA warrant. For foreign warrants, note the court of jurisdiction as the complainant (e.g., Fairfax County General District Court).

7. **Date/Time:** The date and time of the original offense, not the date and time of the arrest.

8. **Address:** The address (street, city, state and zip code) of the person in block 6.

9. **Home Phone:** Include the area code.

10. **Work Phone/Ext.:** Include the area code.

11. **Suspect #:** Use a separate APD-7B for each suspect, numbering the suspects sequentially.

12. **Suspect Name:** Last, first, middle.

13. **AKA:** Alias or nickname if available (very important).

14. ** Arrested:** Check the appropriate block.

15. **Resident address:** The suspect/arrested person's street address.

16. **Apt:** If applicable.

17. **City:** Self-explanatory.

18. **State:** Self-explanatory.

19. **Zip:** Self-explanatory.

20. **DOB:** Date of birth (mandatory if known).

21. **Home Phone:** Include the area code.

22. **Work Phone/Ext.:** Include the area code and any extension.

23. **DL No.:** Driver’s license number.

24. **DL State:** Driver’s license issuing state; use two-letter abbreviation.

25. **SSN:** Social Security Number (optional).

26. **Arrest location:** The exact location of the arrest (e.g., 400 N. Pitt Street).

27. **Occupation:** List the specific type of work the person usually does, whether currently employed or not.

28. **Place of employment:** Name and address of work place. If there is insufficient space write "see narrative" and place the information in the narrative.

29. **Arrest Type:** Check the appropriate box. Explanations of the types are on the reverse side on the form.

30. **Sex:** Check the appropriate box.

31. **Ethnic:** Check the appropriate box.

32. **Race:** Check the appropriate box.

33. **Age:** Enter the exact age in years (do not include fractions), or an age range, or
check the appropriate box.
34. Place of Birth: Indicate the city, county, state or country of birth.
35. UCR Arr. Code: For ISS use only.
36. Offense Name: name of the most serious offense.
37. Charge Code: The most serious charge only. Use only the code number (e.g., 18.2-95). Any additional charge codes should be placed on the first line of the APD-7B narrative, along with any other additional charges (e.g., Simple Assault - 18.2.57; FTA/Assault - 19.2-128).
38. Weapons at arrest: Check a maximum of 2 boxes; enter an “A” next to the box if the weapon is automatic.
39. Date/Time of Arrest: The date and time the arrest took place (very important for VIBRS purposes).
40. Arrest Transact: If a custodial arrest, enter the AJIS identifier, also referred to as the suspect’s “A number.” If the suspect is released on a summons (VUS), enter the VUS number.
41. Type arrest activity: Check up to 3 boxes.
42. Ar. drug type: Check up to 3 boxes.
43. City Resident: Check appropriate box.
44. Height: Enter the suspect’s height in feet and inches.
45. Weight: Enter the suspect’s weight in pounds.
46. Description blocks: check the appropriate block(s) in each category. Enter a concise description of any tattoos and scars/birthmarks in the space provided under those categories.
47. Clothing description: Complete description of clothing worn.
48. Narrative: May be used for a brief statement of facts or continuation of the narrative if needed.
49. ISS Notified: Indicate the date and time of notification and the person notified of the arrest.
50. Officer: Writer’s name.
51. Serial Number: Writer’s serial number.
52. Division: Writer’s assigned division, section or unit.
53. Supervisor Approval/Serial #: The name and serial number of the supervisor approving the report.
54. Status: A supervisor will check the appropriate block.
55. Dist: For ISS use only.
56. Rev: For ISS use only.
57. Page (x) of (y): The page number of that particular page and the total number of pages in the report.

A. This form will be used instead of the APD-7B for all arrests of juveniles. Use of this form will ensure that juvenile arrests are promptly brought to the attention of staff at the Juvenile and Domestic Relations Court and Youth Services personnel in the Criminal Investigations Section.
B. The form also captures certain information (e.g., gang affiliation, probation status) that enhances the Department’s ability to track and prosecute juvenile offenders, particularly those eligible for inclusion in the SHOCAP program.

C. There is no change in the procedure for recording juvenile suspects on the APD-7B. Information required on this form is similar to that required on the APD-7B in most cases; however, the narrative should include the elements of the offense, much the way adult warrants are written. Example: On January 11, 1990 Robert Green did steal a bicycle, valued at $350 from 315 King Street, the bicycle being the property of John Freer.

10.8.10 STOLEN/LOST/RECOVERED PROPERTY (APD-7C)

A. The Stolen/Lost/Recovered Property form is used to report stolen, lost or recovered property.

B. As detailed a description as possible should be given to assist investigators in locating stolen property or identifying the owners of recovered property.

C. Items considered part of a set should be listed as one item, with a combined value for the set (e.g., socket wrench set, Sears Craftsman ¼" drive, with sockets from ¼" to 1", valued at $45; tea set. antique porcelain teapot & 4 cups, blue & white design, valued at $175).

D. Individual, identifiable items with significant value should be listed separately, listing as many descriptors as possible. Some examples follow.
   3. Type: necklace, cultured pearl, Additional: 8mm pearls, 18" long, Value: $800.
   4. Type: earrings, cultured pearl (1 pr.), Additional: single pearl for each ear, 8 mm, matches necklace above, Value: $200.
   5. Type: vanity set, women's, Additional: sterling silver, includes hairbrush, comb & mirror, initials RBF on each, Value: $100.
   7. Type: shirt, men's dress, Brand: Polo, Additional: Spread collar, WHI, size 15 x 33, Value: $40.

E. Items with serial numbers or unique owner-applied numbers, even if the number is currently unknown, must be listed separately.

F. Items with the same basic description, without notable distinguishing features, should be grouped as one item. Some examples follow:
   1. Shirts, 5 men's dress, brand unknown, size 16 x 34, 2 blue, 3 white, valued at $15 each.
   2. Watches, 3 men's, Timex with silver bands, valued at $45 each.
   3. Earrings, 12 pairs, NFD, valued at $10 each.
G. Related items with little value contained within another item should be listed as one item (e.g., cosmetic case, blue, containing various cosmetics, brush and comb, valued at $15; wallet, folding brown vinyl, containing personal papers but no cash or credit cards, valued at $10).

H. Related items with distinct descriptors and/or significant values should be listed as separate items. Some examples follow.

1. Tool box, Montgomery Wards, red metal hip roof, valued at $95, containing the following:
   a. Screwdriver w/bit set, rechargeable, valued at $45.
   b. Wrench set, Craftsman, combination box/open end, metric sizes 5 to 16 mm, initials RJM inscribed on each wrench, valued at $35.
   c. Hammers, claw w/wood handles, NFD, 3 valued at $5 each.
   d. Hand tools, assorted screwdrivers, files, and others, NFD, valued at $50.

2. Camera, Leica 35 mm, serial # unk., valued at $350.
   a. Camera case, brown leather for Leica camera, valued at $55.
   b. Lens, telephoto, for Leica camera, valued at $140.

3. Purse, black leather Aigner with two straps, valued at $135.
   a. Wallet, blue leather, valued at $20.
   b. Currency, U.S., various denominations, valued at approximately $75.
   c. Operator's License, Virginia, in the victim's name.
   d. Credit Card, Mobil #4361-052-059-654.
   e. Credit Card, VISA #4745-049-659-5432.

I. BLOCK DESCRIPTIONS: Items below are numbered in the order in which they appear on the form as of this writing. The blocks are not numbered on the form itself.

1. Property Number: Enter the property number, if applicable to the case.
2. Original/Supplement: Check the appropriate block.
3. Case Number: Enter the case number supplied by the dispatcher or from the original APD-7.
4. Offense/Incident: Indicate the offense as listed on the APD-7.
5. Complainant's Name: The complainant's (01) full name as listed on the APD-7. If lost city property, specify the appropriate department's name. For example: Fire Department, Police Department, etc. Do not list “department of,” “city,” or “Alexandria” in front of the department name.
6. Date/Time: The date and time this form is completed.
7. Complainant's Address: Use only when reporting lost property.
8. Home Phone: Use only when reporting lost property.
9. Work Phone: Use only when reporting lost property.

Property Description Blocks #10-26 (8 sets)

10. Item #: List the items in sequential order. If the APD-7C is used as a supplement, and you are adding items, do not number the items unless you are certain of the correct numbers to use. If you are changing or deleting items, use the item number given originally.

11. Add/Modify/Delete
   a. Add - for new or additional property.
b. Modify - used to modify property already reported.
c. Delete – use to remove the item from the database.

12. **P. Loss**: Enter the appropriate property loss code from the list below in block 31.
13. **P. Desc**: Enter the appropriate property description code from the list on the reverse side.
14. **QTY**: Enter the quantity of the item.
15. **Item Type**: List the generic type of item only. For example, “wallet” rather than “blue leather wallet.”
16. **Brand Name**: The manufacturer's name.
17. **Model**: The manufacturer's model name or number.
18. **Serial Number**: The manufacturer's number on the item.
19. **Owner**: Indicate involvement code of the property's owner from the APD-7.
20. **Additional Description**: Enter additional description of the property, being as concise as possible. For example, list the item's color, material type, or other description, and any unusual characteristics or markings peculiar to the items (important when trying to trace recovered property to the owner).
21. **Drug Type**: Enter the appropriate letter code for the type of drug, listed on the back of the form.
22. **Drug Meas**: The type of measurement used (for example: grams).
23. **Value**: The estimated value given by the complainant, if known, or an estimated value if the exact value is unknown.
24. **Recov. Date**: Enter the date the stolen property was recovered.
25. **VCIN**: For ISS use only.
26. **NCIC**: For ISS use only.

**Additional Blocks**

27. **Number of Vehicles Stolen**: enter the total number of vehicles reported stolen in the report.
28. **Number of Vehicles Recovered**: enter the total number of vehicles reported recovered in the report.
29. **Total Value Loss**: Enter the total value in dollars of property with a loss code of 2,3,4,7 or L.
30. **Total Value Recovered**: Enter the total value of property with a loss/recovery code of 5 or 6.
31. **Type Property Loss**: Property loss codes for use in block 12 are listed here for reference.
32. **Narrative**: Any additional information or continuation of the narrative from a previous page.
33. **Officer**: Writer’s name.
34. **Ser.**: Writer's serial number.
35. **Div.**: Writer's assigned division or shift.
36. **Supervisor's Approval/Serial #**: The name and serial number of the supervisor approving the report (required only on the first page of the report).
37. **Status**: A supervisor will check the appropriate block. Status definitions can be found in section 10.8.03.E.
38. **Dist.**: For ISS use only.
39. **Rev.**: For ISS use only.
10.8.11 METHOD OF OPERATION & SUPPLEMENTAL OFFICER ASSAULT REPORT (APD-7G)

A. This form is used for:
   1. Homicides;
   2. Sex crimes (including peeping toms);
   3. Robberies (including grand larceny from person);
   4. Burglaries (except burglaries of storage bins or non-attached garages);
   5. Officer assaults, whenever an officer is assaulted, regardless of the circumstances or title of the original report;
   6. Attempts of the above offenses; and
   7. Any other offense that the supervisor or report writer deems necessary.

B. A separate form will be completed for each suspect.

C. If a category is not applicable to an offense, leave it blank.

D. This form does not eliminate the need to describe the chronological sequence of events in the narrative of the report.

E. BLOCK DESCRIPTIONS: Items below are numbered in the order in which they appear on the form as of this writing. The blocks are not numbered on the form itself.
   1. Original report date: Self-explanatory.
   2. Original/Supplement: Check the appropriate block.
   3. Case No.: The case number supplied by the dispatcher or on the APD-7.
   4. Original Offense: The offense indicated on the APD-7.
   5. Original Complainant's Name: The name of the complaint as listed on the APD-7.
   6. Date of Report: The date this form is completed.

   7. CATEGORIES
   8. If an "other" descriptor is selected, write in a description on the line to the right, if any. Select the most appropriate description and place a check mark through the appropriate block(s).
   9. Premises: Indicate the one that most accurately describes the type of premises where the crime was committed.
   10. Alarms: Place a check mark in the one appropriate block.
   11. Sex Crimes Only: Select as many descriptors as are applicable. Information necessary to complete this block should come from the interview with the victim and not phrased as specific questions. The only specific questions necessary are those that establish the offense. Once the offense is established, details should not be asked in the initial interview. The details will be left for the investigator's interview. This will prevent the victim from having to repeat details of the offense. The investigator will complete a supplemental MO Sheet when additional information is obtained.
   12. Children Only: For juvenile victims, otherwise the same instructions as for #9
13. **Method of Entry**: Indicate the best description for the method the suspect used to gain or attempted to gain entry.

14. **Tools**: Indicate the one most appropriate type of tool used in the offense.

15. **Point of Entry**: Indicate the one most likely point of entry.

16. **Means of Escape**: Indicate the method used in the escape that most closely describes the means, if known.

17. **Target of Offense**: Indicate the one most appropriate.

18. **Burglary**:
   a. **# Premises entered**: if one of the offenses reported is burglary or statutory burglary, record the total number of premises entered.
   b. **Forced entry**: check the appropriate block.

19. **Weapons**: Indicate the type of weapon used or possessed by the suspect. If one suspect has more than one weapon choose the most significant one.

20. **Trademarks**: Select as many trademarks as are applicable.

21. **Victim Was**: Select as many as are applicable.

22. **Victim Forced to**: Select as many as are applicable.

23. **Gun Carried in**: select appropriate box.

   **For Officer Assaults Only**

24. This is to be completed when one or more officers are assaulted, even if the officer(s) does not receive any injury.

25. **Officer Name**: Enter the name of the officer assaulted.

26. **Victim Seq. #**: Enter the I-code for the officer assaulted.

27. **Suspect or Arrestee Seq #**: Enter the S-code for the suspect involved in the assault.

28. **Assault Status**: Check the appropriate box. “C” indicates the report has been cleared by arrest or exceptional closure. “P” indicates the investigation is still active or not closed.

29. **Officer Assignment/Activity chart**: Check the appropriate descriptor for the status of the officer involved in the assault.

30. **Type of Weapon**: check the appropriate box.

   **Additional Blocks**

31. **Officer**: Report writer's name.

32. **Ser. No.**: Report writer's serial number.

33. **Div.**: Report writer's assigned division, patrol shift or unit.

34. **Supervisor Approval/Serial #**: The name and serial number of the supervisor approving the report.

35. **Status**: A supervisor will check the appropriate block. Status definitions can be found in section 10.8.04.E.71 (page10).

36. **Dist.**: For ISS use only.

37. **Rev.**: For ISS use only.

38. **Page (x) Of (y)**: The page number of that particular page plus the total number of pages in the report.
### 10.8.12 DOMESTIC VIOLENCE SUPPLEMENT (APD-7F)

A. This form is required for all domestic violence cases, in addition to the APD-7, regardless of whether an arrest is made.

B. This form is used to capture additional information that will assist in preparing the case for prosecution; in some cases prosecution will go forward without testimony from the original complainant, and the information captured in the APD-7F may very well determine whether the case is prosecuted.

C. Report writers should use the back of the form as a checklist to ensure that all necessary tasks are completed and articulated in the report.

D. **BLOCK DESCRIPTIONS:** Items below are numbered in the order in which they appear on the form as of this writing. The blocks are not numbered on the form itself.
   1. **Original/Supplement:** Check the appropriate block.
   2. **Case No.** The case number supplied by the dispatcher or on the APD-7.
   3. **Original Offense** The offense indicated on the APD-7.
   4. **Original Complainant's Name** The name of the complaint as it is listed on the APD-7.
   5. **Date this report** The date this form is completed.
   6. **Defendant Profile** Fill in the blanks or check appropriate blocks and add a concise description of the suspect's statement.
   7. **Victim Profile** Fill in the blanks or check appropriate blocks and add a concise description of the victim's statement.
   8. **Corrected offense** Enter the corrected offense title, if the supplement addresses an error or change to the report title.
   9. **Corrected Compl. Name** Enter the corrected primary victim/reporting party (01), if the supplement addresses an error or change to that information.
   10. **Officer** Report writer's name.
   12. **Div.** Report writer's assigned division, patrol shift or unit.
   13. **Supv. Approval** The name of the supervisor approving the report.
   14. **Status** A supervisor will check the appropriate block. Status definitions can be found in section 10.8.04.E.71 (page10).
   15. **Dist.** For ISS use only.
   16. **Rev.** For ISS use only.
   17. **Page (x) Of (y)** The page number of that particular page plus the total number of pages in the report.

### 10.8.13 FIELD CONTACT/INTERVIEW CARD (APD-15A)

A. The APD 15A card is used to:
   1. Record field contacts, interviews and observations of suspects, known criminals, suspicious persons, and others whom an officer feels should be brought to the attention of the Department for official documentation. Probable suspects to a reported crime should be listed on an APD7B as part of the incident report or
The 15A card is intended only for documenting true field contact/interview situations and not for circumventing the normal reporting process.

2. Record contacts with persons ascertained to be in a probation or parole status, as confirmed by a wanted check through AJIS. Officers will record the person’s probation or parole status, and note all pertinent circumstances of the contact, for review by CIS and possible forwarding to the Office of Adult Probation and Parole. These contact cards may be useful in determining violations of parole or probation conditions or restrictions.

3. Record when an officer encounters a juvenile listed in SHOCAP under circumstances indicative of possible criminal activity. Officers will immediately bring to the attention of the SHOCAP Coordinator any known or possible candidate for SHOCAP status (see Police Directive 10.17A).

4. Record field observations when some information required on contacts will not be available. In such instances, the narrative must show that the card was made on an observation without contact between the officer and the person.

5. Record the custodial transport of a suspect who is later released without charges.

B. Completion of 15A Cards

1. The 15A cards are to be filled out in legible block printing as completely as the circumstances will allow. The reduced size of the cards makes the clarity of the handwriting very important. Unclear handwriting may cause inaccurate and unusable data entry information.

2. Do not use 10-codes on 15A cards.

3. The box marked "Scars, Marks, Tattoos" includes "Other Identifiers." Report writers should include distinguishing characteristics in this block such as teeth, speech, deformities, etc. If more room is needed, the narrative can be used.

4. The box marked "Reason for Contact" should be completed with two to three words such as "Drug Suspect," "Larceny Suspect," etc.

5. The narrative should start on the back of the card.

6. A supervisor will ensure the 15A card is complete and then sign in the box provided.

7. The box for Page____ of ____ must be completed; it is especially important when more than one person is stopped.

8. Associates’ names should be entered in the boxes on the back of the card.

9. The "Hair" box is for hair color. The box next to it marked "Style" is for any further description of the hair.

10. When 15A cards are completed on possible suspects it is important to note:
   a. What brought the suspect to your attention?
   b. A description of the offense. When the offense has been reported to the police describe it as well as possible (e.g., Park Fairfax rapist, King Street burglary suspect, Sizzler Steak House robbery suspect, etc.) This should be noted in the narrative. Include the case number if known. If information is substantial enough to indicate that the suspect was probably involved in a particular offense, a supplement to the original offense report should be completed.
c. In what way does the suspect match a description (if applicable)?

11. Most common errors in completing the 15A card are omission of the following items:
   a. Date and time of contact. *
   b. Location of contact. *
   c. Officer's serial number. *
   d. Name, address and telephone number of a juvenile's guardian.
   e. Age of juvenile (DOB).
   f. *Items a-c must be completed before information can be entered into the records management system.

C. Officer Responsibilities
   1. Officers will ensure that all available information is put on the 15A cards.
   2. Completed 15A cards will be turned over to a supervisor for review and approval, and will be turned in to ISS prior to the end of the officer's shift.
   3. Officers are encouraged to complete all the 15A information electronically on the MDBs and only use the paper version when the electronic version is not available.

D. Supervisor Responsibilities
   1. A supervisor will review and sign each card prior to it being placed into the marked basket located in the mailroom.
   2. Supervisors will periodically conduct roll call training on the use, completion, and review of these cards.

E. Data Entry/Distribution
   1. The person entering the data into the computer will:
      a. Retrieve the 15A cards from the mailroom.
      b. Assign the appropriate census tract numbers on each card.
      c. Review and enter the 15A card information into the appropriate computer program.
   2. Any illegible, incomplete or incorrect 15A card will be returned to the officer's supervisor to be corrected.
   3. Make four copies of each 15A card, then distribute 3 copies to CIS and one copy to Probation and Parole.
   4. Search 15A cards for juveniles, and make copies and forward to the youth resource officer.
   5. Chronologically file the original 15A cards in a file box located in CIS.
   6. Officers who have a need to review or copy an original 15A card may contact any member of CIS. Patrol commanders or their designees will be provided access to CIS in case an original 15A card is needed when CIS is closed.
   7. Numerous persons have been trained in the use of the records management system and these individuals may be contacted for access to the "Field Contact File" in this system. The Patrol Sector 2 commander will ensure that a list of trained personnel is posted and maintained on the bulletin board in the Patrol Administration area.
10.8.14 VIRGINIA MISSING PERSON CLEARINGHOUSE REPORT (SP-67)

A. In addition to the required APD-7, any employee taking a Missing Person (Adult) report will complete form SP-67 (VA Missing Person Clearinghouse Report) and have the complainant sign it. This is required in order to capture information needed for entry into VCIN/NCIC, and to ensure the agency has signed documentation supporting the stated conditions under which the person is declared missing. For adults declared emancipated as defined by the laws of his/her state of residence, the written documentation must be signed by a source other than the Department, such as a parent, legal guardian, next of kin, physician, or other authoritative source including a friend or neighbor in unusual circumstances (see the NCIC Operating Manual for further information).

B. ISS and/or Criminal Investigations staff will determine whether to enter the missing person into VCIN/NCIC based on all available information, and upon technical requirements of the computer system. Employees should not inform the reporting party or other interested person that the missing person will be entered into the system until that determination has been officially made.

C. Supervisors will ensure that a form SP-67 accompanies all adult missing person reports before approving the report for submission.

10.8.15 VIRGINIA MISSING CHILDREN INFORMATION CLEARINGHOUSE REPORT (SP-183)

A. In addition to the required APD-7, any employee taking a Missing Person (Juvenile) report will complete a Virginia Missing Children Information Clearinghouse Report (SP-183) and have the complainant sign it. This is required in order to capture information needed for entry into VCIN/NCIC, and to ensure the agency has signed documentation supporting the stated conditions under which the person is declared missing.

B. Additional information on the use of this form and handling Missing Person (Juvenile) cases may be found in Police Directive 10.17, Juvenile Procedures (see 10.17.08).
10.8.16 VIRGINIA FIREARMS CLEARINGHOUSE REPORT (SP-187)

A. When a firearm is seized, forfeited, found or otherwise comes into the possession of an employee of this Department, and when such firearm is believed to have been used in the commission of a crime, the employee will complete a Virginia Firearms Clearinghouse report (SP-187). This requirement is pursuant to the creation of the Firearms Clearinghouse under Virginia Code Section 52-25.1.

B. The SP-187 is a blue form consisting of two pages: the original (top copy) will be forwarded to the Virginia State Police by ISS; and ISS will send the second page (bottom copy) to the Property Section.

C. Instructions for the proper completion of the SP-187 are on the back of each page.

D. Any employee who takes possession of a firearm under the prescribed circumstances will:
   1. Complete blocks #1 through 35 (except blocks #2, #3, #5 and #21) on the form.
   2. Complete as much of the remaining portions of the form as possible. (Block #20, L/E Possession Date - stands for the date the firearm came into law enforcement possession. Block #38, FFL Number - stands for the federal firearms license number of the original purchase dealer, which should be on the purchase papers if the owner still has them.)
   3. Note on the Property Sheet (APD-39) whether the SP-187 has been completed or is not needed.
   4. Deliver the firearm to the Property Section in accordance with Police Directive 10.28, Property and Evidence.

E. The approving supervisor will attach the SP-187 to the Police Incident Report (APD-7) and forward to ISS.

F. ISS personnel will make the VCIN entry based on the information contained in the SP-187 and complete blocks #2, #3 and #5.

G. ISS will forward the SP-187 to the Property Section for retention until the disposition of the firearm.

H. When the firearm is disposed of, Property Section personnel will complete block #21, and forward the SP-187 to the police chief (or designee) for signature (block #74).

I. After signing the form, the police chief (or designee) will forward the completed SP-187 to ISS.

J. ISS will send the original to Virginia State Police and file the copy with the APD-7.
10.8.17 VIRGINIA LOST/STOLEN HANDGUN REPORT (SP-194)

A. When an employee of this Department takes a report of a lost or stolen handgun, the employee will also complete a Virginia Lost/Stolen Handgun Report (SP-194). Virginia Code Section 18.2-308.2:2 restricts any person who is not a licensed firearms dealer to only one handgun purchase every thirty (30) days. An exception to this is when a handgun is lost or stolen and the owner deems it essential to replace the weapon.

1. The SP-194 only needs to be completed if the victim is reporting the firearm as lost or stolen within thirty (30) days of purchasing the weapon and he/she is attempting to purchase a replacement for the lost or stolen weapon.

B. The SP-194 has instructions on the back for completing the form. The form is relatively simple and should be completed by the person taking the report.

1. The employee will complete the SP-194, and then give the original form to the complainant for delivery to the applicable firearms dealer as documentation of the lost or stolen handgun.
2. The employee will note in the police report the fact that an SP-194 was completed and given to the victim, and document the unique number from the upper right corner of the form.

10.8.18 VIRGINIA TERRORIST REPORT (SP-47 and APD-410)

A. Pursuant to Virginia Code §52-8.5, the SP-47 form is used to report terrorist acts and hate crimes.

B. The SP-47 is self-explanatory and must be completed when the following incidents are reported:

1. A criminal act committed against a person or his/her property with the specific intent of instilling fear or intimidation in the individual against whom the act is perpetrated because of race, religion or ethnic origin or which is committed for the purpose of restraining that person from exercising his/her rights under the Constitution or laws of this Commonwealth or of the United States,
2. Any illegal act directed against any persons or their property because of those persons' race, religion or national origin, and
3. All other incidents, as determined by law-enforcement authorities, intended to intimidate or harass any individual or group because of race, religion or national origin.
A. Communication and Coordination Within The Department
   1. The Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF), in the U.S. Department of Justice, is raising awareness among local law enforcement of the federal requirements for the storage of explosive materials and for the reporting of materials that have been lost or stolen.
   2. Federal Law, 18 U.S.C. 842(k) states that any person who has knowledge of the theft or loss of any explosive materials must report such theft or loss within 24 hours of discovery to ATF and appropriate local authorities. State and local law enforcement officials should be sure to contact ATF whenever they have a report of a theft or loss of explosive materials or device.
   3. Officers are to make a report (APD-7) whenever a loss or theft of explosive materials or explosive device is discovered or reported to them. It is the responsibility of the officer taking the report to notify the local office of The Bureau of Alcohol, Tobacco, Firearms and Explosives. The address for their local office is 7799 Leesburg Pike, North Tower, Suite 1050, Falls Church, VA 22043. Their phone number is 703-287-1110.
   4. Officers are to document the name of the person notified and the time of notification in the narrative of the report.

By Authority Of:

David P. Baker
Chief of Police
10.9.01 PURPOSE AND POLICY

It is this Department's policy to support the Virginia State Police cooperative program in conjunction with the LoJack Corporation. Tracking devices have been deployed in order to provide the best possible coverage throughout the City.

The purpose of this directive is to establish procedures for the use of the LoJack vehicle tracking computers. They will be used in accordance with this directive, training, and prescribed operational documentation provided to users of the system and amended as the system is modified and/or improved.

10.9.02 AUTHORITY/BACKGROUND

In 1991, the Virginia State Police entered into a contract with the LoJack Corporation to install vehicle tracking computers in more than 250 state and local police agency vehicles throughout the state. The state police have concentrated the deployment of these vehicle tracking computers in jurisdictions along the I-95 corridor. The Alexandria Police were issued four of these.
Citizens can purchase LoJack units and have them installed in hidden locations in their vehicles. Each LoJack unit has two unique and unrelated secret numbers, an activation code and a reply code.

When a victim reports a vehicle as stolen, the investigating agency will enter the vehicle into the NCIC/VCIN computer system. The VCIN computer system then sends the vehicle VIN, year of manufacture and make to the LoJack computer (located at state police headquarters), and the system will determine if the vehicle is equipped with a LoJack unit. If it is equipped, the LoJack system sends out radio broadcast signals to activate the LoJack unit in the stolen auto. When the LoJack unit is activated, it broadcasts a reply code periodically.

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**10.9.03 DEFINITIONS**

**Coverage Range:** - The area in which a LoJack signal can be tracked by police cruisers equipped with vehicle tracking computers.

**Direction Indicators:** - To show officers what direction to travel to reach the stolen vehicle.

**LoJack After-Action Report:** - Reports that are completed by the participating agencies and forwarded to the state police (F-APD-0530, see attached Appendix).

**Local Indicator:** - Allows officers to know when they are within one mile of the stolen vehicle.

**LoJack Vehicle Tracking Computers:** - Installed in state/local police agency vehicles throughout the state.

**LoJack Verification Code:** - A pre-designated/assigned code which appears on the police vehicle tracking computers. This code allows police officers to contact their dispatcher to get make, model, year, color, VIN and license plate number of the vehicle.

**LoJack Units:** - Small microprocessor-controlled radio transceivers purchased from and installed by the LoJack Corporation.

**Operational Frequency:** - The LoJack Tracking System sends and receives on a

**Strength Indicator:** - Shows officers how close they are to the stolen vehicle. The closer the stolen vehicle is, the greater the strength of the signal.
**Transmit Interval:** By querying the LoJack system with the reply code, the terminal operator forces the system to speed up the LoJack unit's broadcasts temporarily, making it easier to track (Signals are emitted once per second instead of once per 15 seconds.)

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<th>10.9.04 PROCEDURES/RESPONSIBILITIES</th>
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**A. Officers:**

1. Officers in receipt of a LoJack activation signal must keep in mind that there may be other law enforcement personnel, including those from other jurisdictions, who are aware of and have begun tracking the same vehicle.

2. Radio communications are an important component of a LoJack recovery operation. While it is relatively easy for a single, LoJack-equipped vehicle to track and locate a stolen vehicle, the likelihood of two or more vehicles being involved in a recovery is fairly great given the large number of receivers operating in and around our jurisdiction.

3. As soon as practical, after receipt of a LoJack verification code, officers will notify the dispatcher that they have an active signal on their terminal. The verification code will then be given to the dispatcher for a VCIN inquiry.

4. Officers operating LoJack equipped cruisers will advise all officers working in their sector of the estimated distance and approximate direction of travel of the suspected stolen auto.

5. Once the vehicle description is obtained and broadcast by the dispatcher, officers will begin a search and/or keep a check of their assigned area for the stolen auto based on directional information given by the LoJack operator.

6. When a LoJack equipped stolen auto is recovered, the officer assigned the call will complete a LoJack After-Action Report and all other necessary paperwork. Appendix A is a copy of the LoJack After-Action Report.

7. Officers who get involved in a track, but do not recover the stolen auto, will not be required to complete a police report.

**B. Supervisors:**

1. Determine the availability of patrol units in service and assist the dispatcher in coordinating a search for the stolen auto.

2. Take an active part in the search to ensure that a methodical approach is taken. The most successful and safest tracks are accomplished at speeds that do not exceed the posted speed limits and which are carefully coordinated.

3. Review the LoJack After-Action Report for completeness (in cases of recovered stolen autos) and forward the original Offense/Incident Report (APD-7) along with the After-Action Report to Information Services (ISS).

4. Make certain that all guidelines dealing with directives 10.11A, Emergency Vehicle Operation and 10.11B, Emergency Vehicle Pursuit are adhered to at all times.

5. Include the incident on the Patrol Shift Activity Log.
C. **Commanders:**
   Commanders will make certain that LoJack equipped vehicles are deployed in such a manner as to maximize coverage throughout the city, 24 hours a day, seven days a week.

D. **Department of Emergency Communications (DEC):**
   1. Dispatchers will verify, through the appropriate VCIN inquiry, the authenticity of LoJack activation reported by officers with LoJack Tracking Computers. The verification will:
      a. Increase the transmit interval of the LoJack unit transponder from 15-second intervals to 1-second intervals to better assist the officer in tracking;
      b. Make nearby officers aware that a LoJack track has been initiated; and
      c. Provide a complete description of the vehicle to Communications.
   2. Dispatchers will provide the complete description of the vehicle to all patrol officers.
   3. **DEC** is responsible for all Police Advisory Messages (PAM) during the tracking phase of a suspected LoJack stolen auto. Proper formatting for queries related to LoJack scenarios are outlined in the VCIN Manual. If a stolen vehicle equipped with a LoJack unit is recovered, the same procedures for recovering stolen autos are followed as outlined in **Police Directive 11.22, Impounding/Removing Vehicles.**

E. **Information Services Section:**
   1. ISS will ensure that a copy of all LoJack After-Action Reports is attached to the police report.
   2. ISS will forward the original LoJack After-Action Report to the state police.
   3. ISS will make all NCIC entries as outlined in **Police Directive 11.22, Impounding/Removing Vehicles.**
   4. Reported stolen autos that have LoJack unit tracking systems installed will be entered as outlined in the Virginia State Police VCIN Manual.
   5. **ISS** will maintain a file for all LoJack After-Action Reports. This file will provide investigators with updated recovery information and will serve as a statistical in-house repository. LoJack After-Action Reports will be purged in accordance with the records retention schedule.

### 10.9.05 REPORTING/DOCUMENTATION

A. **Patrol:**
   When a LoJack unit equipped stolen auto is recovered, the officer assigned the call will complete a LoJack After-Action Report and all other necessary paperwork (see **Police Directive 11.22**). Officers should attempt to provide as much detailed information as possible in LoJack After-Action Reports.

B. **Media Services Unit:**
   The Media **Services** Unit will coordinate news releases to reinforce consumer confidence and demonstrate our commitment to the recovery of stolen autos through the LoJack Tracking System.
C. **Information Services Section:**

ISS is the central coordinating point for LoJack entries and cancellations, and is responsible for the coordination/handling of all LoJack After-Action Reports.

*ISS* will coordinate statistical data involving LoJack recoveries, and will forward all LoJack Recovery After-Action Reports to the state police.

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<th>10.9.06 RELATED INFORMATION</th>
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Police Directive 11.22, Impounding/Removing Vehicles

By Authority Of:

Earl L. Cook
Chief of Police
I. INTRODUCTION
The Preliminary Investigation Manual is a guide for conducting initial criminal investigations. It lists the options available to an investigating officer to attain the most effective balance of time spent versus results gained in an investigation. The suggestions included do not deal with every type of initial investigation. They will ensure an increased chance of reaching the objectives of: 1) crime identification; 2) crime solution with apprehension; and 3) the successful prosecution of the criminal. Investigations are most effective when the investigating officer views the work as a process rather than as a series of simple tasks. This process becomes the overall strategy to provide guidance for the officer. This manual describes that process and provides guidance in selecting appropriate investigative procedures. Rarely are two crimes exactly alike, so there cannot be one set of procedures which officers should follow in each case. Through creativity and flexibility the officer can be responsive to the many factors arising during an investigation. The preliminary investigation is the vital first link in a total investigative effort by a department. The quality of the initial effort will determine the Department's overall success in crime solution.

II. OBJECTIVES OF A PRELIMINARY INVESTIGATION
The preliminary investigation is the Department's first response to a report that a crime has occurred. The primary objective of the preliminary investigation is to determine if a crime was committed, who committed the crime and to make an apprehension. The investigating officer is responsible to collect the documentation which will solidly
support: 1) the fact a crime took place; 2) the identification of the person(s) responsible for the crime; and 3) their arrest and subsequent conviction.

The Offense Report is the vehicle for documenting the results of the preliminary investigation. Often, investigating officers see their role as no more than a report taker. Officers must remember that they are the preliminary investigators and that their work will uncover the majority of usable information about the case.

Framework
Federal Trade Commission Recommendations

If you are a victim of identity theft, take the following four steps as soon as possible, and keep a record with the details of your conversations and copies of all correspondence.

1. Place a fraud alert on your credit reports, and review your credit reports.

2. Close the accounts that you know, or believe, have been tampered with or opened fraudulently.

Call and speak with someone in the security or fraud department of each company. Follow up in writing, and include copies (NOT originals) of supporting documents. It's important to notify credit card companies and banks in writing. Send your letters by certified mail, return receipt requested, so you can document what the company received and when. Keep a file of your correspondence and enclosures.


Victims can 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. Victims should also call the Hotline to update their complaint if they have any additional information or problems.

4. File a report with your local police or the police in the community where the identity theft took place.

Provide the complainant with the case number. If they have printed out a FTC ID Theft Complaint form, sign their form and write the police case number in the “Law Enforcement Report” section.
10.10.01 POLICY AND PURPOSE

The purpose of this directive is to establish responsibility for crime scene control and the conduct of preliminary and follow-up investigations by this Department.

10.10.02 GENERAL

The primary purpose of a police investigation is to determine if a crime occurred, to collect facts leading to the identification, arrest, and conviction of the offender, and to organize these facts in a report to present the evidence of guilt in such a manner that successful prosecution may occur.
In every case many more facts are needed for conviction than for arrest. Every effort must be made to obtain information which will lead to a conviction. The single most important determinant of whether a case will be solved is the information supplied to the police officer by the victim or witness after the commission of the crime. The proper completion and recording of a preliminary investigation will increase the likelihood of a case being solved.

**10.10.03 DEFINITIONS**

**Arrest** – a person has been taken into custody to face the charges outlined in the report.

**Exceptional Clearance** – the identity of the culprit is known and sufficient evidence to obtain a warrant exists; however, due to some reason outside police control, no arrest will be made (e.g., Complainant will not prosecute; Commonwealth's Attorney will not prosecute; Perpetrator is dead; Subject has been arrested by another jurisdiction and no charges will be placed by this Department.)

**Open** – investigation continues.

**Pending** – all leads have been exhausted. No further investigation is possible or practical until new leads develop.

**Terminated** – all necessary action has been taken. The case is at an end as far as this Department is concerned.

**Unfounded** – the offense did not really occur in the first place, although at the time of the original report it was reported to have occurred, or the investigation reveals no laws were broken.

**10.10.04 RESPONSIBILITIES**

A. **Supervisors** will ensure that employees conduct adequate and complete preliminary investigations and thoroughly document them in offense and supplemental reports. They will ensure that each report contains the necessary elements of the reported offense and a supportable recommendation as to whether the case should be listed as pending, closed, open, or terminated. If follow-up investigation is necessary, the supervisor will determine whether the investigation should remain with the unit originating the report or be assigned to another unit, and note this recommendation in the appropriate block in the Offense Report. Supervisors will, by signing the reports in the proper spaces, assume the responsibility for the acceptability of the report and the disposition at that time. [82.2.4]

B. **Patrol supervisors** will consider the guidelines in 10.10.09, C, when determining whether follow-up should be made by uniformed personnel or members of specialized units. [42.1.4]
1. Patrol supervisors may request the assistance of specialized investigators if an offense under investigation by officers under their supervision is serious enough to warrant it. Conversely, supervisors may recommend that certain cases, which would normally be forwarded to a specialized unit, be handled by the original reporting officer instead (e.g., minor felonies with leads that should be followed up as a continuing part of the preliminary investigation, or within one or two days thereafter). Patrol supervisors are responsible for coordinating assignment of such investigations with supervisors from specialized units to avoid duplication of effort.

2. Patrol supervisors will determine whether continuing investigations by patrol officers will be held in abeyance until the next tour of duty of the investigating officer, continued by the investigating officer past the end of the shift, or assigned to an officer on the on-coming shift for investigation. In the latter case, the assignment will be coordinated with a supervisor from the on-coming shift.

C. **Supervisors** will ensure that follow-up investigations are assigned to the appropriate officers, that investigations are conducted within the time frames allowed, and that supplemental reports are submitted on schedule. In most cases, follow-up investigations should be assigned to the original investigating officer, but supervisors may assign follow-up investigations to other officers, as necessary (e.g., follow-up investigations will not normally be assigned to officers on Patrol midnight shift; Midnight shift supervisors will coordinate follow-up investigations with supervisors from other shifts, as necessary). Patrol follow-up reports should be submitted within seven (7) working days unless an extension or longer initial investigation period is granted by a supervisor.

D. **Commanders of specialized units** may set timetables for submission of supplemental reports and completion of investigations, as appropriate. Supervisors of specialized units may assign cases for follow-up investigation based on recognized practices within the units.

E. The first supervisor to arrive on a crime scene will be in control of the scene (as explained in 10.10.07) until relieved by a supervisor from a specialized unit or higher authority.

F. **The Report Review Officer** (assigned to Information Services Section) will:
   1. maintain a tracking system for:
      a. reports initially completed by the Telephone Reporting Unit (TRU) but needing Patrol follow-up;
      b. case jackets assigned to Patrol for completion; and
      c. Patrol case jackets sent to the Commonwealth’s Attorney’s Office.

   1. review all offense reports to ensure proper offense classification.

   2. send reports needing completion and/or correction back to the approving supervisor, with a due date by which corrections should be completed.
G. **Officers taking offense reports** will notify the complainant or reporting party of the status and note this on the report. Officers will notify the reporting party of any change in the status if notification of a change is warranted.

H. **Crime Scene Investigators** will conduct a thorough search of the crime scene, to discover, describe (as to location, position, and condition), collect, transport, and preserve all physical evidence relating to the crime found at the crime scene.

I. **Supervisors and officers** will be held accountable for the practical application of the guidelines set forth in the accompanying Preliminary Investigation Manual (Appendix A).

J. **Communications personnel** will offer telephone reporting as an option to persons who call in to report those crimes that may be taken by telephone, and will refer calls to the Telephone Reporting Unit (TRU) when TRU is staffed. Information Services Section (ISS) supervisors will notify Communications when TRU is not staffed or when there is a backlog of reports in order to avoid unnecessary referrals.

### 10.10.05 CRIME SCENE CONTROL

| 1. Personnel without a valid investigative purpose will be denied access to the scene. |

2. Commanders at the rank of Captain or above may enter the area to confer with and/or provide guidance to the scene commander. They may request a review of the scene for legitimate purposes, ensuring that their presence does not compromise the crime scene.

B. The first patrol supervisor on the crime scene will be in command unless relieved by higher authority or relieved at the termination of a tour of duty.

1. The scene commander will be accountable for the following:
   a. overall administrative command and coordination of all personnel assigned to duties related to activity within and surrounding the scene;
   b. providing all reasonable requests for resources for use within the perimeter of the crime scene;
   c. establishing a command post, as needed; and
d. ensuring a record is kept of the presence and assignment of personnel and equipment at the scene and providing for relief of personnel and deployment of new personnel assigned to the scene.

A. Until directed by the crime scene investigator, officers will not touch, move or disturb any physical object at a crime scene except to prevent its destruction or for safety reasons. [42.2.1, c]

B. Scenes involving establishments open to the public will be closed if access to any portion of the establishment interferes with the security of the scene.

C. In all scenes in which the investigating officer is assigned to Criminal Investigations or Vice/Narcotics, appropriate investigative supervisors and commanders will have access to the scene. That supervisor or commander will determine if additional investigative resources are needed and provide whatever assistance is needed to the investigating officer.

D. News media representatives will not be allowed access to or be allowed to film crime scenes without permission from the scene commander. The Public Information Officer should coordinate all such requests, in accordance with Police Directive 10.21, Media Relations.

**10.10.06 PRELIMINARY INVESTIGATION** [42.2.2]

A. The Preliminary Investigation Manual (Appendix A) is an integral part of this directive.

B. The preliminary investigation begins when the first police unit arrives at the scene, and continues until a postponement of the investigation or transfer of the responsibility will not jeopardize the successful completion of the investigation. [42.1.4]

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04-12-2013 [42.2.1 d]
A. Responsibility for Conducting the Preliminary Investigation

1. Except in those cases where the presence of a uniformed officer would prevent or hamper a proper investigation, the preliminary investigation will be conducted by the Patrol officer assigned to the call for police service (or by TRU when appropriate).

   a. The assigned Patrol officer will initiate and complete as many activities listed in 10.10.08, C, (above) as possible.

   b. As soon as the preliminary investigation is concluded, and before the patrol officer returns to service, the officer will complete an original Offense/Incident Report (APD-7), unless otherwise instructed by a supervisor or dispatcher. The officer will list on the prescribed report form all pertinent information obtained at the scene of the offense, all action taken, and all other personnel who were notified or who arrived at the scene and took any action involving the investigation.

1. Immediate notification of crime to other units:

   a. The assigned patrol officer will initiate action, through a supervisor, to inform other appropriate departmental units of a serious crime or one requiring immediate on-the-scene follow-up investigation.

1. Bad check cases and other white collar offenses:

   a. Patrol officers (or TRU when appropriate) will take the initial report on all embezzlements, forgeries, credit card frauds and similar white-collar offenses, unless officially relieved of this responsibility by a detective or their supervisor.

      i. **Identity Theft** – Virginia Code §18.2-186.3:1 indicates “a consumer may report a case of identity theft to the law enforcement agency in the jurisdiction where he resides.” Officers will take an Identity Theft report (APD-7) if the victim resides in the City of Alexandria, regardless of where the offense may have occurred. [42.2.8, a]

      ii. All reports will be completed on standard computerized police reports. No specialized report forms are required. [42.2.8, b]

      iii. Identity theft is defined under Virginia Code §18.2-186.3. The Criminal Investigations Section will follow-up Identity Theft cases and coordinate investigations with other agencies as necessary. [42.2.8, d]
iv. Officers will provide the victim with the following information, instructing them to contact one of the credit bureaus. The company the victim calls is required to contact the remaining two companies. Also see Appendix B for additional information to be provided to victims.

[42.2.8, c & e]

- **Equifax**: 1-800-525-6285; www.equifax.com; P.O. Box 740241, Atlanta, GA 30374-0241
- **Experian**: 1-888-EXPERIAN (1-888-397-3742); www.experian.com; P.O. Box 9532, Allen, TX 75013
- **TransUnion**: 1-800-680-7289; www.transunion.com; Fraud Victim Assistance Division, P.O. Box 6790, Fullerton, CA 92834-6790

a. Persons wishing to report offenses involving checks written for insufficient funds or on closed accounts will be advised to call the Criminal Investigations Section between 7 a.m. and 3 p.m. weekdays to schedule a time to make the preliminary report.

1. Preliminary and follow-up reports on cases involving narcotics and vice operations will normally be handled by Vice/Narcotics personnel.

2. Complaints against Department personnel will be referred to a supervisor, who will evaluate the complaint and decide whether to refer the case to Internal Investigations.

A. **Pending Cases**

[41.2.5; 42.1.2; 42.1.4]

1. Patrol officers making initial reports of crimes will indicate in the report if the case should be classified as pending. The officer will notify the reporting party of the status of the case. The reviewing supervisor will endorse or deny the recommendation.
10.10.07 FOLLOW-UP INVESTIGATION

A. The follow-up investigation is an extension of the preliminary investigation. The purpose of the follow-up is to provide additional investigation in order to affect the arrest of an offender and/or recover stolen property, and to secure evidence that will lead to the conviction of the offender.

C. Responsibility for conducting follow-up investigations

1. The following cases will be assigned for follow-up by the Criminal Investigations Section: Homicides; rapes and other felony sex offenses; commercial robberies; juvenile sex offenses (including enticement and suspicious persons with juveniles as reporting parties); white collar crimes; Domestic Violence incidents; child welfare cases (e.g., CHINS; child abuse; cases where Child Protective Services
personnel were notified); felony investigations involving *significant travel outside the City*; missing persons; and other serious cases requiring intensive, specialized, or confidential investigations.

a. Cases involving narcotics and vice operations will normally be handled by Vice/Narcotics.

b. Felony hit and run cases and hit and run cases that will take the investigating officer more than one mile outside the City will be handled by Patrol. normally be assigned to the Traffic Unit.

c. Other cases will be assigned to the appropriate unit for follow-up, depending upon the circumstances of the individual case.

2. A supplemental report must be prepared by each officer who works on the case, but not necessarily for each occasion it is worked on. The unit commanders will maintain a file to ascertain that supplemental reports are submitted as required.

3. Upon the arrival of the assigned specialized investigator, the patrol officer will relinquish responsibility for the investigation unless otherwise instructed by the scene commander. The assigned patrol officer will be required to obtain adequate information to properly complete an original report, and will be responsible for the completion of the original APD-7.

4. On major offenses, supervisors will ensure that each officer who responds submits a supplement detailing what that officer saw and heard as it pertains to the offense.

D. Follow-up investigations of Patrol cases where a felony warrant has been issued and the suspect is in another jurisdiction not within the Commonwealth of Virginia will be assigned to the Special Response Unit. The assigned officer will complete the following process.

1. Notify the Commonwealth's Attorney (during normal business hours) of the charge and jurisdiction in which the suspect is believed to be located and obtain extradition authorization using a Notice of Extradition (APD-51), which should then be attached to the original warrant.

2. Notify the affected jurisdiction by Teletype, explaining the charges, and identifying the Commonwealth's Attorney who has authorized extradition.

3. If the out-of-state jurisdiction holding a suspect requests a certified copy of our warrant, the detective handling the case will ensure that a Warrant Certification (APD-70) is completed, attached to the certified copy of the warrant and sent to the arresting jurisdiction. The original warrant will be filed in Information Services until executed.

E. *Follow-up investigation of cases assigned to CIS where a felony warrant has been issued and the suspect is in another jurisdiction, not within the Commonwealth of Virginia, will remain with the assigned detective, who will complete 10.10.9.D, 1-3 above.*
By Authority Of:

David P. Baker
Chief of Police
All personnel operating Department vehicles shall exercise due regard for the safety of all persons: protection of life is the paramount goal of the Department. No task, call, or incident justifies disregard of public safety. Further, the public expects its law enforcement officers to demonstrate exemplary driving skills.

In emergency situations an expedient response is necessary; however, the need for urgency must always be balanced against operator and citizen safety. Emergency response is recognized as appropriate and necessary under certain conditions; however, nothing in this directive relieves operators of potential criminal or civil liability for their actions.

The purpose of this directive is to set guidelines for the operation of emergency vehicles.
10.11A.02  AUTHORITY

The authority to operate emergency vehicles in response to emergencies is provided under Virginia State Code Section §§ 46.2-920 and 46.2-829.

10.11A.03  DEFINITIONS

Emergency Equipment - flashing, blinking or alternating emergency lights and a siren, exhaust whistle or air horn designed to give automatically intermittent signals.

Emergency Lights - lights are required under the Virginia State Code in emergency response. Police vehicles are required to have flashing, blinking, or alternating blue, blue and red, blue and white, or red, white, and blue combination warning lights (§ 46.2-1022)

Priority Response - responding to a situation assigned emergency status using emergency equipment; and only when the operator of such vehicle displays a flashing, blinking, or alternating emergency light or lights and sounds a siren, exhaust whistle, or air horn designed to give automatically intermittent signals, as may be reasonably necessary.

Emergency Status - the status assigned an incident which may appear to be life threatening or of a serious nature as based on available information, and therefore requires emergency response.

Emergency Vehicle – any law-enforcement vehicle operated by or under the direction of a law-enforcement officer (i) in the chase or apprehension of violators of the law or persons charged with or suspected of any such violation or (ii) in response to an emergency call. Such vehicle shall be equipped with emergency lights and siren. (§§ 46.2-1022 - 46.2-1061).

Routine Status - the status assigned an incident that does not require emergency response. In responding to such an incident the operator will obey all traffic laws and ordinances.

Sirens or exhaust whistles – every law-enforcement vehicle authorized to be equipped with warning lights, shall be equipped with a siren, exhaust whistle, or air horn designed to give automatically intermittent signals (§ 46.2-1061).
10.11A.05 RESPONSIBILITIES

A. The dispatcher will assume primary responsibility for giving an incident emergency status or routine status and advising the unit(s) to respond accordingly.

B. Officers will not respond Priority Response to a call without specific authorization from a dispatcher or supervisor, except in an extraordinary circumstance, defined in “D.” below. Officers operating vehicles not fully equipped as an emergency vehicle, i.e., rental cars, seized vehicles, etc. will not engage in any emergency driving (§ 46.2-920).
C. Personnel on the scene and supervisors en-route to the scene may upgrade or
dowgrade responses to calls when conditions warrant, for example, based on
factors such as weather, roads or other pertinent conditions, or based on
additional information or expertise possessed. [41.2.1]

D. Under normal circumstances, field officers will remain in their assigned areas
unless otherwise directed by a supervisor or a dispatcher.

E. Officers will not respond to a call unless sent by the dispatcher or a supervisor.
Officers close to a dispatched call, and not dispatched, will request approval
from the dispatcher prior to responding on the call (PD 10.29) unless an
extraordinary circumstance, defined in D. above, exists.

F. Employees will operate Department vehicles in such a manner as to avoid injury
to persons or damage to property (6.4.02.A.5). Regardless of the seriousness of
the situation to which the officer is responding, and excepting circumstances that
are clearly beyond the officer's control, he or she shall be held accountable for
the manner in which he or she operates the vehicle.

G. Employees will pay full time and attention to driving and will not use cellular
telephones or Mobile Data Browsers (MDB) in any manner that would endanger
or distract them or cause an accident while engaged in an emergency response.

10.11A.06 PROCEDURES

A. The dispatcher will dispatch as many units as are necessary, based on existing
guidelines and information received, to the scene of the emergency. When a
dispatcher gives a call emergency status, the dispatcher will give the responding
officers authorization for a Priority Response. The dispatcher will advise
responding officers of a change in response status as soon as it is known, and
will ensure that affected units acknowledge the change.

B. When officers receive notification of the termination of Priority Response
status, they will cease emergency operation as soon as is reasonably safe,
keeping in mind that State Code exemptions only apply in response to an
emergency.
C. The driver of any emergency vehicle, when such vehicle is being used in the performance of public services, and when such vehicle is operated under emergency conditions, may, without subjecting himself to criminal prosecution (State Code regulations § 46.2-920):

1. Disregard speed limits, while having due regard for safety of persons and property.

   NOTE: This Department imposes on the operator the restriction of driving no faster than 20 miles per hour above the posted speed limit in an emergency response (excluding pursuits).

2. Proceed past any steady or flashing red signal, traffic light, stop sign, or device indicating moving traffic shall stop if the speed of the vehicle is sufficiently reduced to enable it to pass a signal, traffic light, or device with due regard to the safety of persons and property;

   NOTE: Upon approaching an intersection, or other location where there is great possibility of collision because of traffic congestion, limited visibility, or other factors, the driver shall reduce the speed of the vehicle, stopping completely, if necessary, before entering and traversing the intersection.

3. Park or stop notwithstanding the other provisions of this chapter;

   NOTE: Vehicles will be parked in a manner so as to cause the least interference with traffic flow except when an emergency requires otherwise. At emergency scenes, vehicles should be parked in as safe a manner as possible, considering the need to allow access for fire, medical and other police vehicles. As soon as practical, or at the direction of a supervisor, emergency vehicles will be relocated to restore the normal flow of traffic.

4. Disregard regulations governing a direction of movement of vehicles turning in specified directions so long as the operator does not endanger life or property;

   NOTE: This exemption has often been misinterpreted as permitting travel the wrong way down one-way streets. There is no authorization in the State Code allowing any emergency vehicle to travel the wrong way on one-way streets.

5. Pass or overtake, with due regard to the safety of persons and property, another vehicle at any intersection;

6. Pass or overtake with due regard to the safety of persons and property, while en route to an emergency, stopped or slow-moving vehicles, by going to the left of the stopped or slow-moving vehicle either in a no-passing zone or by crossing the highway centerline;
7. Pass or overtake with due regard to the safety of persons and property, while en route to an emergency, stopped or slow-moving vehicles, by going off the paved or main traveled portion of the roadway on the right. Notwithstanding other provisions of this section, vehicles exempted in this instance will not be required to sound a siren or any device to give automatically intermittent signals.

Nothing in the State Code releases the operator of any such vehicle from civil liability for failure to use reasonable care in such operation.

By Authority Of:

Earl L. Cook
Chief of Police
THIS REPORT WILL BE COMPLETED BY AN ON DUTY PATROL SUPERVISOR. A COPY OF THIS AND ALL RELATED REPORTS WILL BE FORWARDED TO THE SAFETY COMMITTEE CHAIRPERSON.

Case Number (if any): ______________ Date and time of the pursuit: __________________

Officer initiating the pursuit and the number of officer(s) and vehicles involved: ______________

Did the initiating officer have reasonable grounds to believe the suspect(s) had committed or was about to commit one of the enumerated offenses in 10.11B.04A1? Yes___ No___
If yes, what was the offense and how did the officer reach this conclusion: __________________

Did the initiating officer take into account any other conditions in deciding to initiate the pursuit, such as weather conditions, traffic conditions, etc.? Yes___ No___
If yes, what were the conditions considered? __________________

Did the initiating officer notify DEC when the pursuit was initiated? Yes___ No___
Did the initiating officer give the direction of travel? Yes___ No___
Did the initiating officer advise what the charge(s) were? Yes___ No___
Did the initiating officer give a description of the suspect(s) and or the vehicle? Yes___ No___

Did the backup officer give continuous updates? Yes___ No___

Location pursuit initiated: __________________
Time elapsed during the pursuit: ______________ Distance of Pursuit: __________________
Route of Pursuit: __________________

Weather and visibility conditions: __________________
Traffic conditions: __________________ Pedestrian traffic: __________________
Did the pursuit leave the city? Yes___ No___
Did Alexandria Officers become involved in pursuit involving personnel from other agencies and/or other jurisdictions?  
Yes___ No___
If yes, what agencies/other jurisdictions were involved: _________________________________
______________________________________________________________________________

Were any unmarked or other types of police vehicles involved in the pursuit?  
Yes___ No___
If yes, what type of vehicle(s):  ___________________________________________________
If other than marked vehicles were involved, did they follow 10.11B.05E?  
Yes___ No___
If no, what actions did the supervisor take?  ___________________________________________

Were fleeing subject(s) apprehended as a result of the pursuit?  
Yes___ No___
If yes, charges placed against suspect(s): ____________________________________________
______________________________________________________________________________
Location of apprehension:  ________________________________________________________
Apprehending officer(s): ___________________________________________________________
Suspect(s) names: _______________________________________________________________
______________________________________________________________________________
Make-model-color-license number of suspect vehicle:  __________________________________

IF AN ACCIDENT IS INVOLVED, ATTACH THE FR300
Was any party in this pursuit involved in an accident?  
Yes___ No___
If yes, who was involved and were there any injuries resulting from this accident?  
______________________________________________________________________________
______________________________________________________________________________
Name(s) of injured person(s): 
______________________________________________________________________________

Damages to city vehicle(s) (cost):  

Damages to city property (cost):  

Damages to suspect property and vehicle (cost):  

Damages to third party property and vehicles(s) (cost):  

Did the DEC personnel limit radio traffic?  
Yes___ No___
Did the DEC personnel notify a patrol supervisor of the pursuit?  
Yes___ No___
Did the DEC personnel dispatch additional units?  
Yes___ No___
Did the DEC personnel notify other jurisdictions?  
Yes___ No___
If no, why not?  

Did the DEC personnel relay requests for a helicopter or any other resources?  
Yes___ No___
APPENDIX A, VEHICLE PURSUIT REPORT

Did a supervisor monitor this pursuit?  Yes___ No___  By whom: _______________________
If the pursuit entered another jurisdiction, did the supervisor ensure that officers followed the policy outlined in 10.11B.08?  Yes___ No___
If no, why not:_________________________________________________________________
Did the supervisor request a helicopter or any other additional resources?  Yes___ No___
Did the supervisor approve a roadblock?  Yes___ No___
If yes, was 10.11B.05D followed?  Yes___ No___
If the pursuit entered another jurisdiction, was 10.11B.08 followed?  Yes___ No___
Did the supervisor terminate the pursuit?  Yes___ No___  By whom: _______________________
If yes, why?  ___________________________________________________________________
______________________________________________________________________________

Supervisors comments: (This will be used if there are any training issues or if counseling is necessary) ___________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Reporting Supervisor __________________________________________ Date: _________________

Watch Commander: __________________________________________ Date: _________________
OR Patrol Sector Commander

Patrol Deputy Chief: __________________________________________ Date: _________________

Chief of Police: __________________________________________ Date: _________________
10.11B.01 PURPOSE AND POLICY

The purpose of this directive is to establish policy and procedures regarding vehicle pursuit by Alexandria Police Officers. When operating an emergency vehicle in a pursuit situation, the primary concern of the operator must be the safety of him/herself, others in the police vehicle, other motorists and pedestrians, other officers, and the violator. Although officers are given a qualified exemption under state law (46.2-920) from observing certain traffic regulations in specific circumstances, they are not relieved of the responsibility of driving with due regard for the safety of all persons. Both the operator and the Department are not released from civil liability for failure to use reasonable care in such operation. Officers will exercise reasonable care under the circumstances in effect at the time of the pursuit.

Pursuits are a dangerous and difficult task that receives much public and legal scrutiny when accidents, injuries, or death result. Pursuing officers and supervisors must justify their actions and, once they have decided to pursue, continuously evaluate the safety of their actions. Forcible measures to stop a fleeing driver are prohibited except where deadly force is appropriate.
When considering whether to pursue, the officer must decide if the necessity of immediate apprehension supersedes the danger created by the pursuit.

**10.11B.02 AUTHORITY**

The authority to operate emergency vehicles in pursuit situations is provided under the Virginia State Code, Sections 19.2-76, 19.2-77, 19.2-79, 46.2-829 and 46.2-920.

**10.11B.03 DEFINITIONS**

- **Adjacent Jurisdictions**: Virginia jurisdictions with boundaries adjacent to Alexandria; i.e., Arlington and Fairfax.

- **DEC**: Department of Emergency Communications

- **Emergency Equipment**: Flashing, blinking or alternating red lights, blue lights, or combination of the two, and an operable siren, exhaust whistle, or air horn designed to give automatically intermittent signals.

- **Jurisdiction**: The limits or territory within which authority to interpret, enforce and apply the law may be exercised.

- **Major Jurisdictional Boundaries**: Any jurisdictional boundary, beyond which the pursuing officer would cease to have authority, under normal conditions, i.e. state boundaries, the District of Columbia, and certain federal boundaries.

- **PMARS**: Police Mutual Aid Radio System; a radio system providing direct agency-to-agency communications.

- **Pursuit**: An active attempt by an officer in an authorized emergency vehicle to apprehend a suspect who is fleeing or evading apprehension, provided the officer reasonably believes that the suspect is refusing to stop and is willfully fleeing capture by high-speed driving or other evasive maneuvers. Pursuits shall be conducted only with activated emergency equipment as defined in §§ 46.2-920 and -1022 and under circumstances outlined in this directive. An attempt to stop a vehicle that is not fleeing, or attempts to stop a vehicle that is refusing to stop while still obeying traffic control devices and not exceeding the speed limit by more than ten miles per hour is not a pursuit.

- **Ramming**: The use of a moving vehicle to attempt to stop a pursued vehicle by initiating deliberate contact between vehicles or by forcing the pursued vehicle off the road or into an obstacle.
Stationary Roadblock - The use of a stationary vehicle(s) to block motor vehicle passage.

STOP Stick - A commercial product designed to safely deflate the tires of a moving vehicle to reduce the risk of injury or damage.

10.11B.04 RESPONSIBILITIES

A. Each individual officer will determine the need for a pursuit to be initiated. Officers should view the initiation of a pursuit in the same light as a potential use of Deadly Force. Pursuits are permitted under the following circumstances: [41.2.2.a]

1. When an officer has reasonable grounds to believe the suspect has committed, or is attempting to commit, one of the following felonies: Murder; Rape or other felonious sex offense; Abduction; Robbery; Felonious Assault; Arson involving death or serious injury; or

2. When an officer has reasonable grounds to believe the suspect has committed, or is attempting to commit, a crime which involves the display or use of a firearm, even if such crime is classified as a misdemeanor. If the crime is a misdemeanor, officers will not pursue into another State or the District of Columbia.

NOTE: Even when the above conditions have been met, the officer must consider the following factors when determining whether to initiate, continue, or terminate a pursuit:

- Time of day/day of week;
- Location (schools, business districts, residential);
- Nature of charges;
- Weather conditions;
- Road conditions;
- Speed involved;
- Condition of vehicles involved;
- Volume of traffic (vehicular and pedestrian);
- Visibility; and
- Officer’s driving capabilities.

In some circumstances, the decision to abandon a pursuit may be the most prudent course of action, such as: [41.2.2.g]

a. If, in the opinion of the pursuing officer or a patrol supervisor, there is a clear and unreasonable risk that outweighs the necessity to further pursue;
b. If the suspect’s identity has been established and the need for immediate apprehension is no longer present;

c. If the prevailing traffic/pedestrian conditions indicate the futility of further pursuit; or

d. The location of the pursued vehicle is unknown.

B. **The primary pursuit officer will** advise DEC of the pursuit, the direction of travel, charges, description and updated information relating to the pursuit.

C. **The backup pursuit officer** will assist the primary pursuit officer in effecting the arrest. The backup officer will update DEC of the pursuit location and other conditions that may be appropriate.

D. **DEC** personnel will limit routine radio traffic during pursuits, notify a patrol supervisor or commander of pursuits, dispatch additional units, notify other jurisdictions as necessary, and relay helicopter requests.

E. **The Patrol supervisor** will actively monitor the pursuit, and will respond when appropriate. The Patrol supervisor may terminate the pursuit at any time the conditions warrant. The Patrol supervisor will request helicopter assistance, when appropriate, and may direct that additional units assist, if necessary. When Alexandria pursuits enter other jurisdictions, the supervisor will ensure all applicable judicial procedures are followed (see 10.11B.08). The Patrol supervisor will conduct a post-pursuit review, and will document the circumstances in a Vehicle Pursuit Report (APD-478), which will be forwarded through normal channels before the end of the supervisor’s shift (see 10.11B.09).

F. **The on duty Watch Commander or Patrol Sector Commander** will assume this responsibility if a Patrol supervisor is not available to monitor the pursuit, or will designate an acting supervisor to control the pursuit.

The on-duty Watch Commander or Patrol Sector Commander is authorized to make decisions as to whether or not a vehicle pursuit is appropriate. If the on-duty Watch Commander or Patrol Sector Commander authorizes a pursuit when presented with circumstances not specified in this directive, that commander must attach an addendum to the Vehicle Pursuit Report (APD-478) documenting their justification for the authorization.

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**10.11B.05 PURSUIT PROCEDURES**

A. When engaged in pursuit, with full emergency equipment in operation, officers are permitted to disregard certain specific traffic regulations.
VA. Code 46.2-920 - The drivers of any emergency vehicles, when such vehicles are being used in the performance of public services, and when such vehicles are operated under emergency conditions, may, without subjecting themselves to criminal prosecution:

1. Disregard speed limits, while having due regard for safety of persons and property;

2. Proceed past any steady or flashing red signal, traffic light, stop sign, or device indicating moving traffic shall stop if the speed of the vehicle is sufficiently reduced to enable it to pass a signal, traffic light, or device with due regard to the safety of persons and property;

3. Park or stop notwithstanding the other provisions of this chapter;

4. Disregard regulations governing a direction of movement of vehicles turning in specified directions so long as the operator does not endanger life or property;

**NOTE:** This exemption has often been misinterpreted as permitting travel the wrong way down one-way streets. There is no authorization in the State Code allowing any emergency vehicle to travel the wrong way on one-way streets.

5. Pass or overtake, with due regard to the safety of persons and property, another vehicle at any intersection;

6. Pass or overtake with due regard to the safety of persons and property, while en route to an emergency, stopped or slow-moving vehicles, by going to the left of the stopped or slow-moving vehicle either in a no passing zone or by crossing the highway centerline;

7. Pass or overtake with due regard to the safety of persons and property, while en-route to an emergency, stopped or slow-moving vehicles, by going off the paved or main traveled portion of the roadway on the right. Notwithstanding other provisions of this section, vehicles exempted in this instance will not be required to sound a siren or any device to give automatically intermittent signals.

The exemptions granted to emergency vehicles under this section shall apply only when the operator of such vehicle displays a flashing, blinking, or alternating emergency light, or lights as provided in Va. Code 46.2-1022 - 46.2-1024 and sounds a siren, exhaust whistle, or air horn.

**NOTE:** Officers who disregard traffic regulations other than those specifically cited above are not operating under authority of State Code or Police Department policy, and are responsible for the consequences of their actions.
B. **Number of police vehicles**
   Unless otherwise directed by the Patrol supervisor or commander, no more than two police vehicles and one supervisor’s vehicle will become actively involved in the pursuit. The second unit will serve as back up and, when practical, update the pursuit location and other pertinent information so the primary pursuit officer can focus attention on the fleeing vehicle. Full emergency equipment will be used at all times during pursuit.

C. **Forcible stopping**
   The use of forcible stopping/ramming is analogous to the use of lethal force. Employees are prohibited from using a vehicle to force another to stop, except under extreme circumstances when stopping the moving vehicle is of critical importance to public safety. (See also 10.32 Use of Force)

D. **Roadblocks**
   The use of stationary vehicles as roadblocks is not to be used when other officers are in pursuit of the vehicle.

   1. Officers receive training on stationary roadblocks during Basic Law Enforcement School at the Northern Virginia Criminal Justice Training Academy (NVCJTA).

E. **Motorcycles or unmarked cars** - Use of unmarked police cars, motorcycles, or other non-conventional police vehicles should be avoided. In those instances when the operator of such a vehicle finds it necessary to initiate a pursuit, he/she will immediately relinquish the pursuit to the first marked patrol unit assisting.

   Officers operating vehicles not fully equipped as emergency vehicles, i.e., rental vehicle or seized vehicles are not granted pursuit privileges under either Virginia Code or Department policy and shall not be used in any pursuit.

F. Helicopter assistance should be utilized when necessary and available.

G. At the conclusion of pursuits, high-risk traffic stop tactics will be used (see Police Directive 11.21, Traffic Enforcement).

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**10.11B.06 STOP STICKS**

STOP Sticks are prohibited from being used as a forcible stopping technique on vehicles and motorcycles.

A. STOP Sticks will only be used as a “pursuit prevention” method with specific authorization from a supervisor or commander. **Only personnel assigned to SOT,**
TAC, or Vice/Narcotics who have received in-house training on the proper use of this device are authorized to use it. [41.2.3.c] [41.2.3.d]

B. STOP Sticks are designed to be used on vehicles with four or more tires. For optimum performance, STOP Sticks should be deployed on paved surfaces, such as concrete or blacktop.

C. The 1-foot STOP Sticks are a "pursuit prevention" measure. Examples of use are:

a) Warrant service when the suspect has a known vehicle; and

b) Emergency response situations, such as SOT. [41.2.3.a] [41.2.3.b]

- Place a 1-foot STOP Stick(s) against a tire ("chock" the tire) of a parked target vehicle to puncture the tire if the target vehicle departs.
- The side of the 1-foot STOP Stick with the white printed information must be placed face down against the paved road surface.
- The mid-point of the 1-foot STOP Stick must be centered on the center point of the target vehicle tire.
- If it appears possible that the target vehicle could depart by going forward or backward, be sure to place a 1-foot STOP Stick on each side (chocked) of the target vehicle's tire.
- If the target vehicle does not damage the STOP Stick(s), return them to your selected storage area for the next static deployment situation.
- When stored, do not allow the 1-foot STOP Stick to be exposed to sunlight for extended periods of time.

D. In all of the above circumstances, after deploying STOP Sticks, the officer will position him or herself in a safe location away from the point of contact between the target vehicle and the deployed STOP Stick(s).

E. After a STOP Stick has been hit and damaged by a target vehicle tire, it is no longer fully functional and should be discarded as soon as possible. Use of these devices will be noted in the accompanying police report recording the incident in which it was used.

F. Care and maintenance.

1. STOP Sticks are water resistant, not water proof. Keep them dry whenever possible. If they are deployed in wet weather but not used, dry them off and return them to a proper storage position.

2. With 1-foot STOP Sticks, do not expose them to direct sunlight or extreme hot temperatures for an extended period of time.
3. Remember that these devices contain spikes and should be handled with care. Do not bend the product. Do not push spike tips through the housing.

### 10.11B.07 ARREST PROCEDURES

**A. Within Virginia** - Subject to the criteria cited in 10.11B.04.A, officers may pursue a person who has escaped custody or a person who is fleeing from an arrest attempt anywhere in the Commonwealth of Virginia. After a pursuit, the officer may arrest the person wherever found.

If the arrest is made in an adjacent jurisdiction, the accused may be returned immediately to the jurisdiction of the pursuing officer. When charges are pending in the other entered jurisdiction(s), supervisors of Alexandria and the other jurisdiction(s) will determine which jurisdiction will maintain custody of the suspect. This should be based upon the seriousness of the various charges and the likelihood of release by the respective magistrates. If another jurisdiction maintains custody and it is impractical for the pursuing officer to await processing completion, an Alexandria warrant will be obtained and a Teletype will be sent through VCIN as soon as possible to the other jurisdiction.

If the arrest occurs in a non-adjacent jurisdiction within Virginia, and the arrest is made without a warrant, the arresting officer must obtain a warrant from the magistrate of the county or city wherein the arrest was made, charging the accused with the offense committed in the county or city from which he fled, in accord with the provisions of Virginia Code 19.2-77.

If the arrest occurs in a non-adjacent jurisdiction within Virginia and the arrest is pursuant to an existing warrant, the arresting officer may proceed in accord with the provisions of Virginia Code 19.2-76 and return the accused to Alexandria to bring the accused before the magistrate in Alexandria.

**B. Outside Virginia** - Under the conditions mentioned in 10.11B.04.A, officers may pursue into another state or the District of Columbia. After the pursuit, the officer may arrest the person wherever found. The arrested person will not be returned to Virginia without being processed through the judicial system where the apprehension took place. This will involve initiation of extradition proceedings in Alexandria, and VCIN notification to the other jurisdiction as soon as possible that such proceedings are being initiated.

**Under no circumstances will an officer pursue a misdemeanant into another state or the District of Columbia.**
C. Whenever a suspect is pursued and apprehended in Alexandria from a non-adjacent jurisdiction, the suspect will be taken before an Alexandria magistrate. This will not hold true if federal authorities conduct the pursuit.

10.11B.08 MUTUAL−AID PURSUITS

A. Pursuits initiated in other jurisdictions and coming into the Alexandria.

1. Alexandria officers will assist in pursuits initiated in other jurisdictions only under the following circumstances:

   a. Such assistance has been specifically requested by the pursuing jurisdiction, as relayed by DEC; and

   b. The crime involved meets the conditions specified in 10.11B.04.A; or

   c. The personal observations of an officer establish the elements cited in 10.11B.04.A.

2. DEC personnel, once they become aware of a pursuit entering Alexandria, will communicate with the pursuing agency to establish the reason for the pursuit. This information will be provided to all Alexandria officers and the Patrol supervisor or commander. If the pursuit does not meet the criteria cited above this Department will not become involved in the vehicle pursuit, however Alexandria officers may assist the pursuing agency if the vehicle pursuit terminates in this jurisdiction.

3. Until the cause of the pursuit has been established, Alexandria units will not become involved in following the pursuit (e.g. Patrol unit sees another agency entering Alexandria in pursuit and DEC has not yet been notified by the pursuing agency).

4. If the pursuit meets the Alexandria criteria, assistance by Alexandria personnel will be limited to the following:

   a. One Alexandria vehicle may follow the pursuit at a safe distance, with full emergency equipment in operation, to keep Alexandria personnel informed of the direction and conditions of the pursuit. Other Alexandria vehicles may take up station at various locations along likely pursuit routes (not in traveled portions of the roadway), to provide a deterrent effect and to assist if a traffic stop is made in this jurisdiction. "Convoying" of police vehicles is contrary to this Department’s policy. If the pursuit involves more than three vehicles from other agencies, Alexandria personnel will distance themselves from the pursuit, but will attempt to maintain visual contact with the last vehicle. Full emergency equipment will be used during this stage of activity.
b. If an Alexandria unit is not already involved in following the pursuit (as explained above), and the pursuit terminates in this jurisdiction, the dispatcher will assign two Alexandria units and a Patrol supervisor to respond to the scene to provide necessary assistance. Unless directed otherwise, Alexandria units responding to the scene will not activate emergency equipment.

5. An Alexandria Patrol supervisor or commander may terminate Alexandria’s involvement at any time. DEC personnel will communicate such termination to the other agencies involved in the pursuit.

B. Alexandria officers pursuing a vehicle across major jurisdictional boundaries.

1. **Pursuits into Maryland will only be for those felonies listed in 10.11B.04.A.1.** No more than two emergency vehicles should cross a major jurisdictional boundary in a pursuit unless authorized by a Patrol supervisor. When more than two units pursue across a major jurisdictional boundary, those in excess of two will terminate pursuit as units from the entered jurisdictions join pursuit. As soon as practicable the lead role in the pursuit will be relinquished to personnel from the entered jurisdiction.

2. **Pursuits into the District of Columbia will only be for those felonies listed in 10.11B.04.A.1.** The District of Columbia has adopted policy prohibiting their members from assisting other agencies pursuing vehicles into the District of Columbia. When Alexandria officers pursue into D.C., MPDC officers will not actively participate in the pursuit. MPDC officers may respond to the termination point of the pursuit and assist with apprehensions, recovery of evidence and to handle arrests.

3. DEC personnel will notify the affected agency whenever Alexandria officers are pursuing a vehicle into that jurisdiction, providing as much information as possible about the nature of the offense, current location of the pursuit and direction of travel, and information about the vehicle and its occupants. When appropriate, DEC personnel will request assistance from the jurisdiction being entered.

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**10.11B.09 PURSUIT REPORTING REQUIREMENTS**

A. **The Patrol Supervisor monitoring the pursuit will** complete a Vehicle Pursuit Report (APD-478) before the end of their shift. This report will be completed for any pursuit initiated or terminated in Alexandria, including pursuits initiated by other agencies. If further action is necessary (e.g. disciplinary action needed because an officer violated policy during the pursuit), the supervisor will initiate such action. The supervisor completing the APD-478 will also ensure that all other required reports or investigations are completed. The APD-478, along with all related reports pertaining
to the pursuit, will be forwarded immediately to the Watch Commander or Patrol Sector Commander who was on duty at the time of the incident. (See Appendix A).

B. **The Watch Commander or Patrol Sector Commander who was on duty at the time of the incident will** review the completed APD-478, make appropriate comments, attach an addendum, if appropriate, and forward it through channels to the Patrol Deputy Chief.

C. **The Patrol Deputy Chief will** review the APD-478 and forward it to the Chief of Police, along with any recommendations for further action, which may include disciplinary action, counseling, peer review, additional training, policy review, etc.  

D. After review by the Chief of Police, the APD-478 will be forwarded to the Safety Committee Chairperson for review, analysis, and any other action directed by higher authority. A copy of the APD-478 will be forwarded to the Accreditation Manager by the Safety Committee Chairperson.

E. **The Safety Committee Chairperson will:**

1. Maintain these reports for a period of five years.
2. Maintain statistical summaries of the number and types of pursuits, including general information about accidents, injuries or deaths resulting from the pursuits
3. Conduct an annual documented analysis of Emergency Vehicle Pursuits and forward it to the Chief of Police and the Accreditation Manager. At a minimum, the annual pursuit analysis report should include the following information:

   a. Total number of pursuits that were initiated or entered the City of Alexandria’s boundaries;
   b. Comparative table for current and previous two years of pursuits by total number, and Alexandria Police involvement;
   c. A brief description including injuries/accidents of pursuits with Alexandria Police initiation/participation with agency findings (within policy or not within policy);
   d. Table of variable information relevant to all pursuits during the calendar year with Alexandria Police Involvement (i.e. was the pursuit terminated, policy compliant, accidents, officer injuries, suspect injuries, third party injuries, traffic offenses, felony, misdemeanor, day of week, time of day, pursuit distance, charges);
e. Brief description of other pursuits with no Alexandria Police Department involvement;

f. Pursuit analysis conclusion, findings, trends, recommendations; and

g. Any additional information of value determined or used during the analysis.

4. Conduct an annual review of pursuit policies and reporting procedures.

By Authority Of:

Earl L. Cook
Chief of Police
10.12.01 POLICY AND PURPOSE

It is the policy of this Department to provide police service to the community, including people with disabilities, and to fully comply with the Americans with Disabilities Act (ADA). To accomplish this, the Department is committed to ensuring that: programs, facilities and services are accessible; employment and personnel practices conform to ADA and city requirements; appropriate communications and other technologies are used; and training and procedures are in place to inform and govern employee interactions with people with disabilities.
10.12.02  AUTHORITY AND BACKGROUND

- The Americans with Disabilities Act
- The City of Alexandria's Employment Procedures
- The City of Alexandria’s ADA Resource Guide
- The City of Alexandria's Administrative Regulation 6-29 (Reasonable Accommodations)
- Disability Information Manual (see Appendix A).

10.12.03  DEFINITIONS

**Accommodation** – Modification of existing facilities, programs, or services so that they are readily accessible to and usable by individuals with disabilities; job restructuring, part time or modified work schedules; reassignment of an employee with a disability to a vacant position; acquisition or modification of equipment; and appropriate alteration of examinations, training materials, or policies.

**Americans with Disabilities Act (ADA)** – A federal law passed in 1990 that prohibits discrimination against individuals with disabilities.

**Disability** – A physical or mental impairment, whether permanent or temporary, that substantially limits one or more major life activities of an individual (ADA statutory definition); A limitation (ranging from slight to severe) to a sensory, mobility, communication, mental, or emotional function; drug addiction or alcoholism (general definition).

**Mental Illness** – A disability that causes disturbances in thinking, feeling, and relating.

**Mental Retardation** – A developmental disability in which people have below average intellectual and social functioning in major areas of life.

**Speech Reading** – also known as lip reading; a way for hearing impaired people to understand conversation, by carefully watching lip movements and body language.

**TTY (Teletypewriter)** – also known as a TDD (Telecommunications Device for the Deaf); a machine used by hearing impaired people to communicate over phone lines.
10.12.04 RULES AND RESPONSIBILITIES

A. All employees will attempt to provide people with disabilities equal access to police services; and know, based on training provided, characteristics of various disabilities so they can act quickly and appropriately in situations involving people with disabilities.

B. Personnel and Training Commander:

1. Schedule training for employees, depending on job responsibility, in the recognition of people with disabilities and in the techniques to properly handle situations involving people with disabilities; and

2. Comply with the employment and personnel sections of the Americans with Disabilities Act, and abide by the City of Alexandria's employment and personnel practices.

C. Communications Commander:

1. Will maintain TTY services to ensure that hearing impaired people can communicate with the Department in both emergency and routine circumstances.

2. Will maintain an up-to-date list of Department employees who are sign language interpreters for accommodation purposes. If available, employee interpreters will be used prior to contacting an outside interpreter.

D. Supervisors and Commanders:

1. Ensure that employee safety and citizens' rights are protected in field and investigative situations;

2. Ensure that appropriate accommodations are made as needed; and

3. Ensure that the proper paperwork is completed and processed when accommodation requests are made.

E. The ADA Coordinator will follow up on requests for accommodations.

10.12.05 GENERAL PROCEDURES

A. Disabled people experience different degrees of various disabilities; employees must determine on a case-by-case basis how to handle each situation to protect the rights of disabled people while ensuring employee safety. If an employee is not sure how to properly assist a disabled person, the employee should ask the individual. Most
people will be willing to offer advice to handle the situation appropriately.

B. **Handcuffing people with disabilities:** Employees will follow Police Directive 10.27, Prisoner Transport, unless the extent of a person's disability obviously precludes following that policy. If an employee is unsure of how or whether to handcuff or otherwise restrain a person with a disability, the employee should consult with a supervisor. **In all cases, employee safety will be the most important consideration.**

C. **Medication** - Some people with disabilities such as epilepsy and diabetes have medication that they must take regularly to ensure stable health, and failure to take these medications for prolonged periods may result in seizures or other medical problems. However, employees of this Department will not permit any prisoner to consume any medication while in custody, unless directed by a physician.

1. If a person in custody raises the possibility of a medical emergency if not immediately permitted to take medication, the employee exercising custody will immediately transport such person to the hospital for evaluation by a physician. Otherwise, the medication will be held by the employee until arrival at the detention center, where it will be turned over to the appropriate official.

D. **Treatment of People with Disabilities** - Persons with disabilities will not be treated differently than others, except that accommodations will be made to ensure that our services are accessible. If a person without a disability would have been given a ticket or been arrested for an act, then a person with a disability should be given the ticket or be arrested for the same act.

## 10.12.06 SPECIFIC DISABILITIES

A. **Hearing Disabilities** (see Appendices A (III), B, C & D for further information)

1. Interpreters will be used in criminal and non-criminal situations when they are necessary to ensure effective communication with individuals who are hearing-impaired. Employees will notify their supervisor when the services of an interpreter are needed. If an employee translator is not available or is not appropriate, the supervisor will contact a city contractor following the procedures outlined in Appendix B.

2. If an individual without a hearing impairment would have been arrested on probable cause, then a suspect with a hearing impairment in the same situation does not need to be provided with a qualified interpreter, prior to arrest, to explain the charges. However, employees should be aware of constitutional issues surrounding the ability of a hearing-impaired person to understand and respond to questions posed during a criminal investigation. Employees should employ the same procedures in hearing-impairment situations as they would in any situation involving a language barrier that might endanger any evidence.
produced during questioning (see Appendix A (III) for further information).

B. Mental Illness (see Appendix A (IV & V) for additional information) - In cases where a person's mental illness may have contributed to a criminal act, and in cases where employees must take persons into custody to facilitate transportation, evaluation or hospitalization necessary due to mental illness, employees will follow the procedures specified in Police Directive 11.13, Mental Illness Cases.

C. Visual Disabilities – See Appendix A (II).

D. Mobility Disabilities - See Appendix A (IV) and Appendix E.

### 10.12.07 ACCOMMODATIONS AND RESOURCES

A. The Department will provide, when necessary, reasonable accommodation to people needing it, in order to provide police service or to provide equal access to Department programs, services and materials. When possible, the form of accommodation preferred by the disabled person will be provided.

B. Accommodation Requests

1. Accommodation requests from citizens, which will incur any cost, will be reported on a city ADA Accommodation Reporting Form (available through Police Personnel and Training) and forwarded to the Department's ADA Coordinator.

2. Employees requesting accommodation will complete a city ADA Employment Accommodation Request Form (available through Police Personnel and Training) and forward it through their chain of command to the chief of police.

3. All accommodation requests by applicants or current employees will be processed according to the city’s Administrative Regulation 6-29, Reasonable Accommodation.

4. The cost of all accommodations is handled through a non-departmental fund in the Office of Management and Budget (OMB). OMB should be notified prior to scheduling events or meetings for which an accommodation is anticipated. OMB must review any proposed accommodation prior to any expenditure being incurred.

C. Visual Accommodations – Employees presenting materials at public meetings and presentations will inform the audience that these materials can be made accessible in alternate formats.

1. Braille – The Special Services Division of the Alexandria Public Library translates documents into Braille. At least two weeks are required to complete the translation. Documents must be no longer than ten pages and must be submitted on an IBM-compatible 3.5-inch disc in ASCII format.

2. Cassette recordings– The Special Services Division of the Alexandria Library
also records documents onto cassette tape. At least two weeks are required to complete the recording. There is no limit on the length of the document.

3. Large print – When large print is the accommodation desired, employees will use the city's Print Shop or in-house word processing programs, as appropriate.

D. **Hearing Accommodations** - Available resources include:

1. TTY – A TTY is available in Communications for employees to communicate with hearing-impaired people.

2. Department employees – Communications will maintain a list of employees who can serve as sign language interpreters. It should be noted that an interpreter must be certified by the court for the translation to be admissible in court. If available and appropriate, employee interpreters will be used prior to outside sources.

3. The Virginia Relay Center – This service allows a hearing person without a TTY to communicate with a hearing-impaired person who has a TTY. The service's telephone number is 1-800-828-1140.

4. Infrared Assistive Listening System – For meetings up to 15 people, this device is available from the city's General Services Department (838-4770). Though not mandatory, it is best to call in advance to reserve the system.

5. Closed Loop Amplification System – This device may be borrowed from the Northern Virginia Office of the Virginia Department for the Deaf and Hard of Hearing. Call Karen Englehart (703-222-1264) at least seven (7) days in advance.

E. **Mobility Accommodations**: The Department will hold all public meetings in facilities, such as Police Headquarters, that are fully accessible to people with mobility impairments. If accommodations are needed, the City's General Services Department (703-838-4696) should be contacted.

**By Authority Of:**

David P. Baker  
Chief of Police
Appendix A: Disability Information Manual

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I INTRODUCTION
II IMPAIRED VISION
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I. INTRODUCTION
The Department's policy and procedures for dealing with people with disabilities are contained in Police Directive 10.12. This manual is intended to provide additional information about various disabilities and resources in order to assist employees to properly handle encounters they may have with people with disabilities.

II. IMPAIRED VISION
A. It is estimated that one out of two hundred people have impaired vision. This group includes people who are blind and people who have partial vision. People with impaired vision compensate by relying on hearing, touch and other senses. They do not have extrasensory abilities; if they appear to hear more, it is probably because they listen more carefully.

B. It is difficult for people who are blind or have severely impaired vision to identify police employees. Officers should identify themselves as police employees immediately (e.g., "I am Officer Jones of the Alexandria Police Department.").

C. To confirm one's self as an officer, the following may help:
   1. Officers can contact the dispatcher, who will radio back to verify their identity.
   2. Officers, mainly in safe, non-criminal situations, may allow the person to feel their badge if requested.

D. What not to do in interaction with a person who is visually impaired:
   1. Do not raise your voice or speak slower when speaking. Remember: the person cannot see, but he or she probably can hear just as well as you can.
   2. Do not grab the person's arm and push him or her to a different location. If it is necessary to move the individual, ask the person what you should do to assist him or her. The person may then advise the officer what assistance is needed, and may also reassure the guide dog, if needed.
   3. If arresting a visually impaired person is necessary and a back-up is needed, call for back-up before initiating physical contact, if possible.
   4. Do not leave a visually impaired person standing alone without a cane, guide dog or something to lean against.
   5. Do not pet a person's guide dog without the person's permission. The dog is trained to be protective of the owner and must be fully aware of their
surroundings. Physical contact may distract the dog from its duties.

6. Do not assume the person knows what is going on. Tell the person what is happening and orient him or her to the surroundings.

III. IMPAIRED HEARING

A. It is estimated that 22 million people in the U.S. have some degree of hearing impairment. Therefore it is likely that officers will have some contact with people who have impaired hearing. The disability hurts communication, but it does not destroy it. There are many methods to maintain communication.

B. Employees should keep in mind that an individual's failure to comply with or respond to verbal orders might be the result of the individual's inability to hear the orders, rather than an act of defiance. Employees should make an effort to determine whether the individual is intentionally failing to comply or is unable to hear the orders.

C. In communicating with a person who is hearing-impaired, the officer should ask what form of communication the person prefers and use it if available. If the preferred form is not available, written notes will probably be used most often. Points for better communication:
   1. In all methods of communication, be patient. It takes time to accurately state what one means and to interpret what the other person means.
   2. If the person is hearing impaired, he or she can hear and understand speech, but it might be necessary to move away from loud noises such as traffic, radios, or loud conversations.

D. **Miranda Warning** - If the Miranda warning is to be given to a hearing-impaired person, the standard to apply is the same as in any other case where an interpreter is required: does the person understand his or her rights and is a decision to waive them made voluntarily and intelligently?
   1. For official questioning of a hearing impaired person who uses sign language to communicate, an interpreter must be provided at city cost, if necessary.
      a. In some cases, it will be possible for communication to take place in writing without the assistance of an interpreter.
      b. Officers will have to make a judgment call based on the apparent ability of the subject to read and write, ability to communicate in writing, the seriousness of the case, and other factors that apply to interrogation. **Officers should be mindful that American Sign Language has different syntax than spoken English, and word order may be reversed or confusing if the subject uses ASL instead of spoken English when communicating (see below under E.1 Types of Communication, Sign Language).**
      c. Depending on the nature of the questioning and the seriousness of the case, officers may wish to videotape formal proceedings in order to keep an accurate record of what is spoken and signed.
   2. The employee may use a Department employee or a family member or friend of the hearing impaired person to help calm the individual and to see to his or her immediate needs.
3. Communications maintains a list of employees with special skills, including the ability to sign.

E. Types of Communication

1. **Sign Language** is often the preferred form of communication for people who are deaf or severely hard of hearing since childhood. Most people will prefer ASL (American Sign Language), but some may use Signed Exact English (SEE).

   SEE has signs for each English word and uses the same syntax and grammar as English. ASL is a language of its own, with many differences from the English language. It has its own grammar and syntax, as well as some of its own vocabulary. People who are deaf and use ASL probably use it as their primary language, so when they write messages or type on a TTY in English, their messages may be difficult to understand because of the short phrases with different syntax from English. The unfamiliar syntax is not a sign of low intelligence or lack of education.

2. **Interpreters** may be used to help in communication. When using one, the officer should speak to, and face, the person with the hearing impairment. Speaking to the interpreter is considered rude because it makes the person feel ignored or left out. The conversation is between the officer and the hearing impaired person, with the interpreter on the side, assisting the conversation. Do not refer to the hearing impaired person in the "third person" (he, she; him, her; his, hers), when trying to communicate.

3. In **speech reading**, the hearing impaired person will watch the lips and body movements of the officer to determine what is being said. The officer must remember to face the person, and not to overly exaggerate lip movements. These will just confuse the speech reader. It is important to know that less than 30% of what is spoken can be recognized by lip movements alone. In order to make up for this loss, the reader will pay attention with residual hearing, facial expression, and body movements.

4. If **written messages** are used, the officer should keep the messages simple and to the point, using basic vocabulary. The notes should be kept after the conversation as evidence in the event that a problem arises from the conversation.

5. When using a **telephone**, there are many different ways to communicate. A TTY may be used if both parties have one. They communicate by typing messages back and forth over the phone lines. In a non-emergency situation, a hearing-impaired person may call Headquarters at TTY: 838-4896. In emergencies, 911 will work for TTYs. If an employee needs to use a TTY, he or she may use one in Communications (see **Appendix C** for a guide on using a TTY).
6. The Virginia Relay Center (1-800-828-1140) may also be used for phone conversations with a hearing impaired person at a TTY, and the hearing person at a regular telephone. The center operates 24 hours every day. The hearing-impaired person types messages on a TTY to the center, where an operator reads them over the phone to the hearing person, who speaks his or her response. The operator then types this message back to the deaf or hard of hearing person. In these calls, the hearing person must speak as if he or she is talking directly to the hearing impaired person, and not to the operator. The operator will type the exact wording of what is said. Saying "Go Ahead" at the end of a message lets the other person know when to reply. This service may be used anytime an officer needs to communicate with a hearing impaired person. If a TTY is available on the scene for the hearing impaired person, the officer may use a cellular phone to call the service, so that they can effectively communicate. A guide for making relay calls is in Appendix D.

IV. MENTAL ILLNESS

A. A person who is mentally ill may have a biologically based brain disorder. Mental illnesses may be the result of physical abnormalities in the brain that can cause extreme disturbances in thinking, feeling, and relating to others or the environment. Most incidents dealing with mental illness will involve individuals with mild cases of mental illness. These incidents will usually take more time and patience to resolve than incidents with people who are not mentally ill. If the person is exhibiting unusual behavior due to a mental illness, a family member or friend should be called in to help calm the individual. Mental Health Emergency Services staff is available to consult via phone or in person. Their phone number is 703-838-6400.

B. Some symptoms of mental illness are:
   1. Irrational behavior that does not fit the situation
   2. Sudden shifts in behavior
   3. Unprovoked aggressiveness
   4. Prolonged depression, difficulty concentrating, thoughts of self-harm, grandiosity, indifference, extreme sadness, feelings of hopelessness or worthlessness
   5. Hallucinations or delusions

C. Some points to remember are to:
   1. Ensure employee safety during contact
   2. Speak calmly and quietly
   3. Be willing to repeat yourself
   4. Be patient and take as much time as is needed
   5. Do not threaten the person
   6. Do not get involved with personal problems

V. MENTAL RETARDATION

A. Mental retardation refers to people who have below average intellectual and social functioning. These individuals have varied degrees of limited intellectual functioning. Because they are generally non-violent and trusting, they are prone to criminal victimization.
B. Many retarded people will be very willing to cooperate with authority figures such as police officers; so willing, sometimes, that they may answer questions in a way they think will please the questioner. Employees should use caution in any case in which a retarded person is either a suspect or a witness in a criminal investigation. Any questions about a person’s mental competence to understand and respond to criminal charges, or to act as a witness in a criminal case, should be discussed with a supervisor and/or an Assistant Commonwealth’s Attorney before proceeding.

C. For identification, look for the following behaviors:
1. Slow in responding to questions
2. Difficulty following instruction
3. Difficulty signing their name
4. Difficulty reading a sign or watch
5. Unclear speech, with sentence structure nearly incoherent
6. Motor coordination may be impaired

D. When speaking with someone who is mentally retarded, officers should:
1. Be patient, calm and reassuring
2. Ask short, easy to understand questions, and be willing to repeat them
3. Have the individual repeat the questions in his or her own words, to ensure that they are understood
4. Contact family and friends of the individual to help calm and respond to the needs of the individual.
5. Ask if the person is involved with Alexandria’s Mental Health, Mental Retardation and Substance Abuse Department. If the citizen indicates involvement or if the officer suspects involvement, the officer may call the Department’s 24-hour emergency services staff at 703-838-6400 for assistance.

VI. MOBILITY IMPAIRMENTS
A. A mobility impairment is a permanent physical condition in which a person does not have full use of one or more limbs, the trunk of the body, or the neck. Police Headquarters is fully accessible to people who have mobility impairments.

B. Officers must be careful in approaching a person who uses a mobility aid such as a cane or a wheelchair. These can be used as weapons. For safe approach areas to a person in a wheelchair, see Appendix E.

C. In an arrest encounter, the use of handcuffs must be evaluated because the handcuff position may cause unnecessary strain or injury to the individual. Also, if it is necessary to remove a person’s mobility aid (such as a cane or a wheelchair), it should be returned at the earliest time, once the individual is secured and the safety of the employee is assured (see Office of Sheriff General Orders for procedures in the detention facility).

VII. OTHER INVISIBLE DISABILITIES
A. Disabilities such as epilepsy, diabetes, and Alzheimer’s disease are not visible, so it is important for employees to be able to recognize the signs of these disabilities.
B. **Epilepsy and Seizures** - Epilepsy is not identifiable unless a person is having a seizure. Seizures vary in degrees. The severe seizures will be easily identifiable, with the person's body continuously contracting its muscles, resulting in the shaking of the person's body. The mild seizures will be more difficult to identify. A person may act in ways characteristic of intoxicated individuals. The person may appear incoherent and physically unbalanced. Seizures usually last only a few minutes.

1. In the event of a seizure, the employee should protect the individual from harm by removing obstacles and protecting the head from repeatedly hitting the ground. The individual may also be placed on his or her side to prevent choking. Contrary to popular belief, a person having a seizure will not swallow his or her tongue. Hands should be kept out of the mouth of the person having the seizure. Also, it is not necessary to try to physically restrain the individual from shaking.

2. After the seizure, an employee should speak to the person in a calm, reassuring manner, with patience. The person may be fatigued, dazed, belligerent, aggressive, frightened, or unable to remember the seizure or events immediately before it. The confusion and other behavior will slowly resolve and normal functioning will return.

3. In arresting a person who is prone to seizures, keep in mind that the individual may need certain medication to prevent seizures. This information must be relayed to the Office of the Sheriff so that the individual may be safely secured and have access to necessary medication.

C. **Alzheimer's Disease and Related Disorders**

1. It is estimated that in Northern Virginia there are at least 40,000 people who suffer from Alzheimer's disease and related disorders. Alzheimer's disease causes intellectual deterioration, mostly in senior citizens, but cases have been reported in people much younger. Persons with Alzheimer's disease have an organic disease and are not choosing to be difficult. The disease may cause changes in:
   a. Memory: with a loss of short term memory but a clear long term memory
   b. Language use: being unable to speak coherently
   c. Perception: with a reduced ability to learn or retain necessary skills
   d. Delusions: seeing and hearing things that are not there, or speaking to themselves or to nonexistent persons
   e. Disorientation: having a look of confusion or of being lost
   f. Paranoia: the most common type, i.e., believing that people have stolen their possessions that they have actually hidden for safety.
   g. Catastrophic reactions: emotional responses that far exceed the reaction that would be appropriate for the situation.

2. In interacting with a person with Alzheimer's disease, an employee should speak in a low, calm, reassuring manner. Employees should not make any aggressive or threatening movements. They should not grab the person's arm or reach for their wallet when looking for identification. In trying to get the attention of people with Alzheimer's, it is best to get in front of them because many are vision or hearing impaired.
3. Communication may be difficult with people in severe stages of the disease. They may not be able to think of the words that they want to say. For example, if they are thirsty, their mind may not be able to locate the word "thirsty," so they may talk about oceans or water.

4. Because they may not be able to locate many words, it is important for employees to ask a question in several different ways. For example, the question "What is your name?" may be unanswerable, while "Who are you?" might be answerable.

5. The most common situation may be helping a lost and confused individual, due to the tendency of Alzheimer's victims to wander. These cases should be treated in a simple, reassuring and respectful manner.

6. Some people with Alzheimer's disease are members of the nationwide Safe Return Program. Participants in this program wear I.D. bracelets or necklaces with a 24-hour, toll-free phone number on them for people to call to get information on where and with whom the person lives. This program will help employees to quickly find the home of the lost person. For a picture of what the bracelets and necklaces look like, see Appendix F.

D. Other “Invisible” Disabilities

1. There are many other diseases and conditions that may require special handling. Employees should keep in mind that a person's action may be a result of medical conditions and not due to intoxication or attempts at disobedience. Officers should be alert to individuals whose behavior could be an indication of an “invisible” disability. Symptoms of such disabilities include disorientation, shaking, seizures, incoherence, or being physically imbalanced. Such persons should be checked for ankle or wrist bracelets that may indicate a special problem.
APPENDIX B: Sign Language Interpreter Services

Sign Language Associates  0800 - 1700 hours, Monday through Friday

Signing Hands  0830 - 1600 hours, Monday through Friday

Note: Employees must be ready to give the following information so that the proper type of interpreter is requested:

1. The skills needed: Which sign language is used (American Sign Language or Signed Exact English); familiarity with legal terms.
2. The date, time, place and length of the event.
3. The type of event (interview, conference, speech, interrogation, etc.)
4. The number of participants.
5. The number of hearing impaired participants and their roles.
6. Insist that the vendor notify you, within a specified period of time, who your interpreter will be or if the vendor cannot schedule an interpreter to fill your need. If none of the vendors can provide an interpreter, call Personnel Services (838-4696) for a list of freelance interpreters.

Virginia Relay Center  1-800-828-1140 (voice users)
APPENDIX C: Using a TTY (Teletypewriter)
Also known as TDD
(Telecommunications Device for the Deaf)

This Appendix describes how to handle TTY calls and gives a list of TTY abbreviations and syntax often used by persons with speech and hearing impairments.

If your TTY phone is also used for voice calls, be sure the person who answers your phone by voice knows how to recognize and answer a TTY call. Usually a voice announcer saying, “this is a TTY call, or a high-pitched electronic, beeping sound can identify a TTY call. However some TTYs do not have voice announcers or make the beeping sound or the person calling may forget to tap the space bar to produce it. Therefore, if you hear no voice, assume it is a TTY call.

TTYs should be placed near a telephone so there is minimal delay in answering TTY calls. Further, this phone should be accessible to and usable by persons with disabilities, including those who use wheelchairs.

RECEIVING AND CONCLUDING A TTY CALL

1. Place the phone receiver in the receiver cradle of your TTY adapter (For correct receiver placement, note picture, notch, or the word "cord."). Turn your TTY on.
2. The person who answers the call is the first to type. Type your agency name and your name. Then type "GA."
3. "GA" means go ahead and type. This is the signal for the other person to begin typing. "HD" means hold. This is the signal that the person typing must stop for a minute, but he/she will be back. In fact, do not leave the phone unless you first type "HD." "SK" means stop keying. This is how you show that the conversation is ended and that you will hang up. It is polite to type good-bye, thank you for calling, or some other closing remark before you type "SK."

Some sample opening and closing messages are:
Hello, Access Board, this is Jane Smith, may I help u? GA
Dept. of Justice, Ms. Smith here. May I help u? GA
Good AM, this is Ms. Smith at the Dept. of Agriculture. GA
Thank u for calling, bye to SK or GA
Have a good day. GA to SK

Because of the amount of time it takes to send and receive messages, it's important to remember that short words and sentences are desired by both parties (see list of common TTY terminology in chart following).

NOTE: With TTY calls you will not be able to interrupt when the other person is typing.
Sometimes you may get a garbled message in all numbers or mixed numbers and letters. You should strike the space bar and see if the message clears up. If not, when the person stops typing, you should say, "Message all garbled, please repeat." If the garbled messages continue, this may mean that one of the TTYs is not working properly or that you have a bad connection. In this case you should say something like, "Let’s hang up and you call me back or I’ll call you back."

**MAKING A TTY CALL**

Again, place the phone receiver securely in the TTY receiver cradle and turn on your TTY. Make sure you have a dial tone by checking for a steady light on the TTY status indicator.

Dial the number and watch the status indicator light to see if the dialed number is ringing. The ring will make a long slow flash or two short flashes with a pause in between. If the line is busy, you will see short, continuous flashes on your indicator light. When the phone is answered, you will see an irregular light signal as the phone is picked up and placed in the cradle. If you are calling a combination TTY and voice number, and do not have a voice announcer on your TTY, you should tap the space bar several times to help the person on the other end identify this as a TTY call.

**PLEASE NOTE** - If your call is not answered via TTY after 10 to 15 seconds, you should again tap the space bar to let the person know that it is a TTY call. If you still receive no answer, this could mean one of several things. You may have dialed an incorrect number or your call did not go through. A signal on your monitor light that someone is speaking may mean you have reached a recorded message.

**COMMON TTY TERMINOLOGY**

<table>
<thead>
<tr>
<th>Afternoon/Evening</th>
<th>PM</th>
<th>Operator</th>
<th>OPR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Although</td>
<td>THO</td>
<td>Pause (thinking)</td>
<td>HMMM</td>
</tr>
<tr>
<td>Are</td>
<td>R</td>
<td>Please</td>
<td>PLS</td>
</tr>
<tr>
<td>Because</td>
<td>CUZ</td>
<td>Question</td>
<td>Q</td>
</tr>
<tr>
<td>Center</td>
<td>CTR</td>
<td>See you later</td>
<td>CUL</td>
</tr>
<tr>
<td>Could</td>
<td>CUD</td>
<td>Should</td>
<td>SHUD</td>
</tr>
<tr>
<td>Go ahead (your turn to type)</td>
<td>GA</td>
<td>Stop keying (end of conversation)</td>
<td>SK</td>
</tr>
<tr>
<td>Hold</td>
<td>HD</td>
<td>To show appreciation</td>
<td>SMILE</td>
</tr>
<tr>
<td>Meeting</td>
<td>MTG</td>
<td>Tomorrow</td>
<td>TMR</td>
</tr>
<tr>
<td>Morning</td>
<td>AM</td>
<td>Would</td>
<td>WUD</td>
</tr>
<tr>
<td>Number</td>
<td>NBR</td>
<td>You</td>
<td>U</td>
</tr>
<tr>
<td>Oh, I see</td>
<td>OIC</td>
<td>Your</td>
<td>UR 10/93 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>M</td>
</tr>
</tbody>
</table>
ADDITIONAL INFORMATION

If you make a mistake in spelling, you can either type "xxx" and then retype the correct spelling or use the Back Space key to delete the misspelled word(s).

To type numbers on some TTYs you may have to use the Shift key. Consult your TTY manual for specific operating instructions.

The message of some TTY callers may appear to be in nonstandard English. Please do not mistake this as a lack of intelligence on the part of the caller. Instead, it may be due to differences between hearing and deaf cultures or the use of TTY terminology. Extend the same patience and courtesy to TTY callers as you do to all others.

For more information, or copies in alternative formats, call the Access Board (U.S. Architectural and Transportation Barriers Compliance Board) at the following numbers.

- TTY 202-272-5449
- Voice 202-272-5434
- VTTY 800-USA-ABLE
APPENDIX D: Making a Relay Call from a Voice Telephone

During a relay call the Communications Assistant (CA) is transparent. They will type what you say, word for word, as well as all background sounds they hear. They will voice to you what the Text Telephone (TT) user types.

Call the Telecommunications Relay Center at: 1-800-828-1140

1. When the CA answers the call, give them the telephone number of the person you are trying to reach. When calling a business or organization, providing the CA with the name and/or department you are trying to reach will speed connection of your call.

2. Once your call is connected, speak a little slower than normal.

3. Speak as if you are talking directly to the person you are calling.

4. On a relay call only one person can speak at a time. When you hear "Go ahead," you will know it is your turn to speak. When you are finished speaking, say, "Go ahead," so the other person will know it is their turn to speak.

When someone is making a relay call to you the CA will announce the call as follows:
"This is the Relay Center, there is a person on the line who cannot use a telephone to call you directly. Have you ever spoken through this center before?"

- During the call follow the guidelines above under numbers 2, 3 and 4.
Appendix E: Approaching a Person in a Wheelchair

THIS AREA HAS A HIGHER POTENTIAL FOR INJURY

BEST AREA TO APPROACH

BEST AREA TO APPROACH

THIS AREA HAS THE HIGHEST POTENTIAL FOR INJURY
Appendix F: Alzheimer’s “Project Safe Return” Bracelets/Necklaces

These are the three styles that may appear on the Alzheimer's Association Safe Return Program bracelets and necklaces. If the person is lost, call the phone number on the back of the jewelry to help find the person’s home.

- **Style A**
  - Alzheimer's Association
  - Safe Return

- **Style B**
  - Safe Return

- **Style C**
  - Memory Impaired
  - To Help Bob
  - Call 1-800-XXX-XXXX
  - ID# SRXXXXX
**10.13.01 PURPOSE AND POLICY**

The purpose of this order is to establish procedures for securing private property that has been rendered accessible to unauthorized entry due to weather, criminal activity, or authorized police activity.

**10.13.02 GENERAL**

Occasionally, officers are called upon to physically secure private property that is vulnerable to unauthorized entry due to events beyond the control of the property owner. In the interest of Crime Prevention, the Police Department may have an obligation to secure property in cases where the owner of the property is not known or cannot respond in a timely fashion.

Construction services are budgeted annually under Fees for Professional Services, account. These services are available to Patrol operations to secure private property rendered accessible to unauthorized entry due to weather, criminal activity, or authorized police activity when property owners cannot be located to respond and
secure their property. To avoid posting a police officer on the premises, a supervisor has the option of having the potential entry points boarded over for temporary security.

**10.13.3 PROCEDURE**

A. In general, officers will take reasonable steps to secure vulnerable property. Personally notifying the owner and ensuring that the property is turned over to a responsible party is standard operating procedure.

B. When a property owner or responsible party cannot be located and it is apparent the premises cannot be secured through conventional methods (such as locking doors or windows) officers will contact their immediate supervisor who will respond to the scene.

C. The responding supervisor will assess the situation and determine if contracted construction services will be utilized to secure the property. The supervisor will ensure that all reasonable efforts have been made to have the owner or responsible party respond to the scene prior to authorizing a request for construction.

D. Upon receiving authorization from the supervisor, the officer handling the case will contact or have the *Department of Emergency Communications (DEC)* contact the current vendor responsible for construction services. The officer will stand by until the vendor responds and secures the property. The officer will provide the report case number and the name of the supervisor authorizing services to the vendor.

- Under no circumstances will officers or supervisors contact construction services to secure property when a responsible party is available to respond and assume control of the business or premises. This 24 hour service is provided, under City contract only as needed by the Police and Fire Department. Employees are not to give out the name or telephone number to citizens or business owners as they do not provide “board-up” services to the general public.

**10.13.4 RESPONSIBILITIES**

A. The assigned officer will note that construction services were utilized in the police report (F-APD-0007) documenting the incident. The report will contain: the name(s), business address, home address, and phone numbers for the property owners. The report will also contain the name of the supervisor authorizing construction services. If the incident is not a reportable event, the officer will complete a POLICE INFORMATION report which includes the above information.
B. The authorizing supervisor will ensure that a copy of the police report documenting the use of construction services is forwarded to the Fiscal Management Section and the Patrol Account Administrator.

C. The Fiscal Management Section reviews the APD-0007 and periodically reports to the City Finance Department which will, if appropriate, bill the owner of the property for the services rendered.

D. The Patrol Account Administrator will maintain a central file of all reports detailing the use of construction services and will verify that reports have been completed based on expenditures charged.

By Authority Of:

Earl L. Cook
Chief of Police
The purpose of this directive is to establish procedures for telephone and online reporting of crimes and incidents.

It is the policy of this department to provide the opportunity for citizens to report certain crimes and incidents by telephone and online by accessing the Alexandria Police Department website at alexandriava.gov/police and clicking on Online Resources. Reports handled by these measures increase the number of police officers available to respond to emergencies and other police functions. Telephone and online reporting accomplishes this objective and provides an appropriate police response to complaints that are less serious and do not require the presence of an officer to write a report.

A. When a call is received in the Department of Emergency Communications (DEC) and it qualifies as a telephone report (see section 10.14.04), call takers will record the information on the Computer Aided Dispatch (CAD) system. Call takers will assign the call to the Telephone Reporting Unit (TRU) and clear the call according to the proper procedure for the system (as TRU). Call takers are to encourage citizens to use the online reporting system as an alternative means to make the report by telephone. Citizens may also access the online reporting system directly through

...
the Department’s website without contacting DEC and being referred. Through a series of questions, the online system will determine if the report qualifies for online reporting or will direct the citizen to contact DEC to dispatch it as a call for service.

B. The supervision and management of the TRU is the responsibility of the Information Services Section (ISS) commander or designee.

C. Personnel assigned to TRU, whether a police services clerk (PSC), special police officer (SPO), police officer, or volunteer, and whether permanently or temporarily assigned, are responsible for:
   1. Receiving calls transferred from DEC.
   2. Checking the incident listing report for pending calls and writing reports as necessary,
   3. Handling all calls received unless, after having spoken with the complainant, further action by TRU would be inappropriate. Upon approval by an ISS supervisor or designee, DEC will be notified to dispatch such calls.
   4. Reviewing incidents received in the online reporting system and writing reports as necessary.

D. Employees assigned to TRU will print out all calls received via the incident listing report. Then, the PSC will log the calls into the TRU computer program.

E. Priority 1 calls (as defined in 10.14.03) will be handled immediately. Normally, all other calls will be handled in order of receipt. Exceptions may be made by an ISS supervisor or higher.

F. Employees taking any action on a TRU call (for example, phone message left, report taken and disposition, etc.) will document it by writing on the printout the action taken, date, and the employee’s name. The employee will then place the printout in the designated basket to await update of the TRU computer program by the PSC.

G. The PSC is accountable for ensuring all pending telephone reports have been received and handled.

H. All persons assigned to TRU are responsible for contacting complainants of any calls pending from the preceding shift or day.

I. Persons writing telephone reports will select “Telephone Reporting” in the Division drop down box in Report Manager whether they are assigned to TRU permanently or temporarily. Reports completed in TRU will be sent to the ISS supervisor (s) for review and sign off.

J. Credit card frauds, embezzlements, forgeries, or similar white-collar offenses will not be handled by TRU, except when the reporting party is out of town.
   1. Police Information reports for white-collar offenses such as Identity Theft occurring outside the City, taken as a courtesy to aid citizens with the recovery of funds, would be handled by TRU.

K. During those occasions when there are more than 20 pending calls, TRU staff is to notify an ISS supervisor. The ISS supervisor will determine if additional assistance is needed. The ISS supervisor will request the On-Duty Watch Commander to
determine the availability of a police officer to respond to TRU to handle the backlog. If a police officer is not available, sending calls to TRU may be suspended until such time that the backlog improves and is manageable.

L. The ISS supervisor suspending TRU calls is responsible to notify the On-Duty Watch Commander and DEC of the deferment.

M. Once the TRU backlog is manageable, the ISS supervisor is responsible to notify the On-Duty Watch Commander and DEC of the reinstatement.

10.14.03 PRIORITY 1 AND 2 CALLS

A. Call takers will use the charts below to determine if a call should be handled by TRU. Only calls listed therein will be handled by TRU. An ISS supervisor or higher may make exceptions when unusual circumstances exist.

B. For purposes of this Directive, “Identifying Suspect Information” will be defined as descriptors that are likely to assist responding officers in locating a suspect (e.g. name/nicknames, current suspect location or suspect’s address). Calls received with only vague or broad descriptors that are unlikely to assist responding officers in locating a suspect (e.g. race and gender only, wide range for age, height or weight, no description of clothing, hair color or distinctive characteristics) should be handled as described in Sections D and E below. If TRU discovers additional suspect information in a Priority 1 Call, TRU will notify DEC in order to update circulating officers.

C. If a call is sent to TRU and TRU discovers identifying suspect information, TRU will return the call to DEC to dispatch to Patrol.

D. PRIORITY 1 CALLS are handled immediately upon receipt by TRU. If TRU is not staffed and/or no one is available to handle the call, it will be dispatched by DEC. See the chart below for further information.

<table>
<thead>
<tr>
<th>TYPE OF REPORT</th>
<th>CRITERIA FOR REFERRAL TO TRU</th>
<th>ACTION REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRAND LARCENY AUTO</td>
<td>1) No identifying suspect information AND 2) Offense likely occurred more than one hour prior to receiving the call.</td>
<td>DEC:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Patrol:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TRU: Enter vehicle into NCIC/VCIN. Complete report – note efforts made by Patrol officers documented in CAD. Notify DEC of lookout.</td>
</tr>
</tbody>
</table>
LARCENY Including SHOPLIFTING (PETIT) and LARCENY FROM AUTO (JUST OCCURRED)

<table>
<thead>
<tr>
<th>TYPE OF REPORT</th>
<th>CRITERIA FOR REFERRAL TO TRU</th>
<th>ACTION REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAMPERING WITH AUTO</td>
<td>1) No identifying suspect information AND 2) Offense likely occurred more than one hour prior to receiving the call.</td>
<td>TRU: Complete report.</td>
</tr>
<tr>
<td>LARCENY Including SHOPLIFTING (PETIT) and LARCENY FROM AUTO (OCCURRED EARLIER)</td>
<td>1) No identifying suspect information AND 2) Offense likely occurred more than one hour prior to receiving the call.</td>
<td>TRU: Complete report.</td>
</tr>
<tr>
<td>DESTRUCTION OF PROPERTY, Excluding GRAFFITI</td>
<td>1) No identifying suspect information AND 2) Offense likely occurred more than one hour prior to receiving the call.</td>
<td>TRU: Complete report.</td>
</tr>
</tbody>
</table>

E. PRIORITY 2 CALLS are any that are not included in Priority 1 and usually do not require immediate action. See the chart below for further information.
## HIT AND RUN  
**MISDEMEANOR**

1) No identifying suspect information AND  
2) Offense likely occurred more than one hour prior to receiving the call AND, and 
3) No injury reported. If occurred on public property, damage estimate under $1,500 to victim vehicle.  

**TRU:** Complete report.

| CITY TAG LOST | Lost tag. | **TRU:** Obtain tag number, complete report. |
| LOST PROPERTY | Believed lost in Alexandria. | **TRU:** Complete report. |
| PHONE CALLS: harassing, annoying, obscene | 1) No identifying suspect information AND  
2) Not domestic-related. | **TRU:** Complete report, refer victim to phone company. |
| POLICE INFORMATION |  | **TRU:** Complete report. |
| **IDENTITY THEFT OR CREDIT CARD FRAUD** | 1) No identifying suspect information AND  
2) The reporting party is out of town | **TRU:** Complete Report. Advise victim to follow up with card issuer. |

By Authority Of:

David Huchler  
Acting Chief of Police
10.15.01 POLICY/PURPOSE

It is the policy of the Department that all special events be sufficiently staffed to ensure the safety of the people who attend and those who take part in handling an event. This directive defines the types of Special Events and the operational considerations to be followed. This directive is further intended to ensure staffing needs are met through a fair and equitable system.

10.15.02 DEFINITIONS

Special Event - is any event public or private, attended by one or more persons, that is intended to promote, highlight, or bring attention to a specific cause or occasion, the conduct of which has the effect, intent or propensity to draw a crowd or onlookers. Examples include holiday celebrations, pageants, historical reenactments, remembrances, entertainment, exhibitions, festivals, concerts, races, parades, picnics, reunions, fairs/carnivals, boat or ship arrivals, and political rallies/demonstrations.
**Event of Interest** - is a public or private event that may require additional operational considerations depending on certain factors. (See list in 10.15.03 below)

**City Sponsored Special Event** - is any event sponsored or co-sponsored by the City of Alexandria and has some or all of its funding provided by the City.

**Special Event Committee** - is a working group comprised of representatives from the following City Agencies: ACVA, ACPS, General Services, Health Department, Fire Department, Code Enforcement, Emergency Management, Police Department, and T&ES. The committee is currently chaired by the Recreation Department.

**Special Events Supervisor** - is normally a sergeant assigned to the Operations Support Bureau. He/She is responsible to coordinate department resources and effectively staff and manage special events that occur within the City. They are assigned to the Special Events Committee as the Police Department representative. They are responsible for working closely with this committee to evaluate events, assist with logistics to groups or persons wishing to hold a special event. They are the central point of contact for the department for handling all special events. They also work with other Police or outside agencies when requested to assist with events that may impact the City or request for mutual aid in assigning officers to outside agencies for large regional events.

**Draft** - is the notification to Officers that they are required to staff a special event.

**Exempt Officers** - are sworn personnel with the rank of Captain or above; officers regardless of rank with 30 or more years of service; detectives assigned to the Vice/Narcotics Unit; Members of the Motor Unit or Honor Guard; Parking Enforcement Officers; Hack Inspectors; and SPOs.

**Public Spaces** - are streets, sidewalks, parks and schools under the control of the City of Alexandria.

### 10.15.03 PROCEDURES/EVENTS OF INTEREST

All Special Events reviewed and approved by the City Special Events Committee will be staffed as a hireback or overtime detail.

Events occurring on private property and not reviewed/approved by the Special Events Committee may be staffed as an off duty detail. (see Police Directive 4.17 - Secondary Employment)
Some events regardless of their location within the City may require additional operational considerations depending on certain factors. These are referred to as **events of interest**. Events of interest require further review to ensure proper documentation and permitting has been obtained and/or adequate notifications have been made to the appropriate City agency or Command Staff. Operational consideration is needed when:

- the event is held in Public Spaces;
- the event includes dignitaries in attendance;
- alcohol will be sold or dispensed at the event;
- the event will have a band/concert that will draw significant crowds of persons due to heavy advertisement or popularity of the performer;
- the event causes a major road closure or disrupts the normal flow of traffic;
- the event will attract 200 or more persons;
- the event will impact two or more City agencies assigned to the Special Events Committee.

Employees who become off duty detail coordinators as defined in Police Directive 4.17 will be required to complete the required APD Off Duty Detail forms for submission through the Chain of Command. The Operation Support Bureau Chief when signing off on this form will ensure the detail complies with City permit requirements and does not conflict with current City and Police Department policy as a Special Event.

### 10.15.04 STAFFING SPECIAL EVENTS / DRAFTING

**A.** The Special Events Supervisor will post a sign-up sheet at a predetermined and approved location indicating the event, its date and time and the number of officers needed to fulfill the necessary staffing requirement.

**B.** To ensure volunteers have ample time to sign up to work each event, the sign-up sheet will be posted approximately 60 days prior to the date of the event or when the event is approved or comes to the attention of the Special Events Supervisor. At approximately the 35 day mark, if the event is not fully staffed by volunteers, the Alexandria Office of Sheriff will be provided the opportunity to fill vacant staffing assignments. The Alexandria Office of Sheriff will have ten (10) days to solicit sworn Deputy Sheriff volunteers for the event. Assigned Deputy Sheriffs will operate under an agreed memorandum of understanding (MOU) detailing roles and responsibilities of each agency. At approximately the 25-day mark, if the event is not fully staffed by volunteers, the Special Events Supervisor will initiate the draft and will assign officers by utilizing a draft roster of all sworn officers except officers defined as being exempt. (See definition above) When utilizing the drafting process, the Special Events Supervisor will assign officers in a manner that avoids significant conflict with their normally scheduled hours of on-duty work.
C. Officers will be drafted from a current roster of officers first by the order of special events worked the previous year and second by seniority. This notification will be made approximately 25 days prior to the event start date. Officers working no or zero events in the prior one year time period will be at the top of the list. The draft list will be created by examining the officers credited with working a special event from all Special Events in the last twelve months including the event being drafted for (if that event occurred the previous year). The list will be created as drafts are required or needed. After an officer has fulfilled his/her obligation after being drafted, he/she will not be drafted to work another special event until the list has been exhausted and their name comes up again. This will ensure equity in drafting personnel to work these events.

10.15.05 RESPONSIBILITIES

A. Special Events Supervisor

1. The Special Events Supervisor will be responsible for the coordination of all approved City special events and will coordinate these events with other city agencies and outside organizers. The Special Events Supervisor will coordinate staffing resources when requested by outside Police or Federal Agencies.

2. When a draft is required, the Special Events Supervisor will give written notification to those officers selected to work the event and a copy of the notification will be forwarded to the individual's supervisor. Once written notification has been sent, the assignment will not be considered voluntary.

3. The Special Events Supervisor will complete an after action report to include the number of officers used, problems encountered, costs to the sponsor of the event and suggestions for future events. After Action reports are not required for re-occurring races or other annual events unless there are significant issues or suggestions for future events. After Action reports are required for the GW Birthday Parade, The St. Patricks Day Parade, the Scottish Christmas Walk Parade, the King Street Art Festival, the Arlandria Festival, Art on the Avenue and First Night as these specific events mobilize large department resources. An event supervisor or commander may request an After Action for any Special Event.

4. The Special Events Supervisor will document the personnel who work the event and maintain a record of their cost (based on their current rate of pay) via an event spreadsheet. The event supervisor or his designee will collect any overtime slips from the officers assigned to the event. Overtime slips will be submitted to Personnel and Training after the event concludes.
5. The Special Events Supervisor may be responsible in certain instances for billing and reimbursement of police personnel expenditures (if applicable) to the appropriate vendor or organizer to whom police services were provided or to the person responsible for recovering the cost associated with services provided by the City (usually this is handled by the Recreation Department).

6. The Special Events Supervisor will notify the Operations Support Bureau Deputy Chief (through channels) of any Special Events not reviewed, funded or paid through the City’s Special Event Account. A written request for staffing and overtime expenditures will be submitted prior to the posting or staffing of the detail. The request will include the background of the event, the number of personnel needed, the estimate of overtime cost, any traffic impacts or street closures, and any logistical requirements or considerations related to the nature of the event.

B. Sworn Personnel

1. Officers who voluntarily sign up to work a special event will be deleted from the master list after working that specific event and will not be responsible to work again until their name comes back to the top of the draft list.

2. Officers drafted will work their assigned event, unless they find another officer to work in their place. In these cases, officers will notify the Special Events Supervisor, in writing (email is ok), and inform him/her of the change. Officers may not recruit a replacement officer without making this notification to the Special Events Supervisor. Officers drafted are responsible for the coverage of the event until specifically relieved by the Special Events Supervisor or higher authority.

3. In cases of last minute bonafide emergencies, the scheduled officer must promptly contact the Special Events Supervisor and request to be excused from working an event. The officer, however, will not be excused from the draft list.

4. Officers, who find someone to work in their place, will not be relieved of their draft obligation until they actually work a special event. Their name will remain on the list until that happens. (The option to find “covering” officers is allowed as a consideration for those situations where officers have significant pre-arranged plans for the date they are selected to work).

5. Officers do not receive credit for working a Special Event until they have actually worked the event. Officers who have signed up for future posted events are still subject to draft in the case where a draft precedes the future event. For example: Officer A signs up for the February GW Parade but
then is drafted for the March St. Patrick’s Day Parade. Because Officer A has yet to work the GW Parade he/she has not been credited with working an event and is subject to draft.

6. Officers voluntarily signing up, or those who are drafted from the list will report to the event at the date and time specified by the Special Events Supervisor. All guidelines, as set forth in Police Directive 4.2, Leave and Attendance apply. Officers, who fail to report to the event, and have not been excused by the Special Events Supervisor, will be subject to disciplinary action.

7. Sworn officers with the rank of Lieutenant and below who work a special event which is reimbursable to the City will be paid at their current time and one half rate of pay or the maximum pay authorized by the event.

10.15.06 SECURITY CHECKPOINTS FOR SPECIAL EVENTS

Certain Special Events will require additional security measures to be instituted to ensure a safe and secure environment for participants.
5. **Virginia Open Carry Law:** Officers at **[redacted]** may not detain, restrict or otherwise impede a person who wishes to attend a City Sponsored or Co-sponsored event for the sole reason of openly carrying a firearm. Current Virginia Law allows for the open carrying of a firearm in public by any person over the age of 18 (VA Code 18.2-308). Events open to the public and sponsored or co-sponsored by the City of Alexandria cannot restrict persons who wish to exercise this right.

The Commonwealth Attorney has opined that the open carrying of a firearm is not illegal and would not warrant an investigatory stop unless the officer observes additional facts and circumstances or unusual conduct which leads him to reasonably conclude in light of his experience that criminal activity may be afoot. Such facts and circumstances might include but are not limited to:

- Whether it appears the firearm is a type prohibited under the code sections.
- Whether the officer has knowledge that the person might fall into a category of persons prohibited from carrying weapons (convicted felons as an example).
- Whether the person is intoxicated in public.

This policy does not apply to events where the event sponsor, private person or entity has rented or leased City Property for the event and wishes to prohibit firearms from entering the venue.

The City Attorney has opined that:

“The Virginia Code only prohibits localities from adopting or enforcing restrictions on the carrying of firearms. See Va. Code section 15.2-915(A). A private person or entity that rents a City facility for an event would not be acting as an agent or servant of the City. Such an entity would be entitled to condition entry to an event that it is sponsoring on its own terms, as long as the sponsor is not discriminating in some invidious manner (such as by race). This presumes that (i) the City is not a cosponsor of the event or otherwise underwriting the cost of
the event, and (ii) the private person pays the customary rental fee for the facility.”

By Authority Of:

Earl L. Cook
Chief of Police
10.16.01 POLICY AND PURPOSE

This directive reflects the model policy established and amended by the Metropolitan Washington Council of Governments Police Chiefs Committee. These guidelines are for the recognition of casual clothes personnel from the law enforcement agencies throughout the Washington Metropolitan area by uniformed members.

The policy is designed to reduce the hazards inherent in confrontational situations between uniformed and casual clothes law enforcement personnel. It is not intended to supersede the procedures of any agency in the deployment of casual clothes or undercover personnel. These procedures are designed for both on and off duty personnel.

The safety of all law enforcement personnel is of paramount importance to the Police Chiefs Committee. The quick and effective recognition of casual clothes personnel utilizing consistent procedures is an important component of ensuring that safety. Therefore, it is the desire of the Police Chiefs Committee that all agencies in the COG region enact, train to, and adhere to this policy.
DEFINITIONS

Member - a sworn employee of any law enforcement agency or the Military District of Washington.

GENERAL INFORMATION

While the procedures contained in this policy are established and accepted by all law enforcement agencies in the Metropolitan area, active and retired officers from other areas of the country may be unfamiliar with them.

PROCEDURES
By Authority Of:

Earl L. Cook
Chief of Police
This agency is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency. The responsibility for participating in and supporting the agency's juvenile operations function is shared by all agency components and personnel.

The purpose of this directive is to establish guidelines to be used by employees in the day-to-day operations of the Serious Habitual Offender Comprehensive Action Program (SHOCAP). SHOCAP is an interagency approach involving the Police Department, Juvenile & Domestic Relations (J&DR) Court Services Unit, Commonwealth's Attorney's Office and the city schools. It targets the small percentage of juvenile offenders responsible for a disproportional amount of crime committed by juveniles. Agencies involved in this project will share information on a need-to-know basis through the
SHOCAP Coordinator in order to track these individuals and effectively deal with them in a timely fashion.

### 10.17A.02 BACKGROUND AND AUTHORITY

Violent crime is a major concern statewide, and has become a concern in our community. The problem of serious juvenile offenders is escalating at an alarming rate as noted by the Governor’s Commission on Violent Crime (December 1992 Executive Summary of the Study of Serious Juvenile Offenders). Part of the solution lies in a coordinated response between city agencies and establishing a means to ensure communication among those agencies.

Code of Virginia § 16.1-305 authorizes the J&DR Court judge to order release of juvenile records to any person, agency or institution having a legitimate interest in the work of the court.

### 10.17A.03 DEFINITIONS

**Serious Habitual Offender Comprehensive Action Program** – An interagency project which identifies and targets serious juvenile offenders. The agencies involved are the Police Department, J&DR Court Services Unit, Commonwealth’s Attorney’s Office and the city schools.

**S.H.O.** – A juvenile who is designated as a serious, chronic or habitual offender under the SHOCAP program.

**SHOCAP Coordinator** – The person responsible for attending monthly SHOCAP meetings, maintaining files on all persons identified as SHOs, reviewing police reports and field contact cards for SHOs involved in suspicious or criminal activity, disseminating SHOCAP information to other department members and forwarding information regarding contacts with SHOs to the appropriate agencies.

### 10.17A.04 GENERAL INFORMATION

A. This project identifies and targets juvenile serious offenders. Agency representatives will meet monthly to review the records of these offenders and mutually agree which of these shall be added to or deleted from the serious habitual offender (SHO) list.

B. Offenders who shall be considered are those who have not reached the age of twenty-one and fall within the jurisdiction of the Juvenile and Domestic Relations Court and have been:

1. convicted of murder, attempted murder, robbery, felony sexual assault, malicious wounding, felony drug offenses or any weapon offense; or
2. convicted at least three times for offenses which are felonies or Class 1 misdemeanors, including probation violations. Qualifying convictions include only those offenses occurring after 7/1/93.  

A. All juveniles designated as serious offenders will be on probation or parole and have conditions placed on them. All offenders added to the list will be informed by the J&DRCourt they have been identified as a serious offender and will be made part of the project by court order. This will allow member agencies to share information previously not allowed due to confidentiality laws.

10.17A.05 RESPONSIBILITIES

A. SHOCAP Coordinator:

1. Ensure accurate and timely exchange of SHOCAP information between member agencies.

2. Ensure the accurate and timely flow of information to those affected throughout the department.

3. Ensure that the information collected and maintained is done in a confidential manner, in accordance with all applicable laws, rules, regulations and court orders.

4. Maintain accurate master files of individuals identified as SHOs.

5. Attend monthly meetings with representatives from the other member agencies.

6. Be responsible for entering status information on all offenders into AJIS.

A. Officers/Detectives:

1. Become familiar with the SHOCAP list and learn the identities, residences, hangouts, etc. of any juvenile serious offenders residing in their respective areas of responsibility.

2. Actively monitor the activities of designated SHOCAP individuals in order to deter criminal activity on their part.

3. Arrest any juvenile serious habitual offender who is found to be in violation of any law and ensure detention and prosecution for the most serious offense possible. A notation that the juvenile is a SHO will be made by checking the appropriate block on the Juvenile Arrest Report (APD-007E), and the J&DRCourt Intake Officer will be informed of the juvenile's SHO status when arrest notification is made.

4. Fully document all contacts with a SHO and immediately forward copies of that documentation to their supervisor. A notation that the juvenile is a SHO (status available through AJIS when a wanted check is run) shall be made on the document.
5. Immediately bring to the attention of the SHOCAP coordinator any juvenile who may qualify as a serious offender.

6. Not arrest offenders for violating the terms of their probation or parole unless the violation is a separate criminal charge. Field contact cards completed as a result of these contacts will be forwarded to the J&DR Court Services Unit for review by the coordinator in order to document activity that could result in the revocation of probation or parole.

7. Not disseminate information regarding juveniles on the SHOCAP list to anyone except:
   a. Other police employees;
   b. J&DR Court Services Unit employees (intake officers and probation officers);
   c. Members of the Commonwealth’s Attorney's Office; or
   d. School administrators.

A. Supervisors:
   1. Become familiar with the SHOCAP process in order to adequately instruct and guide subordinates in this function.
   2. Ensure officers under their command comply with the requirements of this directive whenever contact is made with a juvenile on the SHOCAP list.
   3. Forward all 15-A cards identifying SHOCAP individuals and copies of reports involving SHOCAP individuals to the SHOCAP coordinator.

A. Commanders:
   1. The commanders of Patrol Sectors will coordinate efforts to ensure that curfew checks are made at the homes of SHOs to ascertain whether the SHOs are violating their curfew restrictions.
   2. Documentation of the curfew checks will be forwarded to the SHOCAP coordinator.

A. Administrative Services Bureau
   1. The Information Services Section (ISS) will check the status of juveniles when requested to ascertain if they are SHOCAP offenders.

By Authority Of:

Earl L. Cook
Chief of Police
It is the policy of this Department to develop and perpetuate programs designed to prevent and control juvenile delinquency. The responsibility for participating in or supporting the Department's juvenile operations function is shared by all agency components and personnel. All personnel dealing with juvenile offenders should use the least coercive among reasonable alternatives, which may include:

- Outright release with no further action;
- Issuing written citations or summonses to juvenile offenders to appear at intake in lieu of taking them into custody; and
- Referral to juvenile court.
The purpose of this directive is to establish guidelines and procedures for handling juveniles who are in need of protection, in violation of status offenses and those charged with criminal offenses, ensuring that the constitutional rights of juveniles are protected.

10.17.02 AUTHORITY

The authority governing this directive is provided under the Code of Virginia, 16.1.228, 16.1-246, 16.1-247, 16.1-299, 63.2-1517, and 63.2-1518.

10.17.03 DEFINITIONS

**Booked On Information** - The process by which a juvenile is charged for committing a delinquent act or status offense without taking the juvenile into custody. "Booked on Information" is placed in the "Location of Arrest" block on the Juvenile Arrest form (APD-007E).

**Child, Juvenile, Minor** - A person who is less than eighteen years of age.

**Delinquent Act** - Act designated as a violation of a law of the Commonwealth of Virginia or an ordinance of any city, county, town or federal law, but not to include status offenses.

**Delinquent Child** - A child who has committed a delinquent act or an adult who had committed a delinquent act prior to his/her 18th birthday.

**Intake Officer** - A juvenile probation officer who is designated by law as having the quasi-judicial authority to decide probable cause, divert or petition the court and initiate a detention or shelter care order.

**Person Acting for a Parent** - A teacher, a relative over the age of eighteen, or any adult willing to accept responsibility for the juvenile.

**Status Offender** - A juvenile who commits an act which is unlawful only if committed by a juvenile, e.g., a juvenile who remains away from or who habitually deserts or abandons the family (runaway). This juvenile may be charged as: (1) Child in Need of Services (CHINS) - a child whose behavior, conduct or condition presents or results in a serious threat to the well being and physical safety of the child; (2) Child in Need of Supervision - a juvenile who, while subject to compulsory school attendance, is habitually and without justification absent from school or a juvenile who, without reasonable cause, runs away from or habitually deserts or abandons his/her family or escapes or remains away without proper authority from a residential care facility.
10.17.04 RESPONSIBILITIES

A. The arresting officer will:

1. Notify the intake officer at the court when appropriate (see section 10.17.13) and follow the instructions given by them on the custody of the juvenile without delay. [44.2.2.d.]

2. Notify the juvenile's parent, or person acting for a parent, of the specific acts that brought the juvenile to the attention of the police as well as juvenile justice system procedures. If immediate contact cannot be made, continue notification efforts and if necessary request assistance from the Criminal Investigations section until notification is made; [44.2.2.e.; 44.2.3.a.]

3. Notify the Department of Emergency Communications (DEC) of the location of the juvenile, if in custody;

4. Notify Information Services Section (ISS) immediately upon arrest so that appropriate checks can be made prior to the juvenile’s release or detention (i.e., runaway, missing, endangered, wanted, etc.) Document the notification in the space provided on the Juvenile Arrest form (APD-007E).

5. Notify an immediate supervisor when it is discovered that a detained juvenile is definitely innocent, or that no crime has been committed.

6. Complete all required paperwork with information on the child, parents, complainant and witnesses. The Juvenile Arrest form (APD-007E) must be used to report arrests of juveniles. Employees filling out this form should keep it intact. ISS personnel will separate the form and forward copies to appropriate locations. For further information see Police Directive 10.8, Reporting Guide.

7. Ensure that juveniles in custody who are in need of emergency medical treatment receive such treatment without delay. [44.2.2.d.]

B. The supervisor will:

1. Review and approve all paperwork done by the arresting officer prior to submitting it to Information Services (ISS); ensuring that correct forms were used, the information on the forms is correct and complete, and that the juvenile justice system was explained and documented, if appropriate.

2. After receiving information about the innocence of a juvenile, immediately call or page the intake officer to relate the facts of the case and request a decision whether to release or detain if charges are pending. The supervisor or person acting for the supervisor will record efforts to contact a court official, and the subsequent decision, on a Supplemental Report (APD-7A).
C. **Information Services Section (ISS) will:**

1. Upon being notified of a juvenile arrest, check the files of this department to ensure that any outstanding warrants on file for the juvenile are promptly executed.

2. Immediately check VCIN and NCIC for wanted or missing person status and notify the arresting officer of any positive results.

3. Ensure that appropriate teletypes are completed (i.e., required notifications, responses, removal of wanted person or missing person from VCIN/NCIC).

4. Upon receipt of Juvenile Arrest forms (APD-007E), separate the forms and distribute copies to appropriate locations.

D. **The Department of Emergency Communications (DEC) personnel will,** when a wanted check is requested on a juvenile, ensure that ISS is contacted for a local check in addition to the NCIC/VCIN check.

### 10.17.05 CHILD PROTECTION

**[44.2.1; 44.2.2.b.]**

A. When probable cause exists that a juvenile is without adult supervision at such hours of the night and under such circumstances that there is a clear and substantial danger to the juvenile’s welfare, the officer will take the child into immediate custody and notify the intake officer of the Juvenile Court, who will decide if a complaint should be filed. If the intake officer decides a complaint should not be filed, the officer will, in descending order:

1. Return the child home and release the child to a parent, guardian, legal custodian or other person acting for a parent; or

2. Release the child; and


B. All cases involving alleged abuse or neglect of juveniles will be processed under the provisions of Police Directive 10.18, Juvenile Victims of Crimes.

### 10.17.06 STATUS OFFENSES

**[44.2.2.a.]**

A. **Runaways**

1. Officers will complete a separate APD-7 for each runaway.

3. When probable cause exists to apprehend a juvenile who has runaway from home, the officer will:

   a. For Alexandria cases:
      - Detain the juvenile.
      - Notify ISS and document the notification on an APD-007B. (Do not use an APD-007E and leave the case open for CIS/Youth to complete the follow-up.)
      - Verify runaway and wanted status by requested wanted checks from NCIC/VCIN and ISS.
      - Release the runaway to a parent, guardian, or legal custodian.
      - Contact the intake officer when a parent, guardian, or legal custodian cannot be reached or refuses to take the child back. Follow the intake officer's instructions.

   b. For out-of-town cases:
      - Detain the juvenile.
      - Verify runaway status with the Teletype from the reporting jurisdiction.
      - Request wanted checks from NCIC/VCIN and ISS.
      - Notify ISS and document the notification on the report.
      - Notify the parents that the runaway is in custody.
      - Notify the intake officer and follow his or her instructions.
      - Complete an APD-7 and APD-007B for an out-of-town runaway.

B. Truant

1. When a juvenile is a reported truant by school officials, or an officer reasonably determines because of the child's age and circumstance that he/she is a truant, the juvenile will be taken into custody, delivered to the appropriate school personnel and released.

2. The officer will run a wanted check through NCIC/VCIN and a local check through ISS prior to releasing the juvenile and complete a Field Contact/Interview Card (APD-15A), which will include the name of the person notifying the parent of the truancy and the name of the person to whom the juvenile was released.

C. Child in Need of Services/Supervision (CHINS)

1. Juveniles who are in violation of the status offense child in need of supervision or child in need of services generally are handled through the Juvenile and Domestic Relations Court.

2. If an officer receives a call from a parent for a situation whereby no crime has been committed but a child is disobedient to the parent or guardian, the parent should be advised to contact the Youth Services Coordinator in CIS, who will then decide whether to make a referral to Juvenile Court.

10.17.07 INTERVIEWS/INTERROGATIONS

A. Prior to custodial interrogation, officers will inform juveniles of their legal rights. The officer will also explain agency and juvenile justice system procedures to the juvenile being interrogated.
The Commonwealth's Attorney's Office has approved the following language (modified according to the type of case) to be used as a guide:

- “You will (or may) be photographed and fingerprinted” (if called for by Virginia law).

- “The Intake Officer will be contacted and will decide whether you (if arrested) will be:
  1. Released outright;
  2. Released to your parents, guardians, or others;
  3. Brought immediately before the Juvenile Court (if open); or
  4. Taken to the Northern Virginia Detention Home.

- “The charges against you may be handled within the Juvenile Court; or”

- “You may be certified and tried as an adult in Circuit Court.”

The fact that the juvenile justice system has been explained will be documented in the offense report or supplement (i.e., “Juvenile justice system explained”).

Supervisors will also ensure explanation of the juvenile justice system during custodial interrogations.

Note: Juveniles have no explicit right to have parents/guardians present during questioning.

B. When interrogating juvenile suspects there will be a maximum of two officers present.

The duration of the interrogation will be dependent upon the totality of circumstances surrounding the arrest and interrogation, including evaluation of the juvenile’s age, experience, education, background and intelligence, and assessment of whether he has the capacity to understand the warnings given him, the nature of his Fifth Amendment rights, and the consequences of waiving those rights.

In any event, the interrogation of a juvenile suspect should not continue for any one continuous period in excess of two hours without a break of at least ten minutes, and should not exceed four (4) hours in total length unless authorized by the Commonwealth’s Attorney or an Assistant Commonwealth’s Attorney. [44.2.3.b]

C. For questioning or interrogating students at school, officers will report to the main office and will contact a school administrator who will assist them. (See also 12.7.03)

D. Questioning juveniles in detention.

1. Officers wishing to question juveniles held in detention about the charge for which the juvenile is being detained must:
a) Consult with an attorney from the Commonwealth's Attorney's Office prior to conducting the interview;

b) Inform the juvenile's parent or guardian and the attorney (if any) that an interview is requested;

Note: If the juvenile has retained an attorney for this charge, the attorney must grant permission for an interview either in writing or by calling the Detention Home Monday through Friday, 8 a.m. to 5 p.m., and providing his/her Bar Association number.

c) Arrange the interview by contacting the Detention Home; and

d) Provide written documentation of the parent or guardian approval if the aforementioned attorney approval does not apply.

2. Officers wishing to question (either as a suspect, victim or witness) juveniles held in detention about cases under investigation in which the juvenile has not been charged must:

a) Inform the juvenile's parent or guardian or attorney that an interview is requested;

b) Obtain written permission from the parent or guardian or attorney. (The attorney may call the Detention Home during their normal business hour, Monday through Friday 8 a.m. to 5 p.m.);

c) Arrange the interview by contacting the Detention Home; and

d) Provide written documentation of the approval at the time of the interview (if not done by the attorney by phone).

10.17.08 IMMEDIATE CUSTODY

A. Juveniles may be taken into immediate custody when:

1. In the presence of the arresting officer, a juvenile commits an act which would be a crime if committed by an adult under federal, state or local law and ordinances, and the officer believes that such is necessary for the protection of the public interest;

2. A juvenile has committed a misdemeanor offense involving shoplifting, assault and battery or carrying a weapon on school property and, although the offense was not committed in the presence of the officer who makes the arrest, the arrest is based on probable cause on the reasonable complaint of a person who observed the alleged offense;

3. There is probable cause to believe that a juvenile has committed an offense which would be a felony if committed by an adult; or

4. A juvenile is believed to be in need of inpatient treatment for a mental illness; or
5. For protective reasons as stated in 10.17.05, A, above;

6. A juvenile who commits an act which is unlawful only if committed by a juvenile (see 10.17.06); or

7. A detention order or warrant is known to be on file in this or another jurisdiction.

B. **Notification of Parents.**

1. To encourage and support the use of the parental authority, the officer will notify the parent(s) or guardian, of the specific act or acts (criminal or status offenses), which brings a juvenile to the attention of the Police.

2. Such notification will be made by telephone or in person, as soon as reasonably possible.

3. The name of the person notified will be noted on the APD-7, APD-007B, APD-007E, or Field Contact/Interview Card, APD-15A.

4. If a juvenile is released to a responsible adult, not his/her parent or guardian, the arresting officer must follow up with making notification to the parent or guardian.

5. Officers are to personally notify the parents or legal guardian of any juvenile who is stopped for a traffic violation, regardless of whether or not a VUS is issued. Contact should be made during the stop if at all possible to maximize its effectiveness. However, contact can be made by telephone or in person as soon as practical and before the end of the officer’s shift. (see also 11.21.13)

C. **Transporting Juveniles.**

1. No juvenile who is known or believed to be under fifteen years of age will be transported in a police patrol wagon.
   a. No juvenile will be transported with adults suspected of or charged with criminal acts.

D. **Arrests Occurring on School Property.**

1. Arrests should occur away from school grounds, if at all practical.

2. For an arrest or service of a detention order the arresting officer will:
   a. Contact the school administrator and request that the student be brought to the main office; and

   b. Make the arrest in the presence of the school administrator.
A. **Warnings.**

1. A non-custodial warning takes place when an officer requires the offender to desist from the offending activity and he/she complies. An APD-15A will be completed in all cases except class 2, 3, or 4 misdemeanors.

2. A custodial warning takes place when an officer takes the offender into custody for the offending behavior, and releases him/her to the control of the parent or guardian. An explanation will be given to the parent regarding the juvenile's activity. At a minimum, an APD-15A will be completed documenting the incident including the notification of the parent or guardian. An officer taking a juvenile into custody must notify an intake officer when a parent or guardian cannot be located.

3. When making decisions on whether or not to issue a warning, officers should consider the following:
   a. Seriousness of the offense;
   b. The age and circumstances of the alleged offender;
   c. Number and nature of previous contacts and arrests; and
   d. The juvenile's attitude with regard to accepting a warning and the availability of community-based rehabilitation programs.

4. No complaint is made to the juvenile court when a warning is issued; however, use of a warning is prohibited when:
   a. The complainant or victim wants to advance prosecution; or
   b. You have knowledge that the juvenile has been warned or arrested in the previous year for a similar violation of law.

B. **Complaints (placing charges).**

1. A complaint will be made in all cases in which a juvenile is taken into custody for a felony or a Class 1 misdemeanor.

2. In misdemeanor cases not committed in the officer's presence, the officer can complete an APD-7 and an APD-007E, and book the juvenile on information. This applies to those cases where a juvenile has committed a misdemeanor not in the officer's presence, and taking the child into custody is not allowed.

3. A complaint may be filed, or a warning issued, in all cases where a juvenile has committed an act that, if committed by an adult, would be a Class 2, 3, or 4 misdemeanor.

4. Whenever a juvenile is questioned, in any offense, ISS should be notified to ensure there are no outstanding charges or missing alerts on file.
10.17.10 Warrants and Detention Orders

Warrants, Detention Orders or Temporary Detention Orders are served on juveniles in much the same manner as adults. However, in some instances arrested juveniles will be taken directly to the Juvenile Court.

- Officers who arrest juveniles on a detention order, will advise the intake officer by phone of the arrest of the juvenile;
- The intake officer will instruct the arresting officer on whether to bring the child directly to the court or transport them to the detention home;
- A parent or other person acting with parental authority will be given notice by the arresting officer of the action taken and the reason for taking the juvenile into custody;
- The officer will inform the intake officer whether the parent, guardian or foster parent was notified of the juvenile’s arrest;
- The officer will complete the APD-7 and an APD-7A or APD-007E as required; and
- If transported to the Juvenile Court, officers will file the original copy of the executed detention order with the Clerk of the Juvenile & Domestic Relations Court on the same day it is executed. Officers will see that the detainee is served with a copy of the detention order.
- When an officer transports and places a juvenile in the custody of the Northern Va. Juvenile Detention Home or the local Sheltercare program, he/she shall leave the original order (issued by the Judge or Intake Officer) with the facility.
- Completed CCRE and fingerprint cards (in felony cases) will be delivered to the Information Services Section (ISS).

10.17.11 Handling of Escapees

A. Juveniles who are escapees from jail, a detention home, or other institution in which they were placed by the order of a Juvenile Court, Child Protective Services or other licensed child welfare agency may be taken into immediate custody when: [44.2.2.d]

1. There is a detention order or warrant known to be on file in this or another jurisdiction; or

2. An officer has probable cause to believe that a juvenile has escaped or run away from a jail, detention home, residential childcare facility or home after placement by the Court, by the Department of Social Services, or, by a licensed child welfare agency.

B. Whether Juvenile Court is open or closed, the juvenile may be returned and released to the facility from which the juvenile escaped or fled.
C. When the juvenile is not released to the facility from which the juvenile escaped or fled, the officer will contact the intake officer of the court who will determine where the juvenile will be placed.

D. Officers will initiate a search and broadcast a lookout for any juvenile reported missing or escaped from an Alexandria facility.

E. When an Alexandria-placed juvenile escapes from either the detention home or the jail, the officer will complete an APD-7 with applicable supplements.

F. When an Alexandria-placed juvenile runs away from an unsecured group home, or foster home, no matter where that home is located, the officer will:

1. Take an APD-7 titled Runaway; and

2. Complete a VA Missing Children Information Clearinghouse Report (APD-134), to include the signature of the adult reporting the incident, thereby authorizing entry into NCIC/VCIN.

G. When an out-of-town placed juvenile has either escaped from the detention home or run away from a group home in Alexandria, the officer will:

1. Notify the administrator reporting the missing juvenile to contact the jurisdiction which placed the juvenile in the facility to make the original report and ensure the juvenile is entered into NCIC/VCIN; and

2. Complete an APD-7 titled Police Information (Escape) if missing from the detention home and Police Information (Runaway) if missing from a group home, and include an APD-007B.

H. When an escaped juvenile or one that has run away from a group home is apprehended, the officer will:

1. If Alexandria placed the juvenile, complete an APD-7A and/or an APD-007B to the original report. An APD-007E will be used only if a detention order is on file for the juvenile.

2. If an out-of-town placed juvenile escaped or ran away from an Alexandria facility, complete an APD-7A to the original Police Information APD-7 and an APD-007B; and notify the jurisdiction that placed the juvenile of the apprehension.

I. If a serious juvenile offender escapes from a local secure facility (i.e., Juvenile Detention Center) the Commonwealth’s Attorney will be contacted prior to releasing identifying information (e.g., photograph or name) to the public or the media. (Refer to Code of Virginia 16.1-309.1) The Patrol Division Commander and the P.I.O. will coordinate the release of such information.

1. All duly constituted police authorities having the power of arrest shall take fingerprints and photographs of any juvenile who is taken into custody and charged with a delinquent act an arrest for which, if committed by an adult, is required to be reported to the Central Criminal Records Exchange pursuant to subsection A of § 19.2-390. Whenever fingerprints are taken, they shall be maintained separately from adult records and a copy shall be filed with the juvenile court on forms provided by the Central Criminal Records Exchange.

2. One CCRE is required for each charge. In addition to the appropriate number of CCREs:
   a. Three (3) red fingerprint cards (total);
   b. One (1) palm card (front and back); and
   c. A color mug shot series must be taken in AJIS.

B. When fingerprinting cannot be accomplished in the CSI office, the arresting officer will contact a Sheriff’s Department supervisor and arrange for the fingerprinting to be done at booking.

C. Fingerprints and photographs may not be taken under any other circumstances except that an officer may seek a Juvenile Court order requiring a juvenile to submit to the taking of either or both.

D. For investigative purposes, officers may use fingerprints or photographs obtained from other agencies or persons in the community. In some cases this may require a court order.

E. A Criminal Records Exchange (CCRE) form will be completed by the officer for each and every felony charge.

F. Only one charge will be recorded per arrest record (CCRE). Additional charges will require a CCRE for each charge. Items 1 through 37 must be completed for each additional CCRE and a complete set (all ten fingers) of fingerprint impressions must be recorded on each additional fingerprint card submitted to the Juvenile Court. This is different from Adult arrests that allow printing just the thumbs on additional charges.

G. When a CCRE is required, do not separate the copies until after completing the top half of the form through the field labeled Shield/Code. The distribution of the three (3) parts of an arrest set is as follows:
   1. Copy 1 (White) - provided for use by the arresting agency. This copy will be maintained by the Identification Section (ID) along with the red fingerprint cards, palm cards, and photographs.
2. Copy 2 (Yellow) and Copy 3 (Fingerprint) - The yellow and fingerprint card copies of the CCRE form will be hand-delivered to ISS immediately by the person taking the fingerprints. ISS will attach these forms to the warrant, petition or police report which substantiated the arrest and these will be forwarded promptly to the clerk of the Juvenile Court.

H. APD-7s involving felony juvenile arrests will be written prior to the end of the officer's tour of duty and delivered to ISS immediately to ensure that the report and the CCRE go to J&DR Court together. These APD-7s are NOT to be placed in the incoming basket. They are to be hand-delivered to ISS staff with advisement of Felony Juvenile Arrest. ISS staff will promptly attach all the required documents and place in the Juvenile Court Mailbox. In the event that the Court Liaison Officer has taken all the arrest documents to court, ISS staff will make arrangements to have the documents transported to J&DR Court by Patrol. ISS staff will have a separate box to hold any CCRE awaiting a report. It is extremely critical that all documents go to court simultaneously.

I. Juvenile fingerprint cards, photographs, and criminal records authorized for retention, will be separately and securely maintained. All juvenile confidential information is to be secured and access controlled. All computerized records will distinguish juvenile records through the use of juvenile designators. Juvenile records are disposed of in accordance with Virginia Code after the juvenile reaches adult age. Provisions for the expungement and sealing of juvenile records are explained in detail in the Code of Virginia and will be adhered to as mandated. [82.1.2]

### 10.17.13 NOTIFYING INTAKE

A. Officers will notify intake of all felonies when charges are going to be placed. Generally, juveniles charged with felonies should be taken into custody. However, there are some exceptions:

1. The suspect is incarcerated and probable cause exists to place charges on additional cases; or

2. Fingerprints and photographs are not required when taking the child into custody serves no purpose. Questions regarding these cases should be addressed to a supervisor.

B. Officers will notify intake whenever juveniles are taken into custody for Class 1 misdemeanors.

C. Officers are not required to notify intake for Class 1 misdemeanors when the juvenile is not in custody, unless one of the following conditions exists:
1. The child constitutes an unreasonable danger to the person or property of others;

2. The child presents a clear and substantial threat of serious harm to their life or health;

3. The child has threatened to abscond from the court’s jurisdiction or has a record of willful failure to appear at a court hearing within the previous twelve months;

4. The child has fled from a detention home or facility operated by the Department of Youth and Family Services;

5. The child is a fugitive from another state where there is an outstanding detention order or warrant; or

6. The child has failed to appear for a court hearing on a delinquent act.

D. Officers are not required to notify intake for Class 2, 3, or 4 misdemeanors, when the juvenile is in custody, as long as the arrestee can be released to a parent, guardian or responsible adult. The parent(s) or guardian must be notified of what occurred even in cases where the juvenile is released to a responsible adult.

E. Officers are not required to notify intake for Class 2, 3, or 4 misdemeanors, when the juvenile is not in custody.

F. Officers will notify intake as soon as practical once the officer has obtained the arrestee’s full name, address, and has obtained some basic facts of the case.

G. Intake will be notified at all other appropriate times.

10.17.14 REPORTING REQUIREMENTS

A. All juvenile arrests require a Juvenile Arrest form (APD-007E) and an Offense/Incident Report (APD-7), except for Class 3 or 4 misdemeanors, which only require an APD-007E.

B. Traffic charges are reported on a Virginia Uniform Summons (VUS), except for DWI and Hit and Run, which are reported on an APD-007E.

C. Arresting officers will notify ISS of all juvenile arrests. The date, time, and name of the person notified will be entered in the block provided on the Juvenile Arrest form (APD-007E).

D. Officers who plan to release a juvenile after issuance of a warning will run a wanted check through NCIC/VCIN and local checks through ISS, prior to release and will complete an APD-15A card. The officer will note a complete clothing description and
all details relating to the facts surrounding the contact. Information of the juvenile’s parents is also required.

E. An APD-007E may be used to book a juvenile “on information.” Complete information for the booking process must be provided on the APD-007E. Booking on information may be done if the officer has made attempts without success to locate and interview the juvenile, or with the concurrence of a supervisor or member of the CIS Youth Unit. Contact must still be made with the juvenile’s parent explaining the facts of the case. A wanted check will be run as in 10.17.14.D. above. [44.2.1.b.]


10.17.15 JUVENILE ALCOHOL AND DRUG VIOLATIONS

A. "Use and Lose Law"(Code of Virginia 16.1-278.9)
   It is department policy to take positive action when encountering minors in violation of drug and/or alcohol laws, and arrests are encouraged. Placing charges allows the court the latitude to also impose license sanctions under 16.1-278.9, causing juveniles a loss of their driving privileges when convicted of alcohol or drug charges. Officers making an arrest of a juvenile for an alcohol or drug violation will complete a Juvenile Arrest form APD-007E. An APD-07 and an APD-007E are required for Class 1 and Class 2 Misdemeanors. Only the APD-007E is required for Class 3 and Class 4 Misdemeanors.
   - Notify the juvenile and parent or legal guardian of the arrest as described earlier.

B. Organized parties involving juveniles.
   Parties involving groups of juveniles and alcohol at hotels/motels or at private residences should be handled in the following manner:
   - A supervisor will be dispatched to accompany officers dispatched to these types of calls.
   - An offense report will be initiated detailing the facts and circumstances regarding the rental of the room (or the authorization the use the private residence) and the persons present.
   - Officers will notify the on-duty Youth detective, when appropriate.
   - Officers will make arrests when possible.
   - Officers may use Alco-sensors as a screening aid when appropriate.
   - Officers will forward a copy of the offense report to the Youth Detail in Criminal Investigations.
For other related information see:

By Authority Of:

Earl L. Cook
Chief of Police
10.18.01 POLICY/PURPOSE

The purpose of this directive is to establish Department policy and procedures concerning crime committed against juveniles and the handling of child abuse or neglect cases.

10.18.02 CRIMES COMMITTED AGAINST JUVENILES

Section 16.1-241 of the Code of Virginia vests exclusive original jurisdiction of all criminal offenses committed by any person, regardless of age or relationship, against another person less than eighteen (18) years of age, in the Juvenile and Domestic Relations Court, except as to murder and manslaughter.

10.18.03 DEFINITIONS

A. **Abused or neglected child** means any child less than 18 years of age:

   1. Whose parents or other person responsible for his care creates or inflicts, threatens to create or inflict, or allows to be created or inflicted upon such child a physical or mental injury by other than accidental means, or
creates a substantial risk of death, disfigurement or impairment of bodily or mental functions, including, but not limited to, a child who is with his parent or other person responsible for his care either:

(i) during the manufacture or attempted manufacture of a Schedule I or II controlled substance, or

(ii) during the unlawful sale of such substance by that child's parents or other person responsible for his or her care attempted manufacture or unlawful sale would constitute a felony violation of § 18.2-248 (the manufacture or attempted manufacture of methamphetamine);

2. Whose parents or other person responsible for his care neglects or refuses to provide care necessary for his health; however, no child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination shall for that reason alone be considered to be an abused or neglected child;

3. Whose parents or other person responsible for his care abandons such child;

4. Whose parents or other person responsible for his care commits or allows to be committed any sexual act upon a child in violation of the law;

5. Who is without parental care or guardianship caused by the unreasonable absence or the mental or physical incapacity of the child's parent, guardian, legal custodian, or other person standing in loco parentis; or

6. Whose parents or other person responsible for his care creates a substantial risk of physical or mental injury by knowingly leaving the child alone in the same dwelling, including an apartment as defined in § 55-79.2, with any person who the parent or other person responsible for his care knows has been convicted of an offense against a minor for which registration is required as a violent sexual offender pursuant to § 9.1-902.

10.18.04 AUTHORITY

A. The General Assembly enacted legislation that requires certain persons to report suspected incidents of child abuse or neglect so that protective services may be given to these children and their families. (Section 63.2-1509, Code of Virginia)

B. Any individual who suspects a case of child abuse or neglect is urged to report it, but the law requires certain persons to report alleged cases. These persons are:

1. Doctors and those licensed to practice the healing arts,
2. Hospital residents or interns, nurses,
3. Social workers or family-services specialists,
4. Probation officers,
5. Teachers or any other person employed in public or private schools, kindergarten or nursery schools,
6. Day care personnel providing full or part-time child care for pay on a regular basis,
7. Mental health professionals,
8. Law enforcement officers or animal control officer,
9. Mediators eligible to receive court referrals,
10. Any professional staff person, not previously enumerated, employed by a private or state-operated hospital, institution or facility to which children have been committed or where children have been placed for care and treatment,
11. Any person 18 years of age or older associated with or employed by a private organization responsible for the care, custody or control of children,
12. Any person who is designated a court-appointed special advocate,
13. Any person 18 years of age or older who has received training approved by the Department of Social Services for the purposes of recognizing and reporting child abuse and neglect,
14. Any person eligible for public assistance,
15. Any certified emergency medical services provider, who had not reported the suspected abuse or neglect directly to the hospital attending physician where the child was transported,
16. Any athletic coach, director or other person 18 years of age or older employed by or volunteering with a private sports organization or team
17. Administrators or employees 18 years of age or older of public or private day camps, youth centers and youth recreation programs; and
18. Any person employed by a public or private institution of higher education with the exception of an attorney as it relates to information gained in the course of providing legal representation to a client.

C. The law states that those who report, provide records, or testify in any judicial proceeding arising from such report of alleged abuse or neglect cases are immune from civil or criminal liability unless such person acted in bad faith or with malicious intent.

10.18.05 POLICE RESPONSIBILITIES

A. All officers are to ensure that if juveniles are victims of a crime against their person (except murder or manslaughter), the warrant or petition charging the assailant with the offense is returnable to the Juvenile and Domestic Relations Court.

B. Officers will report all instances of child abuse or neglect to the Department of Community and Human Services using the telephone numbers listed below. Officers will also file an Offense/Incident Report (APD-7) detailing their actions.
C. When it appears necessary to remove a child for his or her own safety, Community and Human Services should be contacted for assistance.

1. State Code Section 63.2-1517 allows a police officer to take a child into custody for up to 72 hours without prior approval of parents or guardians when the situation presents an imminent danger to the child's life or health, and when a court order is not immediately available.

2. Immediately afterwards the parents or guardians must be notified and a court order obtained. A report must then be filed with the Department of Community and Human Services.  [44.2.2.b]

D. Reports to the Department of Community and Human Services will be by telephone at the following numbers:

1. Alexandria Human Services (24-hour number) 703-746-5800.

2. State Child Abuse Hotline - 1-800-552-7096.

If there is a problem with either of the above numbers, the on-call supervisor can be paged at 571-228-9049.

BY AUTHORITY OF:

Earl L. Cook
Chief of Police
10.19.01 POLICY/PURPOSE

It is the policy of this Department to use K-9 Teams to complement the Patrol and Investigative functions of the Department.

The trained law enforcement K-9 Team is a valuable supplement to police staffing. Utilization of K-9 Teams requires adherence to procedures that properly control their use of force potential and that channel their specialized capabilities into legally acceptable crime prevention and control activities.

It is the purpose of this directive to provide guidelines for the management of the Department's canines and use of police canines in field operations. Additional information can be found in Police Directive 6.9, Appendix F.

10.19.02 DEFINITIONS

**K-9 Team** – Officer handler and his or her assigned police canine.

**Canine (K-9)** – Used to denote a trained police dog.
Detector Team – Police K-9 Team who have received specialized training in the detection of specific items, i.e.; drugs, explosives, etc.

Criminal Deployment – Use of a police canine by a handler to physically arrest a criminal suspect. This deployment may constitute a use of force, which by definition is non-lethal in nature (Police Directive 10.32, Use of Force).

### 10.19.03 RESPONSIBILITIES

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<th>A. K-9 Handlers will:</th>
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<td>1. Ensure the well being of their assigned canine and equipment. They will immediately report any illness of or injury to a canine, or any damage to equipment, to the K-9 Supervisor;</td>
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<td>2. Patrol assigned areas on foot or in vehicles. They will respond to calls when directed by the dispatcher, a supervisor, or on their own initiative;</td>
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<td>3. When not actually engaged in police action with the canine, handlers will carry out the regular duties of patrol officers, except for routine handling of reports and accidents; and</td>
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<tr>
<td>4. When not on assigned calls, they will stay active in designated target areas of the City or as directed by the K-9 Supervisor or watch commander.</td>
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| 5. **Not perform any medical procedures on their assigned canine without instructions from an attending veterinarian. This does not include routine care for their canine.** |
| 6. **Forward all veterinary paperwork to the K-9 Supervisor within 24 hours of the veterinary appointment.** |

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<th>B. The K-9 supervisor will:</th>
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<td>1. Supervise, assign and <strong>ensure all K-9 teams attend training and are properly trained</strong>;</td>
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| 2. **Ensure training files are kept and maintained on the Department's local area network (LAN);** |
| 3. Maintain all lesson plans; |
| 4. Conduct periodic inspections of handlers, canines, and equipment; |
| 5. Notify the Special Operations Commander, or designee, of issues relating to K-9 Teams; and |
6. Make recommendations to the Chief of Police, through channels, for the acquisition and disposal of police canines.

C. The Special Operations Commander, or designee, will ensure that sufficient on-duty in-service training time is allotted to the K-9 Teams.

10.19.04 PROCEDURES

A. K-9 Team Utilization

1. K-9 Teams are available to conduct building searches for offenders in hiding; assist in the arrest or prevent the escape of potential serious or violent offenders (such as Peeping Tom, Indecent Exposure or other sexual offenses); assist with felony warrant service; protect officers or others from death or serious injury; track suspects; locate lost or missing persons, hidden instrumentalities or evidence of a crime; and detect the presence of concealed narcotics or explosives.

2. K-9 Handlers will determine whether a situation justifies K-9 Team use and the appropriate tactical measures that should be taken.

3. Police canines will not be handled or given commands by anyone other than the assigned handler. Should the assigned handler be injured or otherwise unable to command the canine, another K-9 handler will be contacted immediately for assistance.

4. K-9 Handlers will consider the surroundings and circumstances when deploying their canines.

5. K-9 Team assistance will be requested through the dispatcher.

6. If no K-9 Team is on duty, assistance should be sought from neighboring jurisdictions. If such mutual aid is not available, appropriate callback procedures should be followed by the on-duty watch commander or supervisor. A callback list will submitted quarterly to the Department of Emergency Communications (DEC) and a copy will be kept in the Patrol Sector Commander's office. The list will be up-dated in writing as needed by the K-9 Supervisor.

7. If another jurisdiction requests the assistance of the Department’s K-9 Team, prior approval from the watch commander must be obtained.

B. Use of Force – In most cases, use of a trained K-9 Team will actually cause less injury to a suspect than an impact weapon will. The presence and/or use of a K-9 Team may give officers a tremendous psychological advantage when dealing with violent individuals.

1. Prior to deploying a police canine on an off-lead search or to apprehend a fleeing suspect, handlers will give a loud, clear verbal warning of their intent to release the canine. The only exception to this will be if a handler has a reasonable belief
that a warning will jeopardize the safety of the handler, a citizen, another officer, or the canine.

2. Police K-9 Teams may be used to apprehend suspects in felony and/or serious misdemeanor (Class 1 misdemeanor involving potential violence) cases where officer safety is a concern or there are no other means to effect the timely apprehension of a suspect.

3. The handler will ensure the canine has properly targeted the suspect to be apprehended prior to releasing the canine for an off-lead apprehension.

4. K-9 Handlers will be held strictly accountable for maintaining proper control of their assigned canine at all times. Handlers will ensure persons and/or property are not injured through negligence.

5. Once the subject is subdued or complies with officers’ directions, handlers will remove the canine.

6. All employees will cooperate with the K-9 Handler to ensure the efficiency of the canine and to minimize the risk of injury to or by the canine.

7. When a canine has been deployed to apprehend a suspect, officers will not approach the suspect, canine or the handler until requested by the handler.

8. Once a suspect has been controlled and/or contained by a K-9 Team, the handler will relinquish the physical arrest activities (searching, handcuffing, etc.) to other officers present, if circumstances permit this. This is to prevent any unintentional injury to the suspect, due to the close proximity of the canine.

C. Building Searches For Suspects In Hiding – A primary use of departmental K-9 Teams is for locating suspects in buildings or other structures where a search by officers would create an unnecessary risk. These searches will be governed by the following:

1. The building perimeter will be secured by patrol or other available police personnel. Doors and/or windows will not be opened, and no one should be allowed to enter the building.

2. Whenever possible, the owner of the building should be contacted to determine whether there may be tenants or others in the building and to ascertain the building's layout. An attempt should be made to call inside the business or residence by telephone if time and circumstances permit.

3. When a K-9 Team building search is anticipated, a preliminary search by officers should not be conducted, since it will interfere with the canine's ability to discriminate scents.

4. If the possibility exists that innocent persons may be present in the building as indicated by circumstances such as the time of day, lack of forced entry, type of building, etc., the K-9 Handler must take all reasonable precautions to ensure innocent occupants are not harmed. Once a secure perimeter has been established, the K-9 Handler should make a loud clear verbal announcement of the intent to search the building with a canine.
5. Upon entrance to the building, all exits should be secured, and communications limited to those of a tactical nature. No one is to enter the building unless requested by the handler or until notified by the handler that the building is clear.

6. The canine should be unleashed during a building search unless there is an imminent risk of injury to innocent persons within the facility.

7. Before commencing the search, the handler will announce loudly and clearly that there are police officers on the premises and a trained police canine will be released unless the individual indicates his/her intention to surrender. A reasonable amount of time (approximately 30 seconds) will be allowed for the suspect to respond. This warning should be repeated on each level of all multi-level structures.

D. **Crowd Control**

1. K-9 Teams will not be used for crowd control at peaceful demonstrations, nor should they be considered as primary response to civil disturbances unless dire circumstances indicate otherwise.

2. K-9 Teams may be used for civil disturbances only upon approval of a Watch Commander or higher-ranking official to protect life or property during a major civil disturbance that cannot be controlled by other means.

3. In these situations, canines will:
   a. Be lead at all times; and
   b. Not initiate any direct action, unless it is to guard against an imminent loss of life or serious bodily injury.

E. **Detector K-9 Teams** – Detector Dogs may be used to search for items they have been trained to detect. Their use is governed by current search and seizure case law.

F. **Tracking & Area Search** – Police K-9 Teams are available to track missing persons or suspects, or to locate evidence officers have reason to believe has been abandoned or hidden in a specified open area. Such searches are subject to the following conditions and limitations:

**Officers Will:**

-

-

-
6. On-scene supervisory personnel will:

7. Under certain circumstances, K-9 Teams may be approved for locating missing persons. This must be approved by the watch commander or higher authority prior to deployment. It must be determined that it is critical to locate the missing person in order to prevent injury or death.

By Authority Of:

Earl L. Cook
Chief of Police
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### 10.20.01 POLICY/PURPOSE

The purpose of this directive is to define the responsibilities of the Hack Inspector, and to set forth guidelines for the enforcement of the taxicab ordinance.

For more detailed information and the specific Alexandria City Codes applicable to taxi cabs and their drivers, see City Code §9-12-52 through §9-12-81.

### 10.20.02 HACK INSPECTOR

A. The position of the Hack Inspector is within the Traffic, Special Events, and Parking Division of the Operations Support Bureau. The Hack Inspector is appointed by a Circuit Court Judge and serves at the discretion of the Chief of Police.

B. The Hack Inspector performs the duties necessary to investigate applicants for Certificates of Public Convenience and Necessity, and for Public Vehicle Operator's Licenses, as set forth in Title 9, Chapter 12 of the Alexandria City Code.
C. The Hack Inspector acts as the liaison between the Chief of Police and the Traffic and Parking Board, in matters concerning taxicabs.

D. The duties of the Hack Inspector shall include and are not limited to the following:
   1. Preparing and administering taxi driver permit examinations;
   2. Processing and issuing taxi drivers/vehicle permits;
   3. Inspection of identification and or work authorization documents;
   4. Taxi cab inspections;
   5. Taxi meter inspections;
   6. On-street enforcement of state and local codes applicable to taxi cabs (as detailed in the Alexandria City Code, Title 9, Chapter 12; available on-line at www.municode.com);
   7. Handling complaints involving taxi cabs or taxi drivers;
   8. Attending City of Alexandria Traffic and Parking Board meetings as necessary for issues relating to taxi cabs; and
   9. Assisting the City, citizens, law enforcement agencies, taxi cab drivers and taxi companies as needed.

E. The Hack Inspector is a Special Conservator of the Peace with the same general authority as all Special Police Officers employed by the Alexandria Police Department, with limited arrest and enforcement authority, which may be exercised within the City of Alexandria when the arrest or enforcement action pertains to the duties assigned to the Hack Inspector as established by Title 9, Chapter 12 of the Alexandria City Code.

F. The Hack Inspector will wear a uniform displaying the patch and badge specific to the position of Hack Inspector and carry the authorized sidearm while on duty, unless specifically directed to do otherwise by the Traffic, Special Events, and Parking Division Commander.

10.20.03 ARREST OF ALEXANDRIA LICENSED CAB DRIVERS

A. Whenever any officer of this Department arrests, or causes a warrant or summons to be issued, for any traffic violation (DWI, reckless, suspended, hit and run, etc.) or criminal offense (class 1 misdemeanor and above) for any person licensed to operate a public vehicle, or taxicab; he or she will give written notification to the Hack Inspector.

B. The arresting officer, or other officer who is a witness in the case, will report the final court disposition to the Hack Inspector.
10.20.04  COMPLAINTS AGAINST ALEXANDRIA LICENSED CAB DRIVERS

A. Whenever a complaint is received against a cab driver, alleging a violation of Title 9, Chapter 12 of the City Code (overcharging, fail to take most direct route, etc.), the employee receiving the complaint will notify the Hack Inspector of the details of the complaint.

B. Nothing in this Directive is intended to prevent an officer from taking enforcement action when warranted.

BY AUTHORITY OF:

Earl L. Cook
Chief of Police
10.21.01 PURPOSE AND POLICY

The purpose of this Directive is to establish procedures for the release of information to the news media.

It is the policy of this Department to:
- Provide accurate, timely information to the public through the news media about incidents and Departmental events affecting the community;
- Keep confidential, information which is protected by statute, or the release of which would adversely affect criminal investigations or the well-being of any victims involved;
- Maintain a cooperative working relationship with the news media and include them in the development of changes in policies and procedures relating to the public information function.
A. The provisions of this Directive apply to all official information including; major incidents, records, complaints, statements of Departmental policy, and publicity for Department events. Statistical information is covered in Police Directive 10.7C, Release of Statistical Information.

B. Authority to release official Department information of any type is limited to: the Chief of Police, the Deputy Chief(s), the Public Information Officers (PIO), and others who may be specifically designated as information releasing authorities. Except as provided elsewhere in this directive, no employee is to release any official information without specific prior authorization from one of the information releasing authorities named in this directive.

C. A copy of ALL public correspondence (defined as any document or report prepared by a department employee for official purposes and dissemination outside the department) must be forwarded to the PIO for informational purposes prior to being released to the public. Preferred method of delivery is via email, electronically scanned, or hard copy via interoffice mail.

D. The PIO serves as the primary point of contact for news media representatives. The duties of the PIO include, but are not limited to:

1. Assisting news personnel in covering routine news stories and at the scenes of incidents;
2. Being available for on-call responses to the news media;
3. Preparing and distributing department news releases;
4. Arranging for, and assisting at news conferences;
5. Coordinating and authorizing the release of information about victims, witnesses, and suspects;
6. Assisting in crisis situations within the department;
7. Coordinating and authorizing the release of information concerning confidential investigations and operations;
8. Maintaining on-call availability for major incidents and crises involving the department;
9. Developing procedures for releasing information when other public service agencies are involved in a mutual effort; and
10. Acting as primary source for release of information to the City Manager’s Office.

E. Information releasing authorities may give and/or authorize interviews concerning department matters. Employees will not give interviews with the media without proper authorization from an information releasing authority identified in this directive. After an interview is given, the information will be forwarded to the PIO. Oral notification is satisfactory when the Public Information Office is staffed. At other times, a written message or a page will be sent to the PIO.

1. The PIO may request employees with first-hand knowledge of a particular department activity to provide that information to the media. While employees are encouraged to comply with such requests, no employees will be expected to provide information to news media representatives against their will, unless fulfilling one of the specifically assigned responsibilities defined in this directive.

F. Anyone desiring to publicize or promote a particular program or item of interest will coordinate such release through the Public Information Office.

G. A Department of Emergency Communications (DEC) Supervisor or designee will page the PIO at the request of any news media representative requiring the assistance of the PIO.

10.21.03 SERIOUS INCIDENTS AND NEWSWORTHY EVENTS

A. The PIO will be notified of all serious incidents in a timely manner. The PIO will be notified of any incidents upon the request of the Incident Commander. In addition, the PIO will be notified whenever the City Manager’s Office is notified of an incident, or when the City Manager’s Office initiates a request for information about an incident.

B. All Patrol Commanders and DEC Supervisors (or those acting in such capacities) will notify the Public Information Office of all events within their purview likely to attract media attention, or which require notification of the City Manager’s Office, including phone inquiries or on the scene coverage.

C. The Criminal Investigations Crimes Against Persons Section Commander or Supervisor will notify the PIO in a timely manner about the occurrence of any homicide or the arrest of any homicide suspects.

D. The PIO will release information to the media on all serious incidents. Information may be provided at the incident scene, by phone, or by means of a written news release. Information regarding ongoing investigations being conducted by CIS will be reviewed and approved by a CIS Commander before release to the media.

E. In the absence of the PIO at an incident scene, the Scene Commander will, if possible, provide a brief synopsis of the situation to any news media representatives on the scene. If time permits, the presence of the PIO may be requested.
F. If a serious incident occurs when the PIO is not available, the Incident Commander is responsible for the official release of information. A Commander of CIS must first approve any information, which is released regarding an on-going investigation. If a written news release is provided, the original release will be forwarded to the Public Information Office and a copy to the City Manager's Office at the time of dissemination.

G. Patrol Commanders or designees will release current routine information to the news media outside regular business hours (0800 to 1700 hours, Monday through Friday) and on holidays. Any questions as to what may be released will be resolved by consulting with the PIO or other information releasing authority, as defined in this directive.

1. It should be noted that the PIO generally does handle all media inquiries regardless of the time of day. This applies only to those rare incidents where there is no PIO available. Otherwise, all media inquiries should be referred to the PIO.

H. A DEC employee receiving a media inquiry about an incident in progress will refer the news media representative to a DEC Supervisor. A DEC Supervisor or designee will provide the following information: “There is a reported (incident) at (location). It (has/has not) been confirmed and no other details are available at this time.”

1. The DEC Supervisor will also advise the person calling to contact the PIO (either by calling the direct number or by using a pager number if the media representative already has it).

I. DEC employees may read official written releases or statements provided by the PIO or Incident Commander over the phone in response to media inquiries.

J. DEC Supervisors or designees will provide timely information regarding traffic conditions to inquiring news media representatives.

10.21.04 RELEASE OF SPECIFIC INFORMATION

A. Information in this section may be released with discretion, depending upon circumstances affecting a criminal investigation. Information will not be restricted solely for its newsworthy value. No information, other than that listed below, will be released until the facts are corroborated with the Commonwealth’s Attorney.

B. The PIO or other information releasing authority may release information in the following categories:
1. Time, date and location of an offense (block number only for residences), and general facts relating to the crime;

2. General information concerning the scope of the investigation, provided it would not hinder the investigation or eventual prosecution;

3. The name, age, gender and hometown of a deceased victim after the next of kin has been notified;

4. The age, gender and hometown of a witness or surviving victim;

5. The age range, gender, and physical description, including racial or ethnic background, and approximate height and weight, of an unidentified suspect;

6. The suspect’s name, age, gender, residence and occupation (unless the suspect is a juvenile, in which case the age, gender and hometown of the suspect will be released), providing an arrest has been made, a warrant issued or an indictment returned. If the suspect has not been arrested, but a warrant has been issued or an indictment returned, such additional information as is necessary to assist in apprehending the suspect or to warn the public of any dangers presented by the suspect’s being at large, may be released as needed;

7. A booking photograph of a suspect unless to do so would hinder a criminal investigation by this Department or another law enforcement agency;

8. The fact of an arrest and the circumstances immediately surrounding it, including the location, date and time of arrest, any pursuit or resistance involved, the use of any weapons (general type of weapon), the identity of the arresting and investigating officers, and the length of the investigation;

9. The nature, substance or text of any charge, including a brief description of the offense (except that in sex crimes, the offense may only be described as rape, felony sexual assault or misdemeanor sexual assault, as appropriate);

10. The fact of any seizure of physical evidence (except a confession, admission, or statement), at the discretion of a Criminal Investigations Commander and/or the Commonwealth’s Attorney, or a request for assistance in obtaining evidence relative to the case;

11. The scheduling, result or any status in the judicial process;

12. Any information contained in a public record (e.g., executed search warrants filed with a Court);

13. The general type of weapon used and the nature of any injuries sustained, except for the specific location and exact number of wounds;
14. The date and results of an autopsy, including manner and cause of death;

15. The name, age, gender, rank, current assignment, number of years of service with the Department, and employment status of an officer who, while on-duty or while working an off-duty detail, has used deadly or other force against a subject;

16. The name, age, gender, rank, current assignment and number of years with the Department of an officer who has been killed while on-duty or while working an off-duty detail, after the next of kin has been notified; or

17. The name, age, gender, rank, last assignment, number of years with the Department, and employment status of any employee arrested by this Department.

C. Information in the following categories **will not** be released to the public:

1. The name and address of a bereaved relative of a homicide or fatal accident victim unless such relative requests publicity.

2. The identity of any surviving victim of or witness to a crime or accident unless the victim or witness gives permission to be publicly identified and doing so will not compromise an ongoing investigation.

3. The identity of a deceased victim when the next of kin has not been notified.

4. The identity of any suspect for whom a warrant has not been issued or an indictment not returned.

5. The existence of any prior criminal record or any information concerning the character or reputation of a suspect.

6. The existence or contents of any confession, admission, or statement of the suspect.

7. The performance in any examination or test of the suspect, or the refusal or failure to submit to an examination or test.

8. Comment on the expected testimony or credibility of any victim or witness.

9. Any opinion to the suspect’s guilt or innocence, the merits of the case, the possibility of any pleas or negotiations, or the probative value of any evidence.

10. The existence or contents of any suicide note.

11. The amount of money taken in a robbery, except in general terms such as “a small amount” or “less than $50.”
12. Names of juvenile suspects or juvenile escapees.

13. There are exceptions to this confidentiality found in Code of Virginia §16.1-309.1, that allow the court and/or the Commonwealth’s Attorney to release identifying information (e.g., photograph and name) if a serious juvenile offender escapes from a detention center or if such information is necessary to assist in apprehending a juvenile suspect or to warn the public of any dangers presented by the juvenile suspect being at large.

14. Exact addresses in residential crimes.

15. The name of anyone who has attempted suicide unless that person is a suspect in criminal activity.

16. Home addresses or phone numbers of Department employees.

17. The details of any internal investigation without the approval of the Chief of Police.

18. Department’s reaction to any lawsuit naming the Department or its employees; or

19. Audio tapes of phone calls or radio transmissions from DEC operation.

D. Requests by the victim or next of kin for exceptions to the above provisions may be granted, but only if doing so will not negatively affect an on-going investigation. The Commonwealth’s Attorney will be consulted before seeking the approval of the PIO or Chief of Police.

E. Information will not be intentionally withheld or released prematurely to give one news media organization unfair advantage over its competitor. The PIO will maintain a current list of major media representatives to provide for effective notification.

A. All employees of the Department will extend every courtesy to news media representatives who are actively covering an incident at a scene; i.e., major fire, natural disaster, or other catastrophic event. This may include closer access to the scene or special parking accommodations for news media vehicles. These courtesies should not be permitted if they interfere with police operations or control. Crime scene perimeters must be securely maintained. No member of the media shall be allowed access inside a crime scene, major fire, natural disaster, or other catastrophic event scene without the permission of the on scene commander, and then only when accompanied by the PIO, Scene Commander, or his/her designee.
B. Employees of this Department will take no action to either discourage or encourage the media in photographing or televising anything within their view at any police scene. This includes but is not limited to the photographing or televising of evidence or of a suspect being taken into custody or being transported. Media camera crews will not be permitted any closer access than any other media representatives. If a crime scene encompasses private property, permission from the owner(s) or their representatives must be obtained when photographs, films, videotapes or other recordings are to be taken on or inside the area of private ownership.

C. No Department employee will unnecessarily obstruct news media representatives in the performance of their duties; however, media representatives are in no way exempt from State, Federal or City laws.

D. Restrictions on news media representatives will be based only on the responsibilities and principles contained herein and not on an individual employee's view of what constitutes an acceptable standard of journalism or news photography.

E. Police officials have no standing to invite news media representatives into private premises without the consent of the owner or the person in charge of the premises.

F. Police officials are not permitted to ask property owners for such consent on behalf of the news media. Media representatives must identify themselves as such to private property owners and must secure authorization directly from the owner or person in charge of the premises to enter private property.

G. News media representatives are permitted on ride-alongs with prior approval of the PIO and the Sector Commander of the employee coordinating or providing the ride-along. The employee providing the ride-along is responsible for providing the PIO with a copy of the signed Media Ride-Along Release (APD-159D). Police officials and news media representatives must abide by the same policies outlined in Police Directive 12.5, Ride-Along Program.

H. News media representatives are not permitted to accompany police officials inside any property during the execution of a search warrant, arrest warrant or tactical operation.

I. News media representatives are not permitted to interview persons in police custody. Following incarceration, any such arrangements are the responsibility of the Sheriff’s Office.

J. News media representatives at an incident scene, but outside a restricted area, are not required to display or produce media credentials to be present or to receive information. Police officials may only request media credentials at an incident scene if they have reason to question the actions of a person claiming to be a news media representative.
K. Permission to enter a restricted area will not be considered until the news media representative produces a valid media pass or is positively identified by the PIO.

L. Any employee who removes or issues orders to remove a news media representative from an incident scene must notify the PIO of the media representative’s identity, the circumstances for the removal and if known, the location of the representative.

M. The Incident Commander is to notify the PIO immediately if the presence of a news media helicopter at an incident scene is interfering with police communications of any kind, including radio transmissions. The PIO will then contact the news media outlet whose helicopter is present and request that the helicopter move to a location where it does not interfere with police communications or incident operations.

N. Any employee having a complaint regarding the conduct of any news media representative should forward the complaint, in writing, to the PIO. The PIO will review the incident, forward the complaint to the Chief of Police for appropriate action, if necessary, and inform the employee of the action taken.

O. Any news media representative having a complaint regarding the conduct of an employee of this Department may bring it to the attention of the PIO. The PIO may bring the complaint to that employee’s supervisor or, if warranted, to Internal Investigations.

P. No employee of this Department will pose as a news media representative for the purpose of conducting an investigation or for any other purpose.

10.21.06 COORDINATION WITH OTHER AGENCIES

A. When an incident or other police issue involves another City, State or Federal agency, the PIO will coordinate the release of information with that agency. In instances where this Department does not have primary jurisdiction and is assisting another agency, responsibility for the release of information rests with the agency having primary jurisdiction. If the agency with primary jurisdiction is unable to coordinate the release of information, this Department’s PIO will assume responsibility at the request of that agency.

B. The City of Alexandria Emergency Operations Plan and the Incident Command System will govern the release of information to the media in major disasters or long-term incidents that involve other City departments.
Purpose:
To share information with businesses and citizens on police department special events, criminal investigations, crime prevention highlights and other activities affecting specific neighborhoods or civic associations through the Citizen Observer website (www.citizenobserver.com) in an accurate and timely manner.

Information:
The Citizen Observer website brings law enforcement agencies, citizens and businesses together in a united crime prevention partnership. The need and ability to share accurate information quickly is paramount. The Citizen Observer website has developed a highly effective means of connecting citizens with local law enforcement that assists in addressing and inhibiting crime within local communities and neighborhoods. The system allows for texting capabilities for the public to send information about crimes or cases anonymously through the Tip411 software built into the Citizen Observer’s website.

Definitions:

**Citizen Alert** – basic alert on crime trends, series and patterns, or alerts regarding crime prevention practices.

**Case Alert** – provide information on a specific crime, wanted person, etc.

**Business Alert** – target information to specific business groups

**Watch Group Alert** – alerts to civic associations and their liaison officer(s) about crime trends, series and patterns

**Press Release** – sent to media contacts and the general public

Procedure:

A. Entry of Alerts

1. The Public Information Office and the Criminal Investigations Sections will maintain the information entered into the website for public release.
   
a. Only trained personnel or supervisors may enter, edit or delete community or neighborhood information.
   
b. The Public Information Office Commander or his/her designee will review entries daily.
c. Any and all information posted to the Citizen Observer website must be reviewed and vetted by the Public Information Office prior to release to the public.

B. Responsibility for Maintenance of Alerts

Public Information Office personnel will coordinate with the appropriate officer, detective, or commander and will review and edit all entries for public release through the Citizen Observer website.

By Authority Of:

Earl L. Cook
Chief of Police
Alexandria Police Department
Directive 10.22

Metro Transit

Effective Date: 02-23-2015  |  Cancels: 10-02-2008

Updated Date:                |  Section(s):
Updated Date:                |  Section(s):
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ANNEX - A

10.22.01 POLICY/PURPOSE

It is the policy of this Department to enter into productive and cooperative relationships whenever jurisdictional responsibilities overlap.

The purpose of this Directive is to establish guidelines for police authority on the grounds, stations, trains, and vehicles of the Washington Metropolitan Area Transit Authority (WMATA).

10.22.02 METRO TRANSIT POLICE

A. The Metro Transit Police Department was established by Chapter 576, Acts of the Assembly of Virginia, April 8, 1974. The United States Congress authorized the Metro Transit Police by the enactment of Public Law 94-306.

B. Officers of the Metro Transit Police are law enforcement officers of a criminal justice agency, and have all the powers and duties needed to fulfill this obligation.
10.22.03 MUTUAL AGREEMENT

A. A Memorandum of Understanding between this Department and the Washington Metropolitan Area Transit Authority Police Department was signed on January 9, 1978. An explanation of this agreement is attached (see Annex A), and is a part of this Directive.

B. In addition to the Memorandum of Understanding with Metro Transit Police, as of June 12, 1991, a verbal agreement was made with the Fairfax County Police Department regarding the handling of calls for service on the platform of the Van Dorn Metro Station.

   1. Part of the platform is located within Fairfax County, and as such Alexandria Police will respond to all calls for service at the Van Dorn Metro Station.

   2. If through investigation it is determined that any criminal or reportable offenses occurred on the platform, this agency will contact the Fairfax County Police Department to handle the police report.

   3. Alexandria Police will not take incident reports that involve activity on the platform itself.

C. Notification is required to be made to Metro Transit Police of all significant incidents on the stations, tracks, or in tunnels (all WMATA property), regardless of whether Alexandria Police will be the reporting agency for that incident. Examples include reported bomb threats or suspicious packages, robbery, felonious assault, etc.

10.22.04 SAFE ACCESS TO METRO TRACK AREA

A. Metro trains run on 750 volts of direct current (DC) power, which powers the trains through the electrified third rail. The power is of sufficient strength to cause instant death upon contact. Dangerous residual power may also be present in the other two rails and in parts of the train undercarriages.

B. Under normal circumstances officers are not to enter the track area. This includes those above ground and in tunnels.

C. If persons are chased onto a track area, officers should contain them as best as possible without entering the track area.

D. In emergency situations, power may be removed from the third rail by depressing the Emergency Trip Switch (ETS) at each "Blue Light Station" located every 800 feet along the track and at both ends of stations.
E. The Metro Operations Control Center (OCC) will ring the attached telephone immediately. The officer activating the (ETS) will answer, identify himself or herself, explain the situation, and request the immediate response of a (WMATA) representative or a Metro Transit officer to the scene.

F. If an officer is not in the immediate vicinity of a “Blue Light Station,” power may be removed from the third rail by radio contact with the Department of Emergency Communications (DEC), who will in turn contact the Metro Operations Control Center (OCC).

G. When the third rail power is reported to be removed by the OCC, it must **not** be considered safe until tested at the scene by the WMATA representative or the Metro Transit officer. **UNDER NO CIRCUMSTANCES WILL OFFICERS ENTER THE TRACK BED AREA UNTIL THIS TESTING HAS BEEN COMPLETED AND THE TRACKS ARE CONFIRMED SAFE.**

H. An Alexandria Police supervisor or above must be notified in all cases where track and/or tunnel is accessed or when the ETS is used. The supervisor or commander will respond to the scene in all cases.

I. When the WMATA representative arrives on the scene, he or she may request permission to restore the third rail power in areas not affected by the emergency. The scene supervisor may grant or deny this request.

J. When the emergency situation is concluded, **AND ALL PERSONNEL ARE ACCOUNTED FOR AND HAVE CLEARED THE TRACK BED AREA,** the scene supervisor will notify the Metro OCC and the WMATA representative on the scene that power may be restored.

By Authority Of:

Earl L. Cook  
Chief of Police
ANNEX A

ALEXANDRIA POLICE/METRO TRANSIT POLICE MUTUAL AGREEMENT

DEFINITIONS

Alexandria Police - means the Alexandria Police Department.

Alexandria Officer(s) - means officers of the Alexandria Police Department.

WMATA - means the Washington Metropolitan Area Transit Authority.

RESPONSIBILITIES

1. Patrol of Metro Property - Will be accomplished by following the joint policing concept. Alexandria officers will have concurrent jurisdiction with Metro Transit officers. Alexandria officers will have primary police responsibility on platforms, parking lots and in stations. Metro Transit officers will have primary police responsibility on Metro trains, tracks and in tunnels.

2. Incident Reports - There will be an exchange of reports made by Metro Transit officers and Alexandria officers of incidents occurring on WMATA property in order to comply with the requirements of the Central Criminal Records Exchange and departmental needs. Alexandria Police will include the reports in their UCR Reports.

3. Arrests - When an arrest is needed, it will be made by the officer observing the infraction or the first officer on the scene. Any release on a summons will be in compliance with applicable Virginia law.

4. Transport of Arrestees - Alexandria officers will transport arrestees to the magistrate if requested and available.

5. Court Appearance - Metro Transit officers will appear in Court as necessary to testify in matter resulting from their police action. Officers of either department will appear and assist as witnesses when necessary in a court hearing.

6. Court Liaison - The Alexandria Police will assist Metro Transit officers with problems related to court schedules and appearances.

7. Investigation of Misdemeanors and Felonies - All follow-up investigations will be accomplished by following the joint policing concept. Primarily, Metro Transit Police will investigate all incidents on trains and in tunnels and Alexandria Police will investigate incidents occurring on the stations and in parking lots.
8. Crime Scene Search - Initially, Alexandria Police will conduct crime scene searches until such time as Metro Transit Police officers develop expertise in crime scene search techniques.

9. Prisoner Property Custody - Prisoner’s property will be held for safe keeping by the City detention facility, in accordance with existing law.

10. Securing and Executing Warrants - Metro Transit Police will secure and execute warrants necessary to the discharge of their official duties. Un-served warrants secured by Metro Transit Police officers will be retained in Metro Transit Police Headquarters. Through WALES, all police agencies will be notified when a warrant has been executed.

11. Securing and Executing Search Warrants - When it is necessary to secure a search warrant, Metro Transit officers will work through the Alexandria Police in order to meet all legal requirements. Metro Transit officers will execute search warrants issued on their petition. Alexandria officers will assist in executing the warrant if requested.

12. Detention of Prisoners; Male, Female, Juvenile - Persons arrested by Metro Transit officers will, if legally ordered, be incarcerated in local detention facilities. All juveniles detained or arrested by Metro Transit officers will be processed in accordance with Alexandria Criminal Justice Procedures.

13. Evidence Collection, Preservation and Presentation - All evidence collected will be preserved and presented by the police agency with the primary policing function.

14. Ballistics Identification and Examination - All guns officially coming into the possession of a Metro Transit officer will be examined by the Northern Virginia Regional Crime Laboratory through the cooperation of the Alexandria Police.

15. Death-Injury Notices - Notice to next of kin of death or serious injury on WMATA property will be made by the police agency assuming primary police function.

16. Crowd Control - Problems related to crowd control will be a shared function between Metro Transit Police and Alexandria Police.

17. Towing From WMATA Property - If it is determined that the Alexandria Police have jurisdiction, necessary towing will be done by Alexandria Police contract firms under the terms of the existing contract. Metro Transit Police will advise Alexandria Police Communications of all vehicles impounded by them.

18. Breathalyzer Tests - Alexandria officers will conduct all breathalyzer tests.

19. Collateral - All collaterals for offenses resulting from arrests or citations issued by Metro Transit officers will be handled by the Alexandria Court System.
20. **Training For Alexandria Officers** - Metro Transit Police will provide specialized training for Alexandria officers with respect to Metrorail hazards, policing in tunnels and the safety features throughout the Metrorail System.
The policy of this department is to provide prompt, courteous, and appropriate service to the public and to process calls from citizens and requests from employees as expeditiously as possible.

The purpose of this directive is to serve as guidance and instruction in the event the radio system fails, and Employees should not confuse the procedures outlined in this directive with the fail-soft mode of the radio system, which is loss of features, i.e., such as a loss of the emergency call button.

Fail-Soft - the condition the radio system enters when normal operations cannot be maintained due to system malfunction. Employees are notified that the radio system has entered Fail-Soft Mode by a beep-tone on the radio every 10 seconds. Normal two-way transmissions can take place, but special features such as the emergency button are disabled, by the system malfunction.
Relay Location – the predetermined location designated for the purpose of relaying calls for service and other important information to officers.

10.23.03 PATROL PROCEDURES

7. At the end of the radio failure, each sergeant will review the operational procedures and recommend any changes to their commanders within 72 hours.

8. All radio failures will be noted on the Daily Activity Report.

9. The radio failure contingency plan will be tested once each calendar year by the Radio Manager and coordinated with the Deputy Chief of Patrol Operations. Recommended changes are to be reported to the Chief of Police.

10. Patrol Sector Captains will review this directive each year for accuracy.
a. The review will take place in January and recommendations will be sent to the POB Commander, the DEC Commander, and the ASB Support Services Division Commander.

b. The directive will be updated with approved changes.

By Authority Of:

Earl L. Cook
Chief of Police
Alexandria Police Department
Directive 10.24

MISDEMEANANT RELEASE

Effective Date: 07-07-2015  
Cancels: 06-13-2008

Updated Date: 09-01-2016  Section(s): 10.24.03
SME Review Date: 2018

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10.24.02 AUTHORITY
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10.24.01 POLICY/PURPOSE

It is the policy of this Department to release individuals on a summons to appear when they are charged with a misdemeanor offense, in accordance with the Code of Virginia, except in certain instances as noted in 10.24.03,A (below).

The purpose of this Directive is to establish guidelines for compliance with the Code of Virginia.

10.24.02 AUTHORITY

The authority to release adult misdemeanants on a summons is granted by Sections 19.2-74, 19.2-81, 19.2-82 of the Virginia State Code. Police Directive 10.1, Adult Arrests, gives additional information on arrest authority.

10.24.03 RULES/RESPONSIBILITIES

A. Whenever a person is arrested for any misdemeanor offense committed in the arresting officer's presence, the arresting officer will take the name and address of
such person and issue a summons, except in specific cases as listed below. Upon receiving the signed promise to appear, the officer will forthwith release the person from custody.

B. The officer should make an effort to complete additional descriptive Virginia Uniform Summons (VUS) information (such as the date of birth of the arrestee), however, the arrestee is not required by law to provide this information upon arrest, and cannot be detained by the officer for the sole purpose of obtaining this additional information.

1. Class 1 and Class 2 misdemeanors – The officer will take the arrestee before a magistrate if any of the following circumstances occur:
   a. The arrestee refuses to discontinue the unlawful act;
   b. The arrestee refuses to provide the officer with a name and address;
   c. The arrestee refuses to sign the summons;
   d. The arresting officer believes that the arrestee is likely to disregard the summons; and/or
   e. The arresting officer reasonably believes that the arrestee is likely to cause harm to himself or herself or to any other person.

2. The officer may take the arrestee before a magistrate, when the arrest is based on probable cause upon reasonable complaint of the person who observed the alleged offense, if any of the following circumstances occur:
   a. The arrestee is charged with a violation of:
      i. Shoplifting in violation of section 18.2-96 or 18.2-103.
      ii. Carrying a weapon on school property in violation of section 18.2-308.1;
      iii. Assault and battery;
      iv. Brandishing a firearm in violation of section 18.2-282; or
      v. Destruction of property in violation of section 18.2-137, when such property is located on premises used for business or commercial purposes.

   b. Of the offenses listed above in section 10.24.03.B.2a, officers may only issue a summons to an adult arrested for a misdemeanor violation involving shoplifting. Juveniles will not be eligible for release on a summons in shoplifting cases.

3. Class 3 and Class 4 misdemeanors – The officer will take the arrestee before a magistrate if any of the following circumstances occur:
   a. The arrestee refuses to provide the officer with a name and address;
   b. The arrestee refuses to sign the summons;
   c. The arrestee refuses to discontinue the unlawful act; and/or
d. The arrestee is charged with a violation of section 18.2-407 (Unlawful Assembly) or 18.2-388 (Drunk in Public).

4. Misdemeanor arrests that are exempt from the provisions of Section 19.2-74 and are provided for elsewhere in the Virginia Code are:
   a. Title 46.2 et seq. (traffic code); and
   b. 18.2-266 (D.W.I.) (See Virginia Code 19.2-81, subsection C and D.)

C. The arresting officer will complete the necessary paperwork, conduct a wanted check on the subject and ensure that Information Services (ISS) is notified of the arrest. That notification is to be documented on the APD-7B. Officers will keep adequate personal notes as to an arrest and their decision not to release on a summons.  

D. The arresting officer will submit all arrest reports, VUS’s, and other paperwork to a supervisor for review before the end of their work shift.

E. The patrol supervisor will ensure the Suspect/Arrested Person (APD-7B) and the VUS are completed accurately. After review, the supervisor or the officer will turn the forms in to ISS.

10.24.04 PROCEDURES

A. In cases where a VUS is issued for a criminal arrest, the officer will complete the VUS and the APD-7B with as much information as possible.

B. In completing the witness section of the VUS, the arresting officer will fill in the name, address and daytime phone number (when available) in order to assist the court in contacting witnesses.

C. The specific code section and a brief description of the charge will be indicated on the VUS.

D. The arresting officer will enter the case number on the lower right hand corner of the VUS. Do not place this data in the File Number or Hearing Date spaces.

E. If more than one charge originates from the same incident, the officer will place page numbers in the uppermost right hand corner above file number (i.e., page 1 of 2).

F. Distribution of the VUS:
   1. First & Second Copy (White) – forwarded to ISS to be sent to court.
   2. Third Copy (Yellow) – given to the defendant.
   3. Fourth Copy (White) – to be used to request a driver’s record transcript. Dispose of prior to turning in to ISS if no transcript is being requested.
   4. Fifth Copy (White) – forwarded to ISS for Department use.
   5. Sixth Copy (White) – kept by the officer until final disposition of the case.
G. Procedures for all adult physical arrests (booked in the Adult Detention Center) will conform to existing Department standards. See Directives 10.1 (Adult Arrests) and 10.27 (Prisoner Transport).

<table>
<thead>
<tr>
<th>10.24.05</th>
<th>CONSERVATORS OF THE PEACE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. <strong>Conservators of the Peace and Special Police Officers</strong> – have the authority to release adult misdemeanants on a summons, when the offense was committed in their presence.</td>
<td></td>
</tr>
<tr>
<td>B. Officers dispatched to assist conservators of the peace or special police officers will verify that they are actually a conservator or special police officer, and that they witnessed the offense.</td>
<td></td>
</tr>
<tr>
<td>1. In order to confirm that an individual is a conservator, the officer should check the individual's identification card issued by the Alexandria Circuit Court and signed by the Clerk.</td>
<td></td>
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<tr>
<td>2. If the card is unavailable, the Circuit Court keeps a record of all conservators.</td>
<td></td>
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<tr>
<td>3. Once this is confirmed, and there is no reason to believe that the arrestee will not appear in court, the arrestee will be released on a summons (officer to provide the VUS and assist with the issuance) by the conservator.</td>
<td></td>
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<tr>
<td>4. If there is reason to believe that the arrestee will not appear in court, the officer will take the arrestee before the magistrate, the conservators of the peace or special police officers will respond to obtain the warrant and the officer will complete an Offense/Incident Report APD-7 or APD-7B as required.</td>
<td></td>
</tr>
<tr>
<td>C. In shoplifting cases, if there is probable cause to believe that a subject has committed a shoplifting offense, it is Department policy to release the adult arrestee on a VUS provided they meet the eligibility criteria listed in Section A above. The officer releasing the adult arrestee will complete the APD-7 and any other necessary paperwork. <strong>Juveniles will not be eligible for release on a summons in shoplifting cases.</strong></td>
<td></td>
</tr>
<tr>
<td>D. Officers of this Department will assist conservators and special police officers with any necessary paperwork or prisoner transportation required in a lawful arrest. See Police Directive 10.27, Prisoner Transport.</td>
<td></td>
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</tbody>
</table>

**By Authority Of:**

Earl L. Cook  
Chief of Police
10.25.01 PURPOSE AND POLICY

The purpose of this directive is to establish guidelines for the search of person(s) who are placed under arrest and taken into custody. Unless stated otherwise, the searches referred to in this document are searches incident to an arrest.

The Department expects officers to search competently and knowledgeably. When a search is made incidental to an arrest, the search must be based on the arrest and not the arrest on the search. The officer’s authority to search without a warrant comes automatically from a lawful arrest.

10.25.02 DEFINITIONS

**Body Cavity Search:** a search involving not only visual inspection of skin surfaces but the internal physical examination of body cavities and, in some instances, organs such as the stomach cavity.

**Strip Search:** for the purposes of this directive, “strip search” means having an arrested person remove or arrange some or all of his/her clothing to permit a visual inspection of the genitals, buttocks, anus, female breasts, or undergarments (Virginia code §19.2-59.1.F).
A. General – The general rule is that a reasonable search may follow a valid arrest. The officer has the authority to make a search that may extend to articles carried by the suspect and to the suspect’s immediate surroundings.

B. Search before an arrest

1. An officer cannot search a person without probable cause and then arrest the person if something incriminating is found during that search.

2. A search before an arrest is valid only if:
   a. Probable cause for the arrest existed before the search began; and
   b. The search and arrest occur almost at the same time, and are part of a continuous, uninterrupted transaction.

C. Time and place of search incident to an arrest

1. Following an arrest, a search incident to the arrest is mandatory.

2. A search incident to an arrest must occur in such a way that the search and the arrest are part of a continuous, uninterrupted transaction. Two conditions are necessary for this to occur:
   a. The search must be made as soon as practical after the arrest; and
   b. The search must be made at or near the place of the arrest.

3. In cases involving hostile crowds it may be desirable to remove the arrestee from the immediate area prior to the search.

D. Use of force

1. An officer is permitted to use whatever degree of force is reasonable and necessary to conduct a search incident to an arrest.

2. Suspects will be handcuffed prior to being searched incident to an arrest.

E. Scope of search

1. The entirety of the person being arrested.
2. The area within the immediate control of the person being arrested into which the suspect might reach for a weapon or for evidence. The purpose of this search must be to:

   a. Protect the officer;

   b. Prevent escape; and/or

   c. Prevent the destruction of evidence.

3. Accessories carried by the suspect may be searched incident to a custodial arrest for they are within the area in which the defendant might reach to grab a weapon or an item of evidence.

4. Vehicles contemporaneous with the arrest of an occupant or driver. The search will be conducted as soon as practical following the arrest.

   a. A search of the entire passenger compartment (including any container found within the passenger compartment) may be undertaken only if the arrestee is unsecured, i.e., not in handcuffs, and within reaching distance of the passenger compartment at the time of the search, or it is reasonable to believe the vehicle contains evidence of the offense of arrest. See Arizona v. Gant, 129 S. Ct. 1710 (2009)

   b. When these justifications are absent, a search of an arrestee’s vehicle will be unreasonable unless a warrant is obtained or you can show that another exception to the warrant requirement, i.e. the Carroll Doctrine, applies.


F. Strip searches

1. Strip and body cavity searches are governed by Virginia Code §19.2-59.1. [1.2.8.a]

2. Strip searches will not be conducted of persons arrested for traffic violations, Class 3 or 4 misdemeanors, or violations of city, county, or town ordinances which are punishable by less than 30 days in jail, unless the officer has an articulable, reasonable suspicion to believe that the person is concealing a weapon.
3. Reasonable suspicion may be based on, but is not limited to, the following criteria:

   a. Nature of the offense.

   b. Arrestee's demeanor.

   c. Circumstances of the arrest or evidence of a major offense in plain view or during the course of the arrest.

   d. Arrestee’s criminal record, particularly a history of narcotics offenses or violence.

   e. Detection of suspicious objects beneath the suspect's clothing during a search incident to an arrest.

4. Strip searches shall only be performed by persons of the same sex as the person arrested and on premises where the search cannot be observed by persons not physically conducting the search. Regardless of location, a supervisor must authorize the strip search.

   a. A strip search in the field will only be conducted under exigent circumstances where the safety of the officer or others is at risk and a supervisor has authorized it.

   b. Except when noted above (10.25.03.F4a), strip searches will be performed in a private room, preferably one designed for the purpose, by the least number of same-sex personnel present as necessary, in conformance with approved hygienic practices, and under circumstances that provide privacy from all but those authorized to conduct the search. [1.2.8.b]

G. Body cavity searches

1. A search of any body cavity must be performed under sanitary conditions and a search of any body cavity, other than the mouth, shall be conducted by or under the supervision of medically trained personnel.

2. Body cavity searches other than the mouth will be conducted only when there is probable cause to believe a particular prisoner may be concealing contraband within a body cavity or otherwise on the suspect's person.

3. Body cavity searches other than the mouth will only be conducted with the approval of the watch commander.
4. If appropriate, upon approval by the watch commander, the officer will seek a search warrant and will prepare the necessary affidavit. Body cavity searches will be conducted without a warrant only in extreme emergencies to protect the lives of prisoners or to prevent serious breaches of security.

5. The body cavity search will be performed only by a licensed physician or other medically trained person as directed by the physician.

6. The process of conducting the body cavity search will involve the same safeguards for privacy and hygiene as for strip searches.

7. Body cavity search procedures:
   a. The officer will inform the prisoner of his or her intention to conduct a body cavity search, giving the prisoner the opportunity to voluntarily surrender the suspected contraband.
   b. The prisoner will remove every article of clothing including wigs and dentures and will give them to the officer for inspection.
   c. Should the prisoner resist the cavity search and become violent, additional officers (of the same sex as the prisoner whenever possible; see Sub-section “d” below) will restrain the prisoner and assist in stripping. Only sufficient force necessary under the circumstances to complete the search will be applied.
   d. Should a prisoner resist a cavity search and an insufficient number of same-sex officers are available to restrain the prisoner, the following procedures will be followed:
      i. Officers of the opposite sex may assist in subduing the prisoner before the prisoner is stripped.
      ii. Officers will subdue the prisoner and apply the necessary restraints (handcuffs, shackles, etc.), then officers of the opposite sex will leave the room, unless there are insufficient officers of the same sex to provide adequate security for personnel conducting the search.

H. What may be seized: During a search incident to an arrest, an officer may seize any of the following things:

1. Anything in the area that is evidence of the offense for which the officer has probable cause to make the arrest.

2. Anything in the area that is evidence of any other offense.
3. Anything else outside the area that is evidence of the offense for which the officer makes the arrest or of any other offense if the evidence is in plain view of the location where the arrest is made.

I. **Search of Cell Phones:**

   a. *Absent exigent circumstances, cell phones seized incident to an arrest may not be examined without first obtaining a search warrant.*

   b. *In extremely limited situations, exigent circumstances might justify a limited, warrantless exploration of a cell phone. These situations will present themselves extremely rarely, and, according to the Supreme Court, may exist in the following circumstances:*

      i. When an officer has specific information that the particular cell phone in question has been remotely wiped,

      ii. When the officer needs information on the cell phone to immediately capture an extremely violent suspect who is in actual flight from police, or

      iii. To assist a person who is seriously injured or who is threatened with serious, immediate physical injury.

   c. *If an officer or detective believes that exigent circumstances justify a warrantless examination of a cell phone, the Office of the Commonwealth Attorney should be contacted, if practical, to discuss the facts presented to them.*

J. **Searches incident to an arrest** are legal. The attorney general of Virginia has determined that searches incident to lawful arrests are not prohibited by Virginia Code §19.2-59, which provides that no law enforcement officer will conduct a search unless in possession of a valid search warrant.

K. **Reporting requirements:** Officers will document all searches incident to arrest, including strip searches and body cavity searches, in their arrest reports. *In the cases involving strip searches or body cavity searches, officers will include the name of the supervisor or watch commander authorizing the search.*

    [1.2.8.c]

By Authority Of:

Earl L. Cook
Chief of Police
10.26.01 POLICY AND PURPOSE

It is the policy of this Department to provide police service to all persons residing in, working in, or visiting in the City of Alexandria, regardless of the extent to which they have Limited English Proficiency (LEP). To this end, the department is committed to ensuring that all persons within the jurisdiction of this department are afforded equal access to law enforcement services and assistance involving law enforcement personnel; that appropriate communication resources are used; and that training and procedures are in place to instruct all law enforcement personnel in the use of this plan.

10.26.02 AUTHORITY AND BACKGROUND

- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, August 11, 2000
- PL 88-352, Civil Rights Act of 1964
- PL 100-702, as amended, Judicial Improvements and Access to Justice Act

• Vienna Convention on Consular Relations, Article 36, Communication and Contact with Nationals of the Sending State, December 24, 1969

10.26.03 DEFINITIONS

**Interpretation** – the act of listening to a communication in one language (source language) and orally converting it to another language (target language) while retaining the same meaning.

**Certified Interpreter** – an interpreter who has passed a National Center for State Courts Consortium test, a Federal Court Certification examination, or a National Association of Judiciary Interpreters and Translator (NAJIT) examination

**Language-skilled Interpreter** – an interpreter who is not certified or considered professionally qualified, but has demonstrated, through testing or other means, an ability to effectively interpret from a foreign language into English and vice versa. Bilingual police employees and volunteers are authorized to act as interpreters for the Police Department and are included in this definition.

**Limited English Proficiency (LEP)** - individuals whose primary language is not English and who have a limited ability to read, write, speak, or understand English. LEP individuals may be competent in certain types of communication (e.g., speaking or understanding), but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific: an individual may possess sufficient English language skills to function in one setting, but these skills may be insufficient in other situations.

**Remote Interpreter** – an interpreter not physically present on scene, but interpreting from a remote location by means of telephonic or video-conferencing equipment.

**Translation** – replacement of written text from one language (source language) into an equivalent written text in another language (target language).

**Source language** – the language in which text was originally written or spoken.

**Target language** – the language into which text is translated or spoken word is interpreted.

10.26.04 RULES AND RESPONSIBILITIES
A. **All employees** shall provide equal access to police services to all persons serviced by the City of Alexandria Police Department regardless of Limited English Proficiency (LEP).

B. **Division Chief of Personnel and Training** shall be the Department’s Language Assistance Coordinator and shall ensure that appropriate interpretation and services are available and accessible to all individuals requesting police services; shall schedule training for employees, relative to job responsibilities, in the proper execution of the Language Assistance Plan (LAP); shall complete an annual skills inventory, compile a list of all languages spoken by police employees who serve as Language-skilled Interpreters, and distribute that list to patrol, the Department of Emergency Communications (DEC), and other appropriate sections within the department. (Appendix B). The Division Chief of Personnel and Training shall periodically assess demographic data, consult with community-based organizations serving LEP populations, and review data on the Department’s contacts with LEP individuals to ensure that the Department continues to provide meaningful access to LEP persons to the services that the Department provides.

The Division Chief of Personnel and Training shall also be responsible for scheduling Language Proficiency Assessments for volunteers and bilingual employees to determine their ability to perform as Language-skilled interpreters or translators. The assessments will be provided by City consultant: The Northern Virginia Area Health Education Center Client Specialist, 703-549-7060, www.nvahec.org.

C. **Sworn officers** shall attempt to determine the primary language spoken by an LEP individual and provide appropriate interpretation services. Any such action will be documented in the incident report. If no report is initiated, then it will be reflected in the call notes in CAD when the officer clears the call.

D. **All commanders and supervisors in Patrol Operations, Operations Support, Administrative Services, and Investigations** shall ensure that, as soon as practical, language assistance will be provided to LEP persons provided that doing so does not jeopardize the safety of the officer, employees, or citizens. All occasions when interpreters are used shall be tracked and that information shall be furnished to the Language Assistance Coordinator.

E. **Facilities Manager** shall ensure signage is posted in frequently encountered languages at appropriate locations to inform LEP individuals that interpretation services are available free of charge.

F. **Planning and Accreditation Commander** shall review Department forms annually to ensure that vital documents are translated into Spanish or any other language where the number of LEP speakers is determined to comprise 5% of the City’s population or number 1000, whichever is less.

G. **Crime Analysis Commander** shall submit an annual report to the Chief of Police documenting the number of times the Alexandria Police Department provided language assistance, the language needed as well as the beats with the most need for this service.
10.26.05 GENERAL PROCEDURES

A. Nothing in this directive is intended to jeopardize the lives and safety of police officers and other individuals involved in a police activity. In exigent circumstances, personnel are to use the most reliable temporary interpreter available. However, once the exigency has passed, all personnel are expected to revert to the general procedures in the directive. When a situation is under control and conditions permit, the language resources set forth in this directive should be utilized. (see 10.26.06 below).

B. Individuals affected by this plan include (but are not limited to) persons in custody, suspects, violators, witnesses, victims, those subject to immigration-related investigations, community members participating in crime prevention and awareness activities, juveniles, persons who encounter the court system, persons with special needs and parents/family member of the above.

C. The number or percentage of total population likely to be encountered who are LEP individuals will determine the extent to which specific language interpretation resources should be available as determined by the United States Department of Justice Guidelines. This information will be provided by the City of Alexandria's Multicultural Services Coordinator annually. It would be prudent to include appropriate language interpretation resources for any known criminal element with LEP individuals even though it does not comprise a significant proportion of the population (such as gangs with members who have the same ethnic origin).

D. In other than exigent circumstances, Department personnel should only use family, friends or bystanders for interpreting in very informal, non-confrontational contexts, and only to obtain basic information at the request of the LEP individual. If an LEP individual insists on relying on his or her own interpreter and waives or refuses the Department’s offer of interpretation services, personnel shall document this refusal on the Interpreter Services Waiver form (Appendix A).

Even if an LEP individual chooses to use his or her own interpreter, in situations such as criminal matters where accurate communication between the Department and the LEP individual is essential the Department should utilize its own interpreter as well.

E. In a joint investigation between the Police Department and the Department of Human Services, CIS and DHS interpreters may need to be present when individuals are interviewed or questioned.

F. Language assistance measures available include:
   1. Bilingual police employees who are Language-skilled Interpreters
   2. Police volunteer interpreters
   3. Remote interpreters through the telephonic language line
   4. Interpreters and translators employed in other city agencies and/or available under contract with the City to this Department
   5. Police officers from other jurisdictions and certain Federal Agencies (Mutual Aid)
G. Police officers and other Department personnel may obtain the services of the above individuals by requesting services through the Department of Emergency Communications (DEC). DEC will utilize the above measures in the order listed to obtain the appropriate language assistance. To aid in the identification of languages spoken by LEP individuals, department personnel can utilize Language Identification cards.

H. Responses to callers will vary depending on the type of call:
   1. For emergency calls when the request cannot be understood, an officer will be dispatched immediately. When available, a bilingual officer or an officer with a volunteer interpreter will be dispatched to the call. While officers are responding, a bilingual employee in DEC will attempt to handle the call. If a bilingual employee is not available, the call taker will continue to attempt to communicate with the caller using the Language Line.
   2. For non-emergency calls, available on-duty staff, volunteers, or the Language Line will be used.
   3. The call taker will note in CAD when a caller is LEP and the language spoken.

I. Responses to written communications in a foreign language will be referred to the Language Assistance Coordinator to locate appropriate translators or outside contractors.

J. A poster providing notice of available assistance to LEP individuals shall be posted in frequently encountered languages at the front desk of police headquarters and branch offices that have significant contact with the general public. An "I Speak" card shall be present in each patrol car or unmarked car for use in determining the language for which interpretation is needed. Outreach documents and notices shall also state in frequently encountered languages that LEP assistance is available.

K. A Spanish language version of Department form APD 0093A, Spanish Rights Waiver is available to all personnel in the Department forms directory. In the event a form is required to be read to an LEP individual of a language into which the form has not been translated and in the case of illiteracy, the form will be read to the LEP individual through the use of an interpreter. Department personnel who wish to have an approved form available in a language not currently provided shall follow the procedure listed in Police Directive 3.5, Forms Management.

L. Privileges of the Vienna Convention on Consular Relations, Article 36 shall extend to LEP and special needs individuals.

M. Complaints against police employees filed by LEP persons are referred to the commander of the Internal Investigations Section who shall identify an appropriate bilingual employee of supervisory rank or higher to assist with interpretation. In the event that no bilingual supervisory employee with the necessary skill is available, the commander shall then select other individuals with the appropriate qualifications to ensure the accuracy of the interpretation. Translated brochures and complaint procedures are available on the information rack in the lobby of Police Headquarters. Internal Investigations provides dispositions of complaints to the complainant in the LEP complainant’s primary language.

N. Spanish language brochures regarding crime prevention information are available on the information rack in the lobby of Police Headquarters.
10.26.06 LEVEL OF INTERPRETATION

A. During the critical stage of an actual emergency, officers have the discretion to use whatever interpreter assistance is immediately available to them to gather information to protect life and property, to assist in the apprehension of a fleeing suspect, or to aid in the rendering of medical attention to an injured or ill individual.

1. Officers may use bilingual friends, family members, children, and others during this stage with the understanding that their use may have a negative effect on the criminal prosecution of the case.

2. Use of a child as an interpreter may be the only choice at the time of an incident, but officers should be aware that this level of interpretation is more subject to inaccuracies than other levels. Barring exigent circumstances, personnel should not use minor children to provide interpreter services.

3. As soon as practical after the critical stage of the emergency has passed, the officer shall revert to the use of conventional language assistance through bilingual officers, other bilingual employees, volunteer interpreters, the Language Line, Mutual Aid, or contract services.

B. Officers, investigators or detectives are to take necessary steps to ensure that information and statements gathered during the follow-up investigative stage can withstand the challenges of defense attorneys and the courts. Criminal interrogations and crime witness interviews involve statements with evidentiary value upon which a witness may be impeached in court; as such, accuracy is a priority. Moreover, failure to protect the rights of LEP individuals during arrests and interrogations presents risks to the integrity of the interrogation. Personnel should use appropriate resources to ensure that Miranda rights are understood, voluntarily waived, and that interpretations and translations are accurate. In such instances, only bilingual employees who have had their interpretation skills assessed, contract in-person interpreters, or Language Line resources will be used. In cases where an appropriate resource is not able to be identified, the officer investigator or detective should consult with the Commander of the Criminal Investigations Division for guidance and advice.

C. Miranda warnings and all other vital written materials associated with interrogations and interviews will be available to the suspect or witness in his or primary language. In the case of a language into which forms have not been translated and in the case of illiteracy, forms will be read to the suspect or witness in his or her primary language using an interpreter.

10.26.07 TRAINING
The Department will provide periodic training to personnel about the Department’s LEP policies and Directive 10.26, including how to access interpretation and translation services. The Department shall conduct such training for new recruits, at in-service training, and at roll call for personnel at least every two years.

BY AUTHORITY OF:

Earl L. Cook
Chief of Police
ALEXANDRIA POLICE DEPARTMENT
INTERPRETER SERVICES  WAIVER FORM

Date:________________________

Victim/Witness Name:_______________  Case number:________________

Language Spoken:__________________________

Was a staff member or volunteer available to interpret?  Yes______No______

________________________________________

Did victim/witness refuse free interpreter service?  Yes______No______

If yes, complete the last two questions and have them sign this form.

I,__________________________________________have been offered free interpreter services

(Name)

through the Alexandria Police Department.

By signing below, I acknowledge that I have refused this service.

_________________________       __________________________
Signature                     Date

_________________________       __________________________
Staff Name                    Signature

Did the person bring someone to interpret for them?  Yes______No______

Is the interpreter 18 years or older?  Yes______No______

Copy in file and copy to Multicultural Services Coordinator  8/21/2006
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### 10.1.01 PURPOSE AND POLICY

The purpose of this directive is to establish procedures for recording and reporting arrests of adults by officers of this Department.  

It is the policy of this Department that officers will fully observe the civil and constitutional rights of arrested persons, while simultaneously being mindful of their own safety.

This Department is committed to a mutually cooperative relationship with the Office of Sheriff, with the goal of accurate administrative recording of arrests as required by law.

### 10.1.02 GENERAL

A. The arresting officer will bring persons placed under arrest, with or without a warrant, forthwith before a magistrate. If a warrant is to be executed on a defendant who is currently incarcerated, the defendant and arresting officer must appear...
before a magistrate forthwith. In an arrest with a warrant, the officer will not execute the warrant and leave it with the booking staff. The officer must appear before the magistrate with the warrant and the defendant.

B. An officer making a custodial arrest of an adult will transport the suspect to the booking area where the booking process will be completed.

C. See Police Directive 10.25, Search Incident to Arrest, for specific guidelines for conducting searches incident to arrest, including strip and body cavity searches.

D. When making arrests, officers will strictly observe the laws of arrest.

E. **Use of force:** Officers will only use the force necessary to accomplish lawful objectives i.e., restraint necessary to ensure the safe custody of a suspect and the safety of the officer.  

F. **Safety of Arrestee:** The arresting officer is responsible for the safety and protection of arrested persons in their custody. **Arrested persons will not be left unattended i.e., in a police vehicle or interview room.** The officer's immediate supervisor will be notified as soon as practical of any ill or injured arrestees. The watch commander will be notified if the officer’s immediate supervisor is not working or is unavailable.

G. **Arguments During Arrest:** When making an arrest or issuing a traffic summons or citation, employees will not become involved in any arguments or discussions on the merits of the case. Employees will courteously give any information requested by the offender as to the procedure for handling a summons, citation, or arrest.

H. **Treatment of Arrestees:** Officers having custody of arrestees will observe all laws and Department directives regarding this activity. Any irregularity indicating that the arrest may be contrary to law or Department procedure will be immediately brought to the attention of the watch commander.

I. **Transportation of Arrestees:** Transportation of arrestees will be in accordance with current Department procedures. Arrestees that are to be charged on a summons and released may be handcuffed when deemed necessary by the arresting officer. All arrested persons who are to be transported will be searched for weapons and handcuffed to ensure the safety of the officer. Except in emergency situations, officers will not search persons of the opposite sex unless there is no officer of the same sex as the arrestee available. When it is necessary for an officer to search a person of the opposite sex, a second officer will be present.

J. **Recommending Attorneys, Bail Bond Services Or Other Services Prohibited:** Employees will not suggest, recommend, advise or otherwise counsel the retention of any attorney, bail bond services or any other specific service to any person coming to their attention as a result of police business.
K. **Acting as Bailier Prohibited:** Employees cannot act as bailers for any person in custody except relatives.

L. **Notification of Rights:** Officers shall comply with the following policies regarding advising arrestees of their 5th Amendment rights, commonly referred to as Miranda rights:

1. The advice of Miranda rights is required when:
   a. A person is under arrest or its functional equivalent, and
   b. A law enforcement officer asks questions of the person likely to get the person to incriminate themselves or engages in conduct likely to get the person to incriminate themselves.

2. Both elements are necessary for the Miranda requirement. This means that:
   a. A patrol officer **does NOT need to advise a person of their Miranda rights** if they do not intend on questioning them – regardless of whether the person is in handcuffs or being transported in a police car. In cases where a patrol officer does not intend on questioning the person – i.e., in cases where the patrol officer intends on allowing CIS to conduct the interview – the patrol officer should NOT advise the person of their rights. Instead, the detective conducting the interview should complete the advice of rights.
   b. Patrol officers **who DO intend on questioning a person should advise the person of their rights** when a reasonable person in the suspect’s position would feel that they are “under physical arrest or its functional equivalent.” This analysis is conducted by looking at the force applied to the suspect. Higher levels of force – such as active countermeasures, the use of impact weapons or Tasers, or the application of handcuffs – are consistent with physical arrest. Lower levels of force – such as mere officer presence or verbal commands – are inconsistent with physical arrest and do not require Miranda warnings.

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**10.1.03 RESPONSIBILITIES**

A. **Arresting Officer Responsibilities**

1. Because of the operational needs of the Office of Sheriff, they must establish certain rules and procedures. Officers of this Department will be affected by these while in their building and must cooperate for the mutual benefit of all concerned.

2. When a custodial arrest is made, the arresting officer(s) will:
   a. Conduct a search for weapons. When an arrestee is taken into the booking area, a booking deputy conducts another search of the individual. See Police Directive 10.25, Search Incident to Arrest, for further information.
   b. Examine items that will accompany the arrestee (e.g., purses and jackets).
c. Not take any weapons into the booking area. Prohibited items include but are not limited to firearms, bullets, OC spray, batons, knives or pocket knives.
d. Ensure that arrestees being brought into the booking area are handcuffed with their hands behind them, unless prevented by the arrestee's physical condition.
e. Stay with the arrestee while the deputy completes a search of the arrestee.
f. Advise the deputy upon entering the booking room:
   1. What charges have been placed against the arrestee,
   2. Any claims of injury or requests for medical treatment by the arrestee,
   3. Any medical treatment received prior to arrival at the Detention Center.
g. Advise Information Services (ISS) immediately upon arrival in the booking areas, so that appropriate checks can be made prior to the arrestee’s release. Advise the booking deputy the location where the arrest was made and the name of the ISS employee who was given the arrest information.
h. Obtain a criminal history information (CCH) from ISS and provide it to the magistrate any time they make a physical arrest with or without a warrant, except when a summons is issued, and except for a drunk in public whether arrested or taken to detox. Arresting officers will contact ISS upon arrival at the Intake Center and request a CCH in the name of the magistrate, and then present it to the magistrate in whose name it was run.
i. Take the arrestee before the magistrate as soon as possible after entering the booking area.
j. After the magistrate issues a warrant, complete the required Central Criminal Records Exchange (CCRE) or Virginia Uniform Summons (VUS) information when needed and execute writs of arrest. Normally the booking deputy will complete any required CCRE electronically, except that arresting officers will manually complete a CCRE for drunk in public (DIP) arrests.
k. In the event that an officer must complete a CCRE manually (whether for a DIP charge, electrical outage, computer malfunction, etc.) the following procedure is required to complete the Adult CCRE (SP-180):
   • Complete a CCRE for all offenses except Class 3 and 4 misdemeanors, driving while intoxicated, trespassing, and disorderly conduct.
   • Complete the CCRE either by typing with a black ribbon, or printing with a black ballpoint pen only. Enter only one offense or one count on each CCRE. Use additional CCREs for additional offenses or counts. Items #1-37 must be completed on each additional CCRE. Enter the type of offense (misdemeanor or felony) and exact code section for the offense.
   • The booking deputy will enter the information and take mugshot photos with the AJIS computer.
   • The booking deputy will manually record the right thumb print on page 1-3 of the CCRE(s) and take a complete set of fingerprints on page 4 of the CCRE. If there are additional CCRE(s), then the deputy will put thumb impressions on page 4 of each additional CCRE.
   • The booking deputy will manually ink three (3) red FBI fingerprint cards and a set of palm prints. They will “sign” the completed CCRE(s).
• If both criminal offenses and traffic offenses are charged, use the police case number for the criminal offense. The police case number must be shown on all copies of the CCRE and on the fingerprint and palm print cards.

l. Advise the booking deputy that the CCRE or VUS has been completed, if appropriate. At this point the officer is free to return to service unless it appears that a deputy may need assistance, or the deputy requests assistance because of a disorderly arrestee, in which case the officer will remain for as long as needed.

m. Complete a Suspect/Arrested Person Report (APD-7B) or supplemental report(s), as appropriate, in all felony arrests; in those misdemeanors that require a report, or in the event that no report was made when the warrant was issued. See Police Directive 10.8, Reporting Guide, for further information.

n. If the arrested person is released without a warrant being issued by the magistrate, complete an APD-7B with a notation in the narrative that the person was released without a warrant being issued.

p. Complete a Virginia Uniform Summons (VUS):
  • If the arrest is for a traffic felony (CCRE must also be completed).
  • For all arrests pertaining to the operation of a motor vehicle, including arrests on a warrant for parking violations or failure to appear for a traffic offense.

q. Use the VUS number as the arrest number for traffic misdemeanors.

B. Sheriff’s Office Responsibilities [82.3.7]

1. The Sheriff’s Office has agreed to perform the following functions.

   If using the (Livescan) computer system:
   a. Photograph and fingerprint each arrested person using AJIS and the Livescan system.
   b. The deputy who took the fingerprints will need to “sign” the back of the fingerprint cards with their “signed” signature, and serial number.
   c. The paperwork will be forwarded to the Police Department ISS.
   d. ISS will forward the fingerprints and livescan paperwork to CSI.

   If the Livescan computer system is down:
   e. The Sheriff Department will take mugshot photographs (3 or 6) using the AJIS mugshot system.
   f. Using black fingerprint ink, the Deputy will complete the SP-180 CCRE(s) that the State provides. They will put an inked “right thumb” print on the first three (3) pages of the CCRE. (Original, disposition sheet, and mugshot submission form).
   g. The person taking the fingerprints will need to “sign” the CCRE blue fingerprint card in the space “Signature of Printing Official”.
   h. The Deputy will check the accuracy of all CCRE(s).
   i. The Deputy will complete 2 red “FBI” fingerprint cards using black fingerprint ink.
If it is a felony offense, they will complete the palm cards.

The CCRE yellow disposition sheet and original booking documents will be forwarded to the magistrate who will then forward the paperwork to the appropriate court having jurisdiction.

The rest of the documents (CCRE(s), fingerprints, palm prints, livescan AFIS Search Result – Police Copy and all disposition sheets,) are to be forwarded to Police ISS.

Police ISS will forward the above paperwork to CSI.

C. Information Services Section (ISS) Responsibilities

1. When notified by arresting officers, ISS will record the following information on a Local Wanted Check form (APD-29):
   a. Date and time,
   b. Arrest number,
   c. Name of the arrested person,
   d. Name of the arresting officer,
   e. Gender, race, date of birth and social security number of the arrestee,
   f. Offense charged and charge code, and
   g. Type of arrest (in-field, capias, summons, warrant or detention order).

2. Check the files of this Department to ensure that any outstanding warrants on file for the arrested person are promptly executed.

3. Immediately check VCIN and NCIC for wanted status and notify the booking deputy of the results. Appropriate Teletype notification/responses and/or removal of wanted persons from VCIN/NCIC will be done at this time.

4. The CCRE fingerprints are electronically transmitted using Livescan.

   a. The below documents will be forwarded to CSI:
      - All fingerprint cards;
      - Alexandria AFIS Search Result - Police Copy;
      - “Original” Disposition sheets. Note: Livescan prints out several copies of this sheet. One set is forwarded to the courts by the Sheriff department. The rest are for CSI.

   b. If the computer system is down and the fingerprints are manually completed, distribution is as follows:
      - Page 1 (Original CCRE – white) stays in ISS.
      - Page 2 (Yellow CCRE disposition sheet) is forwarded to the courts by the Magistrate. Should it come to ISS, then it needs to be forwarded to the courts with the court paperwork.
      - Page 3 (Virginia State Police Mugshot Submission Form) is forwarded to CSI.
      - Page 4 (Blue CCRE fingerprint form) is forwarded to CSI.
      - All FBI red fingerprint cards and palm cards are forwarded to CSI.
5. Provide a CCH to arresting officers, using the following procedures.
   a. Ask the officer if the CCH is for the officer or for the magistrate.
   b. If the CCH is for the officer, it will be run in the officer’s name, which does not 
      require a log entry. It will then be given to the officer.
   c. If the CCH is for the magistrate, it will be run in the magistrate’s name and 
      logged in the CCH record log. The CCH will then be given to the officer so 
      he/she can provide it to the magistrate.
   d. Only ISS employees will run these CCH requests and release them.

D. Patrol Sector 1 Commander Responsibilities
   The Patrol Sector 1 commander will assign someone, i.e. the patrol secretary, to 
   keep sufficient police forms in the booking room, to prevent delays in the booking 
   process.

10.1.04 ARRESTS BY OTHER JURISDICTIONS

A. Whenever a person is arrested upon a warrant or capias in a county or city other 
   than that in which the charge is to be tried, the officer making the arrest will either:
   1. Bring the arrestee before a judicial officer in the locality where the arrest was 
      made or where the charge is to be tried, or
   2. Commit the arrestee to the custody of an officer from the county or city where the 
      charge is to be tried who will bring the arrestee forthwith before a judicial officer 
      in the county or city in which the charge is to be tried (Virginia Code §19.2-76).

B. Alexandria officers taking custody of persons arrested in other jurisdictions will 
   obtain from the arresting jurisdiction a copy of any CCRE or other booking form 
   completed by that jurisdiction.

C. The transporting officer will ensure that:
   1. An APD-7B is completed.
   2. An arrest number is obtained and given to the booking deputy for use on the 
      CCRE, fingerprint card(s), and photographs.
   3. Any CCRE received from the arresting jurisdiction is provided to the booking 
      deputy, who will copy it and attach the copy to the fingerprint cards, and then 
      forward the CCRE to the court.
   4. ISS is notified of the arrest.
   5. The required booking forms are completed if the arresting jurisdiction did not 
      complete them.
**10.1.05 ARREST BY SUMMONS**

A. Whenever a summons is issued in lieu of a custodial arrest, a CCRE will not be completed at that time. The officer will complete the appropriate summons and the APD-7B as required by Police Directive 10.24, Misdemeanant Release. The fact that the suspect was released on a summons will be noted in the narrative of the APD-7B.

B. The arresting officer will immediately notify ISS of the arrest.

C. A wanted check MUST be done prior to release of the subject.

D. ISS’s copy of the summons will be filed daily with the CCREs.

E. When a suspect is convicted and ordered to report for booking purposes, an officer will be assigned by the dispatcher to complete the booking process.

**10.1.06 MASS ARRESTS**

In the event of mass arrests, ISS will receive arrest numbers, make wanted checks, and assist booking deputies with administrative and clerical booking tasks as agreed upon by the ISS commander and the Adult Detention Center watch commander. See Police Directive 13.3, Incident Command System, for more information.

**10.1.07 ILL OR INJURED ARRESTEES**

A. Arrestees, who are unconscious, have a significant physical injury or request medical treatment will be transported to the hospital for treatment before being taken to the booking area of the Adult Detention Center. When appropriate, emergency medical personnel will transport injured arrestees to the hospital, accompanied by the arresting officer. The officer will obtain the name of the treating physician and provide it and copies of all appropriate paperwork to the booking deputy when the arrestee has been transported back to the Adult Detention Center.

B. An APD-7 will be made each time an arrestee is injured or becomes ill as the result of police action, or while in police custody.

C. If an injured arrestee refuses medical treatment, the refusal must be made in the presence of a doctor. The arrestee will then be taken to the booking area. The name of the doctor will be given to the booking deputy. A refusal slip completed and signed by medical staff will accompany the arrestee to the Adult Detention Center.
D. If an arrestee in Alexandria Police Department custody is admitted to the hospital, this Department will provide a guard until booking has occurred. After booking, the Office of Sheriff will provide the guard.

E. If an arrestee becomes ill or injured after being served with a warrant in the booking area of the Adult Detention Center, a representative of the Office of Sheriff will be notified immediately. The Office of Sheriff is responsible for the treatment of the arrestee. If the warrant has not been executed, the Police Department is responsible for the arrestee.

F. When handling ill or injured persons, officers will refrain from making any statements or signing any form that might commit this Department to responsibility for the person's medical bills.

10.1.08 ILLEGAL ALIENS / FOREIGN NATIONALS

Determining a suspect’s immigration status cannot be the sole purpose to stop a person or to form the basis for an investigation or inquiry. Knowledge of the individual’s status must come after you have established reasonable suspicion that he or she has committed or is committing a crime. (See also Police Directive 2.4, Non-Biased Policing)

A. Legal Authority for Enforcement of Immigration Laws

Warrants and detainers issued by U.S. Immigration and Customs Enforcement (ICE) may be criminal or civil. Whether ICE is proceeding criminally or civilly against the subject controls the response of local law enforcement.

1. POLICE MAY ARREST under any of the following conditions:

   a. The requirements of §19.2-81.6 Code of Virginia are satisfied.

   § 19.2-81.6 Code of Virginia - All law-enforcement officers enumerated in § 19.2-81 shall have the authority to enforce immigration laws of the United States, pursuant to the provisions of this section. Any law-enforcement officer enumerated in § 19.2-81 may, in the course of acting upon reasonable suspicion that an individual has committed or is committing a crime, arrest the individual without a warrant upon receiving confirmation from the Bureau of Immigration and Customs Enforcement of the United States Department of Homeland Security that the individual (i) is alien illegally present in the United States, and (ii) has previously been convicted of a felony in the United States and deported or left the United States after such conviction. Upon receiving such confirmation, the officer shall take the individual forthwith before a magistrate or other issuing authority and proceed pursuant to §19.2-82.
b. An NCIC Immigration Violator File (IVF) hit reads “PREVIOUSLY DEPORTED FELON,” a hit confirmation is received, AND a Criminal Immigration Detainer from ICE is received and/or issued.

c. An NCIC IVF hit reads “OUTSTANDING ADMINISTRATIVE WARRANT OF REMOVAL” (such NCIC warrants are considered civil in nature), AND the officer has charged a person for a separate Class 1 or Class 2 misdemeanor or a traffic infraction, for which the law requires the person be released on a summons in accordance with § 19.2-74 Code of Virginia or §46.2-940 Code of Virginia, the NCIC IVF hit, absent extenuating circumstances, shall be considered as a strong factor to proceed under § 19.2-82 Code of Virginia (Arrest without warrant), in determining whether the person is likely to disregard the summons.

d. It is highly likely that if the individual is an illegal alien they will have counterfeit or fraudulent identification in their possession, which is a violation of Virginia State law and will subject them to arrest. (18.2-204.1 or 18.2-204.2)

2. POLICE MAY NOT ARREST under the following conditions:

   a. Solely because a person is an illegal alien. This is because the Police Department has no legal authority to independently enforce Federal Immigration Law. When probable cause exists to believe a person may be an illegal alien, a Field Interview Card shall be completed whenever possible and forwarded to the Crime Analysis Unit. The Crime Analysis Unit shall in turn forward the information to Intelligence and Homeland Security Unit.

   b. Solely based upon an NCIC IVF hit which reads “OUTSTANDING ADMINISTRATIVE WARRANT OF REMOVAL.” These are considered civil in nature. Officers have no authority to arrest based solely on CIVIL administrative warrants or detainers for immigration issues. A Field Interview Card shall be completed whenever possible and forwarded to the Crime Analysis Unit. The Crime Analysis Unit shall in turn forward the information to the Intelligence and Homeland Security Unit.

B. Notification to Consul Authorities:

When foreign nationals are arrested or detained, they must be advised of their right to have their consular officials notified. This is applicable to those persons lawfully in the United States as well as those that are here illegally. The Sheriff’s Office is guided by policy in making this notification. Officers shall notify the booking deputy whenever they bring an arrested person into the detention center that is known or believed to be a foreign national.
C. **Notification to the Intelligence and Homeland Security Unit.**

Should officers develop reasonable suspicion of a subject's possible illegal immigration status during an investigation or arrest for a felony crime or domestic violence arrest they should forward the information to the Intelligence and Homeland Security Unit.

**BY AUTHORITY OF:**

David Huchler  
Acting Chief of Police
10.2.01 PURPOSE AND POLICY

The purpose of this directive is to identify the intelligence gathering responsibilities and functions within this agency.

It is the policy of this Department to develop, accept, and analyze intelligence information on criminal conduct or any matter that may threaten the welfare and public safety of our citizens.

10.2.02 GENERAL

Police by nature tend to approach all things with an apprehension/prosecution state of mind. The intelligence function is not designed specifically for that purpose, although it can end up with that result.

Since its inception, this Department has, through the Investigations Bureau, collected traditional criminal intelligence information to aid in forecasting where potential threats to the community might arise.
A sound guiding principle in the collection of criminal intelligence is: “to ensure civil rights; investigative techniques shall be lawful and only as intrusive as necessary to gather sufficient information to prevent the criminal act and/or identify and prosecute violators.”

VA Code § 15.2-1722, states it shall be the duty of the sheriff or chief of police of every locality to insure [sic], in addition to other records required by law, the maintenance of adequate personnel, arrest, investigative, reportable incidents, and non-criminal incidents records necessary for the efficient operation of a law-enforcement agency.

After September 11, 2001, this agency found it necessary to create a formal counter-terrorism intelligence unit, to face the changing needs. The Office of Homeland Security and Operational Preparedness reported directly to the Chief of Police and its primary focus was toward domestic and international terrorism. The creation of the Operations Support Bureau has absorbed this office and it is now the Intelligence and Homeland Security Unit, within the Special Operations Division.

**Legal Considerations:**

While intelligence plays a key role in law enforcement operations, it can also be the instrument of abuse if such operations are not properly organized, focused and directed. Accordingly, care must be taken to insure that aggressive enforcement and intelligence gathering do not become incursions upon a person’s rights as delineated in the United States Constitution. Guidance may be found in PD 10.30, Search Warrants, and PD 10.37, Warrantless Searches. Aggressive intelligence gathering must not become a fishing expedition to garner sensitive or confidential information on individuals for whom there is no reasonable suspicion of criminal activity. Targeting people is unlawful without some evidence of criminal behavior:

- If the reason for the target is the support of an unpopular cause, it is unlawful.

- If they are being targeted because of their political beliefs, religion, race, ethnicity, or other attribute or characteristic, it is inherently unlawful, i.e., people who are perceived to be Muslim. Refer also to PD 2.4, Non-Biased Policing.

- Targeting without lawful justification can result in civil rights suits and vicarious liability lawsuits, which can be both costly and embarrassing to the police department. Officers are reminded that if while acting under the color of state law, they violate the civil rights of a person, the officer and his or her chain of command may be sued in federal court under 42 USC 1983, Civil Action for Deprivation of Civil Rights.

Monitoring an individual's behavior is proper if reasons can be articulated that reasonably support the belief that:

- The person may be involved in criminality now or in the future.

- There is a reasonable belief of a threat to public safety.
The U.S. Code of Federal Regulations: 28 CFR 23.3(b)(3) states that criminal intelligence information that can be put into a criminal intelligence sharing system is “information relevant to the identification of and the criminal activity engaged in by an individual who or organization which is reasonably suspected of involvement in criminal activity, and meets criminal intelligence system submission criteria.” Further, 28 CFR 23.20(a) states that a system shall only collect information on an individual if “there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity.

Information obtained or collected in violation of any applicable Federal, State, or local law or ordinance is prohibited. [42.1.6.e.& f.]

10.2.03  DEFINITIONS

**Intelligence Process:** The collection, analysis, creation, dissemination and application of information and knowledge for the protection of the security interests of the government and the general citizenry.

**Terrorism:** There is no single, universally accepted, definition of terrorism. Terrorism is often defined as the deliberate creation and exploitation of fear in pursuit of political or social change through the threat or use of violence. Any such act is designed to have far-reaching psychological effect beyond the immediate attack and is meant to instill fear in a wider audience. Through the publicity generated by their violence terrorists seek to gain leverage, influence and power to affect their desired change.

VA Code (§ 18.2-46.4) defines the "Act of terrorism" as an act of violence committed with the intent to (i) intimidate the civilian population at large; or (ii) influence the conduct or activities of the government of the United States, a state or locality through intimidation.

**Domestic Terrorism:** The unlawful use, or threatened use, of force or violence by a group or individual based and operating entirely within the United States or its territories without foreign direction, committed against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

**International Terrorism:** Violent acts or acts dangerous to human life that are a violation of the criminal laws of the United States or any state, or that would be a criminal violation if committed within the jurisdiction of the United States or any state. The acts appear to be intended to intimidate or coerce a civilian population, influence the policy of a government by intimidation or coercion, or affect the conduct of a government by assassination or kidnapping. International terrorist acts occur outside the United States or transcend national boundaries in terms of the means by which they are accomplished, the persons they appear intended to coerce or intimidate, or the locale in which the perpetrators operate or seek asylum.
Traditional Criminal Intelligence: Information that relates to criminal activity in crimes against persons, property, narcotics, or to gangs, and does not directly relate to domestic or international terrorism.

Law Enforcement Only: Commonly used qualifier that the information is not to be released outside of recognized law enforcement agencies.

No Secondary Release: A designation that the information is not to be further released beyond this department, except by the originator.

10.2.04 RESPONSIBILITIES

Every employee of this department is responsible for developing, gathering and relaying potential intelligence information to the appropriate unit.

<table>
<thead>
<tr>
<th>Intelligence &amp; Homeland Security Unit</th>
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<tr>
<td>The <em>Intelligence and Homeland Security Unit</em> (IHS) has the primary role of developing, accepting, analyzing and distributing domestic/international terrorism and public security intelligence information for this agency. If it becomes aware of intelligence information that requires further investigation, and unit resources are not sufficient, the information will be passed on to either another Department unit or an appropriate federal agency for follow up. If it becomes privy to traditional criminal, gang and/or narcotics intelligence information, it will be passed on to the appropriate unit for further development.</td>
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The IHS Unit will assess potential targets of opportunity, both of infrastructure and persons of importance, existing in or visiting the City of Alexandria. In addition, they will consult with other City agencies on matters that relate to the security of the City. IHS will perform its function in areas related to special events and potential local or area-wide domestic unrest. It will also be the Department’s rumor control point. Any employee, who receives or learns of information regarding terrorism issues, should broach them with IHS members for confirmation of validity.

The IHS Unit will maintain liaison contacts with other local, state and federal intelligence function units. In addition, it will have one of its members attached to the FBI’s Joint Terrorism Task Force. Any contact with any local, state and federal agencies in reference to domestic or international terrorism must be made through the IHS Unit.

Investigations Division

The Investigations Division will continue to pursue its own handling of traditional criminal, gang and narcotics intelligence information. It will maintain liaison contacts with other local, state and federal agencies involved in criminal, narcotics and/or gang intelligence. If the Investigations Division becomes privy to domestic/international terrorism or public security intelligence information, it will be passed on to the IHS Unit for further development. It will maintain members on joint task forces as deemed appropriate by this Department. The Investigations Division will retain oversight of the
Hate Crimes function. If a potential Hate Crime has domestic or international terrorism overtones, a cooperative decision will be made as to which unit will pursue the case.

10.2.05 REPORTING

Employees obtaining intelligence information that is possibly related to terrorism will promptly review it with their supervisors. It is important that the developing employee does a thorough job and obtains as much information as possible. The supervisor should then initiate contact with a member of the IHS Unit for guidance on how to proceed. In most cases the employee will be asked to create a police information report. This is important to document and track the information. If circumstances dictate the need for a member of the IHS Unit to respond, they will do so. [42.1.6.b&g]

Information related to traditional criminal, gang and narcotics intelligence will be handled in the same manner and be directed toward the appropriate Investigations Division supervisor.

The Investigations Bureau commander and the IHS Unit commander will in person, as necessary, brief the Chief of Police on any significant intelligence information developed and what subsequent actions were taken as a result. Procedurally, e-mail should be avoided on any sensitive information.

10.2.06 HANDLING OF INFORMATION

A. Information Distribution:

Intelligence information is of no use if it is developed and then not acted upon. This does not mean that all intelligence information is released to all persons. In the majority of occasions intelligence information will be widely distributed, in some cases it will not. This is guided entirely by a specific operational need to know. However, any information that is possessed by this Department that is deemed to be critical to an officer’s safety will be released so as to mitigate any such threat.

B. Information Security:

Information Security is the responsibility of everyone. If you possess information that is not supposed to be passed on, do not pass it on. If you were given an intelligence document and you no longer need it, do not simply discard it; destroy it (shredding is preferred). Employees should also be diligent of information security in their radio and cell phone transmissions. [42.1.6.d]
The most common distribution points for intelligence will be via the MDB Intelligence page and Roll Call notices. If general distribution is to occur, the information will be put on the MDB Intelligence page and hardcopy versions will be provided to each Bureau’s Deputy Chief for distribution. The MDB Intelligence page is an inside the Department only access page.

Any such distributions will be on a Law Enforcement Only basis and are not to be passed on, in any format, outside the law enforcement community. On some occasions, the distribution will be on a No Secondary Release basis and is not to be released outside this Department, including other law enforcement agencies.

C. Information Protection/Retention:

The IHS Unit, Investigations Division and the Vice Narcotics Section will each keep their intelligence information secure from unauthorized access. The information will be physically stored in such a manner as to ensure that only those needing access will have it available. This may involve coded access cards, physical locks and or passwords. Each involved unit, Criminal Investigations Section, Vice Narcotics and the IHS Unit, will assign a person who will be responsible for:

1. Retention and protection of intelligence information files.

2. Recommending reclassifying and purging of information in their respective intelligence files on an ongoing basis.

3. Reviewing records more than five years old to determine if they are still relevant or if they should be destroyed by shredding or some other appropriate method.

4. Obtaining permission from their commanders before any record destruction.

5. Retaining documentation of any relevancy review and related destruction of records and forwarding a copy of such documentation to Planning and Accreditation.

6. The Commander of the Investigations Division will conduct an annual review of our procedures and process used in the gathering of intelligence information to ensure all legal and privacy requirements are being met. To include:

   a. Is the Department seeking ways to enhance intelligence sharing efforts and foster information sharing by participating in task forces and state, regional, and federal information sharing initiatives;
b. Have individuals' privacy and constitutional rights been considered at all times;

c. Has there been compliance with Department policies and procedures,

d. Have there been Internal Investigations complaints related to intelligence gathering and this directive; and

e. Obtaining feedback on the process performed and the products produced by the intelligence function. (This step allows evaluation of performance or effectiveness.) [42.1.6.d, h, & l.]

10.2.07 SURVEILLANCE CAPABILITY

Several Department units have surveillance capabilities. A cooperative relationship will be maintained if a unit has a bonafide need for surveillance resources. This can either be the need for personnel or specialized equipment. Whoever is managing the surveillance operation will have oversight of the personnel involved. However, any specialized equipment utilized will remain in the possession of and under the control of the owning unit’s trained operator. Requests for specialized surveillance needs will be arranged through direct contact of the commanders of the units involved.

10.2.08 TRAINING (Section updated 4-12-2013 in blue text)

Training of all personnel in the collection, processing, and sharing of suspicious incidents and criminal intelligence relating to criminal and homeland security activities will be conducted in keeping with department procedures for each new or updated intelligence directive. Field Training officers will ensure training on this directive with new officers during their field training. Supervisors are encouraged to periodically discuss the contents of this directive at their roll call briefings.

Training opportunities are also available through the Northern Virginia Criminal Justice Training Academy and other approved entities on a variety of criminal and homeland security intelligence topics.

The Intelligence and Homeland Security Section conducts periodic department training on past terrorist events, fraudulent identification documents and terrorism trends. Fraudulent document training is also provided to participants of the Citizen’s Police Academy. [42.1.6.c.]

By Authority Of:

Earl L. Cook
Chief of Police
INTelligence: Terrorist Screening Center Alert

Effective Date: 01-09-2013  Cancel: Treat as new
Updated Date:  Section(s): SME Review Date: With review of 10.2 in 2013
Updated Date:  Section(s):

CONTENTS

I. POLICY/PURPOSE

It is the policy of the Alexandria Police Department to cooperate and assist Federal Law Enforcement in their efforts to combat terrorism.

This addendum to Directive 10.2, Intelligence, is intended to provide guidance on the actions officers will take if they come into contact with an individual or vehicle that is in the Terrorist Screening Center (TSC) database.
II. DEFINITIONS

Terrorist Screening Center: The Terrorist Screening Center (TSC) is a division of the National Security Branch of the Federal Bureau of Investigation. It is the duty of the TSC to identify suspected or potential terrorists.

III. RESPONSIBILITIES/PROCEDURES

...
10.3.01 POLICY AND PURPOSE

It is the policy of this Department to work cooperatively with the Commonwealth's Attorney's Office in the prosecution of criminal cases. Officers of this Department will impartially and thoroughly investigate each case and present their findings in a consistently organized format.

[4.1.1,B.2; 62.1.7]

10.3.02 DEFINITIONS

Case Jackets - are prepared in serious cases in order to maintain all available information on a given case in one file folder. This file, after being completed by this Department, becomes the working file of the Commonwealth's Attorney. The more complete the case jacket, the better chance there is of the defendant being convicted. The case jacket is a permanent file. Once the court proceedings are concluded, the jacket is returned to this Department where it is stored until it can be microfilmed or destroyed in accordance with the Information Services (ISS) records destruction schedule.

[42.2.2]

CIS – all references to CIS represent both: the Criminal Investigations Crimes Against Persons Section and the Criminal Investigations Property, Financial & Computer Crimes Section.
10.3.03 PROCEDURES

A. A case jacket WILL be initiated in the following instances:

1. Any Offense/Incident Report (APD-7) taken for a felony where a warrant is obtained, and is on file. Examples are failure to return rental vehicle, and unauthorized use of motor vehicle, with known suspect(s) and warrant(s) on file;
2. Any felony arrest, including traffic felonies, and all shoplifting felonies, whether or not the arrest is made by store personnel. If a case jacket has already been initiated, the arresting officer will take steps to complete it.
3. Any sudden death investigated by the Office of the Chief Medical Examiner (homicide, suicide, accidental, etc.), rape, commercial robbery, or assault where death is imminent, even if no arrest is made or no suspects are known. In these cases the case jacket will be initiated by Criminal Investigations; and
4. Any narcotics or dangerous drug cases except Possession of Marijuana; to be forwarded to Vice/Narcotics through the Case Review Unit. This includes cases where a warrant has not yet been issued pending lab analysis.
5. Officers who have been formally trained in utilizing field test kits for marijuana are not required to complete case jackets nor submit the marijuana to the lab for analysis if the field test is positive. The defendant is to be given a DC-304 Form which is written notice of his/her right to request a full chemical analysis (§ 19.2-188.1). Seized marijuana will be turned into Property following completion of the field test. Instead of a case jacket for these cases, officers are required to file a completed APD-7 including the results of the field test and the property number for the marijuana.

This exemption is for Possession of Marijuana cases only.

* Case jackets in Possession of Marijuana cases will be required if the defendant later requests a full chemical analysis and the court approves the motion. A basic case jacket with a copy of the report, supplements and property sheets will be submitted to Case Review and then forwarded to Vice/Narcotics to have the drugs tested at the state lab.

B. The arresting officer, or reporting officer (if no arrest is made), will initiate the case jacket as indicated above. Whenever a case jacket is prepared, a statement indicating this will be entered in the APD-7 or a supplement.

C. In certain cases, it may be necessary or desirable for Criminal Investigations to assume complete control over the investigation. In such cases, the arresting officer’s supervisor can request the transfer of the responsibility for completion of the case jacket to Criminal Investigations (CIS). The reporting officer will then note this request in the APD-7.
D. A case jacket is not necessary when serving a warrant from another jurisdiction within Virginia.

### 10.3.04 COMPLETION OF THE CASE JACKET

**A.** All documents pertaining to the case will be the original or a legible copy. Prong fasteners, not staples, will be used to place the documents in the jacket. A case jacket should open from right to left and the label should be located on the right side *tab* of the file when you are viewing the file. The holes should be punched on the top of the case jacket and the case jacket stamp placed under the prong fasteners on the *front* top center of the file. *In complex investigations (homicides, etc.), a three ring binder may be used in lieu of the manila folder.*

**B.** Documents will be placed in the folder in the following order.

1. **Left side of the folder:**
   a. Statement Forms (APD-94) of victims and witnesses, *if utilized.*

2. **Right side of folder:**
   a. Prosecution Feedback Report (APD-0297), which lists the case number, offense and officer. The form is completed by the prosecutor when the case goes to trial. The form is placed on the top right side.
   c. All supplemental reports, in chronological order of events.
   d. Rights Waiver (APD-93).
   e. Statement Form (APD-94) from defendant, *if utilized.*
   f. History Sheet (APD-18), one for each defendant or suspect.
   g. Debriefing Guide (APD-18A). If this form has any positive responses listed, the officer will follow the instructions printed on the revised APD-18A.
   h. *All Property Inventory Forms (APD-039).*
   i. Other documents, as required, in order of importance. Other documents could be, but not limited to, , a copy of the warrant, receipts, copies of documents provided by the victim/business, *crime scene* photographs, *audio/video* CD's of *suspect/witness interviews*, and other items which are important in the prosecution of the case.

**NOTE:** Each Rights Waiver, Statement, etc., pertaining to a particular defendant will be placed together, in the order given, with the second and subsequent defendants under the first.

**C.** The folder will be labeled with a typed or *a legible* printed label placed on the tab. *Labels should always be typed unless the technical means to do so is not available.* On the label will be typed the following information using at least a size 10 Font.

1. **First Line:** Last Name, First Name, Middle Name of defendant, case number. If the defendant is a juvenile, the abbreviation "JUV" must appear between the defendant's name and the case number. If there is more than one defendant, use the second line for the second defendant. The first line should be printed or typed at the portion of the label that will allow the reader to view the name and case.
number when the file is closed. The name should be typed on the left side and the
case number on the right side.

2. **Second Line:** Name of the offense with which the defendant was charged; date of
the arrest. The offense should be on the left side and the date of arrest on the right
side of the label.

3. **Third Line:** Name of the victim of the offense. If the victim is a business, also
indicate the name of the reporting party. Example: Sears/Jones, Robert A. Also
the name of the officer/investigator who prepared the case jacket (use a fourth line
if needed).

4. **Fourth Line:** Name of the officer (first and last) on the left side of the label.

D. Only one case jacket need be made for each case, except that a separate jacket will
be made if adults and juveniles are arrested in the same case. Each case jacket must
be as complete as possible. In most instances the two jackets will be duplicates.
However, since different courts and different prosecutors are involved, separate
jackets are required. **This requirement may be waived by the Commonwealth’s
Attorney if the same attorney will be prosecuting all defendants.**

E. The Prosecutor's Feedback Report (APD-297) will be included in the case jacket by the
*officer* preparing the case jacket or the reviewing *Supervisor*. The Case Review Unit
will forward this form to the originating officer's supervisor after the completed form is
returned by the Commonwealth's Attorney.

F. When a detective initiates a case jacket, and a warrant is obtained but no arrest is
made, the detective will complete the Detective Notification Form (APD-105B) and
attach this to the warrant. The APD-105B will provide instructions to officers who make
the arrest at a later time. Officers making an arrest on a warrant initiated by CIS or
Vice/Narcotics should review the case jacket and this form prior to interviewing the
suspect(s).

### 10.3.05 RESPONSIBILITIES

A. **The assigned officer** will complete as much of the case jacket as possible. Care
must be taken to ensure that the case jacket and its contents are neat, legible, properly
aligned and have a minimal number of holes punched in them.

B. **A supervisor** will check the jacket. The reviewing supervisor will ensure that each and
every officer who took any action at the crime scene has completed a supplement.
After reviewing the jacket, and being satisfied that it is complete, the supervisor will
sign the debriefing guide then stamp the top center of the file on the outside with the
case jacket stamp, and complete the applicable blocks. Case jackets prepared by
patrol officers will then be forwarded to the Case Review Unit within four (4) days of the
arrest. Any delay in the completion of case jackets past the four (4) days will be with
the approval of the Case Review Unit or the approving supervisor. **In cases where an
arrest is not made and a warrant is obtained, case jackets will be prepared when the
warrant is obtained and forwarded to the Case Review Unit.**
1. The supervisor will stamp the outside top center of the case jacket file with the appropriate stamp in descending order:
   a. In cases where an arrest is made, the stamp indicating the name of the person reviewing the case jacket, and the date it was sent to the Commonwealth Attorney;
   b. In cases where a warrant is obtained and an arrest is not made, the case jacket will be stamped “PENDING CASE, WARRANT OBTAINED”;
   c. In cases where a case jacket is completed and there is no arrest or warrant obtained (e.g., commercial robbery or suicide) the case jacket will be stamped “PENDING CASE” or “TERMINATED”; and
   d. In Juvenile cases the folder will be stamped “JUVENILE.”

2. Patrol supervisors will take patrol initiated case jackets to records and:
   a. Time and date stamp the case jacket file on the front bottom center.
   b. Complete the case jacket log.
   c. Place the case jacket in the designated basket.

C. The Case Review Unit will review case jackets prepared by patrol officers to ensure completeness. The Case Review Unit will maintain a database file of all case jackets prepared by patrol officers that have been forwarded to the Commonwealth’s Attorney or have otherwise left the control of the Department.

D. Criminal Investigations and Vice/Narcotics will maintain index files or logs on all case jackets prepared by their detectives that have been forwarded to the Commonwealth’s Attorney. A supervisor will review their case jackets.

E. ISS will notify the officer or detective handling the case when they receive notification of an arrest in another jurisdiction for an Alexandria warrant. That officer or detective will then complete a Suspect/Arrest Report (APD-7B) and the case jacket, if applicable.

10.3.06 STORAGE OF CASE JACKETS

All patrol case jackets, that are “PENDING” or “PENDING, WARRANT OBTAINED” will be stored in ISS. Active CIS or V/N case jackets will be maintained by the appropriate detective while the case is still active. Once a case is pending the case jacket will be forwarded to ISS for storage. Case jackets stored in ISS will be kept in a separate file cabinet. Case jackets on open or pending cases will not be sent to the City’s Records Center unless purged in accordance with the records retention schedule or a warrant is purged. All pending Homicide case jackets will be retained in the Criminal Investigations Crimes Against Persons Section.

BY AUTHORITY OF:

Earl L. Cook
Chief of Police
10.4.01 PURPOSE AND POLICY

The purpose of this directive is to emphasize the needs of all victims and witnesses of criminal and non-criminal incidents and the responsibility of the Police Department to provide support, information and guidance for these individuals.

Law enforcement officers are often in a unique position to provide initial assistance to victims and witnesses of crime and other traumatic incidents that may have both immediate and long-term impact on their emotional recovery. Victims and witnesses who have been treated with fairness, compassion and dignity tend to recover sooner and tend to be more cooperative. Therefore, it is the policy of this Department to participate in victim/witness assistance programs and activities initiated by the Commonwealth’s Attorney’s Office and other City and private agencies. [55.1.1]

10.4.02 AUTHORITY

The authority and direction governing this directive is provided in part by the Victims of Violent Crime Task Force Report (dated April 1989); the President’s Task Force on Victims of Crime (1982); the Victim and Witness Rights Act of 1995 (Virginia Code §19.2-11.01), and Virginia Codes §16.1-253.1, 16.1-279.1, 18.2-119, and 19.2-81.
10.4.03 RESPONSIBILITIES

A. The Victim/Witness Coordinator (the CIS lieutenant or designee) will:  
   1. Coordinate and administer the Department’s role in victim/witness assistance,  
      except for domestic violence cases. The responsibilities include liaison with  
      other City agencies, including the Commonwealth’s Attorney’s Office, the  
      Department of Community and Human Services including the Domestic Violence  
      Program and Sexual Assault Center; and other organizations providing  
      victim/witness assistance;  
   2. Serve as the Department’s resource on victim/witness assistance programs; and  
   3. Review reports and analysis produced by the Victim-Witness Assistance  
      Program of the Commonwealth Attorney’s Office.

B. The Domestic Violence Unit will coordinate and administer the Department’s role in  
   victim/witness assistance in domestic violence cases. The responsibilities include  
   liaison with other City agencies, including the Commonwealth’s Attorney’s Office, the  
   Department of Community and Human Services including the Domestic Violence  
   Program and Sexual Assault Center; and other organizations providing  
   victim/witness assistance.

C. The Training Coordinator will:  
   1. Provide newly hired sworn employees with training in victim/witness rights and  
      needs in the role of law enforcement; and  
   2. Ensure sworn personnel and other employees directly involved in department  
      victim/witness assistance efforts are provided an opportunity for related training.

D. The Department of Emergency Communications (DEC) will, as the initial contact  
   with the agency for most victims:  
   1. Provide information 24 hours a day regarding victim/witness assistance provided  
      by the Department, by referral to the Victim/Witness Assistance Program phone  
      number as listed on the Rights of Virginia Crime Victims Card; and  
   2. Provide information 24 hours a day regarding services offered by other  
      organizations in the City (both governmental and private sector) for  
      victims/witnesses in need of medical attention, counseling, and emergency  
      financial services, by referral of the organization’s phone number. A list of such  
      services, along with phone numbers, will be maintained in Communications.

E. The Program Coordinator (Commonwealth’s Attorney’s Office) manages the  
   Victim/Witness Assistance Program, the victim services specialist(s), and maintains  
   close cooperation and liaison with all court components, including the  
   Commonwealth’s Attorney’s Office, the Sheriff’s Office, and the Probation and  
   Parole Office. The coordinator meets periodically with City agency heads to provide  
   management systems whereby crime victims in need of community services would  
   be linked immediately with appropriate services.

F. The Victim Services Specialist(s) (Victim/Witness Assistance Program) provides  
   comprehensive services to all victims of crime including misdemeanor crimes.  
   Specialists provide court information to victims and witnesses, prepares adult and  
   child witnesses for participation in trial proceedings through counseling, informs
them of support services available, conducts courtroom tours, assists with the filing of protective orders, and accompanies them in court during the trial. They assist victims of violent crimes or their survivors with filing claims for crime victim compensation, and conduct training in victim assistance for representatives of various other city and state agencies. The program also provides crisis intervention, victims’ rights information and services and referrals to victims of crime, usually within forty-eight hours of the commission of a crime.

10.4.04 INVESTIGATIONS

A. During preliminary investigations, officers will:

1. Inform victims of their rights as victims of crime (as mandated for all law enforcement personnel in Virginia Code §19.2-11.01) and inform all victims and witnesses about applicable services such as sources of counseling, medical attention, compensation programs or emergency financial aid, and victim’s advocacy. This will be accomplished by providing the Alexandria Services for Victims of Crime card (APD-137, yellow, English or APD-137S, white, Spanish). One side of the card contains information regarding the rights of crime victims, and the other side lists emergency and non-emergency phone numbers for city agencies and other services, including: [55.2.3.a; 55.2.4.e]
   a. Police Department
   b. Fire Department, including ambulance services;
   c. Alexandria Department of Community and Human Services;
   d. Alexandria Community Services Board;
   e. Child Protective Services;
   f. Victim/Witness Assistance Program (through the Commonwealth’s Attorney’s Office);
   g. Sexual Assault Center;
   h. Domestic Violence Program;
   i. Criminal Injuries Compensation Fund;
   j. Adult Protective Services; and
   k. Magistrate’s Office.
   l. Statewide Automated Victim Information and Notification (SAVIN) System
   m. Center for Alexandria’s Children

2. Provide advice about what to do if the suspect or the suspect's companions or family threatens or intimidates the victim/witness (a violation of Virginia Code §18.2-460). [55.2.3.b]

3. Give to the victim/witness a business card containing the case number, and explain subsequent steps in the processing of the case; [55.2.3.c]

4. Advise the victim to call the Police Department’s non-emergency phone number to report additional information about the case or to receive information about the
status of the case. The number is listed on the Alexandria Services for Victims of Crime card (see section 10.4.04, A.1, above). A direct phone number to the investigating officer may be substituted. [55.2.3.d]

5. Explain the assistance the Police Department can provide to a victim/witness who has been threatened or who fears further victimization. [55.2.2]

B. The follow-up investigation will be a coordinated effort between the officer/detective assigned to the case and the Victim/Witness Assistance Program in the Commonwealth’s Attorney’s Office. The following services will be provided through this coordinated effort.

1. The Victim/Witness Assistance Program will:
   a. Re-contact the victim/witness periodically to determine whether needs are being met when the impact of a crime has been unusually severe and has already triggered referral to an assistance agency; [55.2.4.a]
   b. Explain procedures and practices involved in prosecuting the case, including the role of the officer/detective and victim/witness, so long as such information does not endanger successful prosecution;
   c. As early as possible provide advance notification of judicial proceedings relating to the cases, such as rescheduling, status, and disposition.

2. The officer/detective assigned to the case will:
   a. Schedule line-ups, interviews and other required visits at the convenience of the victim/witness, and when necessary provide transportation to court, interviews, line-ups, etc. [55.2.4.c]
   b. Expedite the return of property taken as evidence, unless the property is needed for trial (except for contraband, disputed property, weapons used in a crime, etc.).
   c. Document the disposition of all property in the final supplemental report. [55.2.4.d]
   d. Protect the confidentiality of victims/witnesses in accordance with department policy as outlined in Directive 10.21, Media Relations. [55.1.3.b]
   e. Provide assistance to victims/witnesses who have been threatened or intimidated.
   f. Inform the victim or witness of the arrest, charges and custody status of the suspect.
   g. Inform the victim or witness that they can be notified when a defendant is released on a bond if they register through the Virginia Statewide Automated Victim Information and Notification (SAVIN) System. The victim or witness may also contact the Victim/Witness Program Coordinator for a local jail hold to be entered for a personal notification from the Alexandria Sheriff’s Office.
   h. When assigned to a homicide case, provide the victim/witness coordinator with family information so that the coordinator may contact the victim or witness as soon as possible to offer services.
The Department will provide appropriate levels of security to victims and/or witnesses who have been threatened or who express credible reasons for fearing intimidation or further victimization, including:

- Full investigation of any alleged violation of law relating to the obstruction of justice.
- Physical security for victims/witnesses within the City limits of Alexandria, when deemed necessary by the police chief or designee.
- Requesting physical security from other law enforcement agencies for victims and/or witnesses located outside of the City limits of Alexandria, when deemed necessary by the Chief of Police or designee.

10.4.05 VICTIM/WITNESS PROGRAM

The information in this section is provided for the information of all Police Department employees.

The Victim/Witness Assistance Program (Alexandria Commonwealth's Attorney's Office, Victim/Witness Unit) performs the following:

1. Reviews all offense reports daily, and using this information:
   - Provide form DC-301 (Request for Confidentiality by a Crime Victim) to any victim who requests it. If the victim completes the form, file the original with the appropriate court.
   - For homicide cases, make every effort to contact the relatives to advise them of the services available within the City.
   - For cases involving arrests for violent crimes not including domestic violence, notify victims/witnesses of arrests, charges and custody status of suspects.
   - Advise victims/witnesses that Victim/Witness Assistance personnel can accompany them to any line-ups if the victim/witness wishes.
   - Contact all victims of Part 1 crimes to offer services and inform them of their rights.

2. Refers victims and/or witnesses to the following programs, which serve both females and males:
   - Victims/witnesses in domestic violence cases are referred to the Domestic Violence Program,
   - Victims/witnesses in sexual assault cases are referred to the Sexual Assault Center.

3. Attempts to enhance the willingness of victims/witnesses to cooperate with police and prosecutors.

4. Orient victims/witnesses to the judicial system and assists them with preparation for testifying in court.

5. Escorts victims/witnesses throughout the court proceedings.
6. Notifies victims/witnesses of court dates, court continuances, changes in case status and case disposition.

7. Provides crisis intervention and other social service referral to victims/witnesses of crime.

8. Assists with obtaining financial assistance such as restitution and compensation by:
   a. Informing victims of their right to court ordered restitution, explaining how money is collected and disbursed and informs victims of their right to civil remedies if the defendant fails to make restitution. The Victim/Witness Assistance Program will be the point of contact for victims to report the failure of a defendant to make restitution and will assist in the enforcement of the restitution order.
   b. Assisting crime victims in filing for crime victim's compensation and assistance.
   c. Assisting witnesses in obtaining reimbursement for travel expenses.

9. Assists crime victims in preparing a victim impact statement to be included in the defendant's pre-sentencing report.

10. After an arrest and sentencing, informs victims of their right to notification of the release of a defendant from custody. Victim/Witness Program staff will enter data into the City’s Comprehensive Judicial Information System to facilitate notification to victims of a defendant’s release from the Alexandria Detention Center.

11. Informs victims of their rights to be notified of the custody status of an inmate in the Department of Corrections; the status of a defendant’s appeal; and to provide parole input (oral and written) and to be notified of pending parole hearings or release. Notification forms from the Department of Corrections, Attorney General’s Office and Parole board (when a defendant is parole eligible) are sent to the victim at the conclusion of court proceedings.

12. Makes presentations about victim/witness issues and services to City and private agencies, civic groups, and public functions. In-service training is provided at the police academy and to agencies whose staff are often subpoenaed to testify in court (i.e., Child Protective Services, mental health agencies, etc.).

13. Serves as a core member of the City’s Domestic Violence Intervention Project, Sexual Assault Response Team and Child Abuse Multidisciplinary Team.

By Authority Of:

Earl L. Cook
Chief of Police
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10.5.01 POLICY/PURPOSE

It is the policy of this Department to provide appropriate equipment, training and procedural guidelines to minimize or eliminate employees' risk of exposure to communicable diseases; ensure that employees consistently use the measures provided; and provide confidential follow-up medical treatment and advice to employees who experience confirmed exposure to communicable disease.

10.5.02 RULES/RESPONSIBILITIES

All incidents of exposure to communicable substance will be administered with extreme confidentiality. Only internal personnel on a need to know basis will be privileged to information related to exposure incidents.

**No reference to a communicable substance exposure will be made in any incident report.**

The names of individual(s) involved will not be revealed.

**No form of verbal or written reference to the exposure is to be made.**

All out of pocket expenses not covered by Worker’s Compensation related to communicable materials exposure testing and treatment will be paid by the Police Department.

A. **The Chief of Police will:** designate an infection control officer. See Appendix C for contact information.

B. **The Designated Infection Control Officer will:**

1. **Serve as the Department’s Communicable Disease Control Coordinator** and coordinate the Department’s infection control policies ensuring new or revised procedures are reviewed to determine whether they will result in occupational exposure.

2. Ensure all new and revised job classifications are reviewed to determine if tasks and procedures will result in occupational exposure;

3. Ensure that employees receive training upon initial assignment and retrained annually on communicable disease and the proper handling and disposal of biohazard materials;

4. Maintain communicable disease training records; and

5. Maintain employee medical records and Hepatitis B training and vaccinations.

6. Ensure that appropriate personal protective equipment is available.
7. Maintain liaison with the City Risk Manager on issues of infection control;

8. Maintain liaison with medical facilities providing post-exposure evaluation and follow-up; and

9. Maintain records on exposure incidents.

10. When contacted by an employee or supervisor determine whether an actual exposure to an employee has occurred.

11. Review and evaluate Communicable Disease Exposure Reports (ADP-467)

12. Ensure the confidentiality of all exposure reports and store them in a secured location.

13. Make appropriate notification to all police staff of scheduled leave or known absences with direction for contacting the back-up infection control officer should an exposure incident occur.

C. **The Sworn Police Recruiter will:**

   1. Forward vaccination records of all newly hired sworn personnel to the Infection Control Officer.

   2. Ensure all newly hired sworn personnel are offered Hepatitis B shot series during APD local training.

D. **The Civilian Recruiter will:** forward vaccination records of all newly hired at risk civilian personnel to the Infection Control Officer.

E. **The Division Chief of Fiscal Management will:** allocate and budget funds to cover all out of pocket expenses not covered by Worker’s Compensation for testing and treatment of employees exposed to communicable materials.

F. **The Division Chief of Personnel and Training will:** manage the budget account as the account administrator for the out of pocket expense funds.

G. **Facilities & Security Management will:**

   1. Ensure the Department work sites are maintained in a clean and sanitary condition; equipment and biohazard containers shall be available to employees.

   2. Examine, maintain and replace engineering controls on a regular schedule to ensure their effectiveness; and

   3. Properly dispose of biohazard waste.
H. Supervisors will:

1. Ensure that employees follow safety procedures and use appropriate personal protective equipment;
2. Ensure that appropriate personal protective equipment is readily available and maintained by their personnel;
3. Ensure that personal protective equipment and other protective items are available for use at all times in their units. (All items can be obtained from Property during regular hours.)
4. **Ensure the confidentiality of reports and activities related to employees within their span of control.**
5. Comply with post-exposure incident follow-up procedures; and
6. Ensure employees who have an exposure incident comply with follow-up procedures, and ensure confidential reporting of activities.

I. All employees will:

1. Diligently practice Standard Precaution and comply with all safety procedures;
2. Use appropriate personal protective equipment and properly dispose of them when contaminated;
3. Maintain all issued personal protective equipment so that it is complete, usable and readily accessible;
4. Comply with post-exposure incident procedures; and
5. Maintain the confidentiality of medical information regarding other employees or source individuals.

10.05.03 EXPOSURE REPORTING PROCESS

A. Immediately following any incident that may have exposed an employee to a communicable disease, the employee shall take the following steps:

1. Wash the exposed areas of the body thoroughly with soap and water. Where water is not available in the field, use the issued field wipes and sprays as an interim measure.
2. Contact the Designated Infection Control Officer who will determine whether an actual exposure occurred. See Appendix C for contact information. If the event is not an exposure, the designated infection control officer will explain why it is not an exposure. If the employee disagrees, he or she may call 703-
365-8388 for a second opinion from an infection control consultant with the Infection Control/Emerging Concepts Company, or the on duty hospital emergency room doctor.

3. If there was an actual exposure, follow the instruction of the Designated Infection Control Officer for medical evaluation and follow up.

   a. Document an actual exposure incident by completing a Communicable Disease Exposure Report (APD-467), Employee’s First Report of Accident and Employee Statement-Job Related Injury/Illness. **For the purpose of confidentiality, do not include references to communicable disease exposures in Offense/Incident Reports (APD-7).** Document all medical evaluation visits on a Medical Evaluation Report (APD-468), returning the completed form to the Infection Control Officer through the employee’s supervisor.

B. Supervisors learning of an exposure likelihood, and/or possibility that an exposure has occurred, will respond to the scene and ensure the following steps are taken:

1. Verify the Designated Infection Control Officer has been notified,

2. Confer with the Designated Infection Control Officer,

3. Clean up the employee and any affected environmental surfaces and areas.

4. Identify the source individual.

5. Ensure that the source of the exposure has been taken to Alexandria hospital for testing for Hepatitis B, Hepatitis C, and HIV viruses. According to Virginia Code 32.1-45.1, the source is deemed to have consented to testing for infection with Human Immunodeficiency virus or Hepatitis B or C viruses, and to the release of such test results to the law-enforcement officer who was exposed. The source will be tested for HIV (SUDS rapid test – 30 minutes), and Hepatitis B and C. If the source refuses the tests, the Supervisor on the scene will obtain a court order pursuant to Virginia Code 32.1-45.1 to obtain a search warrant necessary to obtain blood sample(s) from the source to be tested for Hepatitis B, Hepatitis C, and HIV viruses.

6. Ensure that the source has been transported to the hospital emergency room.

7. **Ensure the strictest confidentiality of the exposure**
   - No reference to the exposure will be made in any incident report
   - Names of individual(s) involved will not be divulged
   - No form of verbal or written reference to the exposure is to be made, except as authorized by this directive

C. Prior to the end of the shift or within 24 hours, the Designated Infection Control Officer will facilitate a FAX copy of the exposure report form to the doctor’s office and have the exposed employee call for an appointment. The office will be expecting the call.
D. The risk for contracting these blood borne pathogens is low, and the employee will receive appropriate medical follow-up handled in a confidential manner.

### 10.5.04 ENGINEERING CONTROLS

#### A. Packaging/Storing

1. Immediately, or as soon as possible after collection or processing, employees will place blood, body fluids, other potentially communicable materials and contaminated items in an appropriate container for storage, further handling/processing, transport and/or shipping.

2. Any item capable of puncturing the primary container must be placed in a secondary container that is puncture resistant. If the employee does not have one available, he or she shall contact their supervisor for assistance.

3. Contaminated needles or other contaminated sharp objects (e.g., knives, broken glass) will be placed in a sharps container or other appropriate container that is puncture resistant and leak-proof on the sides and bottom. If the employee does not have one available, he or she shall contact their supervisor for assistance.

4. Blood, body fluids, other potentially infectious materials and contaminated items will be packaged so as to prevent leakage during storage, transport or shipping. If the employee does not have one available, he or she shall contact their supervisor for assistance.

5. If contamination of the primary container occurs, employees will place it within a second container that prevents leakage.

6. Employees placing contaminated items in the drying room will affix a biohazard label.

7. Clothing or other items dampened by body fluids will not be sealed in an airtight container, unless they are ready for disposal.

#### B. Labeling

1. Immediately or as soon as possible after collection, processing or packaging, employees will apply a readily observable biohazard label to all containers of blood, body fluids, other potentially infectious material and contaminated items.

2. The Property Section Supervisor will place readily observable biohazard labels on all refrigerators, cabinets or other areas where blood, body fluids, other potentially communicable materials or contaminated items are placed.
3. In cases where equipment becomes contaminated, and then cannot be decontaminated, employees will properly package and attach a readily observable biohazard label prior to shipping or servicing. The employee responsible for the equipment will ensure that all other employees, repair persons or others expected to handle the equipment are advised in writing (and orally, if appropriate) of the contamination.

10.5.05 WORK PRACTICE CONTROLS

A. Work Procedures/Precautions

1. Employees will at all times practice Standard Precaution, treating all blood, body fluids, other potentially infectious materials and contaminated items as if they are infected.

2. All procedures involving blood or other potentially infectious materials will be performed in such a manner as to minimize splashing, spraying, spattering and generation of droplets of these substances.

3. Searches should be conducted with caution to avoid accidental needle pricks or cuts by sharp objects. For prisoner searches, make a careful visual check of areas to be searched, especially pockets, cuffs and collars and ask if there is anything sharp in their pockets. Where vision is obstructed, probe areas to be searched with the end of a blunt object, when possible.

4. Keep open cuts or sores bandaged while on duty.

B. Hand washing

1. Employees will wash their hands with soap and water immediately or as soon as feasible after:
   a. Contact with blood, body fluids or other potentially infectious material. (Employees will also wash other skin or flush mucous membranes with water following contact of these areas.); and
   b. Removal of gloves or other personal protective equipment.

2. In the absence of hand washing facilities, employees will use field hand washing cleaners or wipes, following which they will wash with soap and water as soon as feasible.

C. Decontamination

1. Employees will decontaminate contaminated equipment, work and other surfaces (e.g., countertops, door handles, steering wheel) with appropriate disinfectant after contact with blood or other potentially infectious materials. The decontamination should take place immediately after completion of work procedures, or as soon as feasible when surfaces are contaminated; or after any spill of blood or other potentially communicable materials; and at the end of the work shift if the surface may have become contaminated since the last cleaning.
2. Surfaces and equipment will be disinfected by wiping with Department-provided disinfectant. Employees will use utility gloves and disposable towels.

3. Employees will remove and replace protective coverings on equipment and work surfaces as soon as feasible when they become contaminated or at the end of the work shift if they may become contaminated during the shift.

4. Employees will remove contaminated clothing immediately or as soon as feasible.

5. **Uniforms/Work Clothing**

   a. If, in spite of or in the absence of personal protective equipment, uniforms or other work clothing becomes contaminated, employees will remove them and, if necessary to complete the work shift, request replacement from Property.

   b. Employees can decontaminate small areas of clothing by washing (hot water, detergent and a small amount of bleach) or by professional dry cleaning (point out the contaminated area to the dry cleaner).

   c. When significant contamination renders clothing unsuitable for further use, employees will (with the approval of a supervisor) dispose of the items in accordance with this directive. Requests for replacement uniforms or reimbursement for personal clothing should be made in accordance with Police Directive 6.3, UNIFORMS, APPEARANCE AND CARE OF EQUIPMENT.

D. **Prohibitions**

   Employees are **PROHIBITED** from:

1. Recapping, removing needles from syringes, shearing, bending or breaking contaminated needles or other contaminated sharp objects;

2. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses in work areas where there is a reasonable likelihood of exposure to contaminated material or surfaces.

3. Placing food or drink in refrigerators, freezers, shelves, cabinets or on countertops or work surfaces where blood or other potentially infectious materials are present;

4. Picking up by hand, broken glassware that may be contaminated;

5. Leaving contaminated personal protective equipment in the field, cruisers or work areas;
6. Wearing personal protective equipment for routine handling of prisoners, suspects or victims: and

7. Disposing of non-biohazard trash in the containers marked and intended for biohazard material only.

### 10.5.06 PERSONAL PROTECTIVE EQUIPMENT

#### A. Use

1. Employees should use appropriate personal protective equipment for all tasks in which exposure to blood, body fluids, other potentially communicable materials or contaminated items may be reasonably anticipated.

2. Employees will use personal protective equipment when available so as to prevent blood or other potentially infectious material from passing through or reaching the employee's work clothes, street clothes, undergarments, skin, eyes, mouth or other mucous membranes.

3. Employees will reasonably anticipate the need to use personal protective equipment based on the nature of the task or incident and be prepared to put on equipment when available at the scene.

4. Employees will report any failure of personal protective equipment to the Designated Infection Control Officer if they believe an exposure may have resulted.

#### B. Exemption

1. When available, employees will use appropriate personal protective equipment except when, in the employee's professional judgment, in that specific instance, its use would prevent the delivery of public safety services or would pose an increased hazard to themself or co-workers.

2. This exemption will be used only on a case-by-case basis in situations requiring an immediate, on-the-spot decision. The exemption is not to be applied to a particular work area or recurring task.

3. Employees must limit the time and extent to which personal protective equipment is not used by (1) continuing to take steps to reduce risk and (2) using full precautions as soon as a properly-protected co-worker is available to relieve the employee or the violent person has been subdued or--in the case of first aid or CPR--the criticality of the patient's condition has decreased.

4. The exemption may not be used because the person being dealt with is perceived to be low risk.
C. **Availability**

Personal protective equipment is available to employees as follows:

1. Sergeants and designated investigative staff are issued supplies of personal protective equipment (See Appendix B).

2. Various items of personal protective equipment are available in designated units and/or work areas (e.g., Property, CSI, Overnight Evidence).  (See Appendix B.)

D. **Gloves**

1. Employees will wear gloves when it can be reasonably anticipated that they may have hand contact with blood, other potentially infectious materials, mucous membranes and non-intact skin, or when handling or touching contaminated items or surfaces.

2. Employees will choose the type of glove to wear (disposable or utility) based on the task to be performed.
   a. **Disposables gloves** will be replaced as soon as practical if they are torn, punctured or if their ability to function as a barrier is compromised. Disposable gloves are to be disposed of immediately after use.
   b. **Utility gloves** are appropriate when cleaning contaminated surfaces and whenever there is increased risk of tearing or puncture (e.g., searching places where vision is obstructed). Employees will decontaminate utility gloves for re-use by cleaning them with disinfectant before removing them. After removal, employees will examine utility gloves for cracks, peeling, tears or punctures that may compromise their ability to function as a barrier.

E. **Masks/Goggles** - Employees will wear eye/nose/mouth shields whenever it can be reasonably anticipated that eye/nose/mouth contamination may result from splashes, sprays, spatter or other droplets of blood or other potentially infectious materials or when there is reason to suspect that an individual may have an airborne transmissible disease. Eye/nose/mouth shields will be disposed of after use.

F. **Gowns/Protective Body Clothing** - Appropriate gowns, laboratory jackets and other protective body clothing will be worn in occupational exposure situations (e.g., crime scenes, accident scenes). Employees will choose the appropriate protective apparel based on the task and the degree of exposure anticipated.

G. **CPR Shields** - Employees will use CPR shields when administering mouth-to-mouth resuscitation. Shields are to be properly disposed of immediately after use.

H. **Other Protective Items** - The Department has available in the workplace the following items (see Appendix B):
   - Hand washing wipes
   - Disinfectant
   - Paper towels
   - Needle/sharps containers
10.5.07 EXPOSURE INCIDENT FOLLOW-UP

A. Where an exposure has occurred, the Supervisor responding to the scene of the exposure incident will:

1. Ensure that the employee is given information materials included in Appendix C and a Medical Evaluation Report (APD-468).

2. Determine the infection status of the source individual, if known, by immediately contacting the source individual and requesting consent for testing and/or release of test results.
   a. Once consent is obtained and documented on the Consent to Collect and Test Blood (APD-38) transport the source individual to the Emergency Room for testing. The test results should be forwarded to the Designated Infection Control Officer.
   b. If the source individual refuses consent, the investigating Supervisor will petition the Magistrate for a search warrant or begin proceedings to obtain a court order pursuant to Virginia Code 32.1-45.2 to obtain blood sample(s) from the source to be tested for Hepatitis B, Hepatitis C, and HIV viruses.

3. Ensure the following documents are complete as applicable:
   - Communicable Disease Exposure Report (APD-467)
   - Medical Evaluation Report (APD-468)
   - Copy of related Offense/Incident Report (APD-7)

4. Treat all infection control documents as confidential.

B. The hospital will call the Designated Infection Control Officer with the results of the source’s SUDS rapid test for HIV and/or Hepatitis test, and he or she will relay this information to the employee immediately. If the test is negative, nothing more needs to be done until the other test results come back the next day. If the test is positive, the Designated Infection Control Officer will contact the following doctor’s office immediately to set up an appointment for the employee:

   Dr. David Wheeler, Infectious Diseases Physicians, Inc., 3289 Woodburn Road, Suite 200, Annandale, VA 22003, office number 703-560-7900. Fax numbers 703-560-8408 and 703-876-9290.

C. At the doctor’s office, the employee will have baseline testing for the same diseases, and will receive counseling and follow-up instructions. The results of lab work are confidential and remain with the doctor’s office.

D. If the employee has any questions, they may contact the doctor’s office or the Designated Infection Control Officer.
E. The employee is responsible to keep or cancel all scheduled medical appointments.

F. In cases of occupational exposure to HIV, employees are encouraged to consent to collection of a blood sample for baseline testing. Employees may then, immediately or within 90 days, request medical staff to conduct the HIV baseline test. (Medical staff is required by Federal regulation to hold the sample for 90 days and test it as soon as possible after the employee consents/requests the test.)

G. Fifteen (15) days after the exposure event, the employee should receive a letter from the doctor’s office reviewing the events and treatment. All of this is confidential between the employee and the doctor.

H. Employees scheduled to work at the time of infection control medical appointments will not be charged leave. Employees not scheduled to work at the time of infection control medical appointments will not be paid overtime.

I. When possible exposure incidents occur, a Designated Infection Control Officer will:

1. Discuss the details of the incident with the employee, make a determination as to whether or not there was an exposure and ensure appropriate follow up as needed.

2. Review all documentation and determine if the employee’s decision to invoke the exemption not to use of personal protective equipment was appropriate and was based on situations that could be corrected.

3. Document by memorandum to the employee (copy to the employee’s medical file) any instance in which the Designated Infection Control Officer determines that there was not an exposure. The memorandum should document the discussion with the employee, the determination and the reason for the determination.

J. If an employee thinks he or she has contracted an illness as a result of an on-duty exposure incident, contact the Designated Infection Control Officer.

K. Information regarding the communicable disease status of any employee is confidential. Employees are prohibited from revealing the communicable disease status of a source individual, except to another public safety employee if there is potential risk of exposure to that employee.

10.5.08 REGULATED WASTE

A. Employees will place any contaminated items to be disposed of in biohazard waste containers at Police facilities, Alexandria Hospital Emergency Room, Alexandria Detention Center booking room, any City Fire Station (9am – 9pm) or any other location having an appropriate, labeled biohazard waste container. Such items should be transported from the field in a biohazard bag.
B. Facilities Maintenance will dispose of contaminated sharps and regulated waste immediately, or as soon as feasible, in the following manner:

1. Contaminated sharps will be placed in a rigid plastic container, closed and clearly labeled as "biohazard/communicable waste." To the extent possible, sharps will remain as packaged for storage when they are placed in the disposal container.

2. All other blood, body fluids, other potentially communicable materials and contaminated items will be packaged in two leak-proof red plastic bags (separately sealed) or one sealed leak-proof red plastic bag inside a double-walled corrugated fiberboard box. Liquid items will remain as packaged in leak-proof storage containers when they are placed in the disposal container.

10.5.09 PREVENTION AND TESTING

Employees who are at risk for exposure to communicable disease are offered the opportunity to be vaccinated against Hepatitis B as follows:

A. Hepatitis B vaccination (a series of three inoculations) is offered to new employees within ten working days of initial assignment and to employees who have previously declined the vaccination then later consent to receive it.

B. Hepatitis B vaccination is offered only after a required training session generally conducted during the pre-employment medical screening; and

C. Employees will sign consent/refusal forms after Hepatitis B training and before receiving the vaccination.

D. Regardless of whether an employee elects to receive the Hepatitis B vaccination within ten working days of initial assignment or later, the cost associated with the vaccination is always paid by the City of Alexandria.

10.5.10 EMPLOYEE RECORDS

A. The Designated Infection Control Officer will:

1. Maintain confidential employee medical records (separate from personnel folders). When the employee separates from the Department, the file will be transferred to Risk Management. This file will include:

   • Employee name and social security number;

   • Hepatitis B vaccination status, dates of vaccination and any medical records relative to the employee's ability to receive vaccination;
• Historical records of any exposure incidents, including Offense/Incident Report (APD-7), Communicable Disease Exposure Report (APD-467) and Medical Evaluation Report (APD-468).

2. Maintain summary information on Hepatitis B training and vaccinations completed and confidential employee files on all current exposure incidents. Whenever an exposure incident results in the filing of a Workers’ Compensation claim, the file will be transferred to Risk Management.

C. Training

1. The Training Supervisor will maintain infection control training records for at least three years, including:
   • Lesson plans;
   • Name and qualifications of instructors;
   • Training session dates; and
   • Name/job title of persons trained;

By Authority of:

Earl L. Cook
Chief of Police


**AIDS** - Acquired Immune Deficiency Syndrome; see HIV.

**At Risk Employee** - any employee (sworn or civilian) that deals directly with the public.

**Blood-borne Pathogens** - Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B virus (HBV), Hepatitis C virus (HCV), Syphilis and Human Immunodeficiency Virus (HIV).

**Contaminated** - The presence, or the reasonably anticipated presence, of blood or other potentially communicable materials on an item or surface.

**Contaminated Waste** - Blood, body fluids, other potentially infectious materials and contaminated items that are no longer needed and may be disposed of in accordance with biohazard waste guidelines (see 10.5.08).

**Decontamination** - The use of physical or chemical means to remove, inactivate or destroy blood-borne pathogens on a surface or item to the point where they are no longer capable of transmitting communicable particles and the surface or item is rendered safe for handling, return to use or disposal.

**Designated Infection Control Officer** - The Department's primary resource person on infection control; responsible for review, evaluation and follow-up on exposure incidents.

**Ebola** – Previously known as Ebola hemorrhagic fever, is a rare and deadly disease caused by infection with one of the Ebola virus strains. Ebola can cause disease in humans and nonhuman primates (monkeys, gorillas, and chimpanzees). Ebola virus is transmitted through direct contact with contaminated blood or bodily fluids from an infected person or through direct exposure to contaminated objects.

**Engineering Controls** - Controls that isolate or remove the blood-borne pathogens hazard from the workplace (e.g., sharps containers, leak-proof packaging).

**Exposure Incident (blood-borne pathogens)** - A specific eye, mouth, mucous membrane, non-intact skin or parenteral (piercing mucous membranes or skin) contact with blood or other potentially communicable materials that results from the performance of an employee’s duties.

**Exposure Incident (other)** - Exposure to tuberculosis or other communicable diseases that results from the performance of an employee’s duties.

**Hepatitis** - Inflammation of the liver. The greatest risks to public safety workers are Hepatitis B and Hepatitis C, both of which can result in eventual death. Both are caused by blood-borne viruses. Hepatitis B can be prevented by vaccine.
**HIV** - Human Immunodeficiency Virus; adversely affects the immune system, rendering the infected individual vulnerable to a wide range of disorders. These disorders can be aggressive, rapidly progressive, difficult to treat, and less responsive to traditional modes of treatment. HIV may lead to development of AIDS and death. There is no vaccine to prevent HIV infection. The HIV virus is extremely fragile outside of a host body and is easily destroyed by the use of heat, soap and water, or disinfectant.

**Occupational Exposure** - Reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially communicable materials that may result from the performance of an employee's duties. Federal regulation requires the listing of all job classifications in which some or all employees may have occupational exposure (See City Infection Control Plan).

**Other Potentially Communicable Materials** - Body fluids; any tissue or organ (other than intact skin) from a human (living or dead); experimental cultures containing HBV or HIV; blood, organs or other tissues from experimental animals infected with HIV or HBV.

**Parenteral** - Piercing mucous membranes or skin via needle sticks, human bites, cuts and abrasions.

**Personal Protective Equipment** - Specialized clothing or equipment worn by an employee for protection against blood-borne contamination; does not include general work clothes that are not intended as protection against a blood-borne pathogens hazard. (See Appendix B for list of items that are either issued or available in various work areas.)

**Regulated Waste** - (1) liquid or semi-liquid blood or other potentially communicable materials, (2) contaminated items that would release blood or other potentially communicable materials in a liquid or semi-liquid state if compressed, (3) items that are caked with dried blood or other potentially communicable materials and are capable of releasing these materials during handling, (4) contaminated sharps, (5) medical wastes containing blood or other potentially communicable materials. Regulated waste includes contaminated gloves and other personal protective equipment.

**Sharps** - Needles and other sharp objects.

**Source Individual** - Any individual, living or dead, whose blood or other potentially communicable materials may be a source of occupational exposure to an employee.

**Standard Precaution** - The practice of treating all blood, body fluids and other potentially communicable materials as if they were infected.

**Tuberculosis (TB)** - An infection that primarily affects the lungs; transmitted by airborne droplet nuclei from the respiratory tract of an infected person. TB is treatable. (Some treatment-resistant strains have caused death.)

**Work Practice Controls** - Controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., Body Substance Isolation, handling of needles, hand washing).
Appendix B

Personal Protective Equipment and Related Items
(Re-stock from unit commander's supply or Property.)

A. Work Area Items:

| Crime Scene Investigation Section: | Gloves, Disinfectant, Gowns/Protective Body Clothing |
| Property and Evidence:            | Gloves, sharps containers, hand washing wipes, disinfectant paper towels, biohazard labels |
| Overnight Evidence:               | Gloves, sharps containers, paper towels, biohazard labels |
| Vehicle Bay:                     | Disinfectant, paper towels |

B. Personal Infection Control supplies Issued to Supervisors to make available to officers:

- Alcohol based hand cleaner, spray or foam
- Alcohol based disposable hand wipes / Sani Wipes brand gloves
Appendix C
RESOURCES

The Alexandria Police Department has one primary Designated Infection Control Officer:

Division Chief Shawn Lasher
Preferred contact: 703-929-6124
Home: 540-349-4472
Work: 703-746-6667

All three contact numbers for the primary Designated Infection Control Officer should be attempted prior to contacting the back-up Designated Infection Control Officer:

Back-up Designated Infection Control Officer:
<table>
<thead>
<tr>
<th>Lieutenant Chris Ware</th>
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<tbody>
<tr>
<td>Preferred contact: 571-220-9172</td>
</tr>
<tr>
<td>Secondary contact: 703-864-1983</td>
</tr>
<tr>
<td>Home: 540-720-6929</td>
</tr>
<tr>
<td>Work: 703-746-6219</td>
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- Risk Management
  Isiah Speller or
  Cassandra Menefee
  703-746-4549

- Virginia Department of Health AIDS Hotline
  1-800-533-4148
  (M-F, 0800-1900)

- National AIDS Hotline* (and referral service for other health/disease topics)
  Center for Disease Control (CDC).
  English (24 hours): 1-800-CDC (232)-INFO (4636)
  Spanish (0800-0200): 1-800-CDC (232)-INFO (4636)
  TTY (M-F, 1000-2200): 1-800-232-6348

- National Sexually Transmitted Disease Hotline
  1-800-227-8922

- CDC Immunization Hotline (M-F, 0800-2300)
  English: 1-800-232-4636
  Spanish: 1-800-232-4636
Appendix D  
FOLLOW-UP PROCEDURES

Following exposure to blood-borne or airborne pathogens, medical evaluation and follow-up includes:

A. Documentation of the route and circumstances of exposure.

B. Identification and documentation of the source individual to the extent permitted by law.

C. Baseline testing.

D. Post-exposure treatment as recommended by the U.S. Public Health Service.

E. Counseling.

F. Evaluation of reported illness.

G. A healthcare professional's written opinion that addresses:
   1. Need for HBV vaccination; and
   2. Statement that the employee has been informed of the results of the evaluation, including any resulting medical conditions, which require further evaluation or treatment. (All other medical evaluation findings/diagnoses are confidential and are not included in this report.)
Appendix E
HANDLING PERSONS WITH FLU-LIKE SYMPTOMS

Guidance for when you handle an arrestee with flu-like symptoms:

The following is meant as general guidance when dealing with someone who appears to have flu-like symptoms while in your custody. If the arrestee is sneezing and/or coughing to the extent that it concerns the custodial officer, the following precautions should be followed. It is understood that in field conditions officers will not always be able to comply with these guidelines immediately, however, it is necessary that each officer understands that it is in his or her interest to comply with this guidance as soon as practical.

The Center for Disease Control stresses that your first line of defense against the spread of most communicable illness is to wash your hands frequently with soap and water or use an alcohol-based cleaner. Hand hygiene is one of the most significant interventions that all persons can take to decrease the risk for transmission of disease. When soap and water are not available, alcohol-based disposable hand wipes or gel sanitizers may be used. The proper wearing of protective gloves will aid in the reduction of the spread of these illnesses.

Transmission from the ill person to you will most likely be from your repeated breathing of their aerosolized mucus droplets (cough or sneeze), or from your touching of their body or clothing thus transferring the illness to your hands and then using your contaminated hands to touch your face (eyes, nose, mouth). By human nature, we are constantly touching our face for a multitude of reasons. If you have gloved hands and you contaminate the gloves and then touch your face, you have the same net effect.

Suggested Steps:

Perform whatever tasks you must until you have control of the person.

Afterwards, take special care not touch your face.

Then wash your hands.

Assess whether it is practical to put a surgical mask on the arrestee.

If it is, don gloves and place a mask on the arrestee’s face covering his face and mouth.

After masking them, remove gloves and wash your hands again.

Be sure masking doesn’t impede the arrestee’s ability to breath and observe them closely.

In the cruiser, close the partition.
Lower the rear windows (weather permitting) a few inches for rearward airflow.

Turn your heat or A/C blowers on (weather appropriate) to keep airflow rearward.

After the transport, wipe down the cruiser contact points with appropriate cleaner.

High traffic contamination areas are (steering wheel, shift & turn signal handles, police radio switches and microphone, door handles, mirror and power window buttons). Remember anything you or the arrestee touches inside the vehicle should be wiped down, especially after a prisoner transport.

In an interview, or other close quarters interaction with someone exhibiting flu like symptoms the same minimal contact and hand washing protocols as stated above apply. The arrestee should be masked and the officer should spend the minimum amount of time in close quarters with the arrestee. It is advisable that everyone in the room be wearing surgical masks. Once the interview is over, the common points of contact in the room are to be cleaned with an appropriate cleaner. The used surgical masks and cleaning materials should be placed in a biohazard bag and disposed of in a biohazard receptacle.
Appendix F
EBOLA (EBOLA VIRUS DISEASE)

What is Ebola or Ebola virus disease?

Ebola is a severe, often deadly disease that affects humans and some animals (like monkeys, gorillas, and chimpanzees). It is also referred to as Ebola virus disease.

Ebola is spread from person to person through direct contact (through broken skin or mucous membranes) with blood or body fluids (like urine, feces, saliva, vomit, sweat, breast milk, or semen) of a person who is sick with Ebola or has died from Ebola.

Ebola may also be spread through indirect contact with surfaces or objects (like needles) that have been contaminated with the blood or body fluids of a person sick with Ebola or has died from Ebola. However, the risk getting Ebola from surfaces/objects is low and can be reduced even more by cleaning and disinfection.

Ebola is not spread through the air, water, or food. However, in Africa, Ebola may be spread as a result of handling bushmeat (wild animals hunted for food) and contact with infected bats. Ebola cannot be spread through casual contact in public places with people who do not appear to be sick. A person with Ebola cannot spread the disease until symptoms appear. Ebola is not communicable until someone begins exhibiting signs and symptoms of the illness, i.e., fever, severe headache, muscle pain, weakness, diarrhea, vomiting, abdominal pain, and/or unexplained hemorrhaging/bruising.

How can Law Enforcement employees protect themselves from Ebola?

The use of standard, or universal precautions, is sufficient for most situations when dealing with a person suspected of having the Ebola virus. This means Alexandria Police Department personnel should wear the following PPE provided to each sworn employee:

- Gloves (disposable nitrile)
- Eye protection (safety glasses or face shield)
- Facemask
- Red Biohazard Bag (for disposal of used PPE)

Additional PPE might be required in certain situations (e.g. large amounts of blood and body fluids present in the environment), including but not limited to double gloving, disposable shoe covers, and fluid-resistant gowns. The Tyvek coverall does not provide a fluid barrier and should not be used as a PPE in these circumstances.
Avoid physical contact, if possible, with a person who is obviously ill with the symptoms of Ebola and has been in Guinea, Liberia or Sierra Leone or Mali in the past 21 days. Contact should also be avoided with a person who tells you that they have Ebola or that they have been in contact with someone with Ebola (regardless of symptoms).

If physical contact with anyone who is obviously ill (or who reports having Ebola or an Ebola contact) is unavoidable, employees shall utilize the issued Personal Protective Equipment (PPE) as recommended for any other Bloodborne Pathogen exposure.

When dealing with someone who is not obviously ill, learning and practicing good personal hygiene is extremely important to prevent all infections and the following practices are strongly encouraged:

1. Wash hands frequently. Soap with running water is always best but hand sanitizers (such as Purell or Sani-Hands) works if soap and water is unavailable; this is especially important with any virus whether it is Ebola virus, the flu virus, or a common cold.

2. Ebola virus, like many viruses, can live on hard surfaces for several hours. These surfaces should be cleaned with a 1:10 solution of bleach to water (1 cup bleach in 9 cups water) or a disinfectant labeled for use against viruses, such as norovirus, rotavirus, adenovirus, or influenza. Also, Lysol is a commercially available disinfectant suitable for this purpose.

Source: http://www.vdh.virginia.gov/epidemiology/ebola/
At the request of ____________________________
(Supervisor)

I, ____________________________,
(Print Name)
authorize a licensed health care provider(s) to draw a blood sample and perform all necessary medical tests on that sample to determine the presence of:

• HIV (Human Immunodeficiency Virus), the virus that causes AIDS (Acquired Immunodeficiency Syndrome).

  I understand that the blood tests for the HIV virus are not 100% accurate, and that these blood tests sometimes produce false positive or false negative test results. I have been informed that a positive test will need further testing to confirm the results.

  I further understand that the presence of antibodies means that a person probably has been exposed to and infected with the AIDS virus, but does not necessarily mean that a person will develop AIDS.

• HBV (Hepatitis B Virus), Hepatitis C and other bloodborne infections.

  I understand that the results of any testing will be made available to the Designated Infection Control Officer of the Alexandria Police Department, exposed employee(s) and their treating physician.

  I fully understand the information that has been provided. I further understand that the cost of testing is the responsibility of the City of Alexandria.

_________________________  ____________________________
(Date)                     (Signature)
(Parent or guardian for minor child or incapacitated adult)

F-APD-0038 (3/97)
CONFIDENTIAL: Transmit via envelope

INSTRUCTIONS:

Employee (or Supervisor): (1) Complete for all incidents of specific eye, mouth, mucous membrane, non-intact skin, or parenteral* contact with blood, body fluids or unfixed human tissues/organs (other than intact skin) or exposure to airborne transmissible diseases. (2) Attach any completed accident/injury forms to the white copy and distribute all three copies by the end of the shift.

Infection Control Officer: Complete Part II after review of incident. Retain white copy until follow-up is complete. Then forward to Personnel and Training.

*Parenteral means piercing mucous membranes or skin through needle sticks, human bites, cuts and abrasions.

1. INCIDENT INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Serial Number</th>
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<tr>
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<tr>
<td>Date/Time of Exposure</td>
<td>Signature</td>
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<tr>
<td>Supervisor’s Signature</td>
<td>Case #</td>
</tr>
</tbody>
</table>

A. Narrative: Describe the circumstances of the exposure and any request to have the source individual tested.

B. Did you use personal protective equipment?

- [ ] YES
  - [ ] Disposable Gloves
  - [ ] Shoe Covers
  - [ ] Sharps Tube
  - [ ] Utility Gloves
  - [ ] Eye/Nose/Mouth Mask
  - [ ] Other: _____________________________
  - [ ] Splash Gown
  - [ ] Coveralls
  - [ ] Other: _____________________________
  - [ ] NO
    - [ ] Explain: _____________________________

Continued on page 2
I. INCIDENT INFORMATION (cont’d.)

C. Source Individual Name
   Address

D. Source Individual’s confirmed communicable disease status (confidential):
   HIV   Positive  Negative  Unknown
   Hepatitis B
   Hepatitis C
   Other:

Comments:

II. INFECTION CONTROL OFFICER REVIEW/COMMENTS

A. Comments (Include: 1. appropriateness of any decision to invoke the personal protective equipment exemption (10.5.08.13);
   2. any need for procedural changes or training).

B. Exposure Summary
   1. Pathogen(s) to which employee was exposed.

   2. Type of incident
      □ Resistance to arrest
      □ Administering first aid (not CPR)
      □ Administering CPR
      □ Breaking up a fight
      □ Searching suspect/arrested person
      □ Small/closed area with poor air circulation
      □ Other

   3. Number of other employees exposed in this incident.
      □ None

Signature  Date

CONFIDENTIAL: Transmit via envelope.

EMPLOYEE: Following exposure to a communicable disease, present this report to the evaluating physician. Return the completed report to the Police Infection Control Officer. Use this report for every medical evaluation. For medical treatment visits, use the Physical Capabilities Statement (C-2).

Employee Name Serial # Case No.

I have been fully informed of the medical evaluation results. [ ] YES [ ] NO

Employee Signature Date

PHYSICIAN: Please complete this report and return it to the employee. It is intended to comply with the OSHA Bloodborne Pathogens Regulation (29 CFR 1910.1030). Thank you for your cooperation.

1. Hepatitis B Vaccinations Is
   ( ) not Indicated ( ) Indicated and ( ) has been administered.

2. ( ) Further evaluation and/or treatment Is Indicated.

3. The employee:
   ( ) May return to work immediately without restriction.
   ( ) May return to work without restriction on ____________________________
   ( ) Will be unable to return to work for _______ day(s).
   ( ) May return to work on ___________ with the following restrictions
       for ____________ days.

Restrictions:

4. Physician’s Statement:
   ( ) I have evaluated this employee following an exposure incident.
   ( ) I have informed the employee of the results of the evaluation including any medical conditions resulting from the exposure which will require further evaluation or treatment.

Physician’s Name (Please Print) Physician’s Signature Date

F-APD-0468 (10/92)
COURT APPEARANCE

Effective Date: 06-01-2011
Updated Date: 01-30-2014
Updated Date: Section(s): SME Review Date:
Updated Date: Section(s): 2014

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10.6.01 POLICY AND PURPOSE

The purpose of this directive is to set forth guidelines and procedures for police officers and other employees concerning their responsibility for pretrial preparation and case presentation; ensure that employees are familiar with the relevant duties and responsibilities of the Commonwealth's Attorney's Office and the City Attorney's Office; and ensure that employees are aware of their responsibilities when subpoenaed to testify in a judicial proceeding.

10.6.02 DEFINITIONS

**Affidavit** - a sworn, written declaration, made before competent authority, that may be accepted when the witness or affiant cannot be in court in person.

**Deposition** - the written answers to questions of a witness under oath.

**Subpoena** - a judicial writ requiring a person to appear in court to give testimony; to notify or summons by writ or subpoena.
**Subpoena Deuces Tecum** – a writ or process commanding a witness to produce documents, books, papers, etc.

**Summons** - a notice to a person requiring him or her to appear in court.

**Testimony** - the verbal presentation of a witness in a judicial proceeding.

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### 10.6.03 RULES AND RESPONSIBILITIES

#### A. **Commonwealth’s Attorney’s Office**

The Commonwealth’s Attorney is the constitutional officer who has the primary responsibility for the prosecution of violations of the criminal law of Virginia including felonies and misdemeanors. The Commonwealth’s Attorney also prosecutes violations of the State Motor Vehicle Code and City Code violations, and provides prosecutors for the Juvenile and Domestic Relations Court.

#### B. **City Attorney’s Office**

The City Attorney is appointed by the City Council and is the legal advisor to the City Council, City Manager, and all departments, boards, commissions, and agencies of the City. The City Attorney renders opinions on request; is responsible for drafting ordinances, deeds, affidavits, bonds, leases, and other legal papers; represents the City as counsel in civil cases; and institutes and prosecutes legal proceedings on behalf of the City.

#### C. **Setting Court Dates**

1. **General District Court** - Patrol Operations Bureau employees are limited to setting their General District (criminal and traffic) Court cases to one day a month unless they receive approval from their supervisor to schedule an additional date. Such approval shall only be granted for just cause, and supervisors will notify the commander of the affected employee when a request is granted. The one court day per month limit does not apply to dates for which an employee receives a subpoena or summons, or are notified by the Commonwealth’s Attorney’s office (or other competent authority) that they are needed.

2. **Juvenile and Domestic Relations (JDR) Court** - Patrol Operations Bureau employees are limited to setting two JDR court dates each month for both criminal and traffic cases. The dates will be bi-weekly (in non-consecutive weeks).

#### D. **Pretrial Conferences**

1. The purpose of a pretrial conference is to review the details of a case so that the prosecutor is fully aware of the facts before trial.
2. Requirements for reporting to pretrial conferences, unless specified otherwise by the Commonwealth's Attorney, are as follows:
   a. Circuit Court
      • It is the responsibility of the prosecutor to contact and arrange a meeting with the employee. If the employee is not contacted by a prosecutor (by phone or note), but has received a summons to appear in a case, the employee will report to the Commonwealth's Attorney's Office by 9:00 A.M. on the morning of the trial, or as specified on the summons.
      • For city cases scheduled in Circuit Court, the employee will report at least 30 minutes prior to the scheduled court time to confer with the prosecutor regarding misdemeanor or traffic cases (where charges have been made under the City Code) which are being appealed.
      • In cases where evidence is needed for the trial, the employee will have such evidence available at the pretrial conference, as well as the trial.
   b. General District Court
      Employees will report to the Commonwealth's Attorney's Office no later than 8:30 A.M. on the morning of the trial to consult with the prosecutor handling the case. For preliminary hearings employees will report no later than 10:30 A.M., or as specified on the subpoena.
   c. Juvenile and Domestic Relations District Court
      Employees are to be present at the Juvenile Court at least 30 minutes prior to the beginning of court.

3. See section 10.6.04, B.1.b, page 5, regarding off-duty pretrial conferences.

E. Court Appearances
1. Employees will, upon being subpoenaed/summoned, attend court or quasi-judicial hearings. Once set, court dates may not be changed without agreement of a member of the Commonwealth’s Attorney's staff.

2. Any request for a change in a pre-selected court date will be submitted through channels to the appropriate Patrol Division commander. The Patrol Division commander will then consult with the Assistant Commonwealth’s Attorney prosecuting the case(s) before a decision is made. Only emergencies (for example: illness or funeral leave) will be considered.

3. Division commanders will ensure their personnel’s vacation and training schedules are updated in the Alexandria Justice Information System (AJIS). The dates will be entered as soon as possible, after they are approved, preferably at least sixty days in advance of the court dates. When approved leave is later fully or partially cancelled for any reason, AJIS must be updated.

4. The department’s training officer will forward planned training dates to affected commanders as far in advance as practical. Any changes in the dates of training will also be forwarded as soon as practical.
5. Employees who are involved in cases before the court will be punctual in attendance. The fact that employees have not received a subpoena will not relieve them of the responsibility to determine whether their appearance is necessary on their regularly scheduled court date. Additionally, employees are to appear in court when they have previously been made aware of the court date by other means (e.g., a verbal advisement by a judge or prosecutor in person, by phone or by note). Employees will have cases properly prepared, all witnesses subpoenaed or listed with the prosecutor, and all property to be used in evidence suitably arranged for presentation in court.

6. Nothing in this directive will relieve employees from the responsibility of determining if their presence is needed in court in cases where they have knowledge or evidence that could be used in a trial. If an employee believes that their appearance in court is needed and they have not received notice that they are needed in court, that employee will, as soon as possible, make contact by telephone or in person with the Commonwealth’s Attorney handling the case. The Commonwealth’s Attorney will then make the decision as to whether or not the employee is needed in court.

7. When marking into service at the beginning of a shift, Patrol Operations Bureau personnel will advise the dispatcher of any known court appearance that is scheduled for that day. Employees who are unavoidably detained will, as soon as possible, notify the dispatcher to advise the Commonwealth’s Attorney’s office of the delay.
   Note: Only life-threatening or dire, emergency situations should delay an officer from appearing in court. Duties that can reasonably be delayed until after a court appearance should be deferred until after court. It should be noted that being detained on a call is not considered by the court to be an excuse for being late to court or not showing up in court, and could result in the case being dismissed and the officer being cited for failure to appear if the situation is not deemed by the court to be an emergency. A supervisor, preferably the employee’s direct supervisor, should be consulted if an employee is uncertain as to whether to perform an activity prior to court.

8. Dispatchers will make every reasonable effort to assist employees having scheduled court to appear at the appropriate time (for example, by assigning calls to other units). If it becomes necessary for an employee to handle an emergency, urgent or essential situation, the dispatcher will attempt to relieve such employee as soon as possible so they can respond to court.

9. Substituting witnesses in Grand Jury cases is not permitted unless the Commonwealth’s Attorney or Deputy or Assistant Commonwealth’s Attorney has personally approved the proposed substitution and the officer who is to substitute is willing to appear and is prepared to testify before the Grand Jury.
10. Employees calling in sick for court should make every attempt to contact the prosecutor handling the case(s) or the prosecutor(s) handling the daily criminal/traffic docket for which the employee was subpoenaed. The Court Liaison will notify commanders in writing when their employees call in sick. Commanders will review the matter and determine if further actions are warranted.

11. Employees should call the taped line (703) 746-4100 the night before a case is set to determine if they are needed. The information is also available on the Commonwealth’s Attorney’s WEB page: http://www.alexandriava.gov/cattorney/ca_view_case_updates.pxe

F. Testifying for the Defendant

Employees who are subpoenaed, intend to testify, or plan to appear in court on the behalf of the defense in any trial or hearing and against the City or the Department in any hearing or trial, will immediately notify their commander. This notification will take place prior to the court appearance in all cases and immediately upon receipt of the subpoena in cases where a subpoena has been issued. The commander will immediately forward the information, through the chain of command, to the Chief of Police, and copy it to the City Attorney and/or Commonwealth’s Attorney.

G. Civil Action, Court Appearances - Summons

Employees will not volunteer to testify in civil actions involving the city or this department; and will not testify unless legally summoned or unless directed by competent authority to attend and be available to testify. Employees will accept all summonses legally served. If the summons arises out of departmental employment or if employees are informed that they are a party to a civil action arising out of departmental employment, they will immediately notify the Chief of Police and the City Attorney in writing of the service of notification. Officers served with a Subpoena Duces Tecum will immediately notify their supervisor. The supervisor will ensure that it is delivered to the ISS Commander for processing. Under no circumstances will officers or supervisors copy official department records and forward them to the requestor.

Any Police Department employee receiving a Freedom of Information Act (FOIA) request will notify their supervisor. The supervisor will forward the request to the City Council Liaison. The City Council Liaison processes all FOIA requests through the City Attorney’s Office. The City Attorney’s Office is the sole designated authority in the City for the release of any information requested under FOIA law.

H. Civil Depositions and Affidavits

Employees will confer with their commander and the City Attorney's Office before giving a deposition or affidavit in a civil case involving the city.

I. Employee Appearance
When employees appear in court, either the official uniform or appropriate business attire will be worn. Firearms will not be displayed unless wearing the uniform, and will not be carried into any courtroom, including Grand Jury procedures. Lockers are provided for the securing of firearms in the Commonwealth's Attorney's Office. Employees will present a well-groomed appearance, avoiding any behavior or statements that might imply disrespect to the court.

J. Respect and Testimony
Employees will observe the utmost attention and respect toward the court at all times. They will testify with the strictest accuracy, confining themselves to the case before the court, and neither suppress or overstate the circumstance with a view of favoring or discrediting any person.

10.6.04 PROCEDURES

A. Signing In and Out at Court
1. When arriving at court, either on or off-duty, all employees will sign the log book in the Commonwealth's Attorney's Office, Courthouse Room 301, indicating their name, arrival time, and the court or courts they will be attending.

2. Upon completion of the court appearance, employees will sign out in the same manner.

3. Violations of the sign-in sign-out procedure at court will be reported to Internal Investigations, orally or in an informal memorandum.

4. Failure to sign in or out from court may result in disciplinary action and/or the denial of a request for overtime for that appearance.

B. Off-Duty Court Pay
1. When employees are required to appear in court while off-duty, they will complete an Overtime Request (APD-0100).
   a. It is sometimes necessary for employees to transport property and/or evidence to and from court for trials. This shall be considered part of the court appearance and is compensable as overtime when done off duty. Employees transporting property or evidence from Police Headquarters for a court appearance will complete the Overtime Request (APD-0100) as follows: In the “In” box to the right of the “Specify Reason” box, write the time they picked up the item(s) at Headquarters. This is the beginning of the total time for their court appearance. The Overtime Request (APD-0100) shall be initialed by a supervisor or Property Section employee. When it is necessary to transport property or evidence back to Police Headquarters, the time the property is turned in shall be noted on the Overtime Request (APD-0100) in the “Out” box to right of the starting time, and initialed by a supervisor or
Property Section employee. This is the end of the total time for their court appearance. The total time will then be noted in the spaces for “Hours” and “Minutes,” to the right of “Total Time.” The time for picking up and turning in property must be reasonable.

b. Pretrial conferences with the prosecutor are usually held just prior to the case being heard in court. If the pretrial conference is held at a time separate from other court appearances, it will be considered a court appearance for overtime purposes.

c. If the time in court is in excess of 80 minutes, the Overtime Request (APD-0100) must be signed by the clerk of the court or any other court official, or an employee of the Commonwealth’s Attorney’s office.

d. The times listed for the court appearance on the Overtime Request (APD-0100) shall be the same as those on the court log. Employees shall list the time they actually complete their court appearance on the court log and the Overtime Request (APD-0100)

Unless otherwise requested by the Commonwealth’s Attorney’s Office, employees are not to record court appearance beginning time prior to 0800. Allowance for property pickup and return will be compensated as outlined above.

Employees are specifically prohibited from leaving their ending time blank or adding time for driving back to Police Headquarters. The Commonwealth’s Attorney’s Office has been advised not to sign these types of overtime slips. Employees shall not receive overtime compensation for merely driving a police vehicle back to headquarters.

e. If an employee is notified that they are needed in court with less than 12 hours notice, and the time the employee is needed is also previously scheduled off-duty time, the overtime will qualify as call-back pay.

f. Overtime is not authorized for cases that were listed on the taped line or the WEB site the night before trial. Employees who fail to check and come to court when he/she is not needed as a witness will not be paid overtime. (See 10.6.03.E.11)

g. When off-duty employees are required to attend different courts, and a time lapse of one hour or more is incurred between the time the last case in one court is concluded and the scheduled beginning time of a second court, it will be treated as two separate appearances but recorded on the same Overtime Request (APD-0100). In such cases the two-hour minimum will apply for each appearance.

h. It is permissible to round off time to the nearest five-minute increment. For example, an appearance lasting from 0800 to 1023 hours may be rounded off to 1025 for a total time of 2 hours and 25 minutes in court.

i. Employees will, as soon as practical and preferably no later than 48 hours after the court appearance, submit the Overtime Request (APD-0100) to their immediate supervisor.
j. Pay or Compensatory Time is authorized for court unless otherwise directed by the employee’s commander.

2. Supervisors are responsible for confirming the validity of the Overtime Request (APD-0100) and, after signing it, ensuring it is submitted for inclusion with the appropriate unit’s Overtime memorandum, for court overtime only, to Personnel and Training. The Overtime Requests (APD-0100) will be attached to the memorandum, which will be signed by the designated commander or supervisor.

3. Compensation will be paid according to current city policy on employee off-duty court appearances. (See Police Directive 4.15 Overtime.)

4. No payment will be made for civil proceedings except when the city or commonwealth is a party to the action, or when the proceedings arose as a result of the employee’s official duties.

5. When an employee is in court during the work shift and must stay longer than the normal workday, this is shift extension and is compensated as such.


### 10.6.05 SERVICE OF SUBPOENAS AND SUMMONSES ON EMPLOYEES

A. The Court Liaison Officer will ensure that summonses and subpoenas that are issued are forwarded to the employee’s supervisor as soon as practical after the court date is set. Phone notification alone will be avoided unless there is insufficient time after the court date is set to issue and serve a written notice.

B. Subpoenas and summonses will be served on department employees only by supervisors and above, or their designees. Specifically, supervisors who are responsible for daily briefings in their respective units will execute these documents on a daily basis. If an officer is unavailable (vacation, injury, sickness, etc.) the supervisor will note the reason on the document, along with his or her name and the date, before returning it to the issuing authority. All criminal and traffic subpoenas and summonses will be executed without delay.

C. Supervisors/commanders who receive a subpoena or summons for service on a subordinate must execute the paper in person. Signing off on the paper and placing the subpoena/summons in the officer’s mailbox is not permitted.

D. Supervisors/commanders who receive a subpoena or summons for service will execute the paper by placing their name, serial number, and the date of service on the "copy to return" of the document. The supervisor/commander will then require the officer being served to place his or her name, serial number, and date received
on the "copy to return" of the paper. The "copy to serve" of the executed document will be given to the officer being served. The "copy to return" will be routed back to the Court Liaison.

E. Officers, having been properly served, will retain their copy of the subpoena/summons until the case is resolved by the court.

By Authority Of:

Earl L. Cook
Chief of Police
10.7.01 POLICY AND PURPOSE

It is the policy of this department to collect, analyze and disseminate crime-related information to facilitate accomplishing the department’s mission. [15.1.1.b.]

The purpose of this directive is to establish guidelines for the creation, dissemination and use of crime analysis products.

10.7.02 CRIME ANALYSIS UNIT

A. The Crime Analysis Unit is part of the Technology, Data and Analysis Division, in the Administrative Services Bureau.

B. The Crime Analysis Unit will review internal and external documents, collect crime data, and extract and collate useful information. Sources of such information may include: [15.3.1.a.]
   1. Incident Reports (APD-7);
   2. Supplemental reports (APD-7, 7A, 7B, 7C, 7D);
   3. Field Interview Cards (15A);
   4. Internal intelligence;
   5. Area agency crime alerts and bulletins;
   6. Media and civic associations;
   7. Other City Agencies;
   8. Police Chief's daily crime information meetings.
C. This information will be analyzed to identify incident trends, patterns and similarities to assist operational deployment, investigations and administrative support activities. The crime analyst may consider the following parameters:
1. Frequency by type of crime;
2. Geographic factors;
3. Chronological factors;
4. Victim and target descriptors;
5. Suspect descriptors;
6. Vehicle descriptors;
7. Modus operandi factors;
8. Physical evidence information; and
9. Problem oriented or community policing strategies, if any.

D. The Crime Analysis Unit will disseminate data of interest to users, including:
   1. Police Chief; [15.3.1.b.]
   2. Patrol Operations Bureau;
   3. Criminal Investigations Section;
   4. Operations Support Bureau;
   5. Vice/Narcotics Section;
   6. Planning, Accreditation & Directives Section;
   7. Other criminal justice agencies;
   8. Local government departments; and
   9. Public/media services (in concert with the Public Information Office).

E. The Crime Analysis Unit will maintain communication with the users of crime analysis products to enhance collection, dissemination and evaluation of those products. The goal of the crime analysis function is to assist department personnel in the fulfillment of the department’s missions. This may include providing tactical analysis of crime patterns and trends, strategic analysis of data to enhance directed patrol; aiding in short term and long term resource allocation and plans, conducting problem analysis; and performing any special analysis as assigned.

### 10.7.03 RESPONSIBILITIES

A. The Crime Analysis Unit will use data from the Alexandria Police Department’s Records Management System (RMS) for analysis. The Crime Analysis Unit will also use Alexandria City’s Geographic Information Systems (GIS) Department data for analysis as well.

B. The Crime Analysis Unit will track Part 1 and nuisance crime using GIS technology and crime analysis software. This analysis will be distributed to effected commanders, supervisors and officers.
10.7, CRIME ANALYSIS 07-07-2015 Page 3

C. The Crime Analysis Unit will brief the police chief and commanders on crime patterns or trends. [15.3.1.c.]

D. Commanders, supervisors and officers are encouraged to provide feedback to the Crime Analysis Unit concerning crime analysis products.

E. The Crime Analysis Unit will disseminate timely analysis of series and trends via the Mobile Data Browsers (MDB) and Microsoft Outlook for commanders, supervisors and officers.

F. The Crime Analysis Unit will produce weekly Patrol SRS reports, monthly SRS Reports and crime bulletins for dissemination to police staff. [15.3.1.b]

10.7.04 EVALUATION AND FEEDBACK

A. The effectiveness and use of crime analysis products and services will be reviewed every two years using a survey instrument. This survey will solicit feedback on products, projects, analysis and maps produced by the Crime Analysis Unit.

B. Findings and suggestions from the survey will be given consideration, with the goal of increasing the usefulness and efficiency of the crime analysis function.

By Authority Of:

Earl L. Cook
Chief of Police
10.7C.01 POLICY/PURPOSE

It is the policy of the Department to support the dissemination of specified crime information to enhance public information and generate community support.

The purpose of this Directive is to establish guidelines for the release of statistical information (e.g. crime statistics, calls for service) to the public or to other agencies.

10.7C.02 USE OF STATISTICAL INFORMATION

Employees frequently compile statistical information to support programs, procedures and policies of the Department, and to respond to requests for information from outside the Department. Most statistical retrievals are related to crimes, incidents, or calls for service. It is important that information of this type is retrieved from the same sources, using the same methods, and that release of such information be controlled to ensure accuracy and consistency. The primary responsibility for initiating the retrieval of information lies with the employee who first becomes aware of the need for the information. Depending on the purpose for which the information is intended, the
employee may use formal or informal retrieval methods (explained later in this Directive), as appropriate.

10.7C.03 RESPONSIBILITIES

A. **All employees** will respond courteously to requests from the public for information related to the Police Department’s role in the community. If the information requested is not immediately available, employees will direct the citizen to the unit or employee able to provide the information. If unsure about a referral, employees should seek advice from a supervisor. Requests about crime in specific neighborhoods or areas should be referred to the Crime Prevention Unit (703-746-1920), or the current Crime Prevention Officer. Employees should avoid excessive referrals and should make every attempt to handle the request personally. This may mean making the appropriate internal contact and then calling the citizen back with the information, or making arrangements for the appropriate contact person to call the citizen back.

B. **The Crime Prevention Officer** will handle all telephone requests for information about crime in individual neighborhoods or areas of the City, except for requests from the Media, which will be referred to the Public Information Office. Most callers need a limited amount of data about criminal activity in their neighborhoods, or in areas into which they may relocate (e.g. Part I crimes by census tract, compared to other areas of the City). The Crime Prevention Officer will ensure that no value judgments are offered when responding, such as whether a particular area is "good", "bad", or "drug-infested". Callers seeking more detailed information, or seeking written reports, will be referred to the Public Information Office.

C. **Public Information Office (PIO) staff** will handle all requests from the Media in accordance with existing policy (see Police Directive 10.21, Public Information and Media Services). Additionally, PIO staff will handle all public requests for detailed statistical information pertaining to duties and functions performed by Police Department personnel (including requests for written reports). PIO Staff will coordinate such requests with the appropriate personnel from this Department or from other City agencies, and will determine whether such requests can be granted. Care should be exercised to determine whether other personnel are working on similar requests from other sources (e.g. Council Request; Civic Association request; Request from Zoning for Police comments on Special Use Permits). The City Council Liaison is the internal source most likely to be aware of such parallel projects. When possible, statistical information should be released in the same format to all persons concerned with the same issue.

When time is not of the essence, Public Information Office staff may find it useful to refer certain requests from the public to a specific Civic Association liaison officer. This may avoid duplication of effort and help keep the liaison officer aware of requests originating within the Civic Association.
D. **The ISS Commander** will handle all Subpoenas Duces Tecum requests.

E. **The Chief of Police** or person acting in that capacity, will normally receive requests directly from the City Manager's Office, the Office of the Mayor or any City Councilmember, or City Department Heads or Deputy Department Heads, to be handled as that official deems appropriate. Some requests may be communicated directly to the City Council Liaison for logging, referral, or other appropriate action. If such requests are communicated directly to any employee not mentioned above, it is the responsibility of that employee to immediately inform the Chief of Police, or the person acting in that capacity, of the request and any response.

F. **The City Council Liaison** will handle all Freedom of Information Act (FOIA) requests received. Because of the time constraints imposed by law, all personnel will cooperate and assist when asked to help coordinate the responses.

G. **The Crime Analysis Unit** will handle requests from other law enforcement agencies.

H. **The Fiscal/Fleet Management Commander** will handle all requests for information about requested, authorized or actual expenditures or budgeted items, as specified in the published City Budget, or contained in internal documents.

I. **The Personnel and Training Commander** will handle all requests for information about authorized or actual numbers of personnel, including listings of personnel by race, sex, rank, and/or position.

J. **The Chief of Police**, or the person acting in that capacity, may designate any employee to communicate statistical information for specific purposes, either orally or in writing, as deemed appropriate.

### 10.7C.04 INFORMAL RETRIEVAL METHODS

Informal retrieval methods are appropriate when compiling information for internal use only, for use in general discussions with employees of other agencies, or for discussion before a limited public audience. In such cases, employees should identify the source, such as "preliminary analysis, based on raw data", or "extracted from (cite official published source)". **Printed documents** retrieved using Informal Methods **will not be disseminated outside the Department**.

Employees are encouraged to use recent technological advancements, i.e., PRISM, Naviline, or ATACRAIDS, to perform their inquiries and analyses.

Listed below are examples of informal retrievals, along with the purposes for which they would most often be used:
A. Use of the PRISM or Naviline programs for internal staffing analyses or deployment decisions;

B. Retrieval of any information from PRISM or Naviline by Civic Liaison Officers for oral presentations at Civic Association meetings;

C. Use of any PRISM or Naviline information by Community Relations staff for oral responses to potential buyers or renters of real estate;

D. Extracting data from official published sources (e.g. Approved P.D. budget; Department or City Annual Reports; previously issued News Releases) for internal use, or for use by staff members when attending official public meetings;

E. Extracting historical data from statistical records maintained in Crime Analysis for various types of crime, staffing, and statistical analyses; or

F. Approximating Citywide crime percentage increases or decreases, based on the weekly Crime Analysis numbers posted and distributed within the department.

**10.7C.05 FORMAL RETRIEVAL METHODS**

Formal methods are used to produce reports expected to result in publication of statistical information outside the Department, to be distributed to City Officials or other City agencies, or to be used in public or private discussions on topics related to governmental policy decisions. Printed documents produced through formal methods must show the source of the data (e.g. Annual Crime Report; 2015 APD Annual Report, p.2), must include sufficient information to allow verification of comparisons and percentages, and must indicate the person making the request and the person(s) who conducted the research. The commander of Crime Analysis must review all such formal reports before being sent outside the Department.

A. The employee requesting the statistics and/or analysis will put the request in writing or e-mail and forward it to Crime Analysis. The employee must make the request specific enough that Crime Analysis can retrieve the required information without further direction or interpretation. Certain critical elements must be included in every request:

1. Time period covered by the request and any additional time periods needed for comparisons;

2. Type of information needed (e.g. Calls for Service; Part I Crimes; All Reported Incidents; Specific type of incident, crime or call); and

3. Geographic area (often the most critical element of the request). Retrievals by census and sub-census are easily retrievable from existing
programs. Other retrievals take considerable time and effort, and are only accurate if specific information is requested. If a range of blocks is cited, the Crime Analyst must know all of the intersections within the range, and if both sides of the street are needed. If the request is for a geographic area (e.g. Civic Association; Resident Officer area) that has not been previously entered into the database, it will probably be necessary to contact the Crime Analyst directly to define the area in question. Care should be exercised when writing the request, particularly when your interest is in an area where the dividing line between a census or sub-census tract is down the middle of a street, such as Mt. Vernon Ave.

B. The employee should provide as much advance notice as possible, since the Crime Analyst's workload can be extremely heavy. The employee should cite factors that affect the timing of the request (e.g. needed for inclusion in City Council request, due 2-7-16; needed for Civic Association meeting on 2-15-16). Since most civic associations meet on a regular basis, it is usually possible to forward requests several weeks before the scheduled meeting. Requests for statistics that provide less than a one-week turnaround may create a situation that prevents timely compliance with the request.

C. Emergency requests should be communicated in person to the Commander of Technology, Data and Analysis, who will attempt to comply with the request.

BY AUTHORITY OF:

Earl L. Cook
Chief of Police
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10.8.01 PURPOSE AND POLICY

The purpose of this directive is to establish guidelines to indicate when reports must be written, forms to be used for reporting, information required for reports, and procedures to be followed for completing, submitting and processing reports. [82.2.1]

It is the policy of this department that an Offense/Incident Report (APD-7) will be initiated by the investigating officer upon receiving information, on-view or otherwise and regardless of the source, concerning criminal complaints. The report is a record of information received and will be used to document the incident, aid the investigating officer, determine appropriate follow-up, assist with prosecution and assist in report writer performance evaluations.

NOTE: At this time, all officers have either been trained to use the electronic reporting system (Report Manager program) or will be in the future. Once an officer is trained to use the electronic reporting system, they must use that to complete reports and not use the forms to complete a hand-written report.

Currently, the only groups of employees who do not use the Report Manager program are the Animal Shelter and the Alexandria Office of Sheriff. All other employees are required to use the Report Manager program.

A. Responsibilities of Report Writers:

1. Conduct a complete and thorough investigation, documenting all steps taken.
2. Complete an offense/incident report if assigned the preliminary investigation. Complete a supplemental report when assisting with an investigation, or when assigned a follow-up investigation, or whenever information that is related to the investigation and that should be recorded comes to your attention. [41.2.5,a]
   a. ALL OFFENSES require an incident report.
   b. All LOST PROPERTY requires a full report to be written.
   c. Incidents of lost or stolen passports will be referred to their embassy.
   d. Complete all applicable blocks as accurately as possible.
      i. Blocks that do not apply to the reported offense should be left blank.
      ii. Place a “U” in blocks that do apply, but for which information is unknown.
      iii. Blocks indicated by shaded triangles in the upper right corner are for Information Services Section (ISS) use only.
   e. Obtain a case number from Communications and use the same case number on all pages of the report and all supplements to that report. [82.2.3]
      i. Officers supplementing a previous report should ask the dispatcher specifically for the original case number and time.
      ii. Officers should not use the case number and time listed on their MDB when following up a call for service.
f. In the rare instances where the Report Manager Program is not used to create a report. The writer will print or type in letters large enough to read, on the appropriate report form using a black, medium point pen or other black ink. Reports written by hand, typewritten, or created using any combination of computer hardware and software must be created to be acceptable as an Alexandria Police Department report.  
(See Note in 10.8.01 above)  

[g. Write the narrative.

i. Describe the elements of the offense in the first paragraph.

ii. Follow with a chronological, detailed and logically organized description of events.

iii. Include all investigative steps taken, even those producing negative results, to avoid duplication of efforts by later investigators.

iv. Include statements made by each person involved in the report.

h. Ensure the accuracy, legibility, correct grammar, spelling, sentence structure and completeness of the report.

i. Ensure all data is recorded correctly. Signing the report is an affirmation by the writer that the report is true, accurate, and correct to the best of his or her knowledge.

j. The primary victim or owner should be the first person or business listed on the report. All victims or owners should be listed as such, and should be listed prior to any reporting parties or witnesses. However, the reporting party or witness may be listed first if the owner or victim is unknown.

k. Military time will be used whenever time is indicated.

l. Only standard abbreviations may be used.

m. The use of ten codes in the narrative is prohibited except for direct quotes.

n. Opinions of a report writer concerning an investigation must not appear in an original report; they should be included in a separate supplement. Victims have the right to read an original report, but are not normally permitted to review supplements, which are considered confidential.

3. Contact a supervisor when a question arises as to the need for a report.

4. Maintain notes adequate for courtroom testimony.

5. Periodically during their tour of duty, check with their supervisor for the purpose of turning in completed reports.

6. Ensure that all of their reports are completed, signed by a supervisor and turned in to ISS prior to the end of their tour of duty. Any notification to ISS regarding reports that will be turned in later must be routed to ISS through the watch commander (or other division commander if applicable) and will be limited to unusual circumstances.

7. Notify ISS of any arrest other than misdemeanor traffic (exception: when traffic warrants have a Warrant/Capias Control Card attached, ISS must be notified of the arrest). In all cases notification must be in a timely manner and prior to the end of the shift.

8. Notify ISS promptly upon verification of a grand larceny auto or recovery of a vehicle (including mopeds).
B. Supervisors/Reviewers Will Ensure:

1. Completed reports are retrieved from report writers periodically during the tour of duty.

2. The report represents a complete and satisfactory investigative effort with a clear and concise description of events, before approving the report. Reviewers must sign and check the status block on only the first page of each report or supplement.

3. All appropriate blocks are completed with accurate information relevant to the type of offense.

4. Offenses listed are consistent with supporting facts or data in the report, according to elements of the offense stated in the Virginia Code or Alexandria City Code.

5. The report is legible and complete.

6. Persons named in the report are properly identified and their roles specified.

7. All stolen, lost, and/or recovered property is fully and clearly described, with all weights estimated. Exact weight measurement, with the source of measurement noted, may be listed in the narrative.

8. Any referrals have been completed and documented in the report.

9. All supplemental forms applicable to the offense or incident are completed.

10. Spelling, grammar and sentence structure is correct and the report is logically written.

11. The report writer has completed an appropriate preliminary investigation of each incident or offense.

12. Follow-up is assigned as indicated by the contents of the report or the need for any further investigation.

13. Reports are promptly forwarded to ISS.

14. Necessary attachments are forwarded with the reports to ISS (examples: teletypes, photographs of runaways, executed warrants served as summonses).

15. All reports are submitted prior to the conclusion of the writer’s tour of duty. Incorrect or incomplete reports will be corrected prior to the end of the writer’s tour of duty.

16. ISS has been notified of all arrests and GLA reports and recoveries.

C. Order Of Report Forms

1. When turning in hand-written reports, the forms should be placed in the order indicated below.
   a. Offense/Incident Report              APD-7
   b. Victim Information (A)              APD-7K
   c. Witness Supplement (B)              APD-7A
   d. Supplement (C)                      APD-7J (lined) or 7H (unlined)
   e. Suspect/Arrest Report (D)           APD-7B
   f. Juvenile Arrest Report (D)          APD-7E
   g. Stolen/Lost/Recovered Property (E)  APD-7C
   h. Method of Operation & Supplemental Officer Assault Report (F) APD-7G
   i. Domestic Violence Supplement        APD-7F
2. Most original reports will fall within the above order. Supplement reports may fall in this order as well. The letter in parentheses after the form title corresponds to the letter in the bottom right hand corner of the form. Forms should be placed in alphabetical order by this letter. Multiple forms should be placed together and forms that are not applicable should not be used.

D. ISS Responsibilities:
   1. ISS personnel will
      a. Verify that reports bear a supervisor's signature of approval.
      b. Check reports for accuracy and completeness. If information on the report is incorrect or the report is illegible, etc., an ISS supervisor will attach a copy of the report to a Quality Control Report (APD-7Q) indicating the errors. The report and APD-7Q will then be forwarded, through the case review officer, to the supervisor who approved the report.

E. The Case Review Officer Will:
   1. Review all reports for completeness, accuracy and legibility.
   2. Upon discovery of an error, complete an electronic Quality Control Report (APD-7Q) indicating the errors, and forward the APD-7Q to the approving supervisor and the reporting officer requesting correction of the error be completed in five (5) days.
   3. Have final authority for the proper title of a report.
   4. A log of all APD-7Qs will be maintained on all 7Qs that are issued.
   5. Assign follow-up on cases that contain investigative leads and/or need further investigation.
   6. The case review officer has the authority to set technical report style guidelines for areas not specifically covered in this directive. Such guideline decisions will be made available to the report writers.

F. The Property Section supervisor will ensure that the forms listed in this directive are adequately stocked in the Report Room.

### 10.8.03 COMPLETING REPORTS (GENERAL)

A. The Department’s comprehensive reporting takes many forms, including but not limited to unit records, various internal police forms, electronic records of events, offense/incident reports, and traffic and parking citations. Every incident in one or more of the following categories must be reported in some manner if the incident is alleged to have occurred in Alexandria:
   1. Citizen reports of crimes.
   2. Incidents resulting in an employee being dispatched or assigned.
   3. Criminal or non-criminal cases initiated by law enforcement employees.
   4. Incidents involving arrests, citations or summonses. [82.2.2,a-e]
B. Ordinarily, a sworn, uniformed officer answers complaints brought to the attention of the Department for investigation. Whether in the field, in person, via TRU, or other circumstances, the employee handling a call for a citizen complaint will conduct a thorough preliminary investigation of the offense or incident. The investigating employee should complete all required reports and document each investigative step taken, even those with negative results, so other Department units do not duplicate efforts. Depending on the complexity or gravity of the incident being investigated, the report writer may be required to notify a supervisor and/or a follow-up investigator. Such notification will be promptly accomplished.

C. Incident Report
1. An incident is defined for IBR reporting purposes as: one or more offenses committed by the same suspect or group of suspects acting in concert at the same time and place.
   a. Acting in concert requires that the suspects actually commit or assist in the commission of the crime(s). The suspects must be aware of and consent to the commission of the offense(s). This is important because all of the suspects in an incident are considered to have committed all of the offenses in the incident. If one or more of the suspects did not act in concert, then there is more than one incident involved.
   b. Same time and place means that the time interval between the offenses and the distance between the locations where they occurred were insignificant. Normally, the offenses must have occurred during an unbroken time duration and at the same or adjoining location(s). However, incidents can also be comprised of offenses, which by their nature involve continuing criminal activity by the same suspect(s) at different times and places, as long as the activity is deemed to constitute a single criminal transaction. For example: over a period of 18 months, a computer programmer working for a bank manipulated the bank computer and systematically embezzled $70,000. The continuing criminal activity constituted a single incident involving the crime of embezzlement.

2. The incident report will be used for all reportable events and for those otherwise non-reportable events in which charges may be pending and/or further investigation is necessary. An incident report should also be written for a non-reportable event in which important information needs to be documented or shared with other agency members. Title these reports as “Police Information (Suspected [insert offense]).” “Police Information” reports will only be taken when no offense can be confirmed.

3. The incident report form is comprised of six (6) segments. These segments describe the incident, offense, victim, suspect/arrestee, vehicles and property. Each incident report must have at least one incident, and one offense submitted along with the supplement (narrative) page. Each incident report must have at least one victim segment, except when the officer is the reporting party. In those cases, the victim is listed as “Society/Public”. Depending on the circumstances of each offense, other segments may be required. For every incident involving
more than one offense, victim, and suspect/arrestee, a separate segment should be submitted for each.

4. **Shaded areas** on the report forms represent elements required by the FBI and Virginia. It is important that report writers complete all shaded areas that are relevant and for which information is available.

5. **Codes (check off boxes)**
   a. For situations in which only one code can be used, but two or more codes would be appropriate, use the most specific code. For example, in reporting the robbery of a 7-Eleven store, the location code could be **Office Building**, **Convenience Store** or **Grocery/Supermarket**. Since **Convenience Store** is the most specific descriptor, it should be used.
   b. For situations in which more than one code may be used, the maximum number of codes that may be used is listed. For example, in reporting the manufacture and selling of drugs, the type of criminal activity codes would be both **cultivate/manufacture/publish** and **distribution/selling**.

D. **Follow Up Report**
   1. After a preliminary report is taken, additional information is often obtained, requiring the adding to, modifying or deleting of information recorded earlier. For Virginia Incident Based Reporting System (VIBRS) purposes, a report would need to be updated only if the change would substantially alter the report's statistical significance. However, a report may need to be updated for police purposes that would not effect VIBRS.
      a. **Examples requiring an update**: discovery of an additional unreported offense, victim and/or suspect; subsequent arrest or exceptional clearance; discovery of a significant amount of unreported property loss; recovery of stolen property; incorrect entries such as the offense codes, victim's or arrestee's race or sex, or other important data.
      b. **Example of circumstances not requiring updating**: the true value of stolen property ($958) is learned after an estimate ($1000) was reported.

E. **Case Status Definitions**
   1. **Open**: The case will continue to be investigated.
   2. **Pending**: The case has been investigated, with all relevant information gathered and leads exhausted, all of which have been documented in the report.
   3. **Terminated**: The investigation of a **non-criminal** incident has been brought to a conclusion, with enough information to determine conclusively the details of the incident and that a criminal offense had not been committed.
   4. **Unchanged**: The case's previous status has not changed.
   5. **Arrest**: An arrest was made relating to the original reported incident and the case has not previously been closed. An offense is "cleared by arrest" or solved for IBR reporting purposes when at least one person is arrested and charged with the commission of the offense. This includes citing adults or juveniles (including booking on information) with direction to appear in court at a future date. The investigation may be completed at this point or it may be continuing. Check arrest, unfounded, or exceptional only once; after that, check the unchanged block.
6. **Unfounded**: Investigation conclusively shows that the report is found to be false or baseless, or further investigation reveals that the offense did not occur or is reported under another case number. Recovering property or the lack of prosecution does not necessarily unfound a case.

7. **Exceptional**: In certain situations, police are not able to follow the steps outlined under "clearance by arrest" to clear offenses known to them. In many instances, police have exhausted all leads and have done everything else possible to clear a case.
   a. To close exceptional, all the following questions must be answered "yes:"
      i. Has the investigation definitely established the identity of the offender, including the suspect(s) name, DOB or age, sex, and address?
      ii. Is there enough information to support an arrest? The Commonwealth's Attorney or an assistant should be consulted in felony cases.
      iii. Do you know the exact location of the offender so that you could take him or her into custody?
      iv. Is there some reason outside police control that stops you from arresting, charging, and prosecuting the offender?
   b. Examples of exceptional clearances include, but are not limited to:
      i. The offender is dead.
      ii. Extradition is denied, preventing arrest and prosecution.
      iii. The incarceration of the suspect in another jurisdiction and unavailability for trial on this case.
      iv. The unavailability or unwillingness by the victim or witnesses to testify in court, or the victim otherwise refuses to cooperate in the prosecution, AND the answer is "yes" to the first three questions above in section “a.”
      v. An opinion from the commonwealth's attorney that the case is chargeable but would not be successfully prosecuted because of evidentiary or other concerns.
      vi. The handling of a juvenile offender by notice to parents either orally or written, in instances involving minor offenses. No referral is made to Juvenile Court as a matter of publicly accepted police policy.

8. **Detox**: The suspect was transported to a detoxification facility, and was accepted by the facility.

9. **Mental TDO**: The suspect was served with a mental detention order

10. **Transfer to Other Jurisdiction**: The suspect was arrested by an Alexandria officer for a charge in a neighboring jurisdiction. The officer transferred custody of the suspect to an officer from the neighboring jurisdiction.

F. **Case Closures**
   1. **VIBRS guidelines** permit cases to be closed only once and by one of only three means: arrest, unfounded or exceptional clearance. This does not necessarily mean that the investigation is complete.
   2. The recovery of property is not sufficient to clear a case.
10.8.04 OFFENSE/INCIDENT REPORT (APD-7)

A. The Offense/Incident Report (APD-7) is the basic report form used to collect data for most offenses.

B. When the APD-7 is used as a supplement, the following blocks MUST be completed: Original/Supplement, Case Number, Offense, Date/Time Reported (date of supplement, not the original report) and Name (the original victim's name). Use additional name blocks for added names of witnesses. Complete any other blocks as needed.

C. For recovery of a vehicle previously reported stolen in Alexandria, an APD-7 must be completed to supplement the original report. The vehicle section of the form must be completed along with the blocks mentioned above. Recovery of vehicles stolen from another jurisdiction requires an original report, and all blocks necessary to a basic report must be completed. Out of Town GLA Recovery reports will be closed “Terminated” if there is no arrest.

D. For runaway, missing juvenile, missing person, suicide and attempt suicide reports, the victim will be listed in the NAME block using the appropriate involvement code (I-Code), not in the suspect section. The Virginia Missing Children Information Clearinghouse Report (APD-134) will be completed when taking runaway or missing juvenile reports. The Affidavit for Missing Persons Age 18 or Over Report will be completed when taking adult missing persons reports. See Directive 10.36, Missing Persons, for more information.

E. BLOCK DESCRIPTIONS: Items below are numbered in the order in which they appear on the form as of this writing. The blocks are not numbered on the form itself.

1. **Juvenile Arrest:** check this block if a juvenile arrest is made.
   a. Reports about a juvenile or his/her property will list the juvenile as the victim or owner.
   b. The parent or guardian making the report, if any, will be the reporting party.
2. **Original/Supplement:** check the appropriate block.
3. **Property Number:** include the property number if applicable, in the narrative.
4. **Case Number:** Enter the case number supplied by the dispatcher.
5. **Date(s) of incident:** Date(s) of occurrence: If the offense occurred between two dates, enter from date-to-date, e.g., 01/01/00 - 01/10/01.
6. **R:** This indicates a broad range of time that cannot be determined at the reporting time, such as the discovery of ongoing criminal activity for which the start time is not clear. In such instances, this block is checked and the fields of Date(s) and Time(s) are left blank. Only the Report Date and Time Received blocks are filled in.
7. **Time(s) of incident:** The time(s) of occurrence, use the same format as in block 5, using military time.
8. **Report date:** The date the report was received in Communications. Enter month, day, year (01/01/97).
9. **Time received:** The time the report was received in Communications. Use military time (1300 as opposed to 1:00 PM).

10. **Domestic:** Check yes if it is a domestic-related offense (not necessarily involving violence), otherwise check no. Also complete an APD-7F in all cases involving domestic violence.

11. **Gang related:** Check the appropriate box.

12. **Offense #:** (7 sets) sequential numbers correlating to offenses listed in block 14, below. Check the “A” block if the offense was attempted, or the “C” block if it was committed.

13. **UCR Code:** (7 sets) For ISS use only.

14. **Offense(s) name:** The name of the offense(s) or incident(s) being reported. List these in the same order as the offense numbers.
   a. The elements of each crime being reported must be clearly stated in the narrative.
   b. When more than one offense is involved in the same incident, the most serious offense must be listed first. Other offenses are then listed in no particular order. Every offense that occurred must be listed.
   c. If an APD-7 is used as a supplement, the offense listed will be the current offense title, which may differ from the original title if the report has been reclassified.

15. **Complainant’s Name:** The full name of the primary victim, either a business or person (mandatory: last name, first, middle initial or middle name).
   a. Use the person’s legal name, not a nickname.
   b. Confirm the correct spelling of the name.

16. **Location of Offense/Incident:** The exact street address where the offense took place; if the incident did not occur at an exact address, then enter the block number and street where it occurred. Any other descriptors serving to pinpoint the location (e.g., street in front of, sidewalk in front of; alley behind) will be included in the narrative.
   a. Do not list intersections for location unless the offense actually occurred in the street at an intersection.
   b. If the offense occurs on a business property, indicate the business name as well as its address.
   c. Only one location per report.
   d. For recovery of vehicles stolen in the city:
      i. Insert the jurisdiction of recovery (i.e., Fairfax County, VA or Montgomery County, MD) if the vehicle was recovered in another jurisdiction, along with the exact street address, if known.
      ii. Use a street address if the recovery was in Alexandria.

17. **Apartment Number:** The apartment number of the offense location, if applicable.

18. **Bias motivated crime:** Check the appropriate box(es).

19. **Weapon or force used:** Check the appropriate box(es). Place an “A” next to the box if the weapon was fully automatic.

20. **Type Criminal Activity:** check up to three boxes as appropriate.

21. **Location code:** Check the one most appropriate box.

22. **Suspect used:** Check the most appropriate box(es).
Vehicle Information Blocks (2 sets on form)

23. **Vehicle #**: Number vehicles sequentially.
24. **Year**: The last two digits of the production year of the vehicle. If unsure, enter a range (e.g., 93-95).
25. **Make**: Manufacturer's brand name (e.g., Chevrolet).
26. **Model**: Manufacturer's model name (e.g., Corvette).
27. **Style**: Use only codes listed on the reverse side of the form.
28. **VIN**: The vehicle identification number. Ensure the number is complete and verify it by checking the number on the vehicle against the number on the listing, if available.
29. **License Number**: List letters and/or numerals on the license tag.
30. **State**: The state that issued the license tag; use a two-digit abbreviation listed on the reverse side of the form.
31. **Exp**: The year the license tag expires.
32. **Owner**: Enter the I-code of the vehicle's owner. If it is a suspect vehicle, use 1S in this block.
33. **Impound/Suspect/Victim**: Check the most appropriate block.
34. **T/S Color**: Enter the primary color of the vehicle if solid color or the top color if two-toned. Use color codes on the reverse side of the form.
35. **B Color**: Enter the bottom color if the vehicle is two-toned, otherwise leave blank. Use color codes on the reverse side of the form.
36. **Additional Description**: Any other data that may be helpful in describing the vehicle.
37. **P. Loss**: Enter the appropriate property loss code, listed in item 60.
38. **P. Desc**: Enter the appropriate property description code, listed on the back of the Stolen/Lost/Recovered Property form (APD-7C).
39. **Value**: Enter the amount of damage caused to the vehicle, or value of stolen vehicle. The value of the vehicle will be determined when the information is called in to ISS.
40. **Date Recovered**: The date a stolen vehicle or property was recovered.
41. **VCIN**: For ISS use only.
42. **NCIC**: For ISS use only.

Property Information Blocks (one set on form)

43. **Item #**: 
   a. List the items in sequential order (on the original APD-7 only).
   b. When later referring to a listed item, use the item number.
   c. If the APD-7 is used as a supplement, do not enter an item number unless the item is recovered or changed, or unless you are certain of the correct number.
   d. If there is only one item of property it will be listed here. If there is more than one item, the first one may be listed here or they all may be listed on the property sheet (APD-39).
44. **Add/Modify/Delete**: 
   a. **Add** - for new or additional property. Not for when adding serial numbers or other descriptors to property previously reported.
   b. **Modify** - used to modify property previously reported.
   c. **Delete** – to remove an item from the database (i.e., an item was originally
reported stolen but was later discovered not to be stolen).

45. **P. Loss**: Enter the appropriate property loss code listed below on the form (see item 60).

46. **P. Desc**: Enter the appropriate property description code, listed on the back of the Stolen/Lost/Recovered Property form (APD-7C).

47. **QTY**: Enter the quantity of items.

48. **Item Type**: An explicit description of the item. For further information on describing items and whether items should be listed individually or grouped as one item, see section 10.8.10 for specific instructions on completing the APD-7C.

49. **Brand Name**: The manufacturer's name.

50. **Model**: Manufacturer's model name or number.

51. **Serial Number**: The manufacturer's number found on the item.

52. **Owner**: Enter the I-code of the item's owner.

53. **Additional Description**: List any unusual characteristics or markings peculiar to the item.

54. **Drug Type**: The type of drug seized.

55. **Drug Meas**: The type of measurement used (for example: grams).

56. **Value**: An estimated dollar amount must be entered, rounded to the nearest dollar. Enter the purchase price, if known, or an estimated value. Use the value of $1.00 for each credit card, ATM card, debit card, or stolen check (regardless of whether the check is filled out).

57. **Recov. Date**: The date the item was recovered.

58. **VCIN**: For ISS use only.

59. **NCIC**: For ISS use only.

60. **P. Loss Codes**: For reference only; codes for entry in block 45, above.

**Additional Blocks on form**

61. **Other Agency Notified**: List any agency outside this Department that was notified, e.g., FBI, Va. State Police, Child Protective Services, Fire Dept., and the person notified.

62. **Follow-Up By**: Enter the name of the person or appropriate unit that will follow-up.

63. **ISS Notified**: The name of the person notified and the date and time of notification of stolen vehicles, and stolen vehicle recoveries (in-state and out-of-state). Note: a new (original) case number is needed for recovery of vehicles stolen from other jurisdictions.

64. **ID Requested**: Check the appropriate block.

65. **Ref Case No.**: Enter any related case number(s).

66. **Basis for Exceptional Clearance**: Check appropriate box.

67. **Officer**: Report writer's name.

68. **Ser.**: Report writer's serial number.

69. **Div.**: Report writer's assigned division, section or unit. Use TRU if the report was taken while assigned permanently or temporarily to the Information Desk or TRU.

70. **Supervisor Approval/Serial #**: The name and serial number of the supervisor approving the report. Only the first page of multiple pages must be signed.

71. **Status**: A supervisor may check the appropriate block (necessary only on the first page if there is more than one page).
72. Dist.: Distribution code; for ISS use only.
73. Rev.: Reviewer code; for ISS use only.
74. Exceptional Clearance Date: The date the case was closed exceptionally.
75. Page (x) of (y): The page number of that particular page plus the total number of pages in the report. The number of pages should include only forms in the APD-7 series (APD-7 through APD-7F), not additional/alternative forms such as the APD-1, 15A, and 134, nor the SP-187 or 194.

### 10.8.05 VICTIM INFORMATION (APD-7K)

A. One Victim Information form (APD-7K) will be used for each victim.

B. BLOCK DESCRIPTIONS: Items below are numbered in the order in which they appear on the form as of this writing. The blocks are not numbered on the form itself.
   1. Original/Supplement: Check the appropriate block.
   2. Case No.: The case number supplied by the dispatcher or on the APD-7.
   4. Original Complainant’s Name: The name of the complaint as it is listed on the APD-7.
   5. Date of Report: The date this form is completed.
   6. Victim #: Sequential person number.
   7. Last/business name/First/Middle: The name of the complainant or primary victim (person or business).
   8. SSN: this victim’s social security number.
   9. DOB: this victim’s date of birth.
   10. Address: The address of the person or business in block 7.
   11. Home phone: Include the area code.
   12. Work phone: Include the area code.
   13. Occupation: Victim’s type of work.
   14. Place of work: Where this victim is currently employed.
   15. Relationship of this victim to offenders: Check relationship under appropriate offender number. The boxes reflect who the victim was to the offender.
   16. Sex: Check appropriate box.
   17. Ethnic: Check appropriate box.
   18. Race: Check appropriate box.
   19. Age: Enter the exact age or an estimated age range and check the appropriate box.
   20. City resident: Check appropriate box.
   21. Victim type: Check appropriate box.
   22. Victim injury: Check a maximum of 2 appropriate boxes.
   23. This victim related to which offenses: Check the corresponding offense number that relates to the victim. For example, if a woman was raped while the suspect was also robbing the store, but she was not robbed, she would only relate to the offense of rape, and the business would only relate to the offense of robbery.
   24. Aggravated Assault/Homicide Circumstances: If this person is a victim of an aggravated assault or homicide, check the appropriate box relating to this victim.
25. Additional justifiable homicide circ: Check one if appropriate.
26. Narrative: Additional information as appropriate.
27. Officer: Writer’s name.
29. Div.: Writer's assigned division or shift.
30. Supervisor Approval/Serial #: The name and serial number of the supervisor approving the report; required only on the first page.
31. Status: A supervisor will check the appropriate block. Use unchanged status if the case was closed previously.
32. Dist.: For ISS use only.
33. Rev.: For ISS use only.
34. Page (x) of (y): The page number of that particular page plus the total number of pages in the report.

10.8.06 WITNESS SUPPLEMENT (APD-7A)

A. This supplement is used to record:
1. Witness information.
2. Officer information in cases where the officer is the reporting party (personal information is voluntary).
3. Reporting party information when the reporting party is not a witness.

B. BLOCK DESCRIPTIONS: Items below are numbered in the order in which they appear on the form as of this writing. Blocks are not numbered on the form itself.
2. Original/Supplement: Check the appropriate block.
3. Case Number: Indicate the case number as it appears on the original APD-7 or APD-7B.
4. Original Offense: The offense as it appears on the APD-7 or APD-7B.
5. Original Complainant's Name: The name of the complainant as listed on the APD-7.
6. Date of report: The date this form is completed.

Witness Information Blocks (6 sets)
7. Name: The full name of the witness.
8. I-Code: Choose the code that most accurately describes the relationship of the person to the incident; use only the codes on the reverse side of the form.
9. Enter the address of the witness.
10. Home Phone: include the area code.
11. Work Phone: include the area code and extension, if applicable.
12. DOB: The witness’ date of birth; list as month, day, then year.
13. SSN (optional): The witness’ social security number.
14. Age: Exact age in years. If age is refused, estimate with a range (e.g., 20-25).
15. Sex: M or F.
16. Race: Use only the codes listed on the reverse side of the form.
17. Ethnic: Use only the codes listed on the reverse side of the form.
18. Occupation: List the specific type of work the person usually does, whether
currently employed or not.
19. **Place of work:** The name and address of the business at which the witness works.

**Additional Blocks on form**

20. **Blank area:** for further information, if needed.
21. **Officer:** Report writer's name.
22. **Serial Number:** Report writer’s serial number.
23. **Div.:** Report writer’s assigned division, section or unit. Use TRU if the report was taken while assigned permanently or temporarily to the Information Desk or TRU.
24. **Supervisor Approval/Serial #:** The name and serial number of the approving supervisor.
25. **Status:** A supervisor will check the appropriate block. Status definitions can be found in section 10.8.04.E.71 (page10).
26. **Dist.:** For ISS use only.
27. **Rev.:** For ISS use only.
28. **Page (x) of (y):** The page number of this particular page and the total number of pages in the report.

### 10.8.07 SUPPLEMENT (APD-7J, lined, and APD-7H, unlined)

A. The APD-7J and the APD-7H forms are identical except that the 7J is lined in the narrative section and the 7H is unlined.

B. **BLOCK DESCRIPTIONS:** Items below are numbered in the order in which they appear on the form as of this writing. The blocks are not numbered on the form itself.
   1. **Original/Supplement:** Check the appropriate block.
   2. **Case No.:** The case number supplied by the dispatcher or on the APD-7.
   3. **Original Offense:** The offense indicated on the APD-7.
   4. **Original Complainant's Name:** The name of the complaint as listed on the APD-7.
   5. **Date of Report:** The date this form is completed.
   6. **Narrative:** used to document supplemental information or for continuation of the narrative from other report forms.
   7. **Corrected Offense:** Enter the corrected offense title, if the supplement addresses an error or change to the report title.
   8. **Corrected Complainant:** Enter the corrected primary victim/reporting party (01), if the supplement addresses an error or change to that information.
   9. **Basis for Exceptional:** Check the appropriate box(es).
10. **Officer:** Report writer's name.
12. **Div.:** Report writer's assigned division, patrol shift or unit.
13. **Supervisor Approval/Serial #:** The name and serial number of the supervisor approving the report.
14. **Status:** A supervisor will check the appropriate block. Status definitions can be found in section 10.8.04.E.71 (page10).
15. **Dist.:** For ISS use only.
16. **Rev.** : For ISS use only.
17. **Except. Clear Date** : The date the case was closed exceptionally.
18. **Page (x) of (y)** : The page number of that particular page plus the total number of pages in the report.

### 10.8.08 SUSPECT/ARREST REPORT (APD-7B)

**A.** This form is used to record the descriptions of suspects or arrested persons. Only one suspect or arrested person will be listed on each form. The description entered should come from the best source. *There is an electronic version of this form available in the Narrative section of the electronic Report Manager program. The electronic version should be used on all arrests when an electronic report is completed. The suspect block should contain a complete description of the suspect.*

**B.** For any case in which descriptions from different people vary significantly, and for all felony cases, separate forms should be completed showing each witness's or victim's description of each suspect, clearly identifying which witness or victim provided the description. Major differences in descriptions given by witnesses should be explained in the narrative.

**C.** If the description consists of no more than race, sex and approximate age, this form is not required; that information may be included in the narrative of the report, except as explained below.

1. An APD-7B must be completed for all criminal arrests (except juvenile arrests, which require the completion of an APD-7E in lieu of the APD-7B), all felony traffic arrests, all DWI arrests, habitual offender traffic arrests, and any traffic arrests to close an offense report (e.g., hit & run).
2. The APD-7B is required to describe suspects in all felony cases and in all sex offenses, even when no arrest has been made.

**D.** This form should also be used to document the following:

1. Detox Arrest: A suspect is transported to a detoxification facility and was accepted by the facility.
2. Mental TDO: The suspect was served with a mental detention order.
3. Transfer to Other Jurisdiction: The suspect was arrested by an Alexandria officer for a charge in a neighboring jurisdiction. The officer transferred custody of the suspect to an officer from the neighboring jurisdiction.

**E.** BLOCK DESCRIPTIONS: Items below are numbered in the order in which they appear on the form as of this writing. The blocks are not numbered on the form itself.

1. Original/Supplement: Check the appropriate block. The supplement block should be marked only if there is an existing APD-7.
2. Career Criminal: Check the appropriate block. Career criminal information is available from ISS. See Directive 10.2, Career Criminals for more information.
3. Gang Related: Check the appropriate block.
4. Case Number: Enter the number supplied by the dispatcher or the case number listed on a warrant. If this is a supplemental report, use the case number from the original APD-7.
5. **Offense/Incident:** List the offense from the original APD-7 or, when used to record an arrest for which there is no previous report, indicate the most significant offense charged. If fail to appear, or fail to comply, indicate FTA or FTC and original charge (e.g., FTA/Assault and Battery, or FTC/Assault and Battery). If the arrest is for another jurisdiction, regardless of whether the arrest is by warrant, teletype or other means, write "Foreign Warrant" and list the original charge.

6. **Complainant's Name:** The name of the original victim/reporting party (01) as it is listed in the original APD-7. On arrests without an APD-7, use the complainant listed on the summons or warrant or, if an officer initiated the arrest without the involvement of others, use the officer's name. For Alexandria court-issued Failure To Appear warrants (FTAs) note the original complainant, not the officer or court issuing the FTA warrant. For foreign warrants, note the court of jurisdiction as the complainant (e.g., Fairfax County General District Court).

7. **Date/Time:** The date and time of the original offense, not the date and time of the arrest.

8. **Address:** The address (street, city, state and zip code) of the person in block 6.

9. **Home Phone:** Include the area code.

10. **Work Phone/Ext.:** Include the area code.

11. **Suspect #:** Use a separate APD-7B for each suspect, numbering the suspects sequentially.

12. **Suspect Name:** Last, first, middle.

13. **AKA:** Alias or nickname if available (very important).

14. **Arrested:** Check the appropriate block.

15. **Resident address:** The suspect/arrested person's street address.

16. **Apt:** If applicable.

17. **City:** Self-explanatory.

18. **State:** Self-explanatory.

19. **Zip:** Self-explanatory.

20. **DOB:** Date of birth (mandatory if known).

21. **Home Phone:** Include the area code.

22. **Work Phone/Ext.:** Include the area code and any extension.

23. **DL No.:** Driver's license number.

24. **DL State:** Driver’s license issuing state; use two-letter abbreviation.

25. **SSN:** Social Security Number (optional).

26. **Arrest location:** The exact location of the arrest (e.g., 400 N. Pitt Street).

27. **Occupation:** List the specific type of work the person usually does, whether currently employed or not.

28. **Place of employment:** Name and address of work place. If there is insufficient space write “see narrative” and place the information in the narrative.

29. **Arrest Type:** Check the appropriate box. Explanations of the types are on the reverse side on the form.

30. **Sex:** Check the appropriate box.

31. **Ethnic:** Check the appropriate box.

32. **Race:** Check the appropriate box.

33. **Age:** Enter the exact age in years (do not include fractions), or an age range, or
check the appropriate box.
34. Place of Birth: Indicate the city, county, state or country of birth.
35. UCR Arr. Code: For ISS use only.
36. Offense Name: name of the most serious offense.
37. Charge Code: The most serious charge only. Use only the code number (e.g., 18.2-95). Any additional charge codes should be placed on the first line of the APD-7B narrative, along with any other additional charges (e.g., Simple Assault - 18.2.57; FTA/Assault - 19.2-128).
38. Weapons at arrest: Check a maximum of 2 boxes; enter an “A” next to the box if the weapon is automatic.
39. Date/Time of Arrest: The date and time the arrest took place (very important for VIBRS purposes).
40. Arrest Transact: If a custodial arrest, enter the AJIS identifier, also referred to as the suspect’s “A number.” If the suspect is released on a summons (VUS), enter the VUS number.
41. Type arrest activity: Check up to 3 boxes.
42. Ar. drug type: Check up to 3 boxes.
43. City Resident: Check appropriate box.
44. Height: Enter the suspect’s height in feet and inches.
45. Weight: Enter the suspect’s weight in pounds.
46. Description blocks: check the appropriate block(s) in each category. Enter a concise description of any tattoos and scars/birthmarks in the space provided under those categories.
47. Clothing description: Complete description of clothing worn.
48. Narrative: May be used for a brief statement of facts or continuation of the narrative if needed.
49. ISS Notified: Indicate the date and time of notification and the person notified of the arrest.
50. Officer: Writer’s name.
51. Serial Number: Writer’s serial number.
52. Division: Writer’s assigned division, section or unit.
53. Supervisor Approval/Serial #: The name and serial number of the supervisor approving the report.
54. Status: A supervisor will check the appropriate block.
55. Dist: For ISS use only.
56. Rev: For ISS use only.
57. Page (x) of (y): The page number of that particular page and the total number of pages in the report.

10.8.09 JUVENILE ARREST REPORT (APD-7E) [82.2.1,b,c&d]

A. This form will be used instead of the APD-7B for all arrests of juveniles. Use of this form will ensure that juvenile arrests are promptly brought to the attention of staff at the Juvenile and Domestic Relations Court and Youth Services personnel in the Criminal Investigations Section.
B. The form also captures certain information (e.g., gang affiliation, probation status) that enhances the Department’s ability to track and prosecute juvenile offenders, particularly those eligible for inclusion in the SHOCAP program.

C. There is no change in the procedure for recording juvenile suspects on the APD-7B. Information required on this form is similar to that required on the APD-7B in most cases; however, the narrative should include the elements of the offense, much the way adult warrants are written. Example: On January 11, 1990 Robert Green did steal a bicycle, valued at $350 from 315 King Street, the bicycle being the property of John Freer.

### 10.8.10 STOLEN/LOST/RECOVERED PROPERTY (APD-7C)

A. The Stolen/Lost/Recovered Property form is used to report stolen, lost or recovered property.

B. As detailed a description as possible should be given to assist investigators in locating stolen property or identifying the owners of recovered property.

C. Items considered part of a set should be listed as one item, with a combined value for the set (e.g., socket wrench set, Sears Craftsman ¼" drive, with sockets from ¼" to 1", valued at $45; tea set. antique porcelain teapot & 4 cups, blue & white design, valued at $175).

D. Individual, identifiable items with significant value should be listed separately, listing as many descriptors as possible. Some examples follow.

3. Type: necklace, cultured pearl, Additional: 8mm pearls, 18" long, Value: $800.
4. Type: earrings, cultured pearl (1 pr.), Additional: single pearl for each ear, 8 mm, matches necklace above, Value: $200.
5. Type: vanity set, women's, Additional: sterling silver, includes hairbrush, comb & mirror, initials RBF on each, Value: $100.
7. Type: shirt, men's dress, Brand: Polo, Additional: Spread collar, WHI, size 15 x 33, Value: $40.

E. Items with serial numbers or unique owner-applied numbers, even if the number is currently unknown, must be listed separately.

F. Items with the same basic description, without notable distinguishing features, should be grouped as one item. Some examples follow:

1. Shirts, 5 men's dress, brand unknown, size 16 x 34, 2 blue, 3 white, valued at $15 each.
2. Watches, 3 men's, Timex with silver bands, valued at $45 each.
3. Earrings, 12 pairs, NFD, valued at $10 each.
G. Related items with little value contained within another item should be listed as one item (e.g., cosmetic case, blue, containing various cosmetics, brush and comb, valued at $15; wallet, folding brown vinyl, containing personal papers but no cash or credit cards, valued at $10).

H. Related items with distinct descriptors and/or significant values should be listed as separate items. Some examples follow.

1. Tool box, Montgomery Wards, red metal hip roof, valued at $95, containing the following:
   a. Screw driver w/bit set, rechargeable, valued at $45.
   b. Wrench set, Craftsman, combination box/open end, metric sizes 5 to 16 mm, initials RJM inscribed on each wrench, valued at $35.
   c. Hammers, claw w/wood handles, NFD, 3 valued at $5 each.
   d. Hand tools, assorted screwdrivers, files, and others, NFD, valued at $50.

2. Camera, Leica 35 mm, serial # unk., valued at $350.
   a. Camera case, brown leather for Leica camera, valued at $55.
   b. Lens, telephoto, for Leica camera, valued at $140.

3. Purse, black leather Aigner with two straps, valued at $135.
   a. Wallet, blue leather, valued at $20.
   b. Currency, U.S., various denominations, valued at approximately $75.
   c. Operator's License, Virginia, in the victim's name.
   d. Credit Card, Mobil #4361-052-059-654.
   e. Credit Card, VISA #4745-049-659-5432.

I. BLOCK DESCRIPTIONS: Items below are numbered in the order in which they appear on the form as of this writing. The blocks are not numbered on the form itself.

1. Property Number: Enter the property number, if applicable to the case.
2. Original/Supplement: Check the appropriate block.
3. Case Number: Enter the case number supplied by the dispatcher or from the original APD-7.
4. Offense/Incident: Indicate the offense as listed on the APD-7.
5. Complainant's Name: The complainant's (01) full name as listed on the APD-7. If lost city property, specify the appropriate department's name. For example: Fire Department, Police Department, etc. Do not list “department of,” “city,” or “Alexandria” in front of the department name.
6. Date/Time: The date and time this form is completed.
7. Complainant's Address: Use only when reporting lost property.
8. Home Phone: Use only when reporting lost property.
9. Work Phone: Use only when reporting lost property.

Property Description Blocks #10-26 (8 sets)

10. Item #: List the items in sequential order. If the APD-7C is used as a supplement, and you are adding items, do not number the items unless you are certain of the correct numbers to use. If you are changing or deleting items, use the item number given originally.
11. Add/Modify/Delete
   a. Add - for new or additional property.
b. Modify - used to modify property already reported.
c. Delete – use to remove the item from the database.

12. P. Loss: Enter the appropriate property loss code from the list below in block 31.
13. P. Desc: Enter the appropriate property description code from the list on the reverse side.
14. QTY: Enter the quantity of the item.
15. Item Type: List the generic type of item only. For example, “wallet” rather than “blue leather wallet.”
16. Brand Name: The manufacturer's name.
17. Model: The manufacturer's model name or number.
18. Serial Number: The manufacturer's number on the item.
20. Additional Description: Enter additional description of the property, being as concise as possible. For example, list the item’s color, material type, or other description, and any unusual characteristics or markings peculiar to the items (important when trying to trace recovered property to the owner).
21. Drug Type: Enter the appropriate letter code for the type of drug, listed on the back of the form.
22. Drug Meas: The type of measurement used (for example: grams).
23. Value: The estimated value given by the complainant, if known, or an estimated value if the exact value is unknown.
24. Recov. Date: Enter the date the stolen property was recovered.
25. VCIN: For ISS use only.
26. NCIC: For ISS use only.

Additional Blocks

27. Number of Vehicles Stolen: enter the total number of vehicles reported stolen in the report.
28. Number of Vehicles Recovered: enter the total number of vehicles reported recovered in the report.
29. Total Value Loss: Enter the total value in dollars of property with a loss code of 2,3,4,7 or L.
30. Total Value Recovered: Enter the total value of property with a loss/recovery code of 5 or 6.
31. Type Property Loss: Property loss codes for use in block 12 are listed here for reference.
32. Narrative: Any additional information or continuation of the narrative from a previous page.
33. Officer: Writer’s name.
34. Ser.: Writer's serial number.
35. Div.: Writer's assigned division or shift.
36. Supervisor's Approval/Serial #: The name and serial number of the supervisor approving the report (required only on the first page of the report).
37. Status: A supervisor will check the appropriate block. Status definitions can be found in section 10.8.03.E.
38. Dist.: For ISS use only.
39. Rev.: For ISS use only.
10.8.11   METHOD OF OPERATION & SUPPLEMENTAL
OFFICER ASSAULT REPORT (APD-7G)

A. This form is used for:
   1. Homicides;
   2. Sex crimes (including peeping toms);
   3. Robberies (including grand larceny from person);
   4. Burglaries (except burglaries of storage bins or non-attached garages);
   5. Officer assaults, whenever an officer is assaulted, regardless of the
      circumstances or title of the original report;
   6. Attempts of the above offenses; and
   7. Any other offense that the supervisor or report writer deems necessary.

B. A separate form will be completed for each suspect.

C. If a category is not applicable to an offense, leave it blank.

D. This form does not eliminate the need to describe the chronological sequence of
   events in the narrative of the report.

E. BLOCK DESCRIPTIONS: Items below are numbered in the order in which they
   appear on the form as of this writing. The blocks are not numbered on the form
   itself.
   1. Original report date: Self-explanatory.
   2. Original/Supplement: Check the appropriate block.
   3. Case No.: The case number supplied by the dispatcher or on the APD-7.
   4. Original Offense: The offense indicated on the APD-7.
   5. Original Complainant's Name: The name of the complaint as listed on the APD-7.
   6. Date of Report: The date this form is completed.

7. CATEGORIES
   8. If an "other" descriptor is selected, write in a description on the line to the right, if
      any. Select the most appropriate description and place a check mark through the
      appropriate block(s).
   9. Premises: Indicate the one that most accurately describes the type of premises
      where the crime was committed.
10. Alarms: Place a check mark in the one appropriate block.
11. Sex Crimes Only: Select as many descriptors as are applicable. Information
    necessary to complete this block should come from the interview with the victim
    and not phrased as specific questions. The only specific questions necessary are
    those that establish the offense. Once the offense is established, details should
    not be asked in the initial interview. The details will be left for the investigator's
    interview. This will prevent the victim from having to repeat details of the offense.
    The investigator will complete a supplemental MO Sheet when additional
    information is obtained.
12. Children Only: For juvenile victims, otherwise the same instructions as for #9
above.

13. **Method of Entry**: Indicate the best description for the method the suspect used to gain or attempted to gain entry.

14. **Tools**: Indicate the one most appropriate type of tool used in the offense.

15. **Point of Entry**: Indicate the one most likely point of entry.

16. **Means of Escape**: Indicate the method used in the escape that most closely describes the means, if known.

17. **Target of Offense**: Indicate the one most appropriate.

18. **Burglary**:
   a. **# Premises entered**: if one of the offenses reported is burglary or statutory burglary, record the total number of premises entered.
   b. **Forced entry**: check the appropriate block.

19. **Weapons**: Indicate the type of weapon used or possessed by the suspect. If one suspect has more than one weapon choose the most significant one.

20. **Trademarks**: Select as many trademarks as are applicable.

21. **Victim Was**: Select as many as are applicable.

22. **Victim Forced to**: Select as many as are applicable.

23. **Gun Carried in**: select appropriate box.

   **For Officer Assaults Only**

24. This is to be completed when one or more officers are assaulted, even if the officer(s) does not receive any injury.

25. **Officer Name**: Enter the name of the officer assaulted.

26. **Victim Seq. #**: Enter the I-code for the officer assaulted.

27. **Suspect or Arrestee Seq #:** Enter the S-code for the suspect involved in the assault.

28. **Assault Status**: Check the appropriate box. “C” indicates the report has been cleared by arrest or exceptional closure. “P” indicates the investigation is till active or not closed.

29. **Officer Assignment/Activity chart**: Check the appropriate descriptor for the status of the officer involved in the assault.

30. **Type of Weapon**: check the appropriate box.

   **Additional Blocks**

31. **Officer**: Report writer's name.

32. **Ser. No.**: Report writer's serial number.

33. **Div.**: Report writer's assigned division, patrol shift or unit.

34. **Supervisor Approval/Serial #**: The name and serial number of the supervisor approving the report.

35. **Status**: A supervisor will check the appropriate block. Status definitions can be found in section 10.8.04.E.71 (page10).

36. **Dist.**: For ISS use only.

37. **Rev.**: For ISS use only.

38. **Page (x) Of (y)**: The page number of that particular page plus the total number of pages in the report.
10.8.12 DOMESTIC VIOLENCE SUPPLEMENT (APD-7F)

A. This form is required for all domestic violence cases, in addition to the APD-7, regardless of whether an arrest is made.

B. This form is used to capture additional information that will assist in preparing the case for prosecution; in some cases prosecution will go forward without testimony from the original complainant, and the information captured in the APD-7F may very well determine whether the case is prosecuted.

C. Report writers should use the back of the form as a checklist to ensure that all necessary tasks are completed and articulated in the report.

D. BLOCK DESCRIPTIONS: Items below are numbered in the order in which they appear on the form as of this writing. The blocks are not numbered on the form itself.
   1. Original/Supplement: Check the appropriate block.
   2. Case No.: The case number supplied by the dispatcher or on the APD-7.
   3. Original Offense: The offense indicated on the APD-7.
   4. Original Complainant's Name: The name of the complaint as it is listed on the APD-7.
   5. Date this report: The date this form is completed.
   6. Defendant Profile: Fill in the blanks or check appropriate blocks and add a concise description of the suspect’s statement.
   7. Victim Profile: Fill in the blanks or check appropriate blocks and add a concise description of the victim’s statement.
   8. Corrected offense: Enter the corrected offense title, if the supplement addresses an error or change to the report title.
   9. Corrected Compl. Name: Enter the corrected primary victim/reporting party (01), if the supplement addresses an error or change to that information.
   10. Officer: Report writer's name.
   13. Supv. Approval: The name of the supervisor approving the report.
   14. Status: A supervisor will check the appropriate block. Status definitions can be found in section 10.8.04.E.71 (page10).
   15. Dist.: For ISS use only.
   16. Rev.: For ISS use only.
   17. Page (x) Of (y): The page number of that particular page plus the total number of pages in the report.

10.8.13 FIELD CONTACT/INTERVIEW CARD (APD-15A)

A. The APD 15A card is used to:
   1. Record field contacts, interviews and observations of suspects, known criminals, suspicious persons, and others whom an officer feels should be brought to the attention of the Department for official documentation. Probable suspects to a reported crime should be listed on an APD7B as part of the incident report or
supplement. The 15A card is intended only for documenting true field contact/interview situations and not for circumventing the normal reporting process.

2. Record contacts with persons ascertained to be in a probation or parole status, as confirmed by a wanted check through AJIS. Officers will record the person’s probation or parole status, and note all pertinent circumstances of the contact, for review by CIS and possible forwarding to the Office of Adult Probation and Parole. These contact cards may be useful in determining violations of parole or probation conditions or restrictions.

3. Record when an officer encounters a juvenile listed in SHOCAP under circumstances indicative of possible criminal activity. Officers will immediately bring to the attention of the SHOCAP Coordinator any known or possible candidate for SHOCAP status (see Police Directive 10.17A).

4. Record field observations when some information required on contacts will not be available. In such instances, the narrative must show that the card was made on an observation without contact between the officer and the person.

5. Record the custodial transport of a suspect who is later released without charges.

B. Completion of 15A Cards

1. The 15A cards are to be filled out in legible block printing as completely as the circumstances will allow. The reduced size of the cards makes the clarity of the handwriting very important. Unclear handwriting may cause inaccurate and unusable data entry information.

2. Do not use 10-codes on 15A cards.

3. The box marked "Scars, Marks, Tattoos" includes "Other Identifiers." Report writers should include distinguishing characteristics in this block such as teeth, speech, deformities, etc. If more room is needed, the narrative can be used.

4. The box marked "Reason for Contact" should be completed with two to three words such as "Drug Suspect," "Larceny Suspect," etc.

5. The narrative should start on the back of the card.

6. A supervisor will ensure the 15A card is complete and then sign in the box provided.

7. The box for Page____ of ____ must be completed; it is especially important when more than one person is stopped.

8. Associates’ names should be entered in the boxes on the back of the card.

9. The "Hair" box is for hair color. The box next to it marked "Style" is for any further description of the hair.

10. When 15A cards are completed on possible suspects it is important to note:
   a. What brought the suspect to your attention?
   b. A description of the offense. When the offense has been reported to the police describe it as well as possible (e.g., Park Fairfax rapist, King Street burglary suspect, Sizzler Steak House robbery suspect, etc.) This should be noted in the narrative. Include the case number if known. If information is substantial enough to indicate that the suspect was probably involved in a particular offense, a supplement to the original offense report should be completed.
c. In what way does the suspect match a description (if applicable)?

11. Most common errors in completing the 15A card are omission of the following items:
   a. Date and time of contact. *
   b. Location of contact. *
   c. Officer's serial number. *
   d. Name, address and telephone number of a juvenile's guardian.
   e. Age of juvenile (DOB).
   f. *Items a-c must be completed before information can be entered into the records management system.

C. Officer Responsibilities
   1. Officers will ensure that all available information is put on the 15A cards.
   2. Completed 15A cards will be turned over to a supervisor for review and approval, and will be turned in to ISS prior to the end of the officer's shift.
   3. Officers are encouraged to complete all the 15A information electronically on the MDBs and only use the paper version when the electronic version is not available.

D. Supervisor Responsibilities
   1. A supervisor will review and sign each card prior to it being placed into the marked basket located in the mailroom.
   2. Supervisors will periodically conduct roll call training on the use, completion, and review of these cards.

E. Data Entry/Distribution
   1. The person entering the data into the computer will:
      a. Retrieve the 15A cards from the mailroom.
      b. Assign the appropriate census tract numbers on each card.
      c. Review and enter the 15A card information into the appropriate computer program.
   2. Any illegible, incomplete or incorrect 15A card will be returned to the officer's supervisor to be corrected.
   3. Make four copies of each 15A card, then distribute 3 copies to CIS and one copy to Probation and Parole.
   4. Search 15A cards for juveniles, and make copies and forward to the youth resource officer.
   5. Chronologically file the original 15A cards in a file box located in CIS.
   6. Officers who have a need to review or copy an original 15A card may contact any member of CIS. Patrol commanders or their designees will be provided access to CIS in case an original 15A card is needed when CIS is closed.
   7. Numerous persons have been trained in the use of the records management system and these individuals may be contacted for access to the "Field Contact File" in this system. The Patrol Sector 2 commander will ensure that a list of trained personnel is posted and maintained on the bulletin board in the Patrol Administration area.
10.8.14 VIRGINIA MISSING PERSON
CLEARINGHOUSE REPORT (SP-67)

A. In addition to the required APD-7, any employee taking a Missing Person (Adult) report will complete form SP-67 (VA Missing Person Clearinghouse Report) and have the complainant sign it. This is required in order to capture information needed for entry into VCIN/NCIC, and to ensure the agency has signed documentation supporting the stated conditions under which the person is declared missing. For adults declared emancipated as defined by the laws of his/her state of residence, the written documentation must be signed by a source other than the Department, such as a parent, legal guardian, next of kin, physician, or other authoritative source including a friend or neighbor in unusual circumstances (see the NCIC Operating Manual for further information).

B. ISS and/or Criminal Investigations staff will determine whether to enter the missing person into VCIN/NCIC based on all available information, and upon technical requirements of the computer system. Employees should not inform the reporting party or other interested person that the missing person will be entered into the system until that determination has been officially made.

C. Supervisors will ensure that a form SP-67 accompanies all adult missing person reports before approving the report for submission.

10.8.15 VIRGINIA MISSING CHILDREN INFORMATION
CLEARINGHOUSE REPORT (SP-183)

A. In addition to the required APD-7, any employee taking a Missing Person (Juvenile) report will complete a Virginia Missing Children Information Clearinghouse Report (SP-183) and have the complainant sign it. This is required in order to capture information needed for entry into VCIN/NCIC, and to ensure the agency has signed documentation supporting the stated conditions under which the person is declared missing.

B. Additional information on the use of this form and handling Missing Person (Juvenile) cases may be found in Police Directive 10.17, Juvenile Procedures (see 10.17.08).
A. When a firearm is seized, forfeited, found or otherwise comes into the possession of an employee of this Department, and when such firearm is believed to have been used in the commission of a crime, the employee will complete a Virginia Firearms Clearinghouse report (SP-187). This requirement is pursuant to the creation of the Firearms Clearinghouse under Virginia Code Section 52-25.1.

B. The SP-187 is a blue form consisting of two pages: the original (top copy) will be forwarded to the Virginia State Police by ISS; and ISS will send the second page (bottom copy) to the Property Section.

C. Instructions for the proper completion of the SP-187 are on the back of each page.

D. Any employee who takes possession of a firearm under the prescribed circumstances will:
   1. Complete blocks #1 through 35 (except blocks #2, #3, #5 and #21) on the form.
   2. Complete as much of the remaining portions of the form as possible. (Block #20, L/E Possession Date - stands for the date the firearm came into law enforcement possession. Block #38, FFL Number - stands for the federal firearms license number of the original purchase dealer, which should be on the purchase papers if the owner still has them.)
   3. Note on the Property Sheet (APD-39) whether the SP-187 has been completed or is not needed.
   4. Deliver the firearm to the Property Section in accordance with Police Directive 10.28, Property and Evidence.

E. The approving supervisor will attach the SP-187 to the Police Incident Report (APD-7) and forward to ISS.

F. ISS personnel will make the VCIN entry based on the information contained in the SP-187 and complete blocks #2, #3 and #5.

G. ISS will forward the SP-187 to the Property Section for retention until the disposition of the firearm.

H. When the firearm is disposed of, Property Section personnel will complete block #21, and forward the SP-187 to the police chief (or designee) for signature (block #74).

I. After signing the form, the police chief (or designee) will forward the completed SP-187 to ISS.

J. ISS will send the original to Virginia State Police and file the copy with the APD-7.
10.8.17 VIRGINIA LOST/STOLEN HANDGUN REPORT (SP-194)

A. When an employee of this Department takes a report of a lost or stolen handgun, the employee will also complete a Virginia Lost/Stolen Handgun Report (SP-194). Virginia Code Section 18.2-308.2:2 restricts any person who is not a licensed firearms dealer to only one handgun purchase every thirty (30) days. An exception to this is when a handgun is lost or stolen and the owner deems it essential to replace the weapon.

1. The SP-194 only needs to be completed if the victim is reporting the firearm as lost or stolen within thirty (30) days of purchasing the weapon and he/she is attempting to purchase a replacement for the lost or stolen weapon.

B. The SP-194 has instructions on the back for completing the form. The form is relatively simple and should be completed by the person taking the report.

1. The employee will complete the SP-194, and then give the original form to the complainant for delivery to the applicable firearms dealer as documentation of the lost or stolen handgun.

2. The employee will note in the police report the fact that an SP-194 was completed and given to the victim, and document the unique number from the upper right corner of the form.

10.8.18 VIRGINIA TERRORIST REPORT (SP-47 and APD-410)

A. Pursuant to Virginia Code §52-8.5, the SP-47 form is used to report terrorist acts and hate crimes.

B. The SP-47 is self-explanatory and must be completed when the following incidents are reported:

1. A criminal act committed against a person or his/her property with the specific intent of instilling fear or intimidation in the individual against whom the act is perpetrated because of race, religion or ethnic origin or which is committed for the purpose of restraining that person from exercising his/her rights under the Constitution or laws of this Commonwealth or of the United States,

2. Any illegal act directed against any persons or their property because of those persons' race, religion or national origin, and

3. All other incidents, as determined by law-enforcement authorities, intended to intimidate or harass any individual or group because of race, religion or national origin.
10.8.19 LOST OR STOLEN EXPLOSIVE MATERIAL OR DEVICE

A. Communication and Coordination Within The Department

1. The Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF), in the U.S. Department of Justice, is raising awareness among local law enforcement of the federal requirements for the storage of explosive materials and for the reporting of materials that have been lost or stolen.

2. Federal Law, 18 U.S.C. 842(k) states that any person who has knowledge of the theft or loss of any explosive materials must report such theft or loss within 24 hours of discovery to ATF and appropriate local authorities. State and local law enforcement officials should be sure to contact ATF whenever they have a report of a theft or loss of explosive materials or device.

3. Officers are to make a report (APD-7) whenever a loss or theft of explosive materials or explosive device is discovered or reported to them. It is the responsibility of the officer taking the report to notify the local office of The Bureau of Alcohol, Tobacco, Firearms and Explosives. The address for their local office is 7799 Leesburg Pike, North Tower, Suite 1050, Falls Church, VA 22043. Their phone number is 703-287-1110.

4. Officers are to document the name of the person notified and the time of notification in the narrative of the report.

By Authority Of:

David P. Baker
Chief of Police
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10.8B.02 DEFINITIONS
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10.8B.01 POLICY AND PURPOSE

It is the policy of this Department to keep commanders and supervisors informed of unusual events and to ensure specific Police Department and City officials are notified about serious crimes and incidents.

The purpose of this directive is to ensure that each employee has an understanding of the notification procedure to be followed in cases involving serious crimes and incidents. The notification procedure will: (1) ensure operational efficiency by assigning responsibility; and (2) ensure that notifications are made.

10.8B.02 DEFINITIONS

Command Page – a method utilizing the police department text message pagers to notify groups of employees, i.e., command staff, Crash Reconstruction Team, S.O.T., resource sergeants.

Commanders’ Daily Activity Report – a daily activity report prepared by each patrol shift and other specialized units highlighting serious incidents or calls of interest that occurred during their tour of duty. The reports are distributed by hardcopy or e-mail.
Serious crimes and major incidents –
1. homicide or suspicious death;
2. serious injury or death of any Department employee
3. use of deadly force by police;
4. major fire or hazardous material incident;
5. hostage or barricade situation;
6. commercial robbery or any robbery involving serious injury;
7. felonious assault involving firearms;
8. transportation accidents, vehicular, air, rail, water, etc., that results in serious injuries, death or extensive property damage;
9. natural or man-made disasters that result in injuries, death, or extensive property damage;
10. civil disorder;
11. incident involving contact with City Council members;
12. crimes involving City facilities or employees;
13. reportable criminal activity involving gangs;
14. incidents of a scale that necessitate sustained response by multiple City agencies;
15. incidents where there may be a question as the Department’s liability; [11.4.5]
16. incidents which may result in heightened community interest; and
17. any other incident the patrol watch commander deems necessary.

10.8B.03 RESPONSIBILITIES

A. All commanders will provide up-dated succession of command/emergency call-back lists to the Department of Emergency Communications (DEC) and Planning by the first of January, April, July and October, or more often if significant changes have occurred.

B. The Special Operations Division Captain of the Operations Support Bureau will ensure a partial mobilization drill is conducted each October and a full-scale mobilization drill is conducted each April, in accordance with Annex 1 (Mobilization Plan) of the Incident Command System. Reports detailing the results of these mobilization drills will be submitted to the Chief of Police.

C. The scene supervisor at any serious crime or incident will first make or request any immediate notifications necessary to accomplish the operational objectives.

D. The patrol watch commander (or designee) will (in the event of a serious crime or major incident) ensure notifications are made to specific personnel, depending upon the circumstances. The patrol watch commander will either personally make the necessary notifications, or will specifically designate someone to make them. The person making the notifications will have adequate information to respond to the questions most likely to be forthcoming. It is essential that he/she be provided with a phone number for the supervisor on the scene, should there be a need to clarify certain aspects of the crime or incident.
E. The patrol watch commander will include on the Commanders’ Daily Activity Report (APD-169), any pertinent information on serious crimes or major incidents that occurred during their shifts. This will include any notifications of police commanders or city officials.

F. Personnel assigned to the Office of the Chief of Police will notify the appropriate personnel as soon as they become aware of any temporary changes in the emergency notification procedures for city officials in cases of serious crimes or major incidents.

10.8B.04 PROCEDURES

A. In most cases, the first stage of the notification process will begin when the scene supervisor requests the notification of key personnel who will be actively involved in conducting the investigation or controlling the scene. Depending upon the day and time, this notification may require activation of the appropriate callback procedure.

B. The next stage of the process begins when the scene supervisor notifies the patrol watch commander about the occurrence of a serious crime or major incident. The patrol watch commander will decide if any notifications are necessary, i.e., command page, and who will be notified.

C. The patrol watch commander will then continue the notification process, if appropriate. The patrol watch commander will notify the patrol bureau commander and confer with that bureau commander concerning the need for further notifications of police or city officials, and who will make the determined notifications.

D. If the incident is of a nature likely to require the sustained or on-going response and coordination of more than one city agency (i.e. Fire Department, Police Department, T&ES) the incident commander will promptly (as soon as the need becomes apparent) notify the DEC commander, who will make the City Emergency Management Group notifications to further coordination of the multi-agency response. Some examples may include (but are not limited to): flooding or other natural disasters, HAZMAT incidents, train wrecks/accidents aircraft crashes, serious construction accidents or building collapses, terrorist/WMD incidents.

10.8B.05 DEATH NOTIFICATION OF AN ACTIVE EMPLOYEE

The Chief of Police or designee will immediately contact his staff to begin the process of notifying department personnel when advised of the death of an active department employee. Bureau Commanders shall activate appropriate procedures to ensure this notification is made in a timely and sensitive manner.
By Authority of:

Earl L. Cook
Chief of Police
10.9.01 PURPOSE AND POLICY

It is this Department's policy to support the Virginia State Police cooperative program in conjunction with the LoJack Corporation. Tracking devices have been deployed in order to provide the best possible coverage throughout the City.

The purpose of this directive is to establish procedures for the use of the LoJack vehicle tracking computers. They will be used in accordance with this directive, training, and prescribed operational documentation provided to users of the system and amended as the system is modified and/or improved.

10.9.02 AUTHORITY/BACKGROUND

In 1991, the Virginia State Police entered into a contract with the LoJack Corporation to install vehicle tracking computers in more than 250 state and local police agency vehicles throughout the state. The state police have concentrated the deployment of these vehicle tracking computers in jurisdictions along the I-95 corridor. The Alexandria Police were issued four of these.
Citizens can purchase LoJack units and have them installed in hidden locations in their vehicles. Each LoJack unit has two unique and unrelated secret numbers, an activation code and a reply code.

When a victim reports a vehicle as stolen, the investigating agency will enter the vehicle into the NCIC/VCIN computer system. The VCIN computer system then sends the vehicle VIN, year of manufacture and make to the LoJack computer (located at state police headquarters), and the system will determine if the vehicle is equipped with a LoJack unit. If it is equipped, the LoJack system sends out radio broadcast signals to activate the LoJack unit in the stolen auto. When the LoJack unit is activated, it broadcasts a reply code periodically.

### 10.9.03 DEFINITIONS

**Coverage Range**: - The area in which a LoJack signal can be tracked by police cruisers equipped with vehicle tracking computers.

**Direction Indicators**: - To show officers what direction to travel to reach the stolen vehicle.

**LoJack After-Action Report**: - Reports that are completed by the participating agencies and forwarded to the state police (F-APD-0530, see attached Appendix).

**Local Indicator**: - Allows officers to know when they are within one mile of the stolen vehicle.

**LoJack Vehicle Tracking Computers**: - Installed in state/local police agency vehicles throughout the state.

**LoJack Verification Code**: - A pre-designated/assigned code which appears on the police vehicle tracking computers. This code allows police officers to contact their dispatcher to get make, model, year, color, VIN and license plate number of the vehicle.

**LoJack Units**: - Small microprocessor-controlled radio transceivers purchased from and installed by the LoJack Corporation.

**Operational Frequency**: - The LoJack Tracking System sends and receives on a

**Strength Indicator**: - Shows officers how close they are to the stolen vehicle. The closer the stolen vehicle is, the greater the strength of the signal.
Transmit Interval: - By querying the LoJack system with the reply code, the terminal operator forces the system to speed up the LoJack unit's broadcasts temporarily, making it easier to track (Signals are emitted once per second instead of once per 15 seconds.)

10.9.04 PROCEDURES/RESPONSIBILITIES

A. Officers:
1. Officers in receipt of a LoJack activation signal must keep in mind that there may be other law enforcement personnel, including those from other jurisdictions, who are aware of and have begun tracking the same vehicle.
2. Radio communications are an important component of a LoJack recovery operation. While it is relatively easy for a single, LoJack-equipped vehicle to track and locate a stolen vehicle, the likelihood of two or more vehicles being involved in a recovery is fairly great given the large number of receivers operating in and around our jurisdiction.
3. As soon as practical, after receipt of a LoJack verification code, officers will notify the dispatcher that they have an active signal on their terminal. The verification code will then be given to the dispatcher for a VCIN inquiry.
4. Officers operating LoJack equipped cruisers will advise all officers working in their sector of the estimated distance and approximate direction of travel of the suspected stolen auto.
5. Once the vehicle description is obtained and broadcast by the dispatcher, officers will begin a search and/or keep a check of their assigned area for the stolen auto based on directional information given by the LoJack operator.
6. When a LoJack equipped stolen auto is recovered, the officer assigned the call will complete a LoJack After-Action Report and all other necessary paperwork. Appendix A is a copy of the LoJack After-Action Report.
7. Officers who get involved in a track, but do not recover the stolen auto, will not be required to complete a police report.

B. Supervisors:
1. Determine the availability of patrol units in service and assist the dispatcher in coordinating a search for the stolen auto.
2. Take an active part in the search to ensure that a methodical approach is taken. The most successful and safest tracks are accomplished at speeds that do not exceed the posted speed limits and which are carefully coordinated.
3. Review the LoJack After-Action Report for completeness (in cases of recovered stolen autos) and forward the original Offense/Incident Report (APD-7) along with the After-Action Report to Information Services (ISS).
4. Make certain that all guidelines dealing with directives 10.11A, Emergency Vehicle Operation and 10.11B, Emergency Vehicle Pursuit are adhered to at all times.
5. Include the incident on the Patrol Shift Activity Log.
C. **Commanders:**
Commanders will make certain that LoJack equipped vehicles are deployed in such a manner as to maximize coverage throughout the city, 24 hours a day, seven days a week.

D. **Department of Emergency Communications (DEC):**
1. Dispatchers will verify, through the appropriate VCIN inquiry, the authenticity of LoJack activation reported by officers with LoJack Tracking Computers. The verification will:
   a. Increase the transmit interval of the LoJack unit transponder from 15-second intervals to 1-second intervals to better assist the officer in tracking;
   b. Make nearby officers aware that a LoJack track has been initiated; and
   c. Provide a complete description of the vehicle to Communications.
2. Dispatchers will provide the complete description of the vehicle to all patrol officers.
3. DEC is responsible for all Police Advisory Messages (PAM) during the tracking phase of a suspected LoJack stolen auto. Proper formatting for queries related to LoJack scenarios are outlined in the VCIN Manual. If a stolen vehicle equipped with a LoJack unit is recovered, the same procedures for recovering stolen autos are followed as outlined in *Police Directive 11.22, Impounding/Removing Vehicles.*

E. **Information Services Section:**
1. ISS will ensure that a copy of all LoJack After-Action Reports is attached to the police report.
2. ISS will forward the original LoJack After-Action Report to the state police.
3. ISS will make all NCIC entries as outlined in *Police Directive 11.22, Impounding/Removing Vehicles.*
4. Reported stolen autos that have LoJack unit tracking systems installed will be entered as outlined in the Virginia State Police VCIN Manual.
5. ISS will maintain a file for all LoJack After-Action Reports. This file will provide investigators with updated recovery information and will serve as a statistical in-house repository. LoJack After-Action Reports will be purged in accordance with the records retention schedule.

### 10.9.05 REPORTING/DOCUMENTATION

A. **Patrol:**
When a LoJack unit equipped stolen auto is recovered, the officer assigned the call will complete a LoJack After-Action Report and all other necessary paperwork (see *Police Directive 11.22*). Officers should attempt to provide as much detailed information as possible in LoJack After-Action Reports.

B. **Media Services Unit:**
The Media Services Unit will coordinate news releases to reinforce consumer confidence and demonstrate our commitment to the recovery of stolen autos through the LoJack Tracking System.
C. **Information Services Section:**

ISS is the central coordinating point for LoJack entries and cancellations, and is responsible for the coordination/handling of all LoJack After-Action Reports.

*ISS* will coordinate statistical data involving LoJack recoveries, and will forward all LoJack Recovery After-Action Reports to the state police.

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**By Authority Of:**

*Earl L. Cook*

*Chief of Police*
APPENDIX A
10.10, Criminal Investigations

PRELIMINARY INVESTIGATION MANUAL

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I. INTRODUCTION
The Preliminary Investigation Manual is a guide for conducting initial criminal investigations. It lists the options available to an investigating officer to attain the most effective balance of time spent versus results gained in an investigation. The suggestions included do not deal with every type of initial investigation. They will ensure an increased chance of reaching the objectives of: 1) crime identification; 2) crime solution with apprehension; and 3) the successful prosecution of the criminal. Investigations are most effective when the investigating officer views the work as a process rather than as a series of simple tasks. This process becomes the overall strategy to provide guidance for the officer. This manual describes that process and provides guidance in selecting appropriate investigative procedures. Rarely are two crimes exactly alike, so there cannot be one set of procedures which officers should follow in each case. Through creativity and flexibility the officer can be responsive to the many factors arising during an investigation. The preliminary investigation is the vital first link in a total investigative effort by a department. The quality of the initial effort will determine the Department's overall success in crime solution.

II. OBJECTIVES OF A PRELIMINARY INVESTIGATION
The preliminary investigation is the Department's first response to a report that a crime has occurred. The primary objective of the preliminary investigation is to determine if a crime was committed, who committed the crime and to make an apprehension. The investigating officer is responsible to collect the documentation which will solidly
support: 1) the fact a crime took place; 2) the identification of the person(s) responsible for the crime; and 3) their arrest and subsequent conviction. The Offense Report is the vehicle for documenting the results of the preliminary investigation. Often, investigating officers see their role as no more than a report taker. Officers must remember that they are the preliminary investigators and that their work will uncover the majority of usable information about the case.

Framework
Federal Trade Commission Recommendations

If you are a victim of identity theft, take the following **four steps** as soon as possible, and keep a record with the details of your conversations and copies of all correspondence.

1. **Place a fraud alert on your credit reports, and review your credit reports.**

2. **Close the accounts that you know, or believe, have been tampered with or opened fraudulently.**

Call and speak with someone in the security or fraud department of each company. Follow up in writing, and include copies (NOT originals) of supporting documents. It's important to notify credit card companies and banks in writing. Send your letters by certified mail, return receipt requested, so you can document what the company received and when. Keep a file of your correspondence and enclosures.

3. **File a complaint with the Federal Trade Commission.**

Victims can 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. Victims should also call the Hotline to update their complaint if they have any additional information or problems.

4. **File a report with your local police or the police in the community where the identity theft took place.**

Provide the complainant with the case number. If they have printed out a FTC ID Theft Complaint form, sign their form and write the police case number in the “Law Enforcement Report” section.
10.10.01 POLICY AND PURPOSE

The purpose of this directive is to establish responsibility for crime scene control and the conduct of preliminary and follow-up investigations by this Department.

10.10.02 GENERAL

The primary purpose of a police investigation is to determine if a crime occurred, to collect facts leading to the identification, arrest, and conviction of the offender, and to organize these facts in a report to present the evidence of guilt in such a manner that successful prosecution may occur.
In every case many more facts are needed for conviction than for arrest. Every effort must be made to obtain information which will lead to a conviction. The single most important determinant of whether a case will be solved is the information supplied to the police officer by the victim or witness after the commission of the crime. The proper completion and recording of a preliminary investigation will increase the likelihood of a case being solved.

### 10.10.03 DEFINITIONS

**Arrest** – a person has been taken into custody to face the charges outlined in the report.

**Exceptional Clearance** – the identity of the culprit is known and sufficient evidence to obtain a warrant exists; however, due to some reason outside police control, no arrest will be made (e.g., Complainant will not prosecute; Commonwealth's Attorney will not prosecute; Perpetrator is dead; Subject has been arrested by another jurisdiction and no charges will be placed by this Department.)

**Open** – investigation continues.

**Pending** – all leads have been exhausted. No further investigation is possible or practical until new leads develop.

**Terminated** – all necessary action has been taken. The case is at an end as far as this Department is concerned.

**Unfounded** – the offense did not really occur in the first place, although at the time of the original report it was reported to have occurred, or the investigation reveals no laws were broken.

### 10.10.04 RESPONSIBILITIES

A. **Supervisors** will ensure that employees conduct adequate and complete preliminary investigations and thoroughly document them in offense and supplemental reports. They will ensure that each report contains the necessary elements of the reported offense and a supportable recommendation as to whether the case should be listed as pending, closed, open, or terminated. If follow-up investigation is necessary, the supervisor will determine whether the investigation should remain with the unit originating the report or be assigned to another unit, and note this recommendation in the appropriate block in the Offense Report. Supervisors will, by signing the reports in the proper spaces, assume the responsibility for the acceptability of the report and the disposition at that time. [82.2.4]

B. **Patrol supervisors** will consider the guidelines in 10.10.09, C, when determining whether follow-up should be made by uniformed personnel or members of specialized units. [42.1.4]
1. Patrol supervisors may request the assistance of specialized investigators if an offense under investigation by officers under their supervision is serious enough to warrant it. Conversely, supervisors may recommend that certain cases, which would normally be forwarded to a specialized unit, be handled by the original reporting officer instead (e.g., minor felonies with leads that should be followed up as a continuing part of the preliminary investigation, or within one or two days thereafter). Patrol supervisors are responsible for coordinating assignment of such investigations with supervisors from specialized units to avoid duplication of effort.

2. Patrol supervisors will determine whether continuing investigations by patrol officers will be held in abeyance until the next tour of duty of the investigating officer, continued by the investigating officer past the end of the shift, or assigned to an officer on the on-coming shift for investigation. In the latter case, the assignment will be coordinated with a supervisor from the on-coming shift.

C. **Supervisors** will ensure that follow-up investigations are assigned to the appropriate officers, that investigations are conducted within the time frames allowed, and that supplemental reports are submitted on schedule. In most cases, follow-up investigations should be assigned to the original investigating officer, but supervisors may assign follow-up investigations to other officers, as necessary (e.g., follow-up investigations will not normally be assigned to officers on Patrol midnight shift; Midnight shift supervisors will coordinate follow-up investigations with supervisors from other shifts, as necessary). Patrol follow-up reports should be submitted within seven (7) working days unless an extension or longer initial investigation period is granted by a supervisor.

D. **Commanders of specialized units** may set timetables for submission of supplemental reports and completion of investigations, as appropriate. Supervisors of specialized units may assign cases for follow-up investigation based on recognized practices within the units.

E. The first supervisor to arrive on a crime scene will be in control of the scene (as explained in 10.10.07) until relieved by a supervisor from a specialized unit or higher authority.

F. **The Report Review Officer** (assigned to Information Services Section) will:
   1. maintain a tracking system for:
      a. reports initially completed by the Telephone Reporting Unit (TRU) but needing Patrol follow-up;
      b. case jackets assigned to Patrol for completion; and
      c. Patrol case jackets sent to the Commonwealth’s Attorney’s Office.

1. review all offense reports to ensure proper offense classification.

2. send reports needing completion and/or correction back to the approving supervisor, with a due date by which corrections should be completed.
G. Officers taking offense reports will notify the complainant or reporting party of the status and note this on the report. Officers will notify the reporting party of any change in the status if notification of a change is warranted.

H. Crime Scene Investigators will conduct a thorough search of the crime scene, to discover, describe (as to location, position, and condition), collect, transport, and preserve all physical evidence relating to the crime found at the crime scene. [42.2.1, c; 83.2.1]

I. Supervisors and officers will be held accountable for the practical application of the guidelines set forth in the accompanying Preliminary Investigation Manual (Appendix A).

J. Communications personnel will offer telephone reporting as an option to persons who call in to report those crimes that may be taken by telephone, and will refer calls to the Telephone Reporting Unit (TRU) when TRU is staffed. Information Services Section (ISS) supervisors will notify Communications when TRU is not staffed or when there is a backlog of reports in order to avoid unnecessary referrals.

10.10.05 CRIME SCENE CONTROL [83.2.1]

1. Personnel without a valid investigative purpose will be denied access to the scene.

2. Commanders at the rank of Captain or above may enter the area to confer with and/or provide guidance to the scene commander. They may request a review of the scene for legitimate purposes, ensuring that their presence does not compromise the crime scene.

B. The first patrol supervisor on the crime scene will be in command unless relieved by higher authority or relieved at the termination of a tour of duty.

1. The scene commander will be accountable for the following:
   a. overall administrative command and coordination of all personnel assigned to duties related to activity within and surrounding the scene;
   b. providing all reasonable requests for resources for use within the perimeter of the crime scene;
   c. establishing a command post, as needed; and
d. ensuring a record is kept of the presence and assignment of personnel and equipment at the scene and providing for relief of personnel and deployment of new personnel assigned to the scene.

A. Until directed by the crime scene investigator, officers will not touch, move or disturb any physical object at a crime scene except to prevent its destruction or for safety reasons. [42.2.1, c]

B. Scenes involving establishments open to the public will be closed if access to any portion of the establishment interferes with the security of the scene.

C. In all scenes in which the investigating officer is assigned to Criminal Investigations or Vice/Narcotics, appropriate investigative supervisors and commanders will have access to the scene. That supervisor or commander will determine if additional investigative resources are needed and provide whatever assistance is needed to the investigating officer.

D. News media representatives will not be allowed access to or be allowed to film crime scenes without permission from the scene commander. The Public Information Officer should coordinate all such requests, in accordance with Police Directive 10.21, Media Relations.

**10.10.06 PRELIMINARY INVESTIGATION** [42.2.2]

A. The Preliminary Investigation Manual (Appendix A) is an integral part of this directive.

B. The preliminary investigation begins when the first police unit arrives at the scene, and continues until a postponement of the investigation or transfer of the responsibility will not jeopardize the successful completion of the investigation. [42.1.4]

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**04-12-2013**

[42.2.1 d]

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A. Responsibility for Conducting the Preliminary Investigation

1. Except in those cases where the presence of a uniformed officer would prevent or hamper a proper investigation, the preliminary investigation will be conducted by the Patrol officer assigned to the call for police service (or by TRU when appropriate).

   a. The assigned Patrol officer will initiate and complete as many activities listed in 10.10.08, C, (above) as possible.

   b. As soon as the preliminary investigation is concluded, and before the patrol officer returns to service, the officer will complete an original Offense/Incident Report (APD-7), unless otherwise instructed by a supervisor or dispatcher. The officer will list on the prescribed report form all pertinent information obtained at the scene of the offense, all action taken, and all other personnel who were notified or who arrived at the scene and took any action involving the investigation.

1. Immediate notification of crime to other units:

   a. The assigned patrol officer will initiate action, through a supervisor, to inform other appropriate departmental units of a serious crime or one requiring immediate on-the-scene follow-up investigation.

1. Bad check cases and other white collar offenses:

   a. Patrol officers (or TRU when appropriate) will take the initial report on all embezzlements, forgeries, credit card frauds and similar white-collar offenses, unless officially relieved of this responsibility by a detective or their supervisor.

      i. **Identity Theft** – Virginia Code §18.2-186.3:1 indicates “a consumer may report a case of identity theft to the law enforcement agency in the jurisdiction where he resides.” Officers will take an Identity Theft report (APD-7) if the victim resides in the City of Alexandria, regardless of where the offense may have occurred. [42.2.8, a]

      ii. All reports will be completed on standard computerized police reports. No specialized report forms are required. [42.2.8, b]

      iii. Identity theft is defined under Virginia Code §18.2-186.3. The Criminal Investigations Section will follow-up Identity Theft cases and coordinate investigations with other agencies as necessary. [42.2.8, d]
iv. Officers will provide the victim with the following information, instructing them to contact one of the credit bureaus. The company the victim calls is required to contact the remaining two companies. Also see Appendix B for additional information to be provided to victims. [42.2.8, c & e]

- **Equifax**: 1-800-525-6285; www.equifax.com; P.O. Box 740241, Atlanta, GA 30374-0241
- **Experian**: 1-888-EXPERIAN (1-888-397-3742); www.experian.com; P.O. Box 9532, Allen, TX 75013
- **TransUnion**: 1-800-680-7289; www.transunion.com; Fraud Victim Assistance Division, P.O. Box 6790, Fullerton, CA 92834-6790

a. Persons wishing to report offenses involving checks written for insufficient funds or on closed accounts will be advised to call the Criminal Investigations Section between 7 a.m. and 3 p.m. weekdays to schedule a time to make the preliminary report.

1. Preliminary and follow-up reports on cases involving narcotics and vice operations will normally be handled by Vice/Narcotics personnel.

2. Complaints against Department personnel will be referred to a supervisor, who will evaluate the complaint and decide whether to refer the case to Internal Investigations.

A. Pending Cases [41.2.5; 42.1.2; 42.1.4]

1. Patrol officers making initial reports of crimes will indicate in the report if the case should be classified as pending. The officer will notify the reporting party of the status of the case. The reviewing supervisor will endorse or deny the recommendation.
10.10.07 FOLLOW-UP INVESTIGATION

A. The follow-up investigation is an extension of the preliminary investigation. The purpose of the follow-up is to provide additional investigation in order to affect the arrest of an offender and/or recover stolen property, and to secure evidence that will lead to the conviction of the offender.

C. Responsibility for conducting follow-up investigations [41.2.5; 42.1.4]
1. The following cases will be assigned for follow-up by the Criminal Investigations Section: Homicides; rapes and other felony sex offenses; commercial robberies; juvenile sex offenses (including enticement and suspicious persons with juveniles as reporting parties); white collar crimes; Domestic Violence incidents; child welfare cases (e.g., CHINS; child abuse; cases where Child Protective Services
personnel were notified); felony investigations involving significant travel outside the City; missing persons; and other serious cases requiring intensive, specialized, or confidential investigations.

a. Cases involving narcotics and vice operations will normally be handled by Vice/Narcotics.

b. Felony hit and run cases and hit and run cases that will take the investigating officer more than one mile outside the City will be handled by Patrol, normally be assigned to the Traffic Unit.

c. Other cases will be assigned to the appropriate unit for follow-up, depending upon the circumstances of the individual case.

2. A supplemental report must be prepared by each officer who works on the case, but not necessarily for each occasion it is worked on. The unit commanders will maintain a file to ascertain that supplemental reports are submitted as required.

3. Upon the arrival of the assigned specialized investigator, the patrol officer will relinquish responsibility for the investigation unless otherwise instructed by the scene commander. The assigned patrol officer will be required to obtain adequate information to properly complete an original report, and will be responsible for the completion of the original APD-7.

4. On major offenses, supervisors will ensure that each officer who responds submits a supplement detailing what that officer saw and heard as it pertains to the offense.

D. Follow-up investigations of Patrol cases where a felony warrant has been issued and the suspect is in another jurisdiction not within the Commonwealth of Virginia will be assigned to the Special Response Unit. The assigned officer will complete the following process.

1. Notify the Commonwealth's Attorney (during normal business hours) of the charge and jurisdiction in which the suspect is believed to be located and obtain extradition authorization using a Notice of Extradition (APD-51), which should then be attached to the original warrant.

2. Notify the affected jurisdiction by Teletype, explaining the charges, and identifying the Commonwealth's Attorney who has authorized extradition.

3. If the out-of-state jurisdiction holding a suspect requests a certified copy of our warrant, the detective handling the case will ensure that a Warrant Certification (APD-70) is completed, attached to the certified copy of the warrant and sent to the arresting jurisdiction. The original warrant will be filed in Information Services until executed.

E. Follow-up investigation of cases assigned to CIS where a felony warrant has been issued and the suspect is in another jurisdiction, not within the Commonwealth of Virginia, will remain with the assigned detective, who will complete 10.10.9.D, 1-3 above.
By Authority Of:

David P. Baker  
Chief of Police
All personnel operating Department vehicles shall exercise due regard for the safety of all persons: protection of life is the paramount goal of the Department. No task, call, or incident justifies disregard of public safety. Further, the public expects its law enforcement officers to demonstrate exemplary driving skills.

In emergency situations an expedient response is necessary; however, the need for urgency must always be balanced against operator and citizen safety. Emergency response is recognized as appropriate and necessary under certain conditions; however, nothing in this directive relieves operators of potential criminal or civil liability for their actions.

The purpose of this directive is to set guidelines for the operation of emergency vehicles.
### 10.11A.02 AUTHORITY

The authority to operate emergency vehicles in response to emergencies is provided under Virginia State Code Section §§ 46.2-920 and 46.2-829.

### 10.11A.03 DEFINITIONS

**Emergency Equipment** - flashing, blinking or alternating emergency lights and a siren, exhaust whistle or air horn designed to give automatically intermittent signals.

**Emergency Lights** - lights are required under the Virginia State Code in emergency response. Police vehicles are required to have flashing, blinking, or alternating blue, blue and red, blue and white, or red, white, and blue combination warning lights (§ 46.2-1022)

**Priority Response** - responding to a situation assigned emergency status using emergency equipment; and only when the operator of such vehicle displays a flashing, blinking, or alternating emergency light or lights and sounds a siren, exhaust whistle, or air horn designed to give automatically intermittent signals, as may be reasonably necessary.

**Emergency Status** - the status assigned an incident which may appear to be life threatening or of a serious nature as based on available information, and therefore requires emergency response.

**Emergency Vehicle** – any law-enforcement vehicle operated by or under the direction of a law-enforcement officer (i) in the chase or apprehension of violators of the law or persons charged with or suspected of any such violation or (ii) in response to an emergency call. Such vehicle shall be equipped with emergency lights and siren. (§§ 46.2-1022 - 46.2-1061).

**Routine Status** - the status assigned an incident that does not require emergency response. In responding to such an incident the operator will obey all traffic laws and ordinances.

**Sirens or exhaust whistles** – every law-enforcement vehicle authorized to be equipped with warning lights, shall be equipped with a siren, exhaust whistle, or air horn designed to give automatically intermittent signals (§ 46.2-1061).
### 10.11A.05 RESPONSIBILITIES

A. The dispatcher will assume primary responsibility for giving an incident emergency status or routine status and advising the unit(s) to respond accordingly.

B. Officers will not respond Priority Response to a call without specific authorization from a dispatcher or supervisor, except in an extraordinary circumstance, defined in “D.” below. Officers operating vehicles not fully equipped as an emergency vehicle, i.e., rental cars, seized vehicles, etc. will not engage in any emergency driving (§ 46.2-920).
C. Personnel on the scene and supervisors en-route to the scene may upgrade or
downgrade responses to calls when conditions warrant, for example, based on
factors such as weather, roads or other pertinent conditions, or based on
additional information or expertise possessed. [41.2.1]

D. Under normal circumstances, field officers will remain in their assigned areas
unless otherwise directed by a supervisor or a dispatcher.

E. Officers will not respond to a call unless sent by the dispatcher or a supervisor.
Officers close to a dispatched call, and not dispatched, will request approval
from the dispatcher prior to responding on the call (PD 10.29) unless an
extraordinary circumstance, defined in D. above, exists.

F. Employees will operate Department vehicles in such a manner as to avoid injury
to persons or damage to property (6.4.02.A.5). Regardless of the seriousness of
the situation to which the officer is responding, and excepting circumstances that
are clearly beyond the officer’s control, he or she shall be held accountable for
the manner in which he or she operates the vehicle.

G. Employees will pay full time and attention to driving and will not use cellular
telephones or Mobile Data Browsers (MDB) in any manner that would endanger
or distract them or cause an accident while engaged in an emergency response.

10.11A.06 PROCEDURES

A. The dispatcher will dispatch as many units as are necessary, based on existing
guidelines and information received, to the scene of the emergency. When a
dispenser gives a call emergency status, the dispatcher will give the responding
officers authorization for a Priority Response. The dispatcher will advise
responding officers of a change in response status as soon as it is known, and
will ensure that affected units acknowledge the change.

B. When officers receive notification of the termination of Priority Response
status, they will cease emergency operation as soon as is reasonably safe,
keeping in mind that State Code exemptions only apply in response to an
emergency.
C. The driver of any emergency vehicle, when such vehicle is being used in the performance of public services, and when such vehicle is operated under emergency conditions, may, without subjecting himself to criminal prosecution (State Code regulations § 46.2-920):

1. Disregard speed limits, while having due regard for safety of persons and property.

**NOTE:** This Department imposes on the operator the restriction of driving no faster than 20 miles per hour above the posted speed limit in an emergency response (excluding pursuits).

2. Proceed past any steady or flashing red signal, traffic light, stop sign, or device indicating moving traffic shall stop if the speed of the vehicle is sufficiently reduced to enable it to pass a signal, traffic light, or device with due regard to the safety of persons and property;

**NOTE:** Upon approaching an intersection, or other location where there is great possibility of collision because of traffic congestion, limited visibility, or other factors, the driver shall reduce the speed of the vehicle, stopping completely, if necessary, before entering and traversing the intersection.

3. Park or stop notwithstanding the other provisions of this chapter;

**NOTE:** Vehicles will be parked in a manner so as to cause the least interference with traffic flow except when an emergency requires otherwise. At emergency scenes, vehicles should be parked in as safe a manner as possible, considering the need to allow access for fire, medical and other police vehicles. As soon as practical, or at the direction of a supervisor, emergency vehicles will be relocated to restore the normal flow of traffic.

4. Disregard regulations governing a direction of movement of vehicles turning in specified directions so long as the operator does not endanger life or property;

**NOTE:** This exemption has often been misinterpreted as permitting travel the wrong way down one-way streets. There is no authorization in the State Code allowing any emergency vehicle to travel the wrong way on one-way streets.

5. Pass or overtake, with due regard to the safety of persons and property, another vehicle at any intersection;

6. Pass or overtake with due regard to the safety of persons and property, while en route to an emergency, stopped or slow-moving vehicles, by going to the left of the stopped or slow-moving vehicle either in a no-passing zone or by crossing the highway centerline;
7. Pass or overtake with due regard to the safety of persons and property, while en route to an emergency, stopped or slow-moving vehicles, by going off the paved or main traveled portion of the roadway on the right. Notwithstanding other provisions of this section, vehicles exempted in this instance will not be required to sound a siren or any device to give automatically intermittent signals.

Nothing in the State Code releases the operator of any such vehicle from civil liability for failure to use reasonable care in such operation.

By Authority Of:

Earl L. Cook
Chief of Police
THIS REPORT WILL BE COMPLETED BY AN ON DUTY PATROL SUPERVISOR. A COPY OF THIS AND ALL RELATED REPORTS WILL BE FORWARDED TO THE SAFETY COMMITTEE CHAIRPERSON.

Case Number (if any): ______________ Date and time of the pursuit: ______________

Officer initiating the pursuit and the number of officer(s) and vehicles involved: ______________

Did the initiating officer have reasonable grounds to believe the suspect(s) had committed or was about to commit one of the enumerated offenses in 10.11B.04A1? Yes___ No___
If yes, what was the offense and how did the officer reach this conclusion: ______________

Did the initiating officer take into account any other conditions in deciding to initiate the pursuit, such as weather conditions, traffic conditions, etc.? Yes___ No___
If yes, what were the conditions considered? ______________

Did the initiating officer notify DEC when the pursuit was initiated? Yes___ No___
Did the initiating officer give the direction of travel? Yes___ No___
Did the initiating officer advise what the charge(s) were? Yes___ No___
Did the initiating officer give a description of the suspect(s) and or the vehicle? Yes___ No___

Did the backup officer give continuous updates? Yes___ No___

Location pursuit initiated: ______________________
Time elapsed during the pursuit: ______________
Distance of Pursuit: ______________________
Route of Pursuit: ____________________________

Weather and visibility conditions: ______________________
Traffic conditions: ______________________ Pedestrian traffic: ______________________
Did the pursuit leave the city? Yes___ No___
Did Alexandria Officers become involved in pursuit involving personnel from other agencies and/or other jurisdictions?  
Yes___ No___  
If yes, what agencies/other jurisdictions were involved:  
__________________________________________________________________________

Were any unmarked or other types of police vehicles involved in the pursuit?  
Yes___ No___  
If yes, what type of vehicle(s):  
__________________________________________________________________________

If other than marked vehicles were involved, did they follow 10.11B.05E?  
Yes___ No___  
If no, what actions did the supervisor take?  
__________________________________________________________________________

Were fleeing subject(s) apprehended as a result of the pursuit?  
Yes___ No___  
If yes, charges placed against suspect(s):  
__________________________________________________________________________

Location of apprehension:  
__________________________________________________________________________

Apprehending officer(s):  
__________________________________________________________________________

Suspect(s) names:  
__________________________________________________________________________

Make-model-color-license number of suspect vehicle:  
__________________________________________________________________________

**IF AN ACCIDENT IS INVOLVED, ATTACH THE FR300**

Was any party in this pursuit involved in an accident?  
Yes___ No___  
If yes, who was involved and were there any injuries resulting from this accident?  
__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Name(s) of injured person(s):  
__________________________________________________________________________

Damages to city vehicle(s) (cost):  
__________________________________________________________________________

Damages to city property (cost):  
__________________________________________________________________________

Damages to suspect property and vehicle (cost):  
__________________________________________________________________________

Damages to third party property and vehicles(s) (cost):  
__________________________________________________________________________

Did the DEC personnel limit radio traffic?  
Yes___ No___  
Did the DEC personnel notify a patrol supervisor of the pursuit?  
Yes___ No___  
Did the DEC personnel dispatch additional units?  
Yes___ No___  
Did the DEC personnel notify other jurisdictions?  
Yes___ No___  
If no, why not?  
__________________________________________________________________________

Did the DEC personnel relay requests for a helicopter or any other resources?  
Yes___ No___
Did a supervisor monitor this pursuit?   Yes___ No___   By whom: _______________________

If the pursuit entered another jurisdiction, did the supervisor ensure that officers followed the policy outlined in 10.11B.08?   Yes___ No___

If no, why not:

Did the supervisor request a helicopter or any other additional resources?   Yes___ No___

Did the supervisor approve a roadblock?   Yes___ No___

If yes, was 10.11B.05D followed?   Yes___ No___

If the pursuit entered another jurisdiction, was 10.11B.08 followed?   Yes___ No___

Did the supervisor terminate the pursuit?   Yes___ No___   By whom: _______________________

If yes, why?  ___________________________________________________________________

Supervisors comments: (This will be used if there are any training issues or if counseling is necessary) ___________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Reporting Supervisor____________________________________   Date: ________________

Watch Commander:________________________________________   Date: ________________

OR Patrol Sector Commander

Patrol Deputy Chief: ___________________________   Date: ________________

Chief of Police: ___________________________   Date: ________________
EMERGENCY VEHICLE PURSUIT

Effective Date: 11-09-2015  
Cancels: 05-01-2012

Updated Date:  
Section(s): 
SME Review Date: 2018

Updated Date:  
Section(s): 
Updated Date:  
Section(s): 

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10.11B.01 PURPOSE AND POLICY

The purpose of this directive is to establish policy and procedures regarding vehicle pursuit by Alexandria Police Officers. When operating an emergency vehicle in a pursuit situation, the primary concern of the operator must be the safety of him/herself, others in the police vehicle, other motorists and pedestrians, other officers, and the violator. Although officers are given a qualified exemption under state law (46.2-920) from observing certain traffic regulations in specific circumstances, they are not relieved of the responsibility of driving with due regard for the safety of all persons. Both the operator and the Department are not released from civil liability for failure to use reasonable care in such operation. Officers will exercise reasonable care under the circumstances in effect at the time of the pursuit.

Pursuits are a dangerous and difficult task that receives much public and legal scrutiny when accidents, injuries, or death result. Pursuing officers and supervisors must justify their actions and, once they have decided to pursue, continuously evaluate the safety of their actions. Forcible measures to stop a fleeing driver are prohibited except where deadly force is appropriate. 

[41.2.3]
When considering whether to pursue, the officer must decide if the necessity of immediate apprehension supersedes the danger created by the pursuit.

### 10.11B.02 AUTHORITY

The authority to operate emergency vehicles in pursuit situations is provided under the Virginia State Code, Sections 19.2-76, 19.2-77, 19.2-79, 46.2-829 and 46.2-920.

### 10.11B.03 DEFINITIONS

**Adjacent Jurisdictions** - Virginia jurisdictions with boundaries adjacent to Alexandria; i.e., Arlington and Fairfax.

**DEC** - Department of Emergency Communications

**Emergency Equipment** - Flashing, blinking or alternating red lights, blue lights, or combination of the two, and an operable siren, exhaust whistle, or air horn designed to give automatically intermittent signals.

**Jurisdiction** - The limits or territory within which authority to interpret, enforce and apply the law may be exercised.

**Major Jurisdictional Boundaries** - Any jurisdictional boundary, beyond which the pursuing officer would cease to have authority, under normal conditions, i.e. state boundaries, the District of Columbia, and certain federal boundaries.

**PMARS** - Police Mutual Aid Radio System; a radio system providing direct agency-to-agency communications.

**Pursuit** - An active attempt by an officer in an authorized emergency vehicle to apprehend a suspect who is fleeing or evading apprehension, provided the officer reasonably believes that the suspect is refusing to stop and is willfully fleeing capture by high-speed driving or other evasive maneuvers. Pursuits shall be conducted only with activated emergency equipment as defined in §§ 46.2-920 and -1022 and under circumstances outlined in this directive. An attempt to stop a vehicle that is not fleeing, or attempts to stop a vehicle that is refusing to stop while still obeying traffic control devices and not exceeding the speed limit by more than ten miles per hour is not a pursuit.

**Ramming** - The use of a moving vehicle to attempt to stop a pursued vehicle by initiating deliberate contact between vehicles or by forcing the pursued vehicle off the road or into an obstacle.
Stationary Roadblock - The use of a stationary vehicle(s) to block motor vehicle passage.

STOP Stick - A commercial product designed to safely deflate the tires of a moving vehicle to reduce the risk of injury or damage.

10.11B.04 RESPONSIBILITIES

A. Each individual officer will determine the need for a pursuit to be initiated. Officers should view the initiation of a pursuit in the same light as a potential use of Deadly Force. Pursuits are permitted under the following circumstances: [41.2.2.a]

1. When an officer has reasonable grounds to believe the suspect has committed, or is attempting to commit, one of the following felonies: Murder; Rape or other felonious sex offense; Abduction; Robbery; Felonious Assault; Arson involving death or serious injury; or

2. When an officer has reasonable grounds to believe the suspect has committed, or is attempting to commit, a crime which involves the display or use of a firearm, even if such crime is classified as a misdemeanor. If the crime is a misdemeanor, officers will not pursue into another State or the District of Columbia.

NOTE: Even when the above conditions have been met, the officer must consider the following factors when determining whether to initiate, continue, or terminate a pursuit:

- Time of day/day of week;
- Location (schools, business districts, residential);
- Nature of charges;
- Weather conditions;
- Road conditions;
- Speed involved;
- Condition of vehicles involved;
- Volume of traffic (vehicular and pedestrian);
- Visibility; and
- Officer’s driving capabilities.

In some circumstances, the decision to abandon a pursuit may be the most prudent course of action, such as: [41.2.2.g]

a. If, in the opinion of the pursuing officer or a patrol supervisor, there is a clear and unreasonable risk that outweighs the necessity to further pursue;
b. If the suspect's identity has been established and the need for immediate apprehension is no longer present;

c. If the prevailing traffic/pedestrian conditions indicate the futility of further pursuit; or

d. The location of the pursued vehicle is unknown.

B. The primary pursuit officer will advise DEC of the pursuit, the direction of travel, charges, description and updated information relating to the pursuit. [41.2.2.b]

C. The backup pursuit officer will assist the primary pursuit officer in effecting the arrest. The backup officer will update DEC of the pursuit location and other conditions that may be appropriate. [41.2.2.c]

D. DEC personnel will limit routine radio traffic during pursuits, notify a patrol supervisor or commander of pursuits, dispatch additional units, notify other jurisdictions as necessary, and relay helicopter requests. [41.2.2.e]

E. The Patrol supervisor will actively monitor the pursuit, and will respond when appropriate. The Patrol supervisor may terminate the pursuit at any time the conditions warrant. The Patrol supervisor will request helicopter assistance, when appropriate, and may direct that additional units assist, if necessary. When Alexandria pursuits enter other jurisdictions, the supervisor will ensure all applicable judicial procedures are followed (see 10.11B.08). The Patrol supervisor will conduct a post-pursuit review, and will document the circumstances in a Vehicle Pursuit Report (APD-478), which will be forwarded through normal channels before the end of the supervisor's shift (see 10.11B.09). [41.2.2.f]

F. The on duty Watch Commander or Patrol Sector Commander will assume this responsibility if a Patrol supervisor is not available to monitor the pursuit, or will designate an acting supervisor to control the pursuit.

The on-duty Watch Commander or Patrol Sector Commander is authorized to make decisions as to whether or not a vehicle pursuit is appropriate. If the on-duty Watch Commander or Patrol Sector Commander authorizes a pursuit when presented with circumstances not specified in this directive, that commander must attach an addendum to the Vehicle Pursuit Report (APD-478) documenting their justification for the authorization.

10.11B.05 PURSUIT PROCEDURES

A. When engaged in pursuit, with full emergency equipment in operation, officers are permitted to disregard certain specific traffic regulations.
VA. Code 46.2-920 - The drivers of any emergency vehicles, when such vehicles are being used in the performance of public services, and when such vehicles are operated under emergency conditions, may, without subjecting themselves to criminal prosecution:

1. Disregard speed limits, while having due regard for safety of persons and property;

2. Proceed past any steady or flashing red signal, traffic light, stop sign, or device indicating moving traffic shall stop if the speed of the vehicle is sufficiently reduced to enable it to pass a signal, traffic light, or device with due regard to the safety of persons and property;

3. Park or stop notwithstanding the other provisions of this chapter;

4. Disregard regulations governing a direction of movement of vehicles turning in specified directions so long as the operator does not endanger life or property;

NOTE: This exemption has often been misinterpreted as permitting travel the wrong way down one-way streets. There is no authorization in the State Code allowing any emergency vehicle to travel the wrong way on one-way streets.

5. Pass or overtake, with due regard to the safety of persons and property, another vehicle at any intersection;

6. Pass or overtake with due regard to the safety of persons and property, while en route to an emergency, stopped or slow-moving vehicles, by going to the left of the stopped or slow-moving vehicle either in a no passing zone or by crossing the highway centerline;

7. Pass or overtake with due regard to the safety of persons and property, while enroute to an emergency, stopped or slow-moving vehicles, by going off the paved or main traveled portion of the roadway on the right. Notwithstanding other provisions of this section, vehicles exempted in this instance will not be required to sound a siren or any device to give automatically intermittent signals.

The exemptions granted to emergency vehicles under this section shall apply only when the operator of such vehicle displays a flashing, blinking, or alternating emergency light, or lights as provided in Va. Code 46.2-1022 - 46.2-1024 and sounds a siren, exhaust whistle, or air horn.

NOTE: Officers who disregard traffic regulations other than those specifically cited above are not operating under authority of State Code or Police Department policy, and are responsible for the consequences of their actions.
B. **Number of police vehicles**
   Unless otherwise directed by the Patrol supervisor or commander, no more than two police vehicles and one supervisor’s vehicle will become actively involved in the pursuit. The second unit will serve as back up and, when practical, update the pursuit location and other pertinent information so the primary pursuit officer can focus attention on the fleeing vehicle. Full emergency equipment will be used at all times during pursuit.

C. **Forcible stopping**
   The use of forcible stopping/ramming is analogous to the use of lethal force. Employees are prohibited from using a vehicle to force another to stop, except under extreme circumstances when stopping the moving vehicle is of critical importance to public safety. (See also 10.32 Use of Force)

D. **Roadblocks**
   The use of stationary vehicles as roadblocks is not to be used when other officers are in pursuit of the vehicle.

   1. Officers receive training on stationary roadblocks during Basic Law Enforcement School at the Northern Virginia Criminal Justice Training Academy (NVCJTA).

E. **Motorcycles or unmarked cars** - Use of unmarked police cars, motorcycles, or other non-conventional police vehicles should be avoided. In those instances when the operator of such a vehicle finds it necessary to initiate a pursuit, he/she will immediately relinquish the pursuit to the first marked patrol unit assisting.

   Officers operating vehicles not fully equipped as emergency vehicles, i.e., rental vehicle or seized vehicles are not granted pursuit privileges under either Virginia Code or Department policy and shall not be used in any pursuit.

F. Helicopter assistance should be utilized when necessary and available.

G. At the conclusion of pursuits, high-risk traffic stop tactics will be used (see Police Directive 11.21, Traffic Enforcement).

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**10.11B.06 STOP STICKS**

STOP Sticks are prohibited from being used as a forcible stopping technique on vehicles and motorcycles.

A. STOP Sticks will only be used as a “pursuit prevention” method with specific authorization from a supervisor or commander. **Only personnel assigned to SOT,**
TAC, or Vice/Narcotics who have received in-house training on the proper use of this device are authorized to use it. [41.2.3.c] [41.2.3.d]

B. STOP Sticks are designed to be used on vehicles with four or more tires. For optimum performance, STOP Sticks should be deployed on paved surfaces, such as concrete or blacktop.

C. The 1-foot STOP Sticks are a "pursuit prevention" measure.
   Examples of use are:
   [41.2.3.a]
   a) Warrant service when the suspect has a known vehicle; and
   b) Emergency response situations, such as SOT. [41.2.3.b]

   - Place a 1-foot STOP Stick(s) against a tire ("chock" the tire) of a parked target vehicle to puncture the tire if the target vehicle departs.
   - The side of the 1-foot STOP Stick with the white printed information must be placed face down against the paved road surface.
   - The mid-point of the 1-foot STOP Stick must be centered on the center point of the target vehicle tire.
   - If it appears possible that the target vehicle could depart by going forward or backward, be sure to place a 1-foot STOP Stick on each side (chocked) of the target vehicle's tire.
   - If the target vehicle does not damage the STOP Stick(s), return them to your selected storage area for the next static deployment situation.
   - When stored, do not allow the 1-foot STOP Stick to be exposed to sunlight for extended periods of time.

D. In all of the above circumstances, after deploying STOP Sticks, the officer will position him or herself in a safe location away from the point of contact between the target vehicle and the deployed STOP Stick(s).

E. After a STOP Stick has been hit and damaged by a target vehicle tire, it is no longer fully functional and should be discarded as soon as possible. Use of these devices will be noted in the accompanying police report recording the incident in which it was used.

F. Care and maintenance.

1. STOP Sticks are water resistant, not water proof. Keep them dry whenever possible. If they are deployed in wet weather but not used, dry them off and return them to a proper storage position.

2. With 1-foot STOP Sticks, do not expose them to direct sunlight or extreme hot temperatures for an extended period of time.
3. Remember that these devices contain spikes and should be handled with care. Do not bend the product. Do not push spike tips through the housing.

10.11B.07 ARREST PROCEDURES

A. **Within Virginia** - Subject to the criteria cited in 10.11B.04.A, officers may pursue a person who has escaped custody or a person who is fleeing from an arrest attempt anywhere in the Commonwealth of Virginia. After a pursuit, the officer may arrest the person wherever found.

If the arrest is made in an adjacent jurisdiction, the accused may be returned immediately to the jurisdiction of the pursuing officer. When charges are pending in the other entered jurisdiction(s), supervisors of Alexandria and the other jurisdiction(s) will determine which jurisdiction will maintain custody of the suspect. This should be based upon the seriousness of the various charges and the likelihood of release by the respective magistrates. If another jurisdiction maintains custody and it is impractical for the pursuing officer to await processing completion, an Alexandria warrant will be obtained and a Teletype will be sent through VCIN as soon as possible to the other jurisdiction.

If the arrest occurs in a non-adjacent jurisdiction within Virginia, and the arrest is made without a warrant, the arresting officer must obtain a warrant from the magistrate of the county or city wherein the arrest was made, charging the accused with the offense committed in the county or city from which he fled, in accord with the provisions of Virginia Code 19.2-77.

If the arrest occurs in a non-adjacent jurisdiction within Virginia and the arrest is pursuant to an existing warrant, the arresting officer may proceed in accord with the provisions of Virginia Code 19.2-76 and return the accused to Alexandria to bring the accused before the magistrate in Alexandria.

B. **Outside Virginia** - Under the conditions mentioned in 10.11B.04.A, officers may pursue into another state or the District of Columbia. After the pursuit, the officer may arrest the person wherever found. The arrested person will not be returned to Virginia without being processed through the judicial system where the apprehension took place. This will involve initiation of extradition proceedings in Alexandria, and VCIN notification to the other jurisdiction as soon as possible that such proceedings are being initiated.

**Under no circumstances will an officer pursue a misdemeanant into another state or the District of Columbia.**
C. Whenever a suspect is pursued and apprehended in Alexandria from a non-adjacent jurisdiction, the suspect will be taken before an Alexandria magistrate. This will not hold true if federal authorities conduct the pursuit.

**10.11B.08 MUTUAL–AID PURSUITS**

A. Pursuits initiated in other jurisdictions and coming into the Alexandria.

1. Alexandria officers will assist in pursuits initiated in other jurisdictions only under the following circumstances:

   a. Such assistance has been specifically requested by the pursuing jurisdiction, as relayed by DEC; and

   b. The crime involved meets the conditions specified in 10.11B.04.A; or

   c. The personal observations of an officer establish the elements cited in 10.11B.04.A.

2. DEC personnel, once they become aware of a pursuit entering Alexandria, will communicate with the pursuing agency to establish the reason for the pursuit. This information will be provided to all Alexandria officers and the Patrol supervisor or commander. If the pursuit does not meet the criteria cited above this Department will not become involved in the vehicle pursuit, however Alexandria officers may assist the pursuing agency if the vehicle pursuit terminates in this jurisdiction.

3. Until the cause of the pursuit has been established, Alexandria units will not become involved in following the pursuit (e.g. Patrol unit sees another agency entering Alexandria in pursuit and DEC has not yet been notified by the pursuing agency).

4. If the pursuit meets the Alexandria criteria, assistance by Alexandria personnel will be limited to the following:

   a. One Alexandria vehicle may follow the pursuit at a safe distance, with full emergency equipment in operation, to keep Alexandria personnel informed of the direction and conditions of the pursuit. Other Alexandria vehicles may take up station at various locations along likely pursuit routes (not in traveled portions of the roadway), to provide a deterrent effect and to assist if a traffic stop is made in this jurisdiction. "Convoying" of police vehicles is contrary to this Department's policy. If the pursuit involves more than three vehicles from other agencies, Alexandria personnel will distance themselves from the pursuit, but will attempt to maintain visual contact with the last vehicle. Full emergency equipment will be used during this stage of activity.
b. If an Alexandria unit is not already involved in following the pursuit (as explained above), and the pursuit terminates in this jurisdiction, the dispatcher will assign two Alexandria units and a Patrol supervisor to respond to the scene to provide necessary assistance. Unless directed otherwise, Alexandria units responding to the scene will not activate emergency equipment.

5. An Alexandria Patrol supervisor or commander may terminate Alexandria's involvement at any time. DEC personnel will communicate such termination to the other agencies involved in the pursuit.

B. Alexandria officers pursuing a vehicle across major jurisdictional boundaries.

1. **Pursuits into Maryland will only be for those felonies listed in 10.11B.04.A.1.** No more than two emergency vehicles should cross a major jurisdictional boundary in a pursuit unless authorized by a Patrol supervisor. When more than two units pursue across a major jurisdictional boundary, those in excess of two will terminate pursuit as units from the entered jurisdictions join pursuit. As soon as practicable the lead role in the pursuit will be relinquished to personnel from the entered jurisdiction.

2. **Pursuits into the District of Columbia will only be for those felonies listed in 10.11B.04.A.1.** The District of Columbia has adopted policy prohibiting their members from assisting other agencies pursuing vehicles into the District of Columbia. When Alexandria officers pursue into D.C., MPDC officers will not actively participate in the pursuit. MPDC officers may respond to the termination point of the pursuit and assist with apprehensions, recovery of evidence and to handle arrests.

3. DEC personnel will notify the affected agency whenever Alexandria officers are pursuing a vehicle into that jurisdiction, providing as much information as possible about the nature of the offense, current location of the pursuit and direction of travel, and information about the vehicle and its occupants. When appropriate, DEC personnel will request assistance from the jurisdiction being entered.

**10.11B.09 PURSUIT REPORTING REQUIREMENTS**

A. **The Patrol Supervisor monitoring the pursuit will** complete a Vehicle Pursuit Report (APD-478) before the end of their shift. This report will be completed for any pursuit initiated or terminated in Alexandria, including pursuits initiated by other agencies. If further action is necessary (e.g. disciplinary action needed because an officer violated policy during the pursuit), the supervisor will initiate such action. The supervisor completing the APD-478 will also ensure that all other required reports or investigations are completed. The APD-478, along with all related reports pertaining
to the pursuit, will be forwarded immediately to the Watch Commander or Patrol Sector Commander who was on duty at the time of the incident. (See Appendix A).

B. **The Watch Commander or Patrol Sector Commander who was on duty at the time of the incident will** review the completed APD-478, make appropriate comments, attach an addendum, if appropriate, and forward it through channels to the Patrol Deputy Chief.

C. **The Patrol Deputy Chief will** review the APD-478 and forward it to the Chief of Police, along with any recommendations for further action, which may include disciplinary action, counseling, peer review, additional training, policy review, etc. [41.2.2.i]

D. After review by the Chief of Police, the APD-478 will be forwarded to the Safety Committee Chairperson for review, analysis, and any other action directed by higher authority. A copy of the APD-478 will be forwarded to the Accreditation Manager by the Safety Committee Chairperson.

E. **The Safety Committee Chairperson will:**

1. Maintain these reports for a period of five years.

2. Maintain statistical summaries of the number and types of pursuits, including general information about accidents, injuries or deaths resulting from the pursuits

3. Conduct an annual documented analysis of Emergency Vehicle Pursuits and forward it to the Chief of Police and the Accreditation Manager. At a minimum, the annual pursuit analysis report should include the following information: [41.2.2.j]

   a. Total number of pursuits that were initiated or entered the City of Alexandria’s boundaries;

   b. Comparative table for current and previous two years of pursuits by total number, and Alexandria Police involvement;

   c. A brief description including injuries/accidents of pursuits with Alexandria Police initiation/participation with agency findings (within policy or not within policy);

   d. Table of variable information relevant to all pursuits during the calendar year with Alexandria Police Involvement (i.e. was the pursuit terminated, policy compliant, accidents, officer injuries, suspect injuries, third party injuries, traffic offenses, felony, misdemeanor, day of week, time of day, pursuit distance, charges);
e. Brief description of other pursuits with no Alexandria Police Department involvement;

f. Pursuit analysis conclusion, findings, trends, recommendations; and

g. Any additional information of value determined or used during the analysis.

4. Conduct an annual review of pursuit policies and reporting procedures.

By Authority Of:

Earl L. Cook
Chief of Police
10.12.01 POLICY AND PURPOSE

It is the policy of this Department to provide police service to the community, including people with disabilities, and to fully comply with the Americans with Disabilities Act (ADA). To accomplish this, the Department is committed to ensuring that: programs, facilities and services are accessible; employment and personnel practices conform to ADA and city requirements; appropriate communications and other technologies are used; and training and procedures are in place to inform and govern employee interactions with people with disabilities.
10.12.02 AUTHORITY AND BACKGROUND

- The Americans with Disabilities Act
- The City of Alexandria's Employment Procedures
- The City of Alexandria's ADA Resource Guide
- The City of Alexandria's Administrative Regulation 6-29 (Reasonable Accommodations)
- Disability Information Manual (see Appendix A).

10.12.03 DEFINITIONS

**Accommodation** – Modification of existing facilities, programs, or services so that they are readily accessible to and usable by individuals with disabilities; job restructuring, part time or modified work schedules; reassignment of an employee with a disability to a vacant position; acquisition or modification of equipment; and appropriate alteration of examinations, training materials, or policies.

**Americans with Disabilities Act (ADA)** – A federal law passed in 1990 that prohibits discrimination against individuals with disabilities.

**Disability** – A physical or mental impairment, whether permanent or temporary, that substantially limits one or more major life activities of an individual (ADA statutory definition); A limitation (ranging from slight to severe) to a sensory, mobility, communication, mental, or emotional function; drug addiction or alcoholism (general definition).

**Mental Illness** – A disability that causes disturbances in thinking, feeling, and relating.

**Mental Retardation** – A developmental disability in which people have below average intellectual and social functioning in major areas of life.

**Speech Reading** – also known as lip reading; a way for hearing impaired people to understand conversation, by carefully watching lip movements and body language.

**TTY (Teletypewriter)** – also known as a TDD (Telecommunications Device for the Deaf); a machine used by hearing impaired people to communicate over phone lines.
10.12.04 RULES AND RESPONSIBILITIES

A. All employees will attempt to provide people with disabilities equal access to police services; and know, based on training provided, characteristics of various disabilities so they can act quickly and appropriately in situations involving people with disabilities.

B. Personnel and Training Commander:

1. Schedule training for employees, depending on job responsibility, in the recognition of people with disabilities and in the techniques to properly handle situations involving people with disabilities; and

2. Comply with the employment and personnel sections of the Americans with Disabilities Act, and abide by the City of Alexandria's employment and personnel practices.

C. Communications Commander:

1. Will maintain TTY services to ensure that hearing impaired people can communicate with the Department in both emergency and routine circumstances.

2. Will maintain an up-to-date list of Department employees who are sign language interpreters for accommodation purposes. If available, employee interpreters will be used prior to contacting an outside interpreter.

D. Supervisors and Commanders:

1. Ensure that employee safety and citizens' rights are protected in field and investigative situations;

2. Ensure that appropriate accommodations are made as needed; and

3. Ensure that the proper paperwork is completed and processed when accommodation requests are made.

E. The ADA Coordinator will follow up on requests for accommodations.

10.12.05 GENERAL PROCEDURES

A. Disabled people experience different degrees of various disabilities; employees must determine on a case-by-case basis how to handle each situation to protect the rights of disabled people while ensuring employee safety. If an employee is not sure how to properly assist a disabled person, the employee should ask the individual. Most
people will be willing to offer advice to handle the situation appropriately.

B. Handcuffing people with disabilities: Employees will follow Police Directive 10.27, Prisoner Transport, unless the extent of a person's disability obviously precludes following that policy. If an employee is unsure of how or whether to handcuff or otherwise restrain a person with a disability, the employee should consult with a supervisor. In all cases, employee safety will be the most important consideration.

C. Medication - Some people with disabilities such as epilepsy and diabetes have medication that they must take regularly to ensure stable health, and failure to take these medications for prolonged periods may result in seizures or other medical problems. However, employees of this Department will not permit any prisoner to consume any medication while in custody, unless directed by a physician.

1. If a person in custody raises the possibility of a medical emergency if not immediately permitted to take medication, the employee exercising custody will immediately transport such person to the hospital for evaluation by a physician. Otherwise, the medication will be held by the employee until arrival at the detention center, where it will be turned over to the appropriate official.

D. Treatment of People with Disabilities - Persons with disabilities will not be treated differently than others, except that accommodations will be made to ensure that our services are accessible. If a person without a disability would have been given a ticket or been arrested for an act, then a person with a disability should be given the ticket or be arrested for the same act.

10.12.06 SPECIFIC DISABILITIES

A. Hearing Disabilities (see Appendices A ((III)), B, C & D for further information)

1. Interpreters will be used in criminal and non-criminal situations when they are necessary to ensure effective communication with individuals who are hearing-impaired. Employees will notify their supervisor when the services of an interpreter are needed. If an employee translator is not available or is not appropriate, the supervisor will contact a city contractor following the procedures outlined in Appendix B.

2. If an individual without a hearing impairment would have been arrested on probable cause, then a suspect with a hearing impairment in the same situation does not need to be provided with a qualified interpreter, prior to arrest, to explain the charges. However, employees should be aware of constitutional issues surrounding the ability of a hearing-impaired person to understand and respond to questions posed during a criminal investigation. Employees should employ the same procedures in hearing-impairment situations as they would in any situation involving a language barrier that might endanger any evidence
produced during questioning (see Appendix A ((III)) for further information).

B. Mental Illness (see Appendix A ((IV & V)) for additional information) - In cases where a person's mental illness may have contributed to a criminal act, and in cases where employees must take persons into custody to facilitate transportation, evaluation or hospitalization necessary due to mental illness, employees will follow the procedures specified in Police Directive 11.13, Mental Illness Cases.

C. Visual Disabilities – See Appendix A (II).

D. Mobility Disabilities - See Appendix A (IV) and Appendix E.

10.12.07 ACCOMMODATIONS AND RESOURCES

A. The Department will provide, when necessary, reasonable accommodation to people needing it, in order to provide police service or to provide equal access to Department programs, services and materials. When possible, the form of accommodation preferred by the disabled person will be provided.

B. Accommodation Requests

1. Accommodation requests from citizens, which will incur any cost, will be reported on a city ADA Accommodation Reporting Form (available through Police Personnel and Training) and forwarded to the Department's ADA Coordinator.

2. Employees requesting accommodation will complete a city ADA Employment Accommodation Request Form (available through Police Personnel and Training) and forward it through their chain of command to the chief of police.

3. All accommodation requests by applicants or current employees will be processed according to the city’s Administrative Regulation 6-29, Reasonable Accommodation.

4. The cost of all accommodations is handled through a non-departmental fund in the Office of Management and Budget (OMB). OMB should be notified prior to scheduling events or meetings for which an accommodation is anticipated. OMB must review any proposed accommodation prior to any expenditure being incurred.

C. Visual Accommodations – Employees presenting materials at public meetings and presentations will inform the audience that these materials can be made accessible in alternate formats.

1. Braille – The Special Services Division of the Alexandria Public Library translates documents into Braille. At least two weeks are required to complete the translation. Documents must be no longer than ten pages and must be submitted on an IBM-compatible 3.5-inch disc in ASCII format.

2. Cassette recordings– The Special Services Division of the Alexandria Library
also records documents onto cassette tape. At least two weeks are required to complete the recording. There is no limit on the length of the document.

3. Large print – When large print is the accommodation desired, employees will use the city's Print Shop or in-house word processing programs, as appropriate.

D. **Hearing Accommodations** - Available resources include:
1. TTY – A TTY is available in Communications for employees to communicate with hearing-impaired people.

2. Department employees – Communications will maintain a list of employees who can serve as sign language interpreters. It should be noted that an interpreter must be certified by the court for the translation to be admissible in court. If available and appropriate, employee interpreters will be used prior to outside sources.

3. The Virginia Relay Center – This service allows a hearing person without a TTY to communicate with a hearing-impaired person who has a TTY. The service's telephone number is 1-800-828-1140.

4. Infrared Assistive Listening System – For meetings up to 15 people, this device is available from the city's General Services Department (838-4770). Though not mandatory, it is best to call in advance to reserve the system.

5. Closed Loop Amplification System – This device may be borrowed from the Northern Virginia Office of the Virginia Department for the Deaf and Hard of Hearing. Call Karen Englehart (703-222-1264) at least seven (7) days in advance.

E. **Mobility Accommodations**: The Department will hold all public meetings in facilities, such as Police Headquarters, that are fully accessible to people with mobility impairments. If accommodations are needed, the City's General Services Department (703-838-4696) should be contacted.

**By Authority Of:**

David P. Baker  
Chief of Police
Appendix A: Disability Information Manual

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V MENTAL RETARDATION
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I.  INTRODUCTION
The Department's policy and procedures for dealing with people with disabilities are contained in Police Directive 10.12. This manual is intended to provide additional information about various disabilities and resources in order to assist employees to properly handle encounters they may have with people with disabilities.

II. IMPAIRED VISION
A. It is estimated that one out of two hundred people have impaired vision. This group includes people who are blind and people who have partial vision. People with impaired vision compensate by relying on hearing, touch and other senses. They do not have extrasensory abilities; if they appear to hear more, it is probably because they listen more carefully.

B. It is difficult for people who are blind or have severely impaired vision to identify police employees. Officers should identify themselves as police employees immediately (e.g., "I am Officer Jones of the Alexandria Police Department.").

C. To confirm one's self as an officer, the following may help:
   1. Officers can contact the dispatcher, who will radio back to verify their identity.
   2. Officers, mainly in safe, non-criminal situations, may allow the person to feel their badge if requested.

D. What not to do in interaction with a person who is visually impaired:
   1. Do not raise your voice or speak slower when speaking. Remember: the person cannot see, but he or she probably can hear just as well as you can.
   2. Do not grab the person's arm and push him or her to a different location. If it is necessary to move the individual, ask the person what you should do to assist him or her. The person may then advise the officer what assistance is needed, and may also reassure the guide dog, if needed.
   3. If arresting a visually impaired person is necessary and a back-up is needed, call for back-up before initiating physical contact, if possible.
   4. Do not leave a visually impaired person standing alone without a cane, guide dog or something to lean against.
   5. Do not pet a person's guide dog without the person's permission. The dog is trained to be protective of the owner and must be fully aware of their

...
surroundings. Physical contact may distract the dog from its duties.

6. Do not assume the person knows what is going on. Tell the person what is happening and orient him or her to the surroundings.

III. IMPAIRED HEARING

A. It is estimated that 22 million people in the U.S. have some degree of hearing impairment. Therefore it is likely that officers will have some contact with people who have impaired hearing. The disability hurts communication, but it does not destroy it. There are many methods to maintain communication.

B. Employees should keep in mind that an individual's failure to comply with or respond to verbal orders might be the result of the individual's inability to hear the orders, rather than an act of defiance. Employees should make an effort to determine whether the individual is intentionally failing to comply or is unable to hear the orders.

C. In communicating with a person who is hearing-impaired, the officer should ask what form of communication the person prefers and use it if available. If the preferred form is not available, written notes will probably be used most often. Points for better communication:
   1. In all methods of communication, be patient. It takes time to accurately state what one means and to interpret what the other person means.
   2. If the person is hearing impaired, he or she can hear and understand speech, but it might be necessary to move away from loud noises such as traffic, radios, or loud conversations.

D. **Miranda Warning** - If the Miranda warning is to be given to a hearing-impaired person, the standard to apply is the same as in any other case where an interpreter is required: does the person understand his or her rights and is a decision to waive them made voluntarily and intelligently?
   1. For official questioning of a hearing impaired person who uses sign language to communicate, an interpreter must be provided at city cost, if necessary.
      a. In some cases, it will be possible for communication to take place in writing without the assistance of an interpreter.
      b. Officers will have to make a judgment call based on the apparent ability of the subject to read and write, ability to communicate in writing, the seriousness of the case, and other factors that apply to interrogation. **Officers should be mindful that American Sign Language has different syntax than spoken English, and word order may be reversed or confusing if the subject uses ASL instead of spoken English when communicating (see below under E.1 Types of Communication, Sign Language).**
      c. Depending on the nature of the questioning and the seriousness of the case, officers may wish to videotape formal proceedings in order to keep an accurate record of what is spoken and signed.
   2. The employee may use a Department employee or a family member or friend of the hearing impaired person to help calm the individual and to see to his or her immediate needs.
3. Communications maintains a list of employees with special skills, including the ability to sign.

E. **Types of Communication**

1. **Sign Language** is often the preferred form of communication for people who are deaf or severely hard of hearing since childhood. Most people will prefer ASL (American Sign Language), but some may use Signed Exact English (SEE). SEE has signs for each English word and uses the same syntax and grammar as English. ASL is a language of its own, with many differences from the English language. It has its own grammar and syntax, as well as some of its own vocabulary. People who are deaf and use ASL probably use it as their primary language, so when they write messages or type on a TTY in English, their messages may be difficult to understand because of the short phrases with different syntax from English. The unfamiliar syntax is not a sign of low intelligence or lack of education.

2. **Interpreters** may be used to help in communication. When using one, the officer should speak to, and face, the person with the hearing impairment. Speaking to the interpreter is considered rude because it makes the person feel ignored or left out. The conversation is between the officer and the hearing impaired person, with the interpreter on the side, assisting the conversation. Do not refer to the hearing impaired person in the "third person" (he, she; him, her; his, hers), when trying to communicate.

3. In **speech reading**, the hearing impaired person will watch the lips and body movements of the officer to determine what is being said. The officer must remember to face the person, and not to overly exaggerate lip movements. These will just confuse the speech reader. It is important to know that less than 30% of what is spoken can be recognized by lip movements alone. In order to make up for this loss, the reader will pay attention with residual hearing, facial expression, and body movements.

4. If **written messages** are used, the officer should keep the messages simple and to the point, using basic vocabulary. The notes should be kept after the conversation as evidence in the event that a problem arises from the conversation.

5. When using a **telephone**, there are many different ways to communicate. A TTY may be used if both parties have one. They communicate by typing messages back and forth over the phone lines. In a non-emergency situation, a hearing-impaired person may call Headquarters at TTY: 838-4896. In emergencies, 911 will work for TTYS. If an employee needs to use a TTY, he or she may use one in Communications (see **Appendix C** for a guide on using a TTY).
6. The Virginia Relay Center (1-800-828-1140) may also be used for phone conversations with a hearing impaired person at a TTY, and the hearing person at a regular telephone. The center operates 24 hours every day. The hearing-impaired person types messages on a TTY to the center, where an operator reads them over the phone to the hearing person, who speaks his or her response. The operator then types this message back to the deaf or hard of hearing person. In these calls, the hearing person must speak as if he or she is talking directly to the hearing impaired person, and not to the operator. The operator will type the exact wording of what is said. Saying "Go Ahead" at the end of a message lets the other person know when to reply. This service may be used anytime an officer needs to communicate with a hearing impaired person. If a TTY is available on the scene for the hearing impaired person, the officer may use a cellular phone to call the service, so that they can effectively communicate. A guide for making relay calls is in Appendix D.

IV. MENTAL ILLNESS

A. A person who is mentally ill may have a biologically based brain disorder. Mental illnesses may be the result of physical abnormalities in the brain that can cause extreme disturbances in thinking, feeling, and relating to others or the environment. Most incidents dealing with mental illness will involve individuals with mild cases of mental illness. These incidents will usually take more time and patience to resolve than incidents with people who are not mentally ill. If the person is exhibiting unusual behavior due to a mental illness, a family member or friend should be called in to help calm the individual. Mental Health Emergency Services staff is available to consult via phone or in person. Their phone number is 703-838-6400.

B. Some symptoms of mental illness are:
   1. Irrational behavior that does not fit the situation
   2. Sudden shifts in behavior
   3. Unprovoked aggressiveness
   4. Prolonged depression, difficulty concentrating, thoughts of self-harm, grandiosity, indifference, extreme sadness, feelings of hopelessness or worthlessness
   5. Hallucinations or delusions

C. Some points to remember are to:
   1. Ensure employee safety during contact
   2. Speak calmly and quietly
   3. Be willing to repeat yourself
   4. Be patient and take as much time as is needed
   5. Do not threaten the person
   6. Do not get involved with personal problems

V. MENTAL RETARDATION

A. Mental retardation refers to people who have below average intellectual and social functioning. These individuals have varied degrees of limited intellectual functioning. Because they are generally non-violent and trusting, they are prone to criminal victimization.
B. Many retarded people will be very willing to cooperate with authority figures such as police officers; so willing, sometimes, that they may answer questions in a way they think will please the questioner. Employees should use caution in any case in which a retarded person is either a suspect or a witness in a criminal investigation. Any questions about a person’s mental competence to understand and respond to criminal charges, or to act as a witness in a criminal case, should be discussed with a supervisor and/or an Assistant Commonwealth’s Attorney before proceeding.

C. For identification, look for the following behaviors:
   1. Slow in responding to questions
   2. Difficulty following instruction
   3. Difficulty signing their name
   4. Difficulty reading a sign or watch
   5. Unclear speech, with sentence structure nearly incoherent
   6. Motor coordination may be impaired

D. When speaking with someone who is mentally retarded, officers should:
   1. Be patient, calm and reassuring
   2. Ask short, easy to understand questions, and be willing to repeat them
   3. Have the individual repeat the questions in his or her own words, to ensure that they are understood
   4. Contact family and friends of the individual to help calm and respond to the needs of the individual.
   5. Ask if the person is involved with Alexandria’s Mental Health, Mental Retardation and Substance Abuse Department. If the citizen indicates involvement or if the officer suspects involvement, the officer may call the Department’s 24-hour emergency services staff at 703-838-6400 for assistance.

VI. MOBILITY IMPAIRMENTS
A. A mobility impairment is a permanent physical condition in which a person does not have full use of one or more limbs, the trunk of the body, or the neck. Police Headquarters is fully accessible to people who have mobility impairments.

B. Officers must be careful in approaching a person who uses a mobility aid such as a cane or a wheelchair. These can be used as weapons. For safe approach areas to a person in a wheelchair, see Appendix E.

C. In an arrest encounter, the use of handcuffs must be evaluated because the cuff position may cause unnecessary strain or injury to the individual. Also, if it is necessary to remove a person’s mobility aid (such as a cane or a wheelchair), it should be returned at the earliest time, once the individual is secured and the safety of the employee is assured (see Office of Sheriff General Orders for procedures in the detention facility).

VII. OTHER INVISIBLE DISABILITIES
A. Disabilities such as epilepsy, diabetes, and Alzheimer’s disease are not visible, so it is important for employees to be able to recognize the signs of these disabilities.
B. **Epilepsy and Seizures** - Epilepsy is not identifiable unless a person is having a seizure. Seizures vary in degrees. The severe seizures will be easily identifiable, with the person's body continuously contracting its muscles, resulting in the shaking of the person's body. The mild seizures will be more difficult to identify. A person may act in ways characteristic of intoxicated individuals. The person may appear incoherent and physically unbalanced. Seizures usually last only a few minutes.

1. In the event of a seizure, the employee should protect the individual from harm by removing obstacles and protecting the head from repeatedly hitting the ground. The individual may also be placed on his or her side to prevent choking. Contrary to popular belief, a person having a seizure will not swallow his or her tongue. Hands should be kept out of the mouth of the person having the seizure. Also, it is not necessary to try to physically restrain the individual from shaking.

2. After the seizure, an employee should speak to the person in a calm, reassuring manner, with patience. The person may be fatigued, dazed, belligerent, aggressive, frightened, or unable to remember the seizure or events immediately before it. The confusion and other behavior will slowly resolve and normal functioning will return.

3. In arresting a person who is prone to seizures, keep in mind that the individual may need certain medication to prevent seizures. This information must be relayed to the Office of the Sheriff so that the individual may be safely secured and have access to necessary medication.

C. **Alzheimer's Disease and Related Disorders**

1. It is estimated that in Northern Virginia there are at least 40,000 people who suffer from Alzheimer's disease and related disorders. Alzheimer's disease causes intellectual deterioration, mostly in senior citizens, but cases have been reported in people much younger. Persons with Alzheimer’s disease have an organic disease and are not choosing to be difficult. The disease may cause changes in:
   a. Memory: with a loss of short term memory but a clear long term memory
   b. Language use: being unable to speak coherently
   c. Perception: with a reduced ability to learn or retain necessary skills
   d. Delusions: seeing and hearing things that are not there, or speaking to themselves or to nonexistent persons
   e. Disorientation: having a look of confusion or of being lost
   f. Paranoia: the most common type, i.e., believing that people have stolen their possessions that they have actually hidden for safety.
   g. Catastrophic reactions: emotional responses that far exceed the reaction that would be appropriate for the situation.

2. In interacting with a person with Alzheimer's disease, an employee should speak in a low, calm, reassuring manner. Employees should not make any aggressive or threatening movements. They should not grab the person's arm or reach for their wallet when looking for identification. In trying to get the attention of people with Alzheimer's, it is best to get in front of them because many are vision or hearing impaired.
3. Communication may be difficult with people in severe stages of the disease. They may not be able to think of the words that they want to say. For example, if they are thirsty, their mind may not be able to locate the word "thirsty," so they may talk about oceans or water.

4. Because they may not be able to locate many words, it is important for employees to ask a question in several different ways. For example, the question "What is your name?" may be unanswerable, while "Who are you?" might be answerable.

5. The most common situation may be helping a lost and confused individual, due to the tendency of Alzheimer's victims to wander. These cases should be treated in a simple, reassuring and respectful manner.

6. Some people with Alzheimer's disease are members of the nationwide Safe Return Program. Participants in this program wear I.D. bracelets or necklaces with a 24-hour, toll-free phone number on them for people to call to get information on where and with whom the person lives. This program will help employees to quickly find the home of the lost person. For a picture of what the bracelets and necklaces look like, see Appendix F.

D. Other “Invisible” Disabilities

1. There are many other diseases and conditions that may require special handling. Employees should keep in mind that a person's action may be a result of medical conditions and not due to intoxication or attempts at disobedience. Officers should be alert to individuals whose behavior could be an indication of an “invisible” disability. Symptoms of such disabilities include disorientation, shaking, seizures, incoherence, or being physically imbalanced. Such persons should be checked for ankle or wrist bracelets that may indicate a special problem.
APPENDIX B: Sign Language Interpreter Services

Sign Language Associates 0800 - 1700 hours, Monday through Friday

[Redacted]

Signing Hands 0830 - 1600 hours, Monday through Friday

[Redacted]

Note: Employees must be ready to give the following information so that the proper type of interpreter is requested:

1. The skills needed: Which sign language is used (American Sign Language or Signed Exact English); familiarity with legal terms.
2. The date, time, place and length of the event.
3. The type of event (interview, conference, speech, interrogation, etc.)
4. The number of participants.
5. The number of hearing impaired participants and their roles.
6. Insist that the vendor notify you, within a specified period of time, who your interpreter will be or if the vendor cannot schedule an interpreter to fill your need. If none of the vendors can provide an interpreter, call Personnel Services (838-4696) for a list of freelance interpreters.

Virginia Relay Center 1-800-828-1140 (voice users)
APPENDIX C: Using a TTY (Teletypewriter)  
Also known as TDD  
(Telecommunications Device for the Deaf)

This Appendix describes how to handle TTY calls and gives a list of TTY abbreviations and syntax often used by persons with speech and hearing impairments.

If your TTY phone is also used for voice calls, be sure the person who answers your phone by voice knows how to recognize and answer a TTY call. Usually a voice announcer saying, “this is a TTY call, or a high-pitched electronic, beeping sound can identify a TTY call. However some TTYs do not have voice announcers or make the beeping sound or the person calling may forget to tap the space bar to produce it. Therefore, if you hear no voice, assume it is a TTY call.

TTYs should be placed near a telephone so there is minimal delay in answering TTY calls. Further, this phone should be accessible to and usable by persons with disabilities, including those who use wheelchairs.

RECEIVING AND CONCLUDING A TTY CALL

1. Place the phone receiver in the receiver cradle of your TTY adapter (For correct receiver placement, note picture, notch, or the word "cord."). Turn your TTY on.

2. The person who answers the call is the first to type. Type your agency name and your name. Then type "GA."

3. "GA" means go ahead and type. This is the signal for the other person to begin typing. "HD" means hold. This is the signal that the person typing must stop for a minute, but he/she will be back. In fact, do not leave the phone unless you first type "HD." "SK" means stop keying. This is how you show that the conversation is ended and that you will hang up. It is polite to type good-bye, thank you for calling, or some other closing remark before you type "SK."

Some sample opening and closing messages are:
Hello, Access Board, this is Jane Smith, may I help u? GA

Dept. of Justice, Ms. Smith here. May I help u? GA

Good AM, this is Ms. Smith at the Dept. of Agriculture. GA

Thank u for calling, bye to SK or GA

Have a good day. GA to SK

Because of the amount of time it takes to send and receive messages, it's important to remember that short words and sentences are desired by both parties (see list of common TTY terminology in chart following).

NOTE: With TTY calls you will not be able to interrupt when the other person is typing.
Sometimes you may get a garbled message in all numbers or mixed numbers and letters. You should strike the space bar and see if the message dears up. If not, when the person stops typing, you should say, "Message all garbled, please repeat." If the garbled messages continue, this may mean that one of the TTYs is not working properly or that you have a bad connection. In this case you should say something like, "Let's hang up and you call me back or I'll call you back."

**MAKING A TTY CALL**

Again, place the phone receiver securely in the TTY receiver cradle and turn on your TTY. Make sure you have a dial tone by checking for a steady light on the TTY status indicator.

Dial the number and watch the status indicator light to see if the dialed number is ringing. The ring will make a long slow flash or two short flashes with a pause in between. If the line is busy, you will see short, continuous flashes on your indicator light. When the phone is answered, you will see an irregular light signal as the phone is picked up and placed in the cradle. If you are calling a combination TTY and voice number, and do not have a voice announcer on your TTY, you should tap the space bar several times to help the person on the other end identify this as a TTY call.

**PLEASE NOTE** - If your call is not answered via TTY after 10 to 15 seconds, you should again tap the space bar to let the person know that it is a TTY call. If you still receive no answer, this could mean one of several things. You may have dialed an incorrect number or your call did not go through. A signal on your monitor light that someone is speaking may mean you have reached a recorded message.

**COMMON TTY TERMINOLOGY**

<table>
<thead>
<tr>
<th>Term</th>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afternoon/Evening</td>
<td>PM</td>
<td>Operator OPR</td>
</tr>
<tr>
<td>Although</td>
<td>THO</td>
<td>Pause (thinking) HMMM</td>
</tr>
<tr>
<td>Are</td>
<td>R</td>
<td>Please PLS</td>
</tr>
<tr>
<td>Because</td>
<td>CUZ</td>
<td>Question Q</td>
</tr>
<tr>
<td>Center</td>
<td>CTR</td>
<td>See you later CUL</td>
</tr>
<tr>
<td>Could</td>
<td>CUD</td>
<td>Should SHUD</td>
</tr>
<tr>
<td>Go ahead (your turn to type)</td>
<td>GA</td>
<td>Stop keying (end of conversation) SK</td>
</tr>
<tr>
<td>Hold</td>
<td>HD</td>
<td>To show appreciation SMILE</td>
</tr>
<tr>
<td>Meeting</td>
<td>MTG</td>
<td>Tomorrow TMR</td>
</tr>
<tr>
<td>Morning</td>
<td>AM</td>
<td>Would WUD</td>
</tr>
<tr>
<td>Number</td>
<td>NBR</td>
<td>You U</td>
</tr>
<tr>
<td>Oh, I see</td>
<td>OIC</td>
<td>Your UR 10/93 1</td>
</tr>
</tbody>
</table>
ADDITIONAL INFORMATION

If you make a mistake in spelling, you can either type "xxx" and then retype the correct spelling or use the Back Space key to delete the misspelled word(s).

To type numbers on some TTYs you may have to use the Shift key. Consult your TTY manual for specific operating instructions.

The message of some TTY callers may appear to be in nonstandard English. Please do not mistake this as a lack of intelligence on the part of the caller. Instead, it may be due to differences between hearing and deaf cultures or the use of TTY terminology. Extend the same patience and courtesy to TTY callers as you do to all others.

For more information, or copies in alternative formats, call the Access Board (U.S. Architectural and Transportation Barriers Compliance Board) at the following numbers.

- TTY 202-272-5449
- Voice 202-272-5434
- V/TTY 800-USA-ABLE
APPENDIX D: Making a Relay Call from a Voice Telephone

During a relay call the Communications Assistant (CA) is transparent. They will type what you say, word for word, as well as all background sounds they hear. They will voice to you what the Text Telephone (TT) user types.

Call the Telecommunications Relay Center at: 1-800-828-1140

1. When the CA answers the call, give them the telephone number of the person you are trying to reach. When calling a business or organization, providing the CA with the name and/or department you are trying to reach will speed connection of your call.

2. Once your call is connected, speak a little slower than normal.

3. Speak as if you are talking directly to the person you are calling.

4. On a relay call only one person can speak at a time. When you hear "Go ahead," you will know it is your turn to speak. When you are finished speaking, say, "Go ahead," so the other person will know it is their turn to speak.

When someone is making a relay call to you the CA will announce the call as follows: "This is the Relay Center, there is a person on the line who cannot use a telephone to call you directly. Have you ever spoken through this center before?"

- During the call follow the guidelines above under numbers 2, 3 and 4.
Appendix E: Approaching a Person in a Wheelchair

This area has a higher potential for injury.

Best area to approach.

This area has the highest potential for injury.
Appendix F:
Alzheimer’s “Project Safe Return”
Bracelets/Necklaces

These are the three styles that may appear on the Alzheimer’s Association Safe Return Program bracelets and necklaces. If the person is lost, call the phone number on the back of the jewelry to help find the person’s home.

Style A

ALZHEIMER'S
ASSOCIATION
Safe Return

Style B

Safe Return

Style C

Memory impaired
To help Bob
Call 1-800-XXX-XXXX
ID# SRXXXXX
10.13.01 PURPOSE AND POLICY

The purpose of this order is to establish procedures for securing private property that has been rendered accessible to unauthorized entry due to weather, criminal activity, or authorized police activity.

10.13.02 GENERAL

Occasionally, officers are called upon to physically secure private property that is vulnerable to unauthorized entry due to events beyond the control of the property owner. In the interest of Crime Prevention, the Police Department may have an obligation to secure property in cases where the owner of the property is not known or cannot respond in a timely fashion.

Construction services are budgeted annually under Fees for Professional Services, account. These services are available to Patrol operations to secure private property rendered accessible to unauthorized entry due to weather, criminal activity, or authorized police activity when property owners cannot be located to respond and...
secure their property. To avoid posting a police officer on the premises, a supervisor has the option of having the potential entry points boarded over for temporary security.

### 10.13.3 PROCEDURE

A. In general, officers will take reasonable steps to secure vulnerable property. Personally notifying the owner and ensuring that the property is turned over to a responsible party is standard operating procedure.

B. When a property owner or responsible party cannot be located and it is apparent the premises cannot be secured through conventional methods (such as locking doors or windows) officers will contact their immediate supervisor who will respond to the scene.

C. The responding supervisor will assess the situation and determine if contracted construction services will be utilized to secure the property. The supervisor will ensure that all reasonable efforts have been made to have the owner or responsible party respond to the scene prior to authorizing a request for construction.

D. Upon receiving authorization from the supervisor, the officer handling the case will contact or have the Department of Emergency Communications (DEC) contact the current vendor responsible for construction services. The officer will stand by until the vendor responds and secures the property. The officer will provide the report case number and the name of the supervisor authorizing services to the vendor.

- Under no circumstances will officers or supervisors contact construction services to secure property when a responsible party is available to respond and assume control of the business or premises. This 24 hour service is provided, under City contract only as needed by the Police and Fire Department. Employees are not to give out the name or telephone number to citizens or business owners as they do not provide “board-up” services to the general public.

### 10.13.4 RESPONSIBILITIES

A. The assigned officer will note that construction services were utilized in the police report (F-APD-0007) documenting the incident. The report will contain: the name(s), business address, home address, and phone numbers for the property owners. The report will also contain the name of the supervisor authorizing construction services. If the incident is not a reportable event, the officer will complete a POLICE INFORMATION report which includes the above information.
B. The authorizing supervisor will ensure that a copy of the police report documenting the use of construction services is forwarded to the Fiscal Management Section and the Patrol Account Administrator.

C. The Fiscal Management Section reviews the APD-0007 and periodically reports to the City Finance Department which will, if appropriate, bill the owner of the property for the services rendered.

D. The Patrol Account Administrator will maintain a central file of all reports detailing the use of construction services and will verify that reports have been completed based on expenditures charged.

By Authority Of:

Earl L. Cook
Chief of Police
Alexandria Police Department
Directive 10.14

TELEPHONE & ON-LINE REPORTING

Effective Date: 11-21-2016
Cancels: 08-23-2013

Updated Date: Section(s):
SME Review Date:

Updated Date: Section(s):
Updated Date: Section(s):

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10.14.01 PURPOSE AND POLICY
10.14.02 PROCEDURES
10.14.03 TRU PROCEDURES
10.14.04 PRIORITY 1 AND 2 CALLS

10.14.01 PURPOSE AND POLICY

The purpose of this directive is to establish procedures for telephone and online reporting of crimes and incidents.

It is the policy of this department to provide the opportunity for citizens to report certain crimes and incidents by telephone and online by accessing the Alexandria Police Department website at alexandriava.gov/police and clicking on Online Resources. Reports handled by these measures increase the number of police officers available to respond to emergencies and other police functions. Telephone and online reporting accomplishes this objective and provides an appropriate police response to complaints that are less serious and do not require the presence of an officer to write a report.

10.14.02 PROCEDURES

A. When a call is received in the Department of Emergency Communications (DEC) and it qualifies as a telephone report (see section 10.14.04), call takers will record the information on the Computer Aided Dispatch (CAD) system. Call takers will assign the call to the Telephone Reporting Unit (TRU) and clear the call according to the proper procedure for the system (as TRU). Call takers are to encourage citizens to use the online reporting system as an alternative means to make the report by telephone. Citizens may also access the online reporting system directly through
the Department’s website without contacting DEC and being referred. Through a series of questions, the online system will determine if the report qualifies for online reporting or will direct the citizen to contact DEC to dispatch it as a call for service.

B. The supervision and management of the TRU is the responsibility of the Information Services Section (ISS) commander or designee.

C. Personnel assigned to TRU, whether a police services clerk (PSC), special police officer (SPO), police officer, or volunteer, and whether permanently or temporarily assigned, are responsible for:

1. Receiving calls transferred from DEC.
2. Checking the incident listing report for pending calls and writing reports as necessary,
3. Handling all calls received unless, after having spoken with the complainant, further action by TRU would be inappropriate. Upon approval by an ISS supervisor or designee, DEC will be notified to dispatch such calls.
4. Reviewing incidents received in the online reporting system and writing reports as necessary.

D. Employees assigned to TRU will print out all calls received via the incident listing report. Then, the PSC will log the calls into the TRU computer program.

E. Priority 1 calls (as defined in 10.14.03) will be handled immediately. Normally, all other calls will be handled in order of receipt. Exceptions may be made by an ISS supervisor or higher.

F. Employees taking any action on a TRU call (for example, phone message left, report taken and disposition, etc.) will document it by writing on the printout the action taken, date, and the employee’s name. The employee will then place the printout in the designated basket to await update of the TRU computer program by the PSC.

G. The PSC is accountable for ensuring all pending telephone reports have been received and handled.

H. All persons assigned to TRU are responsible for contacting complainants of any calls pending from the preceding shift or day.

I. Persons writing telephone reports will select “Telephone Reporting” in the Division drop down box in Report Manager whether they are assigned to TRU permanently or temporarily. Reports completed in TRU will be sent to the ISS supervisor (s) for review and sign off.

J. Credit card frauds, embezzlements, forgeries, or similar white-collar offenses will not be handled by TRU, except when the reporting party is out of town.

1. Police Information reports for white-collar offenses such as Identity Theft occurring outside the City, taken as a courtesy to aid citizens with the recovery of funds, would be handled by TRU.

K. During those occasions when there are more than 20 pending calls, TRU staff is to notify an ISS supervisor. The ISS supervisor will determine if additional assistance is needed. The ISS supervisor will request the On-Duty Watch Commander to
determine the availability of a police officer to respond to TRU to handle the backlog. If a police officer is not available, sending calls to TRU may be suspended until such time that the backlog improves and is manageable.

L. The ISS supervisor suspending TRU calls is responsible to notify the On-Duty Watch Commander and DEC of the deferment.

M. Once the TRU backlog is manageable, the ISS supervisor is responsible to notify the On-Duty Watch Commander and DEC of the reinstatement.

10.14.03 PRIORITY 1 AND 2 CALLS

A. Call takers will use the charts below to determine if a call should be handled by TRU. Only calls listed therein will be handled by TRU. An ISS supervisor or higher may make exceptions when unusual circumstances exist.

B. For purposes of this Directive, “Identifying Suspect Information” will be defined as descriptors that are likely to assist responding officers in locating a suspect (e.g. name/nicknames, current suspect location or suspect’s address). Calls received with only vague or broad descriptors that are unlikely to assist responding officers in locating a suspect (e.g. race and gender only, wide range for age, height or weight, no description of clothing, hair color or distinctive characteristics) should be handled as described in Sections D and E below. If TRU discovers additional suspect information in a Priority 1 Call, TRU will notify DEC in order to update circulating officers.

C. If a call is sent to TRU and TRU discovers identifying suspect information, TRU will return the call to DEC to dispatch to Patrol.

D. PRIORITY 1 CALLS are handled immediately upon receipt by TRU. If TRU is not staffed and/or no one is available to handle the call, it will be dispatched by DEC. See the chart below for further information.

<table>
<thead>
<tr>
<th>TYPE OF REPORT</th>
<th>CRITERIA FOR REFERRAL TO TRU</th>
<th>ACTION REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRAND LARCENY</td>
<td>1) No identifying suspect information AND  2) Offense likely occurred more than one hour prior to receiving the call.</td>
<td>DEC: Dispatch a unit to check area for a dropped vehicle and video cameras in area.</td>
</tr>
<tr>
<td>AUTO</td>
<td></td>
<td>PATROL: Circulate in effort to locate dropped vehicle and video cameras, document efforts in CAD and clear call as “TRU” through DEC.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TRU: Enter vehicle into NCIC/VCIN. Complete report – note efforts made by Patrol officers documented in CAD. Notify DEC of lookout.</td>
</tr>
<tr>
<td>TYPE OF REPORT</td>
<td>CRITERIA FOR REFERRAL TO TRU</td>
<td>ACTION REQUIRED</td>
</tr>
<tr>
<td>----------------</td>
<td>-----------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>TAMPERING WITH AUTO</td>
<td>1) No identifying suspect information AND 2) Offense likely occurred more than one hour prior to receiving the call.</td>
<td>TRU: Complete report.</td>
</tr>
<tr>
<td>LARCENY including SHOPLIFTING (PETIT) and LARCENY FROM AUTO (OCCURRED EARLIER)</td>
<td>1) No identifying suspect information AND 2) Offense likely occurred more than one hour prior to receiving the call.</td>
<td>TRU: Complete report.</td>
</tr>
<tr>
<td>DESTRUCTION OF PROPERTY, Excluding GRAFFITI</td>
<td>1) No identifying suspect information AND 2) Offense likely occurred more than one hour prior to receiving the call.</td>
<td>TRU: Complete report.</td>
</tr>
</tbody>
</table>

E. PRIORITY 2 CALLS are any that are not included in Priority 1 and usually do not require immediate action. See the chart below for further information.
<table>
<thead>
<tr>
<th>HIT AND RUN (MISDEMEANOR)</th>
<th>1) No identifying suspect information AND 2) Offense likely occurred more than one hour prior to receiving the call AND, and 3) No injury reported. If occurred on public property, damage estimate under $1,500 to victim vehicle.</th>
<th>TRU: Complete report.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY TAG LOST</td>
<td>Lost tag.</td>
<td>TRU: Obtain tag number, complete report.</td>
</tr>
<tr>
<td>LOST PROPERTY</td>
<td>Believed lost in Alexandria.</td>
<td>TRU: Complete report.</td>
</tr>
<tr>
<td>PHONE CALLS: harassing, annoying, obscene</td>
<td>1) No identifying suspect information AND 2) Not domestic-related.</td>
<td>TRU: Complete report, refer victim to phone company.</td>
</tr>
<tr>
<td>POLICE INFORMATION</td>
<td></td>
<td>TRU: Complete report.</td>
</tr>
<tr>
<td>IDENTITY THEFT OR CREDIT CARD FRAUD</td>
<td>1) No identifying suspect information AND 2) The reporting party is out of town</td>
<td>TRU: Complete Report. Advise victim to follow up with card issuer.</td>
</tr>
</tbody>
</table>

By Authority Of:

David Huchler
Acting Chief of Police
10.15.01 POLICY/PURPOSE

It is the policy of the Department that all special events be sufficiently staffed to ensure the safety of the people who attend and those who take part in handling an event. This directive defines the types of Special Events and the operational considerations to be followed. This directive is further intended to ensure staffing needs are met through a fair and equitable system.

10.15.02 DEFINITIONS

Special Event - is any event public or private, attended by one or more persons, that is intended to promote, highlight, or bring attention to a specific cause or occasion, the conduct of which has the effect, intent or propensity to draw a crowd or onlookers. Examples include holiday celebrations, pageants, historical reenactments, remembrances, entertainment, exhibitions, festivals, concerts, races, parades, picnics, reunions, fairs/carnivals, boat or ship arrivals, and political rallies/demonstrations.
**Event of Interest** - is a public or private event that may require additional operational considerations depending on certain factors. (See list in 10.15.03 below)

**City Sponsored Special Event** - is any event sponsored or co-sponsored by the City of Alexandria and has some or all of its funding provided by the City.

**Special Event Committee** - is a working group comprised of representatives from the following City Agencies: ACVA, ACPS, General Services, Health Department, Fire Department, Code Enforcement, Emergency Management, Police Department, and T&ES. The committee is currently chaired by the Recreation Department.

**Special Events Supervisor** - is normally a sergeant assigned to the Operations Support Bureau. He/She is responsible to coordinate department resources and effectively staff and manage special events that occur within the City. They are assigned to the Special Events Committee as the Police Department representative. They are responsible for working closely with this committee to evaluate events, assist with logistics to groups or persons wishing to hold a special event. They are the central point of contact for the department for handling all special events. They also work with other Police or outside agencies when requested to assist with events that may impact the City or request for mutual aid in assigning officers to outside agencies for large regional events.

**Draft** - is the notification to Officers that they are required to staff a special event.

**Exempt Officers** - are sworn personnel with the rank of Captain or above; officers regardless of rank with 30 or more years of service; detectives assigned to the Vice/Narcotics Unit; Members of the Motor Unit or Honor Guard; Parking Enforcement Officers; Hack Inspectors; and SPOs.

**Public Spaces** - are streets, sidewalks, parks and schools under the control of the City of Alexandria.

### 10.15.03 PROCEDURES/EVENTS OF INTEREST

All Special Events reviewed and approved by the City Special Events Committee will be staffed as a hireback or overtime detail.

Events occurring on private property and not reviewed/approved by the Special Events Committee may be staffed as an off duty detail. (see Police Directive 4.17 - Secondary Employment)
Some events regardless of their location within the City may require additional operational considerations depending on certain factors. These are referred to as **events of interest**. Events of interest require further review to ensure proper documentation and permitting has been obtained and/or adequate notifications have been made to the appropriate City agency or Command Staff. Operational consideration is needed when:

- the event is held in Public Spaces;
- the event includes dignitaries in attendance;
- alcohol will be sold or dispensed at the event;
- the event will have a band/concert that will draw significant crowds of persons due to heavy advertisement or popularity of the performer;
- the event causes a major road closure or disrupts the normal flow of traffic;
- the event will attract 200 or more persons;
- the event will impact two or more City agencies assigned to the Special Events Committee.

Employees who become off duty detail coordinators as defined in Police Directive 4.17 will be required to complete the required APD Off Duty Detail forms for submission through the Chain of Command. The Operation Support Bureau Chief when signing off on this form will ensure the detail complies with City permit requirements and does not conflict with current City and Police Department policy as a Special Event.

**10.15.04 STAFFING SPECIAL EVENTS / DRAFTING**

A. The Special Events Supervisor will post a sign-up sheet at a predetermined and approved location indicating the event, its date and time and the number of officers needed to fulfill the necessary staffing requirement.

B. To ensure volunteers have ample time to sign up to work each event, the sign-up sheet will be posted approximately 60 days prior to the date of the event or when the event is approved or comes to the attention of the Special Events Supervisor. At approximately the 35 day mark, if the event is not fully staffed by volunteers, the Alexandria Office of Sheriff will be provided the opportunity to fill vacant staffing assignments. The Alexandria Office of Sheriff will have ten (10) days to solicit sworn Deputy Sheriff volunteers for the event. Assigned Deputy Sheriffs will operate under an agreed memorandum of understanding (MOU) detailing roles and responsibilities of each agency. At approximately the 25-day mark, if the event is not fully staffed by volunteers, the Special Events Supervisor will initiate the draft and will assign officers by utilizing a draft roster of all sworn officers except officers defined as being exempt. (See definition above) When utilizing the drafting process, the Special Events Supervisor will assign officers in a manner that avoids significant conflict with their normally scheduled hours of on-duty work.
C. Officers will be drafted from a current roster of officers first by the order of special events worked the previous year and second by seniority. This notification will be made approximately 25 days prior the event start date. Officers working no or zero events in the prior one year time period will be at the top of the list. The draft list will be created by examining the officers credited with working a special event from all Special Events in the last twelve months including the event being drafted for (if that event occurred the previous year). The list will be created as drafts are required or needed. After an officer has fulfilled his/her obligation after being drafted, he/she will not be drafted to work another special event until the list has been exhausted and their name comes up again. This will ensure equity in drafting personnel to work these events.

10.15.05 RESPONSIBILITIES

A. Special Events Supervisor

1. The Special Events Supervisor will be responsible for the coordination of all approved City special events and will coordinate these events with other city agencies and outside organizers. The Special Events Supervisor will coordinate staffing resources when requested by outside Police or Federal Agencies.

2. When a draft is required, the Special Events Supervisor will give written notification to those officers selected to work the event and a copy of the notification will be forwarded to the individual's supervisor. Once written notification has been sent, the assignment will not be considered voluntary.

3. The Special Events Supervisor will complete an after action report to include the number of officers used, problems encountered, costs to the sponsor of the event and suggestions for future events. After Action reports are not required for re-occurring races or other annual events unless there are significant issues or suggestions for future events. After Action reports are required for the GW Birthday Parade, The St. Patricks Day Parade, the Scottish Christmas Walk Parade, the King Street Art Festival, the Arlandria Festival, Art on the Avenue and First Night as these specific events mobilize large department resources. An event supervisor or commander may request an After Action for any Special Event.

4. The Special Events Supervisor will document the personnel who work the event and maintain a record of their cost (based on their current rate of pay) via an event spreadsheet. The event supervisor or his designee will collect any overtime slips from the officers assigned to the event. Overtime slips will be submitted to Personnel and Training after the event concludes.
5. The Special Events Supervisor may be responsible in certain instances for billing and reimbursement of police personnel expenditures (if applicable) to the appropriate vendor or organizer to whom police services were provided or to the person responsible for recovering the cost associated with services provided by the City (usually this is handled by the Recreation Department).

6. The Special Events Supervisor will notify the Operations Support Bureau Deputy Chief (through channels) of any Special Events not reviewed, funded or paid through the City’s Special Event Account. A written request for staffing and overtime expenditures will be submitted prior to the posting or staffing of the detail. The request will include the background of the event, the number of personnel needed, the estimate of overtime cost, any traffic impacts or street closures, and any logistical requirements or considerations related to the nature of the event.

B. Sworn Personnel

1. Officers who voluntarily sign up to work a special event will be deleted from the master list after working that specific event and will not be responsible to work again until their name comes back to the top of the draft list.

2. Officers drafted will work their assigned event, unless they find another officer to work in their place. In these cases, officers will notify the Special Events Supervisor, in writing (email is ok), and inform him/her of the change. Officers may not recruit a replacement officer without making this notification to the Special Events Supervisor. Officers drafted are responsible for the coverage of the event until specifically relieved by the Special Events Supervisor or higher authority.

3. In cases of last minute bonafide emergencies, the scheduled officer must promptly contact the Special Events Supervisor and request to be excused from working an event. The officer, however, will not be excused from the draft list.

4. Officers, who find someone to work in their place, will not be relieved of their draft obligation until they actually work a special event. Their name will remain on the list until that happens. (The option to find “covering” officers is allowed as a consideration for those situations where officers have significant pre-arranged plans for the date they are selected to work).

5. Officers do not receive credit for working a Special Event until they have actually worked the event. Officers who have signed up for future posted events are still subject to draft in the case where a draft precedes the future event. For example: Officer A signs up for the February GW Parade but
then is drafted for the March St. Patrick’s Day Parade. Because Officer A has yet to work the GW Parade he/she has not been credited with working an event and is subject to draft.

6. Officers voluntarily signing up, or those who are drafted from the list will report to the event at the date and time specified by the Special Events Supervisor. All guidelines, as set forth in Police Directive 4.2, Leave and Attendance apply. Officers, who fail to report to the event, and have not been excused by the Special Events Supervisor, will be subject to disciplinary action.

7. Sworn officers with the rank of Lieutenant and below who work a special event which is reimbursable to the City will be paid at their current time and one half rate of pay or the maximum pay authorized by the event.

10.15.06 SECURITY CHECKPOINTS FOR SPECIAL EVENTS

Certain Special Events will require additional security measures to be instituted to ensure a safe and secure environment for participants.
5. **Virginia Open Carry Law**: Officers at [redacted] may not detain, restrict or otherwise impede a person who wishes to attend a City Sponsored or Co-sponsored event for the sole reason of openly carrying a firearm. Current Virginia Law allows for the open carrying of a firearm in public by any person over the age of 18 (VA Code 18.2-308). Events open to the public and sponsored or co-sponsored by the City of Alexandria cannot restrict persons who wish to exercise this right.

The Commonwealth Attorney has opined that the open carrying of a firearm is not illegal and would not warrant an investigatory stop unless the officer observes additional facts and circumstances or unusual conduct which leads him to reasonably conclude in light of his experience that criminal activity may be afoot. Such facts and circumstances might include but are not limited to:

- Whether it appears the firearm is a type prohibited under the code sections.
- Whether the officer has knowledge that the person might fall into a category of persons prohibited from carrying weapons (convicted felons as an example).
- Whether the person is intoxicated in public.

This policy does not apply to events where the event sponsor, private person or entity has rented or leased City Property for the event and wishes to prohibit firearms from entering the venue.

The City Attorney has opined that:

“The Virginia Code only prohibits localities from adopting or enforcing restrictions on the carrying of firearms. See Va. Code section 15.2-915(A). A private person or entity that rents a City facility for an event would not be acting as an agent or servant of the City. Such an entity would be entitled to condition entry to an event that it is sponsoring on its own terms, as long as the sponsor is not discriminating in some invidious manner (such as by race). This presumes that (i) the City is not a cosponsor of the event or otherwise underwriting the cost of
the event, and (ii) the private person pays the customary rental fee for the
facility."

By Authority Of:

Earl L. Cook
Chief of Police
10.16.01 POLICY AND PURPOSE

This directive reflects the model policy established and amended by the Metropolitan Washington Council of Governments Police Chiefs Committee. These guidelines are for the recognition of casual clothes personnel from the law enforcement agencies throughout the Washington Metropolitan area by uniformed members.

The policy is designed to reduce the hazards inherent in confrontational situations between uniformed and casual clothes law enforcement personnel. It is not intended to supersede the procedures of any agency in the deployment of casual clothes or undercover personnel. These procedures are designed for both on and off duty personnel.

The safety of all law enforcement personnel is of paramount importance to the Police Chiefs Committee. The quick and effective recognition of casual clothes personnel utilizing consistent procedures is an important component of ensuring that safety. Therefore, it is the desire of the Police Chiefs Committee that all agencies in the COG region enact, train to, and adhere to this policy.
10.16.02 DEFINITIONS

Member - a sworn employee of any law enforcement agency or the Military District of Washington.

10.16.03 GENERAL INFORMATION

While the procedures contained in this policy are established and accepted by all law enforcement agencies in the Metropolitan area, active and retired officers from other areas of the country may be unfamiliar with them.

10.16.04 PROCEDURES
By Authority Of:

Earl L. Cook
Chief of Police
It is the policy of this Department to develop and perpetuate programs designed to prevent and control juvenile delinquency. The responsibility for participating in or supporting the Department's juvenile operations function is shared by all agency components and personnel. All personnel dealing with juvenile offenders should use the least coercive among reasonable alternatives, which may include:

- Outright release with no further action;
- Issuing written citations or summonses to juvenile offenders to appear at intake in lieu of taking them into custody; and
- Referral to juvenile court.
The purpose of this directive is to establish guidelines and procedures for handling juveniles who are in need of protection, in violation of status offenses and those charged with criminal offenses, ensuring that the constitutional rights of juveniles are protected.

10.17.02 AUTHORITY

The authority governing this directive is provided under the Code of Virginia, 16.1.228, 16.1-246, 16.1-247, 16.1-299, 63.2-1517, and 63.2-1518.

10.17.03 DEFINITIONS

Booked On Information - The process by which a juvenile is charged for committing a delinquent act or status offense without taking the juvenile into custody. "Booked on Information" is placed in the "Location of Arrest" block on the Juvenile Arrest form (APD-007E).

Child, Juvenile, Minor - A person who is less than eighteen years of age.

Delinquent Act - Act designated as a violation of a law of the Commonwealth of Virginia or an ordinance of any city, county, town or federal law, but not to include status offenses.

Delinquent Child - A child who has committed a delinquent act or an adult who had committed a delinquent act prior to his/her 18th birthday.

Intake Officer - A juvenile probation officer who is designated by law as having the quasi-judicial authority to decide probable cause, divert or petition the court and initiate a detention or shelter care order.

Person Acting for a Parent - A teacher, a relative over the age of eighteen, or any adult willing to accept responsibility for the juvenile.

Status Offender - A juvenile who commits an act which is unlawful only if committed by a juvenile, e.g., a juvenile who remains away from or who habitually deserts or abandons the family (runaway). This juvenile may be charged as: (1) Child in Need of Services (CHINS) - a child whose behavior, conduct or condition presents or results in a serious threat to the well being and physical safety of the child; (2) Child in Need of Supervision - a juvenile who, while subject to compulsory school attendance, is habitually and without justification absent from school or a juvenile who, without reasonable cause, runs away from or habitually deserts or abandons his/her family or escapes or remains away without proper authority from a residential care facility.
10.17, JUVENILE PROCEDURES, TBD  Page 3

10.17.04 RESPONSIBILITIES

A. **The arresting officer will:**

1. Notify the intake officer at the court when appropriate (see section 10.17.13) and follow the instructions given by them on the custody of the juvenile without delay. [44.2.2.d.]

2. Notify the juvenile's parent, or person acting for a parent, of the specific acts that brought the juvenile to the attention of the police as well as juvenile justice system procedures. If immediate contact cannot be made, continue notification efforts and if necessary request assistance from the Criminal Investigations section until notification is made; [44.2.2.e.; 44.2.3.a.]

3. Notify the **Department of Emergency Communications (DEC)** of the location of the juvenile, if in custody;

4. Notify Information Services Section (ISS) immediately upon arrest so that appropriate checks can be made prior to the juvenile’s release or detention (i.e., runaway, missing, endangered, wanted, etc.) Document the notification in the space provided on the Juvenile Arrest form (APD-007E).

5. Notify an immediate supervisor when it is discovered that a detained juvenile is definitely innocent, or that no crime has been committed.

6. Complete all required paperwork with information on the child, parents, complainant and witnesses. The Juvenile Arrest form (APD-007E) must be used to report arrests of juveniles. Employees filling out this form should keep it intact. ISS personnel will separate the form and forward copies to appropriate locations. For further information see Police Directive 10.8, Reporting Guide.

7. Ensure that juveniles in custody who are in need of emergency medical treatment receive such treatment without delay. [44.2.2.d.]

B. **The supervisor will:**

1. Review and approve all paperwork done by the arresting officer prior to submitting it to Information Services (ISS); ensuring that correct forms were used, the information on the forms is correct and complete, and that the juvenile justice system was explained and documented, if appropriate.

2. After receiving information about the innocence of a juvenile, immediately call or page the intake officer to relate the facts of the case and request a decision whether to release or detain if charges are pending. The supervisor or person acting for the supervisor will record efforts to contact a court official, and the subsequent decision, on a Supplemental Report (APD-7A).
C. **Information Services Section (ISS) will:**

1. Upon being notified of a juvenile arrest, check the files of this department to ensure that any outstanding warrants on file for the juvenile are promptly executed.

2. Immediately check VCIN and NCIC for wanted or missing person status and notify the arresting officer of any positive results.

3. Ensure that appropriate teletypes are completed (i.e., required notifications, responses, removal of wanted person or missing person from VCIN/NCIC).

4. Upon receipt of Juvenile Arrest forms (APD-007E), separate the forms and distribute copies to appropriate locations.

D. *The Department of Emergency Communications (DEC) personnel will,* when a wanted check is requested on a juvenile, ensure that ISS is contacted for a local check in addition to the NCIC/VCIN check.

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### 10.17.05 CHILD PROTECTION

A. When probable cause exists that a juvenile is without adult supervision at such hours of the night and under such circumstances that there is a clear and substantial danger to the juvenile's welfare, the officer will take the child into immediate custody and notify the intake officer of the Juvenile Court, who will decide if a complaint should be filed. If the intake officer decides a complaint should not be filed, the officer will, in descending order:

1. Return the child home and release the child to a parent, guardian, legal custodian or other person acting for a parent; or

2. Release the child; and


B. All cases involving alleged abuse or neglect of juveniles will be processed under the provisions of Police Directive 10.18, Juvenile Victims of Crimes.

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### 10.17.06 STATUS OFFENSES

A. **Runaways**

1. Officers will complete a separate APD-7 for each runaway.

3. When probable cause exists to apprehend a juvenile who has runaway from home, the officer will:

   a. For Alexandria cases:
      - Detain the juvenile.
      - Notify ISS and document the notification on an APD-007B. (Do not use an APD-007E and leave the case open for CIS/Youth to complete the follow-up.)
      - Verify runaway and wanted status by requested wanted checks from NCIC/VCIN and ISS.
      - Release the runaway to a parent, guardian, or legal custodian.
      - Contact the intake officer when a parent, guardian, or legal custodian cannot be reached or refuses to take the child back. Follow the intake officer’s instructions.

   b. For out-of-town cases:
      - Detain the juvenile.
      - Verify runaway status with the Teletype from the reporting jurisdiction.
      - Request wanted checks from NCIC/VCIN and ISS.
      - Notify ISS and document the notification on the report.
      - Notify the parents that the runaway is in custody.
      - Notify the intake officer and follow his or her instructions.
      - Complete an APD-7 and APD-007B for an out-of-town runaway.

B. Truant

   1. When a juvenile is a reported truant by school officials, or an officer reasonably determines because of the child’s age and circumstance that he/she is a truant, the juvenile will be taken into custody, delivered to the appropriate school personnel and released.

   2. The officer will run a wanted check through NCIC/VCIN and a local check through ISS prior to releasing the juvenile and complete a Field Contact/Interview Card (APD-15A), which will include the name of the person notifying the parent of the truancy and the name of the person to whom the juvenile was released.

C. Child in Need of Services/Supervision (CHINS)

   1. Juveniles who are in violation of the status offense child in need of supervision or child in need of services generally are handled through the Juvenile and Domestic Relations Court.

   2. If an officer receives a call from a parent for a situation whereby no crime has been committed but a child is disobedient to the parent or guardian, the parent should be advised to contact the Youth Services Coordinator in CIS, who will then decide whether to make a referral to Juvenile Court.

10.17.07 INTERVIEWS/INTERROGATIONS

A. Prior to custodial interrogation, officers will inform juveniles of their legal rights. The officer will also explain agency and juvenile justice system procedures to the juvenile being interrogated.
The Commonwealth’s Attorney’s Office has approved the following language (modified according to the type of case) to be used as a guide:

- “You will (or may) be photographed and fingerprinted” (if called for by Virginia law).

- “The Intake Officer will be contacted and will decide whether you (if arrested) will be:
  1. Released outright;
  2. Released to your parents, guardians, or others;
  3. Brought immediately before the Juvenile Court (if open); or
  4. Taken to the Northern Virginia Detention Home.

- “The charges against you may be handled within the Juvenile Court; or”

- “You may be certified and tried as an adult in Circuit Court.”

The fact that the juvenile justice system has been explained will be documented in the offense report or supplement (i.e., “Juvenile justice system explained”).

Supervisors will also ensure explanation of the juvenile justice system during custodial interrogations.

Note: Juveniles have no explicit right to have parents/guardians present during questioning.

B. When interrogating juvenile suspects there will be a maximum of two officers present.

The duration of the interrogation will be dependent upon the totality of circumstances surrounding the arrest and interrogation, including evaluation of the juvenile’s age, experience, education, background and intelligence, and assessment of whether he has the capacity to understand the warnings given him, the nature of his Fifth Amendment rights, and the consequences of waiving those rights.

In any event, the interrogation of a juvenile suspect should not continue for any one continuous period in excess of two hours without a break of at least ten minutes, and should not exceed four (4) hours in total length unless authorized by the Commonwealth’s Attorney or an Assistant Commonwealth’s Attorney.  

C. For questioning or interrogating students at school, officers will report to the main office and will contact a school administrator who will assist them. (See also 12.7.03)

D. Questioning juveniles in detention.

  1. Officers wishing to question juveniles held in detention about the charge for which the juvenile is being detained must:
a) Consult with an attorney from the Commonwealth's Attorney's Office prior to conducting the interview;

b) Inform the juvenile's parent or guardian and the attorney (if any) that an interview is requested;

   Note: If the juvenile has retained an attorney for this charge, the attorney must grant permission for an interview either in writing or by calling the Detention Home Monday through Friday, 8 a.m. to 5 p.m., and providing his/her Bar Association number.

c) Arrange the interview by contacting the Detention Home; and

d) Provide written documentation of the parent or guardian approval if the aforementioned attorney approval does not apply.

2. Officers wishing to question (either as a suspect, victim or witness) juveniles held in detention about cases under investigation in which the juvenile has not been charged must:

   a) Inform the juvenile's parent or guardian or attorney that an interview is requested;

   b) Obtain written permission from the parent or guardian or attorney. (The attorney may call the Detention Home during their normal business hour, Monday through Friday 8 a.m. to 5 p.m.);

   c) Arrange the interview by contacting the Detention Home; and

   d) Provide written documentation of the approval at the time of the interview (if not done by the attorney by phone).

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**10.17.08 IMMEDIATE CUSTODY**

A. Juveniles may be taken into immediate custody when:

1. In the presence of the arresting officer, a juvenile commits an act which would be a crime if committed by an adult under federal, state or local law and ordinances, and the officer believes that such is necessary for the protection of the public interest;

2. A juvenile has committed a misdemeanor offense involving shoplifting, assault and battery or carrying a weapon on school property and, although the offense was not committed in the presence of the officer who makes the arrest, the arrest is based on probable cause on the reasonable complaint of a person who observed the alleged offense;

3. There is probable cause to believe that a juvenile has committed an offense which would be a felony if committed by an adult; or

4. A juvenile is believed to be in need of inpatient treatment for a mental illness; or
5. For protective reasons as stated in 10.17.05, A, above;

6. A juvenile who commits an act which is unlawful only if committed by a juvenile (see 10.17.06); or

7. A detention order or warrant is known to be on file in this or another jurisdiction.

B. **Notification of Parents.**

1. To encourage and support the use of the parental authority, the officer will notify the parent(s) or guardian, of the specific act or acts (criminal or status offenses), which brings a juvenile to the attention of the Police.

2. Such notification will be made by telephone or in person, as soon as reasonably possible.

3. The name of the person notified will be noted on the APD-7, APD-007B, APD-007E, or Field Contact/Interview Card, APD-15A.

4. If a juvenile is released to a responsible adult, not his/her parent or guardian, the arresting officer must follow up with making notification to the parent or guardian.

5. Officers are to personally notify the parents or legal guardian of any juvenile who is stopped for a traffic violation, regardless of whether or not a VUS is issued. Contact should be made during the stop if at all possible to maximize its effectiveness. However, contact can be made by telephone or in person as soon as practical and before the end of the officer’s shift. (see also 11.21.13)

C. **Transporting Juveniles.**

1. No juvenile who is known or believed to be under fifteen years of age will be transported in a police patrol wagon.
   a. No juvenile will be transported with adults suspected of or charged with criminal acts.

D. **Arrests Occurring on School Property.**

1. Arrests should occur away from school grounds, if at all practical.

2. For an arrest or service of a detention order the arresting officer will:
   a. Contact the school administrator and request that the student be brought to the main office; and

   b. Make the arrest in the presence of the school administrator.
A. **Warnings.**

1. A non-custodial warning takes place when an officer requires the offender to desist from the offending activity and he/she complies. An APD-15A will be completed in all cases except class 2, 3, or 4 misdemeanors.

2. A custodial warning takes place when an officer takes the offender into custody for the offending behavior, and releases him/her to the control of the parent or guardian. An explanation will be given to the parent regarding the juvenile's activity. At a minimum, an APD-15A will be completed documenting the incident including the notification of the parent or guardian. An officer taking a juvenile into custody must notify an intake officer when a parent or guardian cannot be located.

3. When making decisions on whether or not to issue a warning, officers should consider the following:
   a. Seriousness of the offense;
   b. The age and circumstances of the alleged offender;
   c. Number and nature of previous contacts and arrests; and
   d. The juvenile's attitude with regard to accepting a warning and the availability of community-based rehabilitation programs.

4. No complaint is made to the juvenile court when a warning is issued; however, use of a warning is prohibited when:
   a. The complainant or victim wants to advance prosecution; or
   b. You have knowledge that the juvenile has been warned or arrested in the previous year for a similar violation of law.

B. **Complaints (placing charges).**

1. A complaint will be made in all cases in which a juvenile is taken into custody for a felony or a Class 1 misdemeanor.

2. In misdemeanor cases not committed in the officer's presence, the officer can complete an APD-7 and an APD-007E, and book the juvenile on information. This applies to those cases where a juvenile has committed a misdemeanor not in the officer's presence, and taking the child into custody is not allowed.

3. A complaint may be filed, or a warning issued, in all cases where a juvenile has committed an act that, if committed by an adult, would be a Class 2, 3, or 4 misdemeanor.

4. Whenever a juvenile is questioned, in any offense, ISS should be notified to ensure there are no outstanding charges or missing alerts on file.
10.17.10 WARRANTS AND DETENTION ORDERS

Warrants, Detention Orders or Temporary Detention Orders are served on juveniles in much the same manner as adults. However, in some instances arrested juveniles will be taken directly to the Juvenile Court.

- Officers who arrest juveniles on a detention order, will advise the intake officer by phone of the arrest of the juvenile;
- The intake officer will instruct the arresting officer on whether to bring the child directly to the court or transport them to the detention home;
- A parent or other person acting with parental authority will be given notice by the arresting officer of the action taken and the reason for taking the juvenile into custody;  
- Officers who arrest juveniles on a detention order, will advise the intake officer by phone of the arrest of the juvenile;
- The intake officer will instruct the arresting officer on whether to bring the child directly to the court or transport them to the detention home;
- A parent or other person acting with parental authority will be given notice by the arresting officer of the action taken and the reason for taking the juvenile into custody;
- The officer will inform the intake officer whether the parent, guardian or foster parent was notified of the juvenile’s arrest;
- The officer will complete the APD-7 and an APD-7A or APD-007E as required; and
- If transported to the Juvenile Court, officers will file the original copy of the executed detention order with the Clerk of the Juvenile & Domestic Relations Court on the same day it is executed. Officers will see that the detainee is served with a copy of the detention order.
- When an officer transports and places a juvenile in the custody of the Northern Va. Juvenile Detention Home or the local Sheltercare program, he/she shall leave the original order (issued by the Judge or Intake Officer) with the facility.
- Completed CCRE and fingerprint cards (in felony cases) will be delivered to the Information Services Section (ISS).

10.17.11 HANDLING OF ESCAPEES

A. Juveniles who are escapees from jail, a detention home, or other institution in which they were placed by the order of a Juvenile Court, Child Protective Services or other licensed child welfare agency may be taken into immediate custody when:  

1. There is a detention order or warrant known to be on file in this or another jurisdiction; or

2. An officer has probable cause to believe that a juvenile has escaped or run away from a jail, detention home, residential childcare facility or home after placement by the Court, by the Department of Social Services, or, by a licensed child welfare agency.

B. Whether Juvenile Court is open or closed, the juvenile may be returned and released to the facility from which the juvenile escaped or fled.
C. When the juvenile is not released to the facility from which the juvenile escaped or fled, the officer will contact the intake officer of the court who will determine where the juvenile will be placed.

D. Officers will initiate a search and broadcast a lookout for any juvenile reported missing or escaped from an Alexandria facility.

E. When an Alexandria-placed juvenile escapes from either the detention home or the jail, the officer will complete an APD-7 with applicable supplements.

F. When an Alexandria-placed juvenile runs away from an unsecured group home, or foster home, no matter where that home is located, the officer will:

   1. Take an APD-7 titled Runaway; and

   2. Complete a VA Missing Children Information Clearinghouse Report (APD-134), to include the signature of the adult reporting the incident, thereby authorizing entry into NCIC/VCIN.

G. When an out-of-town placed juvenile has either escaped from the detention home or run away from a group home in Alexandria, the officer will:

   1. Notify the administrator reporting the missing juvenile to contact the jurisdiction which placed the juvenile in the facility to make the original report and ensure the juvenile is entered into NCIC/VCIN; and

   2. Complete an APD-7 titled Police Information (Escape) if missing from the detention home and Police Information (Runaway) if missing from a group home, and include an APD-007B.

H. When an escaped juvenile or one that has run away from a group home is apprehended, the officer will:

   1. If Alexandria placed the juvenile, complete an APD-7A and/or an APD-007B to the original report. An APD-007E will be used only if a detention order is on file for the juvenile.

   2. If an out-of-town placed juvenile escaped or ran away from an Alexandria facility, complete an APD-7A to the original Police Information APD-7 and an APD-007B; and notify the jurisdiction that placed the juvenile of the apprehension.

I. If a serious juvenile offender escapes from a local secure facility (i.e., Juvenile Detention Center) the Commonwealth’s Attorney will be contacted prior to releasing identifying information (e.g., photograph or name) to the public or the media. (Refer to Code of Virginia 16.1-309.1) The Patrol Division Commander and the P.I.O. will coordinate the release of such information.
A. **Virginia Law § 16.1-299. Fingerprints and photographs of juveniles.**

1. All duly constituted police authorities having the power of arrest shall take fingerprints and photographs of any juvenile who is taken into custody and charged with a delinquent act an arrest for which, if committed by an adult, is required to be reported to the Central Criminal Records Exchange pursuant to subsection A of § 19.2-390. Whenever fingerprints are taken, they shall be maintained separately from adult records and a copy shall be filed with the juvenile court on forms provided by the Central Criminal Records Exchange.

2. One CCRE is required for each charge. In addition to the appropriate number of CCREs:
   a. Three (3) red fingerprint cards (total);
   b. One (1) palm card (front and back); and
   c. A color mug shot series must be taken in AJIS.

B. When fingerprinting cannot be accomplished in the CSI office, the arresting officer will contact a Sheriff’s Department supervisor and arrange for the fingerprinting to be done at booking.

C. Fingerprints and photographs may not be taken under any other circumstances except that an officer may seek a Juvenile Court order requiring a juvenile to submit to the taking of either or both.

D. For investigative purposes, officers may use fingerprints or photographs obtained from other agencies or persons in the community. In some cases this may require a court order.

E. A Criminal Records Exchange (CCRE) form will be completed by the officer for each and every felony charge.

F. **Only one charge will be recorded per arrest record (CCRE).** Additional charges will require a CCRE for each charge. Items 1 through 37 must be completed for each additional CCRE and a complete set (all ten fingers) of fingerprint impressions must be recorded on each additional fingerprint card submitted to the Juvenile Court. This is different from Adult arrests that allow printing just the thumbs on additional charges.

G. When a CCRE is required, do not separate the copies until after completing the top half of the form through the field labeled Shield/Code. The distribution of the three (3) parts of an arrest set is as follows:
   1. Copy 1 (White) - provided for use by the arresting agency. This copy will be maintained by the Identification Section (ID) along with the red fingerprint cards, palm cards, and photographs.
2. Copy 2 (Yellow) and Copy 3 (Fingerprint) - The yellow and fingerprint card copies of the CCRE form will be hand-delivered to ISS immediately by the person taking the fingerprints. ISS will attach these forms to the warrant, petition or police report which substantiated the arrest and these will be forwarded promptly to the clerk of the Juvenile Court.

H. APD-7s involving felony juvenile arrests will be written prior to the end of the officer’s tour of duty and delivered to ISS immediately to ensure that the report and the CCRE go to J&DR Court together. These APD-7s are NOT to be placed in the incoming basket. They are to be hand-delivered to ISS staff with advisement of Felony Juvenile Arrest. ISS staff will promptly attach all the required documents and place in the Juvenile Court Mailbox. In the event that the Court Liaison Officer has taken all the arrest documents to court, ISS staff will make arrangements to have the documents transported to J&DR Court by Patrol. ISS staff will have a separate box to hold any CCRE awaiting a report. It is extremely critical that all documents go to court simultaneously.

I. Juvenile fingerprint cards, photographs, and criminal records authorized for retention, will be separately and securely maintained. All juvenile confidential information is to be secured and access controlled. All computerized records will distinguish juvenile records through the use of juvenile designators. Juvenile records are disposed of in accordance with Virginia Code after the juvenile reaches adult age. Provisions for the expungement and sealing of juvenile records are explained in detail in the Code of Virginia and will be adhered to as mandated. [82.1.2]

### 10.17.13 NOTIFYING INTAKE [44.2.2]

A. Officers will notify intake of all felonies when charges are going to be placed. Generally, juveniles charged with felonies should be taken into custody. However, there are some exceptions:

1. The suspect is incarcerated and probable cause exists to place charges on additional cases; or

2. Fingerprints and photographs are not required when taking the child into custody serves no purpose. Questions regarding these cases should be addressed to a supervisor.

B. Officers will notify intake whenever juveniles are taken into custody for Class 1 misdemeanors.

C. Officers are not required to notify intake for Class 1 misdemeanors when the juvenile is not in custody, unless one of the following conditions exists:
1. The child constitutes an unreasonable danger to the person or property of others;

2. The child presents a clear and substantial threat of serious harm to their life or health;

3. The child has threatened to abscond from the court's jurisdiction or has a record of willful failure to appear at a court hearing within the previous twelve months;

4. The child has fled from a detention home or facility operated by the Department of Youth and Family Services;

5. The child is a fugitive from another state where there is an outstanding detention order or warrant; or

6. The child has failed to appear for a court hearing on a delinquent act.

D. Officers are not required to notify intake for Class 2, 3, or 4 misdemeanors, when the juvenile is in custody, as long as the arrestee can be released to a parent, guardian or responsible adult. The parent(s) or guardian must be notified of what occurred even in cases where the juvenile is released to a responsible adult.

E. Officers are not required to notify intake for Class 2, 3, or 4 misdemeanors, when the juvenile is not in custody.

F. Officers will notify intake as soon as practical once the officer has obtained the arrestee's full name, address, and has obtained some basic facts of the case.

G. Intake will be notified at all other appropriate times.

**10.17.14 REPORTING REQUIREMENTS**

A. All juvenile arrests require a Juvenile Arrest form (APD-007E) and an Offense/Incident Report (APD-7), except for Class 3 or 4 misdemeanors, which only require an APD-007E.

B. Traffic charges are reported on a Virginia Uniform Summons (VUS), except for DWI and Hit and Run, which are reported on an APD-007E.

C. Arresting officers will notify ISS of all juvenile arrests. The date, time, and name of the person notified will be entered in the block provided on the Juvenile Arrest form (APD-007E).

D. Officers who plan to release a juvenile after issuance of a warning will run a wanted check through NCIC/VCIN and local checks through ISS, prior to release and will complete an APD-15A card. The officer will note a complete clothing description and
all details relating to the facts surrounding the contact. Information of the juvenile’s parents is also required.

E. An APD-007E may be used to book a juvenile “on information.” Complete information for the booking process must be provided on the APD-007E. Booking on information may be done if the officer has made attempts without success to locate and interview the juvenile, or with the concurrence of a supervisor or member of the CIS Youth Unit. Contact must still be made with the juvenile’s parent explaining the facts of the case. A wanted check will be run as in 10.17.14.D. above.


10.17.15 JUVENILE ALCOHOL AND DRUG VIOLATIONS

A. "Use and Lose Law" (Code of Virginia 16.1-278.9)
   It is department policy to take positive action when encountering minors in violation of drug and/or alcohol laws, and arrests are encouraged. Placing charges allows the court the latitude to also impose license sanctions under 16.1-278.9, causing juveniles a loss of their driving privileges when convicted of alcohol or drug charges. Officers making an arrest of a juvenile for an alcohol or drug violation will complete a Juvenile Arrest form APD-007E. An APD-07 and an APD-007E are required for Class 1 and Class 2 Misdemeanors. Only the APD-007E is required for Class 3 and Class 4 Misdemeanors.
   - Notify the juvenile and parent or legal guardian of the arrest as described earlier.

B. Organized parties involving juveniles.
   Parties involving groups of juveniles and alcohol at hotels/motels or at private residences should be handled in the following manner:
   - A supervisor will be dispatched to accompany officers dispatched to these types of calls.
   - An offense report will be initiated detailing the facts and circumstances regarding the rental of the room (or the authorization the use the private residence) and the persons present.
   - Officers will notify the on-duty Youth detective, when appropriate.
   - Officers will make arrests when possible.
   - Officers may use Alco-sensors as a screening aid when appropriate.
   - Officers will forward a copy of the offense report to the Youth Detail in Criminal Investigations.
For other related information see:

By Authority Of:

   Earl L. Cook
   Chief of Police
This agency is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency. The responsibility for participating in and supporting the agency's juvenile operations function is shared by all agency components and personnel.

The purpose of this directive is to establish guidelines to be used by employees in the day-to-day operations of the Serious Habitual Offender Comprehensive Action Program (SHOCAP). SHOCAP is an interagency approach involving the Police Department, Juvenile & Domestic Relations (J&DR) Court Services Unit, Commonwealth's Attorney's Office and the city schools. It targets the small percentage of juvenile offenders responsible for a disproportional amount of crime committed by juveniles. Agencies involved in this project will share information on a need-to-know basis through the
SHOCAP Coordinator in order to track these individuals and effectively deal with them in a timely fashion.

**10.17A.02 BACKGROUND AND AUTHORITY**

Violent crime is a major concern statewide, and has become a concern in our community. The problem of serious juvenile offenders is escalating at an alarming rate as noted by the Governor's Commission on Violent Crime (December 1992 Executive Summary of the Study of Serious Juvenile Offenders). Part of the solution lies in a coordinated response between city agencies and establishing a means to ensure communication among those agencies.

Code of Virginia § 16.1-305 authorizes the J&DR Court judge to order release of juvenile records to any person, agency or institution having a legitimate interest in the work of the court.

**10.17A.03 DEFINITIONS**

**Serious Habitual Offender Comprehensive Action Program** – An interagency project which identifies and targets serious juvenile offenders. The agencies involved are the Police Department, J&DR Court Services Unit, Commonwealth's Attorney's Office and the city schools.

**S.H.O.** – A juvenile who is designated as a serious, chronic or habitual offender under the SHOCAP program.

**SHOCAP Coordinator** – The person responsible for attending monthly SHOCAP meetings, maintaining files on all persons identified as SHOs, reviewing police reports and field contact cards for SHOs involved in suspicious or criminal activity, disseminating SHOCAP information to other department members and forwarding information regarding contacts with SHOs to the appropriate agencies.

**10.17A.04 GENERAL INFORMATION**

A. This project identifies and targets juvenile serious offenders. Agency representatives will meet monthly to review the records of these offenders and mutually agree which of these shall be added to or deleted from the serious habitual offender (SHO) list.

B. Offenders who shall be considered are those who have not reached the age of twenty-one and fall within the jurisdiction of the Juvenile and Domestic Relations Court and have been:

1. convicted of murder, attempted murder, robbery, felony sexual assault, malicious wounding, felony drug offenses or any weapon offense; or
2. convicted at least three times for offenses which are felonies or Class 1 misdemeanors, including probation violations. Qualifying convictions include only those offenses occurring after 7/1/93. \[42.1.5a\]

A. All juveniles designated as serious offenders will be on probation or parole and have conditions placed on them. All offenders added to the list will be informed by the J&DR Court they have been identified as a serious offender and will be made part of the project by court order. This will allow member agencies to share information previously not allowed due to confidentiality laws.

### 10.17A.05 RESPONSIBILITIES

#### A. SHOCAP Coordinator:

1. Ensure accurate and timely exchange of SHOCAP information between member agencies.

2. Ensure the accurate and timely flow of information to those affected throughout the department.

3. Ensure that the information collected and maintained is done in a confidential manner, in accordance with all applicable laws, rules, regulations and court orders.

4. Maintain accurate master files of individuals identified as SHOs.

5. Attend monthly meetings with representatives from the other member agencies.

6. Be responsible for entering status information on all offenders into AJIS.

#### A. Officers/Detectives:

1. Become familiar with the SHOCAP list and learn the identities, residences, hangouts, etc. of any juvenile serious offenders residing in their respective areas of responsibility.

2. Actively monitor the activities of designated SHOCAP individuals in order to deter criminal activity on their part.

3. Arrest any juvenile serious habitual offender who is found to be in violation of any law and ensure detention and prosecution for the most serious offense possible. A notation that the juvenile is a SHO will be made by checking the appropriate block on the Juvenile Arrest Report (APD-007E), and the J&DR Court Intake Officer will be informed of the juvenile's SHO status when arrest notification is made. \[42.1.5.c\]

4. Fully document all contacts with a SHO and immediately forward copies of that documentation to their supervisor. A notation that the juvenile is a SHO (status available through AJIS when a wanted check is run) shall be made on the document. \[42.1.5.b\]
5. Immediately bring to the attention of the SHOCAP coordinator any juvenile who may qualify as a serious offender.

6. Not arrest offenders for violating the terms of their probation or parole unless the violation is a separate criminal charge. Field contact cards completed as a result of these contacts will be forwarded to the J&DR Court Services Unit for review by the coordinator in order to document activity that could result in the revocation of probation or parole.

7. Not disseminate information regarding juveniles on the SHOCAP list to anyone except:
   a. Other police employees;
   b. J&DR Court Services Unit employees (intake officers and probation officers);
   c. Members of the Commonwealth’s Attorney’s Office; or
   d. School administrators.

A. Supervisors:
   1. Become familiar with the SHOCAP process in order to adequately instruct and guide subordinates in this function.
   2. Ensure officers under their command comply with the requirements of this directive whenever contact is made with a juvenile on the SHOCAP list.
   3. Forward all 15-A cards identifying SHOCAP individuals and copies of reports involving SHOCAP individuals to the SHOCAP coordinator.

A. Commanders:
   1. The commanders of Patrol Sectors will coordinate efforts to ensure that curfew checks are made at the homes of SHOs to ascertain whether the SHOs are violating their curfew restrictions.
   2. Documentation of the curfew checks will be forwarded to the SHOCAP coordinator.

A. Administrative Services Bureau
   1. The Information Services Section (ISS) will check the status of juveniles when requested to ascertain if they are SHOCAP offenders.

By Authority Of:

Earl L. Cook
Chief of Police
10.18.01 POLICY/PURPOSE

The purpose of this directive is to establish Department policy and procedures concerning crime committed against juveniles and the handling of child abuse or neglect cases.

10.18.02 CRIMES COMMITTED AGAINST JUVENILES

Section 16.1-241 of the Code of Virginia vests exclusive original jurisdiction of all criminal offenses committed by any person, regardless of age or relationship, against another person less than eighteen (18) years of age, in the Juvenile and Domestic Relations Court, except as to murder and manslaughter.

10.18.03 DEFINITIONS

A. **Abused or neglected child** means any child less than 18 years of age:

1. Whose parents or other person responsible for his care creates or inflicts, threatens to create or inflict, or allows to be created or inflicted upon such child a physical or mental injury by other than accidental means, or
creates a substantial risk of death, disfigurement or impairment of bodily or mental functions, including, but not limited to, a child who is with his parent or other person responsible for his care either:

(i) during the manufacture or attempted manufacture of a Schedule I or II controlled substance, or

(ii) during the unlawful sale of such substance by that child's parents or other person responsible for his or her care attempted manufacture or unlawful sale would constitute a felony violation of § 18.2-248 (the manufacture or attempted manufacture of methamphetamine);

2. Whose parents or other person responsible for his care neglects or refuses to provide care necessary for his health; however, no child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination shall for that reason alone be considered to be an abused or neglected child;

3. Whose parents or other person responsible for his care abandons such child;

4. Whose parents or other person responsible for his care commits or allows to be committed any sexual act upon a child in violation of the law;

5. Who is without parental care or guardianship caused by the unreasonable absence or the mental or physical incapacity of the child's parent, guardian, legal custodian, or other person standing in loco parentis; or

6. Whose parents or other person responsible for his care creates a substantial risk of physical or mental injury by knowingly leaving the child alone in the same dwelling, including an apartment as defined in § 55-79.2, with any person who the parent or other person responsible for his care knows has been convicted of an offense against a minor for which registration is required as a violent sexual offender pursuant to § 9.1-902.

**10.18.04 AUTHORITY**

A. The General Assembly enacted legislation that requires certain persons to report suspected incidents of child abuse or neglect so that protective services may be given to these children and their families. (Section 63.2-1509, Code of Virginia)

B. Any individual who suspects a case of child abuse or neglect is urged to report it, but the law requires certain persons to report alleged cases. These persons are:

1. Doctors and those licensed to practice the healing arts,
2. Hospital residents or interns, nurses,
3. Social workers or family-services specialists,
4. Probation officers,
5. Teachers or any other person employed in public or private schools, kindergarten or nursery schools,
6. Day care personnel providing full or part-time child care for pay on a regular basis,
7. Mental health professionals,
8. Law enforcement officers or animal control officer,
9. Mediators eligible to receive court referrals,
10. Any professional staff person, not previously enumerated, employed by a private or state-operated hospital, institution or facility to which children have been committed or where children have been placed for care and treatment,
11. Any person 18 years of age or older associated with or employed by a private organization responsible for the care, custody or control of children,
12. Any person who is designated a court-appointed special advocate,
13. Any person 18 years of age or older who has received training approved by the Department of Social Services for the purposes of recognizing and reporting child abuse and neglect,
14. Any person eligible for public assistance,
15. Any certified emergency medical services provider, who had not reported the suspected abuse or neglect directly to the hospital attending physician where the child was transported,
16. Any athletic coach, director or other person 18 years of age or older employed by or volunteering with a private sports organization or team,
17. Administrators or employees 18 years of age or older of public or private day camps, youth centers and youth recreation programs; and
18. Any person employed by a public or private institution of higher education with the exception of an attorney as it relates to information gained in the course of providing legal representation to a client.

C. The law states that those who report, provide records, or testifies in any judicial proceeding arising from such report of alleged abuse or neglect cases are immune from civil or criminal liability unless such person acted in bad faith or with malicious intent.

10.18.05 POLICE RESPONSIBILITIES

A. All officers are to ensure that if juveniles are victims of a crime against their person (except murder or manslaughter), the warrant or petition charging the assailant with the offense is returnable to the Juvenile and Domestic Relations Court.

B. Officers will report all instances of child abuse or neglect to the Department of Community and Human Services using the telephone numbers listed below. Officers will also file an Offense/Incident Report (APD-7) detailing their actions.
C. When it appears necessary to remove a child for his or her own safety, Community and Human Services should be contacted for assistance.

1. State Code Section 63.2-1517 allows a police officer to take a child into custody for up to 72 hours without prior approval of parents or guardians when the situation presents an imminent danger to the child's life or health, and when a court order is not immediately available.

2. Immediately afterwards the parents or guardians must be notified and a court order obtained. A report must then be filed with the Department of Community and Human Services. [44.2.2.b]

D. Reports to the Department of Community and Human Services will be by telephone at the following numbers:

1. Alexandria Human Services (24-hour number) 703-746-5800.

2. State Child Abuse Hotline - 1-800-552-7096.

If there is a problem with either of the above numbers, the on-call supervisor can be paged at 571-228-9049.

BY AUTHORITY OF:

Earl L. Cook
Chief of Police
# K-9 OPERATIONS

**Effective Date:** 11-05-2015  
**Cancels:** 07-01-2011  
**Updated Date:**  
**Section(s):**  
**SME Review Date:** 2018

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### 10.19.01 POLICY/PURPOSE

It is the policy of this Department to use K-9 Teams to complement the Patrol and Investigative functions of the Department.

The trained law enforcement K-9 Team is a valuable supplement to police staffing. Utilization of K-9 Teams requires adherence to procedures that properly control their use of force potential and that channel their specialized capabilities into legally acceptable crime prevention and control activities.

It is the purpose of this directive to provide guidelines for the management of the Department's canines and use of police canines in field operations. Additional information can be found in Police Directive 6.9, Appendix F.

### 10.19.02 DEFINITIONS

**K-9 Team** – Officer handler and his or her assigned police canine.

**Canine (K-9)** – Used to denote a trained police dog.
Detector Team – Police K-9 Team who have received specialized training in the detection of specific items, i.e.; drugs, explosives, etc.

Criminal Deployment – Use of a police canine by a handler to physically arrest a criminal suspect. This deployment may constitute a use of force, which by definition is non-lethal in nature (Police Directive 10.32, Use of Force).

10.19.03 RESPONSIBILITIES

A. K-9 Handlers will:
   1. Ensure the well being of their assigned canine and equipment. They will immediately report any illness of or injury to a canine, or any damage to equipment, to the K-9 Supervisor;
   2. Patrol assigned areas on foot or in vehicles. They will respond to calls when directed by the dispatcher, a supervisor, or on their own initiative;
   3. When not actually engaged in police action with the canine, handlers will carry out the regular duties of patrol officers, except for routine handling of reports and accidents; and
   4. When not on assigned calls, they will stay active in designated target areas of the City or as directed by the K-9 Supervisor or watch commander.
   5. Not perform any medical procedures on their assigned canine without instructions from an attending veterinarian. This does not include routine care for their canine.
   6. Forward all veterinary paperwork to the K-9 Supervisor within 24 hours of the veterinary appointment.

B. The K-9 supervisor will:
   1. Supervise, assign and ensure all K-9 teams attend training and are properly trained;
   2. Ensure training files are kept and maintained on the Department's local area network (LAN);
   3. Maintain all lesson plans;
   4. Conduct periodic inspections of handlers, canines, and equipment;
   5. Notify the Special Operations Commander, or designee, of issues relating to K-9 Teams; and
6. Make recommendations to the Chief of Police, through channels, for the acquisition and disposal of police canines.

C. The Special Operations Commander, or designee, will ensure that sufficient on-duty in-service training time is allotted to the K-9 Teams.

### 10.19.04 PROCEDURES

#### A. K-9 Team Utilization

1. K-9 Teams are available to conduct building searches for offenders in hiding; assist in the arrest or prevent the escape of potential serious or violent offenders (such as Peeping Tom, Indecent Exposure or other sexual offenses); assist with felony warrant service; protect officers or others from death or serious injury; track suspects; locate lost or missing persons, hidden instrumentalities or evidence of a crime; and detect the presence of concealed narcotics or explosives.

2. K-9 Handlers will determine whether a situation justifies K-9 Team use and the appropriate tactical measures that should be taken.

3. Police canines will not be handled or given commands by anyone other than the assigned handler. Should the assigned handler be injured or otherwise unable to command the canine, another K-9 handler will be contacted immediately for assistance.

4. K-9 Handlers will consider the surroundings and circumstances when deploying their canines.

5. K-9 Team assistance will be requested through the dispatcher.

6. If no K-9 Team is on duty, assistance should be sought from neighboring jurisdictions. If such mutual aid is not available, appropriate callback procedures should be followed by the on-duty watch commander or supervisor. A callback list will be submitted quarterly to the Department of Emergency Communications (DEC) and a copy will be kept in the Patrol Sector Commander's office. The list will be updated in writing as needed by the K-9 Supervisor.

7. If another jurisdiction requests the assistance of the Department's K-9 Team, prior approval from the watch commander must be obtained.

#### B. Use of Force

- In most cases, use of a trained K-9 Team will actually cause less injury to a suspect than an impact weapon will. The presence and/or use of a K-9 Team may give officers a tremendous psychological advantage when dealing with violent individuals.

1. Prior to deploying a police canine on an off-lead search or to apprehend a fleeing suspect, handlers will give a loud, clear verbal warning of their intent to release the canine. The only exception to this will be if a handler has a reasonable belief
that a warning will jeopardize the safety of the handler, a citizen, another officer, or the canine.

2. Police K-9 Teams may be used to apprehend suspects in felony and/or serious misdemeanor (Class 1 misdemeanor involving potential violence) cases where officer safety is a concern or there are no other means to effect the timely apprehension of a suspect.

3. The handler will ensure the canine has properly targeted the suspect to be apprehended prior to releasing the canine for an off-lead apprehension.

4. K-9 Handlers will be held strictly accountable for maintaining proper control of their assigned canine at all times. Handlers will ensure persons and/or property are not injured through negligence.

5. Once the subject is subdued or complies with officers’ directions, handlers will remove the canine.

6. All employees will cooperate with the K-9 Handler to ensure the efficiency of the canine and to minimize the risk of injury to or by the canine.

7. When a canine has been deployed to apprehend a suspect, officers will not approach the suspect, canine or the handler until requested by the handler.

8. Once a suspect has been controlled and/or contained by a K-9 Team, the handler will relinquish the physical arrest activities (searching, handcuffing, etc.) to other officers present, if circumstances permit this. This is to prevent any unintentional injury to the suspect, due to the close proximity of the canine.

C. Building Searches For Suspects In Hiding – A primary use of departmental K-9 Teams is for locating suspects in buildings or other structures where a search by officers would create an unnecessary risk. These searches will be governed by the following:

1. The building perimeter will be secured by patrol or other available police personnel. Doors and/or windows will not be opened, and no one should be allowed to enter the building.

2. Whenever possible, the owner of the building should be contacted to determine whether there may be tenants or others in the building and to ascertain the building’s layout. An attempt should be made to call inside the business or residence by telephone if time and circumstances permit.

3. When a K-9 Team building search is anticipated, a preliminary search by officers should not be conducted, since it will interfere with the canine’s ability to discriminate scents.

4. If the possibility exists that innocent persons may be present in the building as indicated by circumstances such as the time of day, lack of forced entry, type of building, etc., the K-9 Handler must take all reasonable precautions to ensure innocent occupants are not harmed. Once a secure perimeter has been established, the K-9 Handler should make a loud clear verbal announcement of the intent to search the building with a canine.
5. Upon entrance to the building, all exits should be secured, and communications limited to those of a tactical nature. No one is to enter the building unless requested by the handler or until notified by the handler that the building is clear.

6. The canine should be unleashed during a building search unless there is an imminent risk of injury to innocent persons within the facility.

7. Before commencing the search, the handler will announce loudly and clearly that there are police officers on the premises and a trained police canine will be released unless the individual indicates his/her intention to surrender. A reasonable amount of time (approximately 30 seconds) will be allowed for the suspect to respond. This warning should be repeated on each level of all multi-level structures.

D. Crowd Control

1. K-9 Teams will not be used for crowd control at peaceful demonstrations, nor should they be considered as primary response to civil disturbances unless dire circumstances indicate otherwise.

2. K-9 Teams may be used for civil disturbances only upon approval of a Watch Commander or higher-ranking official to protect life or property during a major civil disturbance that cannot be controlled by other means.

3. In these situations, canines will:
   a. Be lead at all times; and
   b. Not initiate any direct action, unless it is to guard against an imminent loss of life or serious bodily injury.

E. Detector K-9 Teams – Detector Dogs may be used to search for items they have been trained to detect. Their use is governed by current search and seizure case law.

F. Tracking & Area Search – Police K-9 Teams are available to track missing persons or suspects, or to locate evidence officers have reason to believe has been abandoned or hidden in a specified open area. Such searches are subject to the following conditions and limitations:

Officers Will:

[Redacted]
6. On-scene supervisory personnel will:

7. Under certain circumstances, K-9 Teams may be approved for locating missing persons. This must be approved by the watch commander or higher authority prior to deployment. It must be determined that it is critical to locate the missing person in order to prevent injury or death.

By Authority Of:

Earl L. Cook
Chief of Police
The purpose of this directive is to define the responsibilities of the Hack Inspector, and to set forth guidelines for the enforcement of the taxicab ordinance.

For more detailed information and the specific Alexandria City Codes applicable to taxi cabs and their drivers, see City Code §9-12-52 through §9-12-81.

A. The position of the Hack Inspector is within the Traffic, Special Events, and Parking Division of the Operations Support Bureau. The Hack Inspector is appointed by a Circuit Court Judge and serves at the discretion of the Chief of Police.

B. The Hack Inspector performs the duties necessary to investigate applicants for Certificates of Public Convenience and Necessity, and for Public Vehicle Operator's Licenses, as set forth in Title 9, Chapter 12 of the Alexandria City Code.
C. The Hack Inspector acts as the liaison between the Chief of Police and the Traffic and Parking Board, in matters concerning taxicabs.

D. The duties of the Hack Inspector shall include and are not limited to the following:
   1. Preparing and administering taxi driver permit examinations;
   2. Processing and issuing taxi drivers/vehicle permits;
   3. Inspection of identification and or work authorization documents;
   4. Taxi cab inspections;
   5. Taxi meter inspections;
   6. On-street enforcement of state and local codes applicable to taxi cabs (as detailed in the Alexandria City Code, Title 9, Chapter 12; available on-line at www.municode.com);
   7. Handling complaints involving taxi cabs or taxi drivers;
   8. Attending City of Alexandria Traffic and Parking Board meetings as necessary for issues relating to taxi cabs; and
   9. Assisting the City, citizens, law enforcement agencies, taxi cab drivers and taxi companies as needed.

E. The Hack Inspector is a Special Conservator of the Peace with the same general authority as all Special Police Officers employed by the Alexandria Police Department, with limited arrest and enforcement authority, which may be exercised within the City of Alexandria when the arrest or enforcement action pertains to the duties assigned to the Hack Inspector as established by Title 9, Chapter 12 of the Alexandria City Code.

F. The Hack Inspector will wear a uniform displaying the patch and badge specific to the position of Hack Inspector and carry the authorized sidearm while on duty, unless specifically directed to do otherwise by the Traffic, Special Events, and Parking Division Commander.

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**10.20.03 ARREST OF ALEXANDRIA LICENSED CAB DRIVERS**

A. Whenever any officer of this Department arrests, or causes a warrant or summons to be issued, for any traffic violation (DWI, reckless, suspended, hit and run, etc.) or criminal offense (class 1 misdemeanor and above) for any person licensed to operate a public vehicle, or taxicab; he or she will give written notification to the Hack Inspector.

B. The arresting officer, or other officer who is a witness in the case, will report the final court disposition to the Hack Inspector.
10.20.04 COMPLAINTS AGAINST ALEXANDRIA LICENSED CAB DRIVERS

A. Whenever a complaint is received against a cab driver, alleging a violation of Title 9, Chapter 12 of the City Code (overcharging, fail to take most direct route, etc.), the employee receiving the complaint will notify the Hack Inspector of the details of the complaint.

B. Nothing in this Directive is intended to prevent an officer from taking enforcement action when warranted.

BY AUTHORITY OF:

Earl L. Cook
Chief of Police
10.21.01 PURPOSE AND POLICY

The purpose of this Directive is to establish procedures for the release of information to the news media.

It is the policy of this Department to:

- Provide accurate, timely information to the public through the news media about incidents and Departmental events affecting the community;
- Keep confidential, information which is protected by statute, or the release of which would adversely affect criminal investigations or the well-being of any victims involved;
- Maintain a cooperative working relationship with the news media and include them in the development of changes in policies and procedures relating to the public information function.

[54.1.2]
A. The provisions of this Directive apply to all official information including; major incidents, records, complaints, statements of Departmental policy, and publicity for Department events. Statistical information is covered in Police Directive 10.7C, Release of Statistical Information.

B. Authority to release official Department information of any type is limited to: the Chief of Police, the Deputy Chief(s), the Public Information Officers (PIO), and others who may be specifically designated as information releasing authorities. Except as provided elsewhere in this directive, no employee is to release any official information without specific prior authorization from one of the information releasing authorities named in this directive.

C. A copy of ALL public correspondence (defined as any document or report prepared by a department employee for official purposes and dissemination outside the department) must be forwarded to the PIO for informational purposes prior to being released to the public. Preferred method of delivery is via email, electronically scanned, or hard copy via interoffice mail.

D. The PIO serves as the primary point of contact for news media representatives. The duties of the PIO include, but are not limited to:

1. Assisting news personnel in covering routine news stories and at the scenes of incidents;

2. Being available for on-call responses to the news media;

3. Preparing and distributing department news releases;

4. Arranging for, and assisting at news conferences;

5. Coordinating and authorizing the release of information about victims, witnesses, and suspects;

6. Assisting in crisis situations within the department;

7. Coordinating and authorizing the release of information concerning confidential investigations and operations;

8. Maintaining on-call availability for major incidents and crises involving the department;

9. Developing procedures for releasing information when other public service agencies are involved in a mutual effort; and
10. Acting as primary source for release of information to the City Manager’s Office.

E. Information releasing authorities may give and/or authorize interviews concerning department matters. Employees will not give interviews with the media without proper authorization from an information releasing authority identified in this directive. After an interview is given, the information will be forwarded to the PIO. Oral notification is satisfactory when the Public Information Office is staffed. At other times, a written message or a page will be sent to the PIO.

1. The PIO may request employees with first-hand knowledge of a particular department activity to provide that information to the media. While employees are encouraged to comply with such requests, no employees will be expected to provide information to news media representatives against their will, unless fulfilling one of the specifically assigned responsibilities defined in this directive.

F. Anyone desiring to publicize or promote a particular program or item of interest will coordinate such release through the Public Information Office.

G. A Department of Emergency Communications (DEC) Supervisor or designee will page the PIO at the request of any news media representative requiring the assistance of the PIO.

10.21.03 SERIOUS INCIDENTS AND NEWSWORTHY EVENTS

A. The PIO will be notified of all serious incidents in a timely manner. The PIO will be notified of any incidents upon the request of the Incident Commander. In addition, the PIO will be notified whenever the City Manager’s Office is notified of an incident, or when the City Manager’s Office initiates a request for information about an incident.

B. All Patrol Commanders and DEC Supervisors (or those acting in such capacities) will notify the Public Information Office of all events within their purview likely to attract media attention, or which require notification of the City Manager’s Office, including phone inquiries or on the scene coverage.

C. The Criminal Investigations Crimes Against Persons Section Commander or Supervisor will notify the PIO in a timely manner about the occurrence of any homicide or the arrest of any homicide suspects.

D. The PIO will release information to the media on all serious incidents. Information may be provided at the incident scene, by phone, or by means of a written news release. Information regarding ongoing investigations being conducted by CIS will be reviewed and approved by a CIS Commander before release to the media.

E. In the absence of the PIO at an incident scene, the Scene Commander will, if possible, provide a brief synopsis of the situation to any news media representatives on the scene. If time permits, the presence of the PIO may be requested.
F. If a serious incident occurs when the PIO is not available, the Incident Commander is responsible for the official release of information. A Commander of CIS must first approve any information, which is released regarding an on-going investigation. If a written news release is provided, the original release will be forwarded to the Public Information Office and a copy to the City Manager's Office at the time of dissemination.

G. Patrol Commanders or designees will release current routine information to the news media outside regular business hours (0800 to 1700 hours, Monday through Friday) and on holidays. Any questions as to what may be released will be resolved by consulting with the PIO or other information releasing authority, as defined in this directive.

1. It should be noted that the PIO generally does handle all media inquiries regardless of the time of day. This applies only to those rare incidents where there is no PIO available. Otherwise, all media inquiries should be referred to the PIO.

H. A DEC employee receiving a media inquiry about an incident in progress will refer the news media representative to a DEC Supervisor. A DEC Supervisor or designee will provide the following information: “There is a reported (incident) at (location). It (has/has not) been confirmed and no other details are available at this time.”

1. The DEC Supervisor will also advise the person calling to contact the PIO (either by calling the direct number or by using a pager number if the media representative already has it).

I. DEC employees may read official written releases or statements provided by the PIO or Incident Commander over the phone in response to media inquiries.

J. DEC Supervisors or designees will provide timely information regarding traffic conditions to inquiring news media representatives.

10.21.04 RELEASE OF SPECIFIC INFORMATION

A. Information in this section may be released with discretion, depending upon circumstances affecting a criminal investigation. Information will not be restricted solely for its newsworthy value. No information, other than that listed below, will be released until the facts are corroborated with the Commonwealth’s Attorney.

B. The PIO or other information releasing authority may release information in the following categories:
1. Time, date and location of an offense (block number only for residences), and general facts relating to the crime;

2. General information concerning the scope of the investigation, provided it would not hinder the investigation or eventual prosecution;

3. The name, age, gender and hometown of a deceased victim after the next of kin has been notified;

4. The age, gender and hometown of a witness or surviving victim;

5. The age range, gender, and physical description, including racial or ethnic background, and approximate height and weight, of an unidentified suspect;

6. The suspect’s name, age, gender, residence and occupation (unless the suspect is a juvenile, in which case the age, gender and hometown of the suspect will be released), providing an arrest has been made, a warrant issued or an indictment returned. If the suspect has not been arrested, but a warrant has been issued or an indictment returned, such additional information as is necessary to assist in apprehending the suspect or to warn the public of any dangers presented by the suspect’s being at large, may be released as needed;

7. A booking photograph of a suspect unless to do so would hinder a criminal investigation by this Department or another law enforcement agency;

8. The fact of an arrest and the circumstances immediately surrounding it, including the location, date and time of arrest, any pursuit or resistance involved, the use of any weapons (general type of weapon), the identity of the arresting and investigating officers, and the length of the investigation;

9. The nature, substance or text of any charge, including a brief description of the offense (except that in sex crimes, the offense may only be described as rape, felony sexual assault or misdemeanor sexual assault, as appropriate);

10. The fact of any seizure of physical evidence (except a confession, admission, or statement), at the discretion of a Criminal Investigations Commander and/or the Commonwealth’s Attorney, or a request for assistance in obtaining evidence relative to the case;

11. The scheduling, result or any status in the judicial process;

12. Any information contained in a public record (e.g., executed search warrants filed with a Court);

13. The general type of weapon used and the nature of any injuries sustained, except for the specific location and exact number of wounds;
14. The date and results of an autopsy, including manner and cause of death;

15. The name, age, gender, rank, current assignment, number of years of service with the Department, and employment status of an officer who, while on-duty or while working an off-duty detail, has used deadly or other force against a subject;

16. The name, age, gender, rank, current assignment and number of years with the Department of an officer who has been killed while on-duty or while working an off-duty detail, after the next of kin has been notified; or

17. The name, age, gender, rank, last assignment, number of years with the Department, and employment status of any employee arrested by this Department.

C. Information in the following categories will not be released to the public:

1. The name and address of a bereaved relative of a homicide or fatal accident victim unless such relative requests publicity.

2. The identity of any surviving victim of or witness to a crime or accident unless the victim or witness gives permission to be publicly identified and doing so will not compromise an ongoing investigation.

3. The identity of a deceased victim when the next of kin has not been notified.

4. The identity of any suspect for whom a warrant has not been issued or an indictment not returned.

5. The existence of any prior criminal record or any information concerning the character or reputation of a suspect.

6. The existence or contents of any confession, admission, or statement of the suspect.

7. The performance in any examination or test of the suspect, or the refusal or failure to submit to an examination or test.

8. Comment on the expected testimony or credibility of any victim or witness.

9. Any opinion to the suspect’s guilt or innocence, the merits of the case, the possibility of any pleas or negotiations, or the probative value of any evidence.

10. The existence or contents of any suicide note.

11. The amount of money taken in a robbery, except in general terms such as “a small amount” or “less than $50.”
12. Names of juvenile suspects or juvenile escapees.

13. There are exceptions to this confidentiality found in Code of Virginia §16.1-309.1, that allow the court and/or the Commonwealth’s Attorney to release identifying information (e.g., photograph and name) if a serious juvenile offender escapes from a detention center or if such information is necessary to assist in apprehending a juvenile suspect or to warn the public of any dangers presented by the juvenile suspect being at large.

14. Exact addresses in residential crimes.

15. The name of anyone who has attempted suicide unless that person is a suspect in criminal activity.

16. Home addresses or phone numbers of Department employees.

17. The details of any internal investigation without the approval of the Chief of Police.

18. Department’s reaction to any lawsuit naming the Department or its employees; or

19. Audio tapes of phone calls or radio transmissions from DEC operation.

D. Requests by the victim or next of kin for exceptions to the above provisions may be granted, but only if doing so will not negatively affect an on-going investigation. The Commonwealth’s Attorney will be consulted before seeking the approval of the PIO or Chief of Police.

E. Information will not be intentionally withheld or released prematurely to give one news media organization unfair advantage over its competitor. The PIO will maintain a current list of major media representatives to provide for effective notification.

10.21.05 NEWS MEDIA ACCESS

A. All employees of the Department will extend every courtesy to news media representatives who are actively covering an incident at a scene; i.e., major fire, natural disaster, or other catastrophic event. This may include closer access to the scene or special parking accommodations for news media vehicles. These courtesies should not be permitted if they interfere with police operations or control. Crime scene perimeters must be securely maintained. No member of the media shall be allowed access inside a crime scene, major fire, natural disaster, or other catastrophic event scene without the permission of the on scene commander, and then only when accompanied by the PIO, Scene Commander, or his/her designee.
B. Employees of this Department will take no action to either discourage or encourage the media in photographing or televising anything within their view at any police scene. This includes but is not limited to the photographing or televising of evidence or of a suspect being taken into custody or being transported. Media camera crews will not be permitted any closer access than any other media representatives. If a crime scene encompasses private property, permission from the owner(s) or their representatives must be obtained when photographs, films, videotapes or other recordings are to be taken on or inside the area of private ownership.

C. No Department employee will unnecessarily obstruct news media representatives in the performance of their duties; however, media representatives are in no way exempt from State, Federal or City laws.

D. Restrictions on news media representatives will be based only on the responsibilities and principles contained herein and not on an individual employee’s view of what constitutes an acceptable standard of journalism or news photography.

E. Police officials have no standing to invite news media representatives into private premises without the consent of the owner or the person in charge of the premises.

F. Police officials are not permitted to ask property owners for such consent on behalf of the news media. Media representatives must identify themselves as such to private property owners and must secure authorization directly from the owner or person in charge of the premises to enter private property.

G. News media representatives are permitted on ride-alongs with prior approval of the PIO and the Sector Commander of the employee coordinating or providing the ride-along. The employee providing the ride-along is responsible for providing the PIO with a copy of the signed Media Ride-Along Release (APD-159D). Police officials and news media representatives must abide by the same policies outlined in Police Directive 12.5, Ride-Along Program.

H. News media representatives are not permitted to accompany police officials inside any property during the execution of a search warrant, arrest warrant or tactical operation.

I. News media representatives are not permitted to interview persons in police custody. Following incarceration, any such arrangements are the responsibility of the Sheriff’s Office.

J. News media representatives at an incident scene, but outside a restricted area, are not required to display or produce media credentials to be present or to receive information. Police officials may only request media credentials at an incident scene if they have reason to question the actions of a person claiming to be a news media representative.
K. Permission to enter a restricted area will not be considered until the news media representative produces a valid media pass or is positively identified by the PIO.

L. Any employee who removes or issues orders to remove a news media representative from an incident scene must notify the PIO of the media representative’s identity, the circumstances for the removal and if known, the location of the representative.

M. The Incident Commander is to notify the PIO immediately if the presence of a news media helicopter at an incident scene is interfering with police communications of any kind, including radio transmissions. The PIO will then contact the news media outlet whose helicopter is present and request that the helicopter move to a location where it does not interfere with police communications or incident operations.

N. Any employee having a complaint regarding the conduct of any news media representative should forward the complaint, in writing, to the PIO. The PIO will review the incident, forward the complaint to the Chief of Police for appropriate action, if necessary, and inform the employee of the action taken.

O. Any news media representative having a complaint regarding the conduct of an employee of this Department may bring it to the attention of the PIO. The PIO may bring the complaint to that employee’s supervisor or, if warranted, to Internal Investigations.

P. No employee of this Department will pose as a news media representative for the purpose of conducting an investigation or for any other purpose.

10.21.06 COORDINATION WITH OTHER AGENCIES

A. When an incident or other police issue involves another City, State or Federal agency, the PIO will coordinate the release of information with that agency. In instances where this Department does not have primary jurisdiction and is assisting another agency, responsibility for the release of information rests with the agency having primary jurisdiction. If the agency with primary jurisdiction is unable to coordinate the release of information, this Department’s PIO will assume responsibility at the request of that agency.

B. The City of Alexandria Emergency Operations Plan and the Incident Command System will govern the release of information to the media in major disasters or long-term incidents that involve other City departments.
Purpose:
To share information with businesses and citizens on police department special events, criminal investigations, crime prevention highlights and other activities affecting specific neighborhoods or civic associations through the Citizen Observer website (www.citizenobserver.com) in an accurate and timely manner.

Information:
The Citizen Observer website brings law enforcement agencies, citizens and businesses together in a united crime prevention partnership. The need and ability to share accurate information quickly is paramount. The Citizen Observer website has developed a highly effective means of connecting citizens with local law enforcement that assists in addressing and inhibiting crime within local communities and neighborhoods. The system allows for texting capabilities for the public to send information about crimes or cases anonymously through the Tip411 software built into the Citizen Observer’s website.

Definitions:

**Citizen Alert** – basic alert on crime trends, series and patterns, or alerts regarding crime prevention practices.

**Case Alert** – provide information on a specific crime, wanted person, etc.

**Business Alert** – target information to specific business groups

**Watch Group Alert** – alerts to civic associations and their liaison officer(s) about crime trends, series and patterns

**Press Release** – sent to media contacts and the general public

Procedure:

A. Entry of Alerts

1. The Public Information Office and the Criminal Investigations Sections will maintain the information entered into the website for public release.
   a. Only trained personnel or supervisors may enter, edit or delete community or neighborhood information.
   b. The Public Information Office Commander or his/her designee will review entries daily.
c. Any and all information posted to the Citizen Observer website must be reviewed and vetted by the Public Information Office prior to release to the public.

B. Responsibility for Maintenance of Alerts

Public Information Office personnel will coordinate with the appropriate officer, detective, or commander and will review and edit all entries for public release through the Citizen Observer website.

By Authority Of:

Earl L. Cook
Chief of Police
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10.22.01 POLICY/PURPOSE

It is the policy of this Department to enter into productive and cooperative relationships whenever jurisdictional responsibilities overlap.

The purpose of this Directive is to establish guidelines for police authority on the grounds, stations, trains, and vehicles of the Washington Metropolitan Area Transit Authority (WMATA).

10.22.02 METRO TRANSIT POLICE

A. The Metro Transit Police Department was established by Chapter 576, Acts of the Assembly of Virginia, April 8, 1974. The United States Congress authorized the Metro Transit Police by the enactment of Public Law 94-306.

B. Officers of the Metro Transit Police are law enforcement officers of a criminal justice agency, and have all the powers and duties needed to fulfill this obligation.
10.22.03 MUTUAL AGREEMENT

A. A Memorandum of Understanding between this Department and the Washington Metropolitan Area Transit Authority Police Department was signed on January 9, 1978. An explanation of this agreement is attached (see Annex A), and is a part of this Directive.

B. In addition to the Memorandum of Understanding with Metro Transit Police, as of June 12, 1991, a verbal agreement was made with the Fairfax County Police Department regarding the handling of calls for service on the platform of the Van Dorn Metro Station.

   1. Part of the platform is located within Fairfax County, and as such Alexandria Police will respond to all calls for service at the Van Dorn Metro Station.

   2. If through investigation it is determined that any criminal or reportable offenses occurred on the platform, this agency will contact the Fairfax County Police Department to handle the police report.

   3. Alexandria Police will not take incident reports that involve activity on the platform itself.

C. Notification is required to be made to Metro Transit Police of all significant incidents on the stations, tracks, or in tunnels (all WMATA property), regardless of whether Alexandria Police will be the reporting agency for that incident. Examples include reported bomb threats or suspicious packages, robbery, felonious assault, etc.

10.22.04 SAFE ACCESS TO METRO TRACK AREA

A. Metro trains run on 750 volts of direct current (DC) power, which powers the trains through the electrified third rail. The power is of sufficient strength to cause instant death upon contact. Dangerous residual power may also be present in the other two rails and in parts of the train undercarriages.

B. Under normal circumstances officers are not to enter the track area. This includes those above ground and in tunnels.

C. If persons are chased onto a track area, officers should contain them as best as possible without entering the track area.

D. In emergency situations, power may be removed from the third rail by depressing the Emergency Trip Switch (ETS) at each "Blue Light Station" located every 800 feet along the track and at both ends of stations.
E. The Metro Operations Control Center (OCC) will ring the attached telephone immediately. The officer activating the (ETS) will answer, identify himself or herself, explain the situation, and request the immediate response of a (WMATA) representative or a Metro Transit officer to the scene.

F. If an officer is not in the immediate vicinity of a “Blue Light Station,” power may be removed from the third rail by radio contact with the Department of Emergency Communications (DEC), who will in turn contact the Metro Operations Control Center (OCC).

G. When the third rail power is reported to be removed by the OCC, it must not be considered safe until tested at the scene by the WMATA representative or the Metro Transit officer. UNDER NO CIRCUMSTANCES WILL OFFICERS ENTER THE TRACK BED AREA UNTIL THIS TESTING HAS BEEN COMPLETED AND THE TRACKS ARE CONFIRMED SAFE.

H. An Alexandria Police supervisor or above must be notified in all cases where track and/or tunnel is accessed or when the ETS is used. The supervisor or commander will respond to the scene in all cases.

I. When the WMATA representative arrives on the scene, he or she may request permission to restore the third rail power in areas not affected by the emergency. The scene supervisor may grant or deny this request.

J. When the emergency situation is concluded, AND ALL PERSONNEL ARE ACCOUNTED FOR AND HAVE CLEARED THE TRACK BED AREA, the scene supervisor will notify the Metro OCC and the WMATA representative on the scene that power may be restored.

By Authority Of:

Earl L. Cook
Chief of Police
ANNEX A

ALEXANDRIA POLICE/METRO TRANSIT POLICE MUTUAL AGREEMENT

DEFINITIONS

Alexandria Police - means the Alexandria Police Department.

Alexandria Officer(s) - means officers of the Alexandria Police Department.

WMATA - means the Washington Metropolitan Area Transit Authority.

RESPONSIBILITIES

1. Patrol of Metro Property - Will be accomplished by following the joint policing concept. Alexandria officers will have concurrent jurisdiction with Metro Transit officers. Alexandria officers will have primary police responsibility on platforms, parking lots and in stations. Metro Transit officers will have primary police responsibility on Metro trains, tracks and in tunnels.

2. Incident Reports - There will be an exchange of reports made by Metro Transit officers and Alexandria officers of incidents occurring on WMATA property in order to comply with the requirements of the Central Criminal Records Exchange and departmental needs. Alexandria Police will include the reports in their UCR Reports.

3. Arrests - When an arrest is needed, it will be made by the officer observing the infraction or the first officer on the scene. Any release on a summons will be in compliance with applicable Virginia law.

4. Transport of Arrestees - Alexandria officers will transport arrestees to the magistrate if requested and available.

5. Court Appearance - Metro Transit officers will appear in Court as necessary to testify in matter resulting from their police action. Officers of either department will appear and assist as witnesses when necessary in a court hearing.

6. Court Liaison - The Alexandria Police will assist Metro Transit officers with problems related to court schedules and appearances.

7. Investigation of Misdemeanors and Felonies - All follow-up investigations will be accomplished by following the joint policing concept. Primarily, Metro Transit Police will investigate all incidents on trains and in tunnels and Alexandria Police will investigate incidents occurring on the stations and in parking lots.
8. Crime Scene Search - Initially, Alexandria Police will conduct crime scene searches until such time as Metro Transit Police officers develop expertise in crime scene search techniques.

9. Prisoner Property Custody - Prisoner’s property will be held for safe keeping by the City detention facility, in accordance with existing law.

10. Securing and Executing Warrants - Metro Transit Police will secure and execute warrants necessary to the discharge of their official duties. Un-served warrants secured by Metro Transit Police officers will be retained in Metro Transit Police Headquarters. Through WALES, all police agencies will be notified when a warrant has been executed.

11. Securing and Executing Search Warrants - When it is necessary to secure a search warrant, Metro Transit officers will work through the Alexandria Police in order to meet all legal requirements. Metro Transit officers will execute search warrants issued on their petition. Alexandria officers will assist in executing the warrant if requested.

12. Detention of Prisoners; Male, Female, Juvenile - Persons arrested by Metro Transit officers will, if legally ordered, be incarcerated in local detention facilities. All juveniles detained or arrested by Metro Transit officers will be processed in accordance with Alexandria Criminal Justice Procedures.

13. Evidence Collection, Preservation and Presentation - All evidence collected will be preserved and presented by the police agency with the primary policing function.

14. Ballistics Identification and Examination - All guns officially coming into the possession of a Metro Transit officer will be examined by the Northern Virginia Regional Crime Laboratory through the cooperation of the Alexandria Police.

15. Death-Injury Notices - Notice to next of kin of death or serious injury on WMATA property will be made by the police agency assuming primary police function.

16. Crowd Control - Problems related to crowd control will be a shared function between Metro Transit Police and Alexandria Police.

17. Towing From WMATA Property - If it is determined that the Alexandria Police have jurisdiction, necessary towing will be done by Alexandria Police contract firms under the terms of the existing contract. Metro Transit Police will advise Alexandria Police Communications of all vehicles impounded by them.

18. Breathalyzer Tests - Alexandria officers will conduct all breathalyzer tests.

19. Collateral - All collaterals for offenses resulting from arrests or citations issued by Metro Transit officers will be handled by the Alexandria Court System.
20. Training For Alexandria Officers - Metro Transit Police will provide specialized training for Alexandria officers with respect to Metrorail hazards, policing in tunnels and the safety features throughout the Metrorail System.
10.23.01  POLICY/PURPOSE

The policy of this department is to provide prompt, courteous, and appropriate service to the public and to process calls from citizens and requests from employees as expeditiously as possible.

The purpose of this directive is to serve as guidance and instruction in the event the radio system fails, and Employees should not confuse the procedures outlined in this directive with the fail-soft mode of the radio system, which is loss of features, i.e., such as a loss of the emergency call button.

10.23.02  DEFINITIONS

**Fail-Soft** - the condition the radio system enters when normal operations cannot be maintained due to system malfunction. Employees are notified that the radio system has entered Fail-Soft Mode by a beep-tone on the radio every 10 seconds. Normal two-way transmissions can take place, but special features such as the emergency button are disabled, by the system malfunction.
**Relay Location** – the predetermined location designated for the purpose of relaying calls for service and other important information to officers.

**10.23.03 PATROL PROCEDURES**

7. At the end of the radio failure, each sergeant will review the operational procedures and recommend any changes to their commanders within 72 hours.

8. All radio failures will be noted on the Daily Activity Report.

9. The radio failure contingency plan will be tested once each calendar year by the Radio Manager and coordinated with the Deputy Chief of Patrol Operations. Recommended changes are to be reported to the Chief of Police.

10. Patrol Sector Captains will review this directive each year for accuracy.
a. The review will take place in January and recommendations will be sent to the POB Commander, the DEC Commander, and the ASB Support Services Division Commander.

b. The directive will be updated with approved changes.

By Authority Of:

Earl L. Cook
Chief of Police
MISDEMEANANT RELEASE

Effective Date: 07-07-2015

Cancels: 06-13-2008

Updated Date: 09-01-2016

Section(s): 10.24.03

SME Review Date: 2018

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10.24.05 CONSERVATORS OF THE PEACE

10.24.01 POLICY/PURPOSE

It is the policy of this Department to release individuals on a summons to appear when they are charged with a misdemeanor offense, in accordance with the Code of Virginia, except in certain instances as noted in 10.24.03,A (below).

The purpose of this Directive is to establish guidelines for compliance with the Code of Virginia.

10.24.02 AUTHORITY

The authority to release adult misdemeanants on a summons is granted by Sections 19.2-74, 19.2-81, 19.2-82 of the Virginia State Code. Police Directive 10.1, Adult Arrests, gives additional information on arrest authority.

10.24.03 RULES/RESPONSIBILITIES

A. Whenever a person is arrested for any misdemeanor offense committed in the arresting officer’s presence, the arresting officer will take the name and address of
such person and issue a summons, except in specific cases as listed below. Upon receiving the signed promise to appear, the officer will forthwith release the person from custody.

B. The officer should make an effort to complete additional descriptive Virginia Uniform Summons (VUS) information (such as the date of birth of the arrestee), however, the arrestee is not required by law to provide this information upon arrest, and cannot be detained by the officer for the sole purpose of obtaining this additional information. [1.2.6]

1. Class 1 and Class 2 misdemeanors – The officer will take the arrestee before a magistrate if any of the following circumstances occur:
   a. The arrestee refuses to discontinue the unlawful act;
   b. The arrestee refuses to provide the officer with a name and address;
   c. The arrestee refuses to sign the summons;
   d. The arresting officer believes that the arrestee is likely to disregard the summons; and/or
   e. The arresting officer reasonably believes that the arrestee is likely to cause harm to himself or herself or to any other person.

2. The officer may take the arrestee before a magistrate, when the arrest is based on probable cause upon reasonable complaint of the person who observed the alleged offense, if any of the following circumstances occur:
   a. The arrestee is charged with a violation of:
      i. Shoplifting in violation of section 18.2-96 or 18.2-103.
      ii. Carrying a weapon on school property in violation of section 18.2-308.1;
      iii. Assault and battery;
      iv. Brandishing a firearm in violation of section 18.2-282; or
      v. Destruction of property in violation of section 18.2-137, when such property is located on premises used for business or commercial purposes.
   b. Of the offenses listed above in section 10.24.03.B.2a, officers may only issue a summons to an adult arrested for a misdemeanor violation involving shoplifting. Juveniles will not be eligible for release on a summons in shoplifting cases.

3. Class 3 and Class 4 misdemeanors – The officer will take the arrestee before a magistrate if any of the following circumstances occur:
   a. The arrestee refuses to provide the officer with a name and address;
   b. The arrestee refuses to sign the summons;
   c. The arrestee refuses to discontinue the unlawful act; and/or
d. The arrestee is charged with a violation of section 18.2-407 (Unlawful Assembly) or 18.2-388 (Drunk in Public).

4. Misdemeanor arrests that are exempt from the provisions of Section 19.2-74 and are provided for elsewhere in the Virginia Code are:
   a. Title 46.2 et seq. (traffic code); and
   b. 18.2-266 (D.W.I.) (See Virginia Code 19.2-81, subsection C and D.)

C. The arresting officer will complete the necessary paperwork, conduct a wanted check on the subject and ensure that Information Services (ISS) is notified of the arrest. That notification is to be documented on the APD-7B. Officers will keep adequate personal notes as to an arrest and their decision not to release on a summons.

D. The arresting officer will submit all arrest reports, VUS’s, and other paperwork to a supervisor for review before the end of their work shift.

E. The patrol supervisor will ensure the Suspect/Arrested Person (APD-7B) and the VUS are completed accurately. After review, the supervisor or the officer will turn the forms in to ISS.

10.24.04 PROCEDURES

A. In cases where a VUS is issued for a criminal arrest, the officer will complete the VUS and the APD-7B with as much information as possible.

B. In completing the witness section of the VUS, the arresting officer will fill in the name, address and daytime phone number (when available) in order to assist the court in contacting witnesses.

C. The specific code section and a brief description of the charge will be indicated on the VUS.

D. The arresting officer will enter the case number on the lower right hand corner of the VUS. Do not place this data in the File Number or Hearing Date spaces.

E. If more than one charge originates from the same incident, the officer will place page numbers in the uppermost right hand corner above file number (i.e., page 1 of 2).

F. Distribution of the VUS:
   1. First & Second Copy (White) – forwarded to ISS to be sent to court.
   2. Third Copy (Yellow) – given to the defendant.
   3. Fourth Copy (White) – to be used to request a driver’s record transcript. Dispose of prior to turning in to ISS if no transcript is being requested.
   4. Fifth Copy (White) – forwarded to ISS for Department use.
   5. Sixth Copy (White) – kept by the officer until final disposition of the case.
G. Procedures for all adult physical arrests (booked in the Adult Detention Center) will conform to existing Department standards. See Directives 10.1 (Adult Arrests) and 10.27 (Prisoner Transport).

10.24.05 CONSERVATORS OF THE PEACE

A. **Conservators of the Peace and Special Police Officers** – have the authority to release adult misdemeanants on a summons, when the offense was committed in their presence.

B. Officers dispatched to assist conservators of the peace or special police officers will verify that they are actually a conservator or special police officer, and that they witnessed the offense.

1. In order to confirm that an individual is a conservator, the officer should check the individual's identification card issued by the Alexandria Circuit Court and signed by the Clerk.

2. If the card is unavailable, the Circuit Court keeps a record of all conservators.

3. Once this is confirmed, and there is no reason to believe that the arrestee will not appear in court, the arrestee will be released on a summons (officer to provide the VUS and assist with the issuance) by the conservator.

4. If there is reason to believe that the arrestee will not appear in court, the officer will take the arrestee before the magistrate, the conservators of the peace or special police officers will respond to obtain the warrant and the officer will complete an Offense/Incident Report APD-7 or APD-7B as required.

C. In shoplifting cases, if there is probable cause to believe that a subject has committed a shoplifting offense, it is Department policy to release the adult arrestee on a VUS provided they meet the eligibility criteria listed in Section A above. The officer releasing the adult arrestee will complete the APD-7 and any other necessary paperwork. **Juveniles will not be eligible for release on a summons in shoplifting cases.**

D. Officers of this Department will assist conservators and special police officers with any necessary paperwork or prisoner transportation required in a lawful arrest. See Police Directive 10.27, Prisoner Transport.

By Authority Of:

Earl L. Cook
Chief of Police
Alexandria Police Department
Directive 10.25

SEARCH INCIDENT TO ARREST

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**10.25.01 PURPOSE AND POLICY**

The purpose of this directive is to establish guidelines for the search of person(s) who are placed under arrest and taken into custody. Unless stated otherwise, the searches referred to in this document are searches incident to an arrest.

The Department expects officers to search competently and knowledgeably. When a search is made incidental to an arrest, the search must be based on the arrest and not the arrest on the search. The officer’s authority to search without a warrant comes automatically from a lawful arrest.

**10.25.02 DEFINITIONS**

**Body Cavity Search:** a search involving not only visual inspection of skin surfaces but the internal physical examination of body cavities and, in some instances, organs such as the stomach cavity.

**Strip Search:** for the purposes of this directive, “strip search” means having an arrested person remove or arrange some or all of his/her clothing to permit a visual inspection of the genitals, buttocks, anus, female breasts, or undergarments (Virginia code §19.2-59.1.F).
10.25.03 PROCEDURES

A. General – The general rule is that a reasonable search may follow a valid arrest. The officer has the authority to make a search that may extend to articles carried by the suspect and to the suspect’s immediate surroundings.

B. Search before an arrest

1. An officer cannot search a person without probable cause and then arrest the person if something incriminating is found during that search.

2. A search before an arrest is valid only if:
   a. Probable cause for the arrest existed before the search began; and
   b. The search and arrest occur almost at the same time, and are part of a continuous, uninterrupted transaction.

C. Time and place of search incident to an arrest

1. Following an arrest, a search incident to the arrest is mandatory.

2. A search incident to an arrest must occur in such a way that the search and the arrest are part of a continuous, uninterrupted transaction. Two conditions are necessary for this to occur:
   a. The search must be made as soon as practical after the arrest; and
   b. The search must be made at or near the place of the arrest.

3. In cases involving hostile crowds it may be desirable to remove the arrestee from the immediate area prior to the search.

D. Use of force

1. An officer is permitted to use whatever degree of force is reasonable and necessary to conduct a search incident to an arrest.

2. Suspects will be handcuffed prior to being searched incident to an arrest.

E. Scope of search

1. The entirety of the person being arrested.
2. The area within the immediate control of the person being arrested into which the suspect might reach for a weapon or for evidence. The purpose of this search must be to:

a. Protect the officer;

b. Prevent escape; and/or

c. Prevent the destruction of evidence.

3. Accessories carried by the suspect may be searched incident to a custodial arrest for they are within the area in which the defendant might reach to grab a weapon or an item of evidence.

4. Vehicles contemporaneous with the arrest of an occupant or driver. The search will be conducted as soon as practical following the arrest.

a. A search of the entire passenger compartment (including any container found within the passenger compartment) may be undertaken only if the arrestee is unsecured, i.e., not in handcuffs, and within reaching distance of the passenger compartment at the time of the search, or it is reasonable to believe the vehicle contains evidence of the offense of arrest. See *Arizona v. Gant*, 129 S. Ct. 1710 (2009)

b. When these justifications are absent, a search of an arrestee’s vehicle will be unreasonable unless a warrant is obtained or you can show that another exception to the warrant requirement, i.e. the Carroll Doctrine, applies.


F. Strip searches

1. Strip and body cavity searches are governed by Virginia Code §19.2-59.1. [1.2.8.a]

2. Strip searches will not be conducted of persons arrested for traffic violations, Class 3 or 4 misdemeanors, or violations of city, county, or town ordinances which are punishable by less than 30 days in jail, unless the officer has an articulable, reasonable suspicion to believe that the person is concealing a weapon.
3. Reasonable suspicion may be based on, but is not limited to, the following criteria:

   a. Nature of the offense.
   b. Arrestee's demeanor.
   c. Circumstances of the arrest or evidence of a major offense in plain view or during the course of the arrest.
   d. Arrestee's criminal record, particularly a history of narcotics offenses or violence.
   e. Detection of suspicious objects beneath the suspect's clothing during a search incident to an arrest.

4. Strip searches shall only be performed by persons of the same sex as the person arrested and on premises where the search cannot be observed by persons not physically conducting the search. Regardless of location, a supervisor must authorize the strip search.

   a. A strip search in the field will only be conducted under exigent circumstances where the safety of the officer or others is at risk and a supervisor has authorized it.
   b. Except when noted above (10.25.03.F4a), strip searches will be performed in a private room, preferably one designed for the purpose, by the least number of same-sex personnel present as necessary, in conformance with approved hygienic practices, and under circumstances that provide privacy from all but those authorized to conduct the search. [1.2.8.b]

G. Body cavity searches [1.2.8.a]

1. A search of any body cavity must be performed under sanitary conditions and a search of any body cavity, other than the mouth, shall be conducted by or under the supervision of medically trained personnel.

2. Body cavity searches other than the mouth will be conducted only when there is probable cause to believe a particular prisoner may be concealing contraband within a body cavity or otherwise on the suspect's person.

3. Body cavity searches other than the mouth will only be conducted with the approval of the watch commander.
4. If appropriate, upon approval by the watch commander, the officer will seek a search warrant and will prepare the necessary affidavit. Body cavity searches will be conducted without a warrant only in extreme emergencies to protect the lives of prisoners or to prevent serious breaches of security.

5. The body cavity search will be performed only by a licensed physician or other medically trained person as directed by the physician.

6. The process of conducting the body cavity search will involve the same safeguards for privacy and hygiene as for strip searches.

7. Body cavity search procedures:
   a. The officer will inform the prisoner of his or her intention to conduct a body cavity search, giving the prisoner the opportunity to voluntarily surrender the suspected contraband.
   b. The prisoner will remove every article of clothing including wigs and dentures and will give them to the officer for inspection.
   c. Should the prisoner resist the cavity search and become violent, additional officers (of the same sex as the prisoner whenever possible; see Sub-section “d” below) will restrain the prisoner and assist in stripping. Only sufficient force necessary under the circumstances to complete the search will be applied.
   d. Should a prisoner resist a cavity search and an insufficient number of same-sex officers are available to restrain the prisoner, the following procedures will be followed:
      i. Officers of the opposite sex may assist in subduing the prisoner before the prisoner is stripped.
      ii. Officers will subdue the prisoner and apply the necessary restraints (handcuffs, shackles, etc.), then officers of the opposite sex will leave the room, unless there are insufficient officers of the same sex to provide adequate security for personnel conducting the search.

H. What may be seized: During a search incident to an arrest, an officer may seize any of the following things:

1. Anything in the area that is evidence of the offense for which the officer has probable cause to make the arrest.

2. Anything in the area that is evidence of any other offense.
3. Anything else outside the area that is evidence of the offense for which the officer makes the arrest or of any other offense if the evidence is in plain view of the location where the arrest is made.

I. **Search of Cell Phones:**

   a. Absent exigent circumstances, cell phones seized incident to an arrest may not be examined without first obtaining a search warrant.

   b. In extremely limited situations, exigent circumstances might justify a limited, warrantless exploration of a cell phone. These situations will present themselves extremely rarely, and, according to the Supreme Court, may exist in the following circumstances:

      i. When an officer has specific information that the particular cell phone in question has been remotely wiped,

      ii. When the officer needs information on the cell phone to immediately capture an extremely violent suspect who is in actual flight from police, or

      iii. To assist a person who is seriously injured or who is threatened with serious, immediate physical injury.

   c. If an officer or detective believes that exigent circumstances justify a warrantless examination of a cell phone, the Office of the Commonwealth Attorney should be contacted, if practical, to discuss the facts presented to them.

J. **Searches incident to an arrest** are legal. The attorney general of Virginia has determined that searches incident to lawful arrests are not prohibited by Virginia Code §19.2-59, which provides that no law enforcement officer will conduct a search unless in possession of a valid search warrant.

K. **Reporting requirements:** Officers will document all searches incident to arrest, including strip searches and body cavity searches, in their arrest reports. In the cases involving strip searches or body cavity searches, officers will include the name of the supervisor or watch commander authorizing the search. [1.2.8.c]

By Authority Of:

Earl L. Cook
Chief of Police
10.26.01 POLICY AND PURPOSE

It is the policy of this Department to provide police service to all persons residing in, working in, or visiting in the City of Alexandria, regardless of the extent to which they have Limited English Proficiency (LEP). To this end, the department is committed to ensuring that all persons within the jurisdiction of this department are afforded equal access to law enforcement services and assistance involving law enforcement personnel; that appropriate communication resources are used; and that training and procedures are in place to instruct all law enforcement personnel in the use of this plan.

10.26.02 AUTHORITY AND BACKGROUND

- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, August 11, 2000
- PL 88-352, Civil Rights Act of 1964
- PL 100-702, as amended, Judicial Improvements and Access to Justice Act
10.26 Language Assistance Plan


- Vienna Convention on Consular Relations, Article 36, Communication and Contact with Nationals of the Sending State, December 24, 1969

10.26.03 DEFINITIONS

**Interpretation** – the act of listening to a communication in one language (source language) and orally converting it to another language (target language) while retaining the same meaning.

**Certified Interpreter** – an interpreter who has passed a National Center for State Courts Consortium test, a Federal Court Certification examination, or a National Association of Judiciary Interpreters and Translator (NAJIT) examination

**Language-skilled Interpreter** – an interpreter who is not certified or considered professionally qualified, but has demonstrated, through testing or other means, an ability to effectively interpret from a foreign language into English and vice versa. Bilingual police employees and volunteers are authorized to act as interpreters for the Police Department and are included in this definition.

**Limited English Proficiency (LEP)** - individuals whose primary language is not English and who have a limited ability to read, write, speak, or understand English. LEP individuals may be competent in certain types of communication (e.g., speaking or understanding), but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific: an individual may possess sufficient English language skills to function in one setting, but these skills may be insufficient in other situations.

**Remote Interpreter** – an interpreter not physically present on scene, but interpreting from a remote location by means of telephonic or video-conferencing equipment.

**Translation** – replacement of written text from one language (source language) into an equivalent written text in another language (target language).

**Source language** – the language in which text was originally written or spoken.

**Target language** – the language into which text is translated or spoken word is interpreted.

10.26.04 RULES AND RESPONSIBILITIES
A. **All employees** shall provide equal access to police services to all persons serviced by the City of Alexandria Police Department regardless of Limited English Proficiency (LEP).

B. **Division Chief of Personnel and Training** shall be the Department’s Language Assistance Coordinator and shall ensure that appropriate interpretation and services are available and accessible to all *individuals* requesting police services; shall schedule training for employees, relative to job responsibilities, in the proper execution of the Language Assistance Plan (LAP); shall complete an annual skills inventory, compile a list of all languages spoken by police employees who serve as *Language-skilled Interpreters*, and distribute that list to patrol, the Department of Emergency Communications (DEC), and other appropriate sections within the department. (Appendix B). The Division Chief of Personnel and Training shall periodically assess demographic data, consult with community-based organizations serving LEP populations, and review data on the Department’s contacts with LEP individuals to ensure that the Department continues to provide meaningful access to LEP persons to the services that the Department provides.

The Division Chief of Personnel and Training shall also be responsible for scheduling Language Proficiency Assessments for volunteers and bilingual employees to determine their ability to perform as Language-skilled interpreters or translators. The assessments will be provided by City consultant: The Northern Virginia Area Health Education Center Client Specialist, 703-549-7060, www.nvahec.org.

C. **Sworn officers** shall attempt to determine the primary language spoken by an LEP individual and provide appropriate interpretation services. *Any such action will be documented in the incident report. If no report is initiated, then it will be reflected in the call notes in CAD when the officer clears the call.*

D. **All commanders and supervisors in Patrol Operations, Operations Support, Administrative Services, and Investigations** shall ensure that, as soon as practical, language assistance will be provided to LEP persons provided that doing so does not jeopardize the safety of the officer, employees, or citizens. All occasions when interpreters are used shall be tracked and that information shall be furnished to the Language Assistance Coordinator.

E. **Facilities Manager** shall ensure signage is *posted in frequently encountered languages* at appropriate locations to inform LEP individuals that interpretation services are available free of charge.

F. **Planning and Accreditation Commander** shall review Department forms annually to ensure that vital documents are translated into Spanish or any other language *where the number of LEP speakers* is determined to comprise 5% of the City’s population or number 1000, whichever is less.

G. **Crime Analysis Commander** shall submit an annual report to the Chief of Police documenting the number of times the Alexandria Police Department provided language assistance, the language needed as well as the beats with the most need for this service.
10.26.05 GENERAL PROCEDURES

A. Nothing in this directive is intended to jeopardize the lives and safety of police officers and other individuals involved in a police activity. In exigent circumstances, personnel are to use the most reliable temporary interpreter available. However, once the exigency has passed, all personnel are expected to revert to the general procedures in the directive. When a situation is under control and conditions permit, the language resources set forth in this directive should be utilized. (see 10.26.06 below).

B. Individuals affected by this plan include (but are not limited to) persons in custody, suspects, violators, witnesses, victims, those subject to immigration-related investigations, community members participating in crime prevention and awareness activities, juveniles, persons who encounter the court system, persons with special needs and parents/family member of the above.

C. The number or percentage of total population likely to be encountered who are LEP individuals will determine the extent to which specific language interpretation resources should be available as determined by the United States Department of Justice Guidelines. This information will be provided by the City of Alexandria's Multicultural Services Coordinator annually. It would be prudent to include appropriate language interpretation resources for any known criminal element with LEP individuals even though it does not comprise a significant proportion of the population (such as gangs with members who have the same ethnic origin).

D. In other than exigent circumstances, Department personnel should only use family, friends or bystanders for interpreting in very informal, non-confrontational contexts, and only to obtain basic information at the request of the LEP individual. If an LEP individual insists on relying on his or her own interpreter and waives or refuses the Department’s offer of interpretation services, personnel shall document this refusal on the Interpreter Services Waiver form (Appendix A).

Even if an LEP individual chooses to use his or her own interpreter, in situations such as criminal matters where accurate communication between the Department and the LEP individual is essential the Department should utilize its own interpreter as well.

E. In a joint investigation between the Police Department and the Department of Human Services, CIS and DHS interpreters may need to be present when individuals are interviewed or questioned.

F. Language assistance measures available include:
   1. Bilingual police employees who are Language-skilled Interpreters
   2. Police volunteer interpreters
   3. Remote interpreters through the telephonic language line
   4. Interpreters and translators employed in other city agencies and/or available under contract with the City to this Department
   5. Police officers from other jurisdictions and certain Federal Agencies (Mutual Aid)
G. Police officers and other Department personnel may obtain the services of the above individuals by requesting services through the Department of Emergency Communications (DEC).  
*DEC will utilize the above measures in the order listed to obtain the appropriate language assistance.* To aid in the identification of languages spoken by LEP individuals, department personnel can utilize Language Identification cards.

H. Responses to callers will vary depending on the type of call:
1. For emergency calls when the request cannot be understood, an officer will be dispatched immediately. When available, a bilingual officer or an officer with a volunteer interpreter will be dispatched to the call. While officers are responding, a bilingual employee in DEC will attempt to handle the call. If a bilingual employee is not available, the call taker will continue to attempt to communicate with the caller using the Language Line.
2. For non-emergency calls, available on-duty staff, volunteers, or the Language Line will be used.
3. The call taker will note in CAD when a caller is LEP and the language spoken.

I. Responses to written communications *in a foreign language* will be referred to the Language Assistance Coordinator to locate appropriate translators or outside contractors.

J. A poster providing notice of available assistance to LEP individuals shall be posted *in frequently encountered languages* at the front desk of police headquarters and branch offices that have significant contact with the general public. An "I Speak" card shall be present in each patrol car or unmarked car for use in determining the language for which interpretation is needed. Outreach documents and notices shall also state *in frequently encountered languages* that LEP assistance is available.

K. *A Spanish language version of Department form APD 0093A, Spanish Rights Waiver is available to all personnel in the Department forms directory. In the event a form is required to be read to an LEP individual of a language into which the form has not been translated and in the case of illiteracy, the form will be read to the LEP individual through the use of an interpreter. Department personnel who wish to have an approved form available in a language not currently provided shall follow the procedure listed in Police Directive 3.5, Forms Management.*

L. Privileges of the Vienna Convention on Consular Relations, Article 36 shall extend to LEP and special needs individuals.

M. Complaints against police employees filed by LEP persons are referred to the commander of the Internal Investigations Section who shall identify an appropriate bilingual employee of supervisory rank or higher to assist with interpretation. In the event that no bilingual supervisory employee with the necessary skill is available, the commander shall then select other individuals with the appropriate qualifications to ensure the accuracy of the interpretation. *Translated brochures and complaint procedures are available on the information rack in the lobby of Police Headquarters. Internal Investigations provides dispositions of complaints to the complainant in the LEP complainant’s primary language.*

N. *Spanish language brochures regarding crime prevention information are available on the information rack in the lobby of Police Headquarters.*
10.26.06 LEVEL OF INTERPRETATION

A. During the critical stage of an actual emergency, officers have the discretion to use whatever interpreter assistance is immediately available to them to gather information to protect life and property, to assist in the apprehension of a fleeing suspect, or to aid in the rendering of medical attention to an injured or ill individual.

1. Officers may use bilingual friends, family members, children, and others during this stage with the understanding that their use may have a negative effect on the criminal prosecution of the case.

2. Use of a child as an interpreter may be the only choice at the time of an incident, but officers should be aware that this level of interpretation is more subject to inaccuracies than other levels. Barring exigent circumstances, personnel should not use minor children to provide interpreter services.

3. As soon as practical after the critical stage of the emergency has passed, the officer shall revert to the use of conventional language assistance through bilingual officers, other bilingual employees, volunteer interpreters, the Language Line, Mutual Aid, or contract services.

B. Officers, investigators or detectives are to take necessary steps to ensure that information and statements gathered during the follow-up investigative stage can withstand the challenges of defense attorneys and the courts. Criminal interrogations and crime witness interviews involve statements with evidentiary value upon which a witness may be impeached in court; as such, accuracy is a priority. Moreover, failure to protect the rights of LEP individuals during arrests and interrogations presents risks to the integrity of the interrogation. Personnel should use appropriate resources to ensure that Miranda rights are understood, voluntarily waived, and that interpretations and translations are accurate. In such instances, only bilingual employees who have had their interpretation skills assessed, contract in-person interpreters, or Language Line resources will be used. In cases where an appropriate resource is not able to be identified, the officer investigator or detective should consult with the Commander of the Criminal Investigations Division for guidance and advice.

C. Miranda warnings and all other vital written materials associated with interrogations and interviews will be available to the suspect or witness in his or primary language. In the case of a language into which forms have not been translated and in the case of illiteracy, forms will be read to the suspect or witness in his or her primary language using an interpreter.

10.26.07 TRAINING
The Department will provide periodic training to personnel about the Department’s LEP policies and Directive 10.26, including how to access interpretation and translation services. The Department shall conduct such training for new recruits, at in-service training, and at roll call for personnel at least every two years.

BY AUTHORITY OF:

Earl L. Cook
Chief of Police
ALEXANDRIA POLICE DEPARTMENT
INTERPRETER SERVICES  WAIVER FORM

Date: ____________________________

Victim/Witness Name: ______________ Case number: ______________

Language Spoken: __________________

Was a staff member or volunteer available to interpret? Yes ______ No ______

Did victim/witness refuse free interpreter service? Yes ______ No ______

If yes, complete the last two questions and have them sign this form.

I, ______________________________ have been offered free interpreter services
(Name)

through the Alexandria Police Department.

By signing below, I acknowledge that I have refused this service.

______________________________       ______________________________
Signature                             Date

______________________________       ______________________________
Staff Name                             Signature

Did the person bring someone to interpret for them? Yes ______ No ______

Is the interpreter 18 years or older? Yes ______ No ______

Copy in file and copy to Multicultural Services Coordinator  8/21/2006
10.27.01 PURPOSE/POLICY

The purpose of this Directive is to establish procedures and guidelines whereby prisoners, mental patients, or persons in the custody of the police and private security guards will be transported.

It is the policy of the Alexandria Police Department that all prisoners, mental patients, or persons in the custody of the police and private security guards will be transported in a manner which provides maximum security and safety of the prisoner, the public and the transporting officer.

10.27.02 DEFINITIONS

Flex-Cuff – a plastic strip that can be fastened as a restraint around a person’s wrists or ankles.

Handcuffs – restraint devices designed to secure a person’s wrists close together.

Hobble – a one-inch wide webbed belting designed to be used in various situations to secure the legs and ankles of an individual.

Leg-Iron/shackle – a kind of physical restraint used on the feet or ankles.
Positional Asphyxia – a condition which may be caused or exacerbated by stress owing to the position of the body, with the stress influencing or inhibiting respiration.

Prisoners - for purposes of this Directive, the term “prisoners” shall mean any person being transported while in police custody. This includes juveniles who are taken into custody or are being transported to another location for truancy (see Virginia Code Section 22.1-266) or any other status offense such as being a runaway, child in need of services, etc. (see Virginia Code Section 16.1-246), regardless of whether the child has been placed in custody for some other criminal offense.

Private areas- the parts of the human body consisting of the genitals, buttocks, and female breasts.

Spit Sock – personal protective equipment consisting of a mesh netting that fits over the head of an arrested person to prevent the transfer of saliva from one person to another.

10.27.03 RULES/RESPONSIBILITIES

Transporting officer(s) will:

A. Possess a valid driver’s license;

B. Abide by the posted speed limit and traffic laws;

C. Be responsible for the proper search of each prisoner; and

D. Ensure positive identification of the person being transported.

10.27.04 TRANSPORTING NON-ARRESTEES

A. Transporting Non-Arrestees

1. The term “non-arrestee” includes any person who is not in police custody or being transported as a prisoner as outlined in the definition above. Examples include, but are not limited to victims, witnesses, and individuals being transported for any other reason who are not in custody. Alexandria City employees and ride-along participants are excluded from this definition.

2. Officers must advise all non-arrestees being transported in Department owned or leased vehicles that they are not under arrest and they will be transported only with their consent. Non-arrested persons being transported in Department owned or leased vehicles may not be handcuffed or otherwise restrained. Officers shall not request any non-arrestee for consent to be handcuffed or otherwise restrained and shall not handcuff or otherwise restrain any non-arrestee.
3. Officers should always follow proper safety practices when transporting any person under any circumstance. Transporting officers have the discretion to request that, prior to a non-custodial transport, the person being transported consents to a search of their person and parcels to ensure they do not possess any weapons, evidence or contraband. If the person to be transported refuses to consent to such a search, the officer may refuse to transport the person.

### 10.27.05 POSITIONAL ASPHYXIA

**A.** Positional asphyxia (see definition at 10.27.02) may cause the death of persons in police custody if safeguards are not observed. Officers should ensure careful monitoring of suspects, especially under the following circumstances, which may be associated with in-custody deaths due to positional asphyxia.

1. Obesity of the suspect.
2. Intoxication caused by drugs or alcohol.
3. Violent or bizarre behavior.
4. Violent struggle requiring restraint in excess of normal handcuffing (i.e. hobbles, Flex-Cuffs, Spit Sock, etc.).
5. Unresponsive suspect during or immediately after a struggle.

**B.** To minimize the risk of positional asphyxia, officers will carefully observe the following safeguards:

1. Monitor in-custody suspects for gurgling, gasping, or unresponsiveness and summon medical assistance if any of these symptoms are present.
2. Avoid leaving suspects positioned so they are lying face down while unattended or during transport.
3. If handcuffs alone are insufficient to reasonably control the suspect, use of the hobbles should be attempted if they are available. It should be noted that there should be little or no asphyxiation issues with the use of the hobbles, since the feet are tethered to the door frame. Only trained, sworn personnel are authorized to use hobbles.

**C.** If a suspect is restrained in addition to normal handcuffing, officers will:

1. Monitor the suspect carefully.
2. Remove the additional restraints as soon as it can be done safely.
3. Include the following information in the Offense/Incident Report (APD-7), or Suspect/Arrest Report (APD-007B) and Supplement Form (APD-007 H):
   a. Actions taken by the person(s) restrained, including documentation of the level of resistance encountered.
   b. A description of the restraint that was used and its consequences.
   c. How long the suspect was restrained.
   d. How long the suspect was prone (laying face down), if applicable.
   e. How long transportation of the suspect lasted.
   f. Identification of any witnesses.
   g. Any other pertinent details.

10.27.06  PROCEDURES

A. Vehicle Preparation

   1. Officers will check their vehicle at the beginning of each tour of duty to ensure that the vehicle is safe and equipped in accordance with the Vehicle Inspection Report (APD-255). [70.1.2]

   2. Transporting officers will check the prisoner compartment of all transport vehicles for weapons, or any unsafe conditions that might lessen security, and cleanliness prior to every transport (or daily use), and immediately following completion of the transport. [70.1.2]

   3. Transporting officers will have the proper forms or credit cards for procurement of gasoline if traveling outside the Washington Metropolitan Area.

B. Prisoner Search

   1. Each prisoner will be searched by, or in the presence of, the transporting officer(s) prior to being transported. [70.1.1]

   2. An officer of the same apparent sex as the prisoner will conduct searches when readily available. *If an officer of the same sex is unavailable, a second officer, if not already present, will be called to the scene to witness the search. If a second officer is unavailable for an extended period, or an emergency situation exists, the second-officer requirement may be waived by a sergeant or commander.*

   3. *When an officer must search a prisoner of the opposite sex, he or she will utilize the back of the hand around private areas, whenever possible. The search will be of the entire body, except body cavities, including clothing and inside pockets.*

   4. Smoking by prisoners in transport is not permitted. Tobacco products or matches will not be allowed in the custody of the prisoner.
C. **Handcuffing Prisoners**

1. Except in certain circumstances, i.e., handicap, sickness, **females during late stages of pregnancy**, injury or when restricted by FAA regulations in accordance with Title 49 CFR 1544.219 and 1544.221, all prisoners will be handcuffed at all times during transportation in the following manner:
   a. Hands behind back,
   b. palms out, whenever practical, and
   c. cuff double-locked.

2. The prisoner will not be handcuffed to any part of the vehicle such as the doorpost, wire mesh cage, etc.

3. Special care is to be taken at the conclusion of the transport when removing handcuffs from prisoners. This is the point that many escape attempts are made. Restraining devices will be removed only when directed to do so by the receiving facility or when the officer is sure that the detainee is properly controlled and secure. [70.1.6.b]

4. In the event the transport is going to be for a prolonged length of time (more than one hour); special care should be taken to make the prisoner as comfortable as possible. Make sure the cuffs are not too tight, place them in the front, attaching them to a security belt that buckles in the back, and make sure the seat belt is not too tight.

D. **Placing Prisoners In Vehicle**

1. When transporting a prisoner, the standard City cruiser equipped with a steel wire or Plexiglas barrier will be used. The prisoner will be seated in the back seat of the vehicle, and on the right side where the officer can observe and communicate with the prisoner at all times. Prisoners are not to be left unattended in the vehicle. The opening in the Plexiglas barrier should be kept closed to ensure the security of the prisoner and safety of the officer.

2. When no barrier-equipped cruiser is available, two officers are required to make the transport. The prisoner will be seated in the rear seat on the passenger side and secured with a seat belt. The second officer will be seated in the rear seat behind the driver where he or she can observe the arrested person at all times. This two-officer requirement may be waived by a sergeant or commander, if an emergency situation exists. [70.1.3]

3. **Only one prisoner may be transported in the City cruiser at a time, unless explicitly authorized by a sergeant or commander, in the event of an emergency.**

E. **Transporting Members Of The Opposite Sex**

1. When transporting members of the opposite sex within the jurisdiction, *the transporting* officer will notify the dispatcher over the air of; the odometer reading on the vehicle, the location from which the transport is being initiated, and the
destination. The officer will also notify the dispatcher, over the air, upon arrival at the destination and provide the odometer reading of the vehicle. *This procedure applies to both prisoner and non-arrestee transports.*

2. When transporting members of the opposite sex outside the jurisdiction, the officer(s) will maintain a log recording the time of departure, time of arrival and mileage of the vehicle at the start and at the end of the trip. This log will also contain any and all stops made along the way, noting the time stopped, the reason, and the time the trip was resumed. *This procedure applies to both prisoner and non-arrestee transports.*

3. All persons being transported will be treated in a professional, courteous, but firm manner.

F. **Radio Procedures**

Prior to embarking on a local transport, the transporting officer will advise Communications via radio that the transport is beginning, the starting point, and the destination. Radio notification will be made upon arrival when the transport is local.

G. **Emergency Stops**

1. The transporting officer will not stop for any reason (except emergencies or hazardous conditions) or conduct any type of personal business when transporting prisoners. Prisoners will never be left unattended while being transported.

2. Only when a risk to third parties is both clear and grave and the risk to the prisoner is minimal should the officer stop to render assistance to anyone.

H. **Medical Transports (Physical Or Mental)**

1. Officers will remain with the prisoner at all times unless a court order mandates otherwise. (Behind a drawn curtain and within hearing distance is considered "present.")

2. If a prisoner is ever out of the sight or out of control of the transporting officer, additional searches are required.

3. Restraining devices will remain on the prisoner at all times with the following exception: During a physical examination by a physician, handcuffs or leg irons may be removed, but not at the same time. Some restraining device will always remain secured to the prisoner. [70.2.1]

4. If a prisoner becomes sick or is injured, incidental to an arrest, the arresting officer should seek medical attention at that time. [70.1.4]

5. If the prisoner's injuries require immediate attention, the rescue squad will be called and the officer will accompany the prisoner to the hospital.
6. If the prisoner's injuries or illness are minor, the prisoner will be transported to the booking area where the detention center medical staff will evaluate the condition of the prisoner. If the detention center medical staff employee requests, the arresting officer will transport the prisoner to the hospital for treatment. (See Section I for hospital transports).

7. When transporting sick or injured persons, the officer will take into account the nature of the sickness or injury when applying restraining devices.

8. The attitude of the prisoner must also be taken into account. At no time should the restraining device impede medical personnel from administering emergency care to the prisoner. Where possible, in non-combative situations, officers should avoid the use of restraining devices so as to aggravate a pre-existing injury. In combative situations, the officer's safety is paramount and restraining devices will be used as previously mentioned. [70.2.1]

9. Physically and mentally handicapped prisoner's present conditions for their transportation that dictate special care and attention. When transporting handicapped prisoners, it is the responsibility of the transporting officer to determine the ability of the prisoner to inflict injury to themselves, or the officer, and to use the appropriate restraining devices. If no adequate police vehicles or restraining devices are available, the officer's supervisor will be contacted and the supervisor will determine the mode of transportation to be used. Any additional equipment or medicine needed for the prisoner’s health will also be transported with the prisoner. [70.2.1]

10. Under no circumstances will any officer use a straitjacket or similar device to restrain any prisoner or person being held on a mental detention order.

I. Hospitals

1. As a general rule, the Police Department will only be involved with prisoners at the hospital prior to them going before a magistrate or the judge. After that, they become the responsibility of the Office of the Sheriff.

2. Prior to the Office of the Sheriff assuming responsibility of the prisoner, the following procedures will be followed: Leg irons will be utilized on prisoners confined to a hospital that does not have a jail ward. If leg irons must be removed for medical or other compelling purposes, handcuffs will be applied prior to removal of the leg irons. The handcuffs will not be removed prior to re-applying the leg irons.

J. Airline Travel Regulations

1. Code of Federal Regulations Title 49, 1544.219 and 1544.221 details the transport of prisoners under the escort of an armed law enforcement officer. Officers must be authorized to travel armed, must demonstrate a “need” to be armed, check-in at the ticket counter at least 1 hour prior to flight departure,
produce approved credentials with badge of authority and notify the aircrew of your presence on the aircraft for EACH flight segment. Officers shall complete the Federal Air Marshal Service’s LEOs Flying Armed training prior to travel. It should be noted that a particular airline might have a more restrictive policy.

The following procedures should be employed when escorting prisoners by air:

a. All non-federal law enforcement officers must make notification to TSA via NLETS (ORI VAFAM0199) via a properly formatted message prior to travel. A unique alphanumeric identification number will be issued from the Transportation Security Operations Center (TSOC) for each segment of the flight itinerary and is required for access to the sterile area of the airport. This should be done at least 24 hours before the scheduled departure. On the day of the travel, officers will identify his/herself at the airline ticket counter. The officer will fill out the armed traveler paperwork provided by the airline. Officers will then proceed to the Armed LEO Screening Checkpoint, where the officer will present the unique alphanumeric identifier. This is to be done for each segment of the flight(s).

b. Prior contact may be made with individual airlines to ascertain restraint policy while boarding and deplaning prisoners. The officer will ensure that the prisoner is to be restrained from full use of his or her hands and must ensure that leg irons are not used. When practicable, the prisoner will board the aircraft prior to other passengers and deplane after other passengers. Prisoners and escorts will be boarded according to airline policy in compliance with Federal Aviation Regulations. Officers are permitted to travel with a Taser. OC spray may not be carried in the cabin of a commercial aircraft. [70.2.1]

c. Officers will exercise discretion in using restraining devices in airport terminals. Airport police facilities should be used when available. Restraining devices will be concealed as much as possible to avoid alarming passengers, airport visitors and employees of the air industry. [70.2.1]

K. Non-Local Transports

1. Verification should be obtained that the person to be transported is still at the facility from which the transport is to originate.

2. Meals for prisoners should be served inside the vehicle and no prisoner should handle any utensils that could be used as weapons. Very hot or ice-filled beverages should be avoided. Meals may be prepared by the correctional center in advance.

3. When transporting a prisoner a distance that a meal is required, the selection of the place where a meal is to be taken will be done randomly. The prisoner will not be made aware, prior to stopping, of the location of the stop.
4. In all transportation cases, the transporting officer(s) will attempt to obtain from the releasing agency any and all records, which would include, but not be limited to, photographs and fingerprint cards to ensure proper identification of the prisoner. [70.5.1a, b]

5. They should also have any information about the prisoner that would indicate a medical history, suicide potential, unusual illnesses, past criminal involvement or escape risk. All this information is to accompany the officers during the transport. The receiving agency personnel are to be advised of any information known concerning potential medical or security risks. [70.5.1b, c; 70.1.6d]

6. Any information obtained from the releasing agency will be turned over to the receiving agency upon completion of such transport. All paperwork, (detainers, Governors Warrant, etc.) from the other jurisdiction will be given to the booking deputies; copies will be made for the case files. [70.1.6c]

7. If a signature from the receiving officer is needed, it should be obtained at this time.

8. Documentation will be completed as required by the jail or institution confirming the transfer of custody. [70.1.6.e]

L. Use Of Toilet Facilities

1. Restroom stops are discouraged. Such stops should only be made at a prescribed public safety building, such as a police station or other detention facility. Location of these facilities should be researched for a particular route in advance of any transport.

2. The transporting officer will not lose sight of the prisoner unless under controlled circumstances.

3. During a local transport, a prisoner will not normally be allowed to use toilet facilities prior to the arrival at the final destination. However, the officer may use discretion in allowing the use of a toilet facility as long as full custody and control are maintained over the prisoner and no laws are broken (i.e., urinating in public). [70.1.4]

4. During a long distance transfer, the prisoner should, when necessary, be allowed to use toilet facilities. These facilities should be checked by the transporting officer prior to use by the prisoner for possible security or safety hazards.
M. Escape Of Prisoner

1. In the event of the escape of a prisoner during a local transport, officers will:
   a. Notify the dispatcher immediately in order that a lookout can be broadcast;
   b. Notify their immediate supervisor as soon as reasonably possible;
   c. Initiate the appropriate Offense/Incident Report (APD-7) and obtain a warrant charging "escape" when needed; and [70.1.7.b]
   d. Notify other jurisdictions by Teletype as necessary.

2. If the escape occurs outside the City of Alexandria, in addition to the above, the officer will notify the appropriate authorities in the jurisdiction of the escape and comply with that jurisdiction's procedures in reference to the search for and recovery of the prisoner. [70.1.7.c]

N. Security Risk Prisoners

In transporting high security risk prisoners, the officer will inform the booking officer so that the judge of the court can be notified of the security hazard. The judge may request the use of restraining devices in court or request additional security officers. [70.1.8]

O. Communication By Prisoners

During the actual transportation of the prisoner, he or she will, under normal circumstances, be restricted from communication with other prisoners, civilians and attorneys for security reasons. In case of emergency the officer will use discretion, taking into account the safety and security of the prisoner. [70.1.5]

P. Security Of Firearms

At all times transporting officers will provide proper security for their weapons. Weapons will be kept out of access of prisoners. Upon arrival at the correctional facility, weapons will be secured for safekeeping before entering the booking area. [70.1.6.a]

Q. Transporting Private Security Guard/Conservators Of The Peace/Special Police Prisoners

1. Arrest powers are given to a registered employee of a private security business (Section 9.1-146 Code of Virginia) but it is limited to the premises that the security officer is contracted to protect.

2. Authority to release on a summons for Conservators of the Peace/Special Police is governed by Virginia State Code 19.2-74(b).
3. Under normal circumstances, it is incumbent on the police to transport prisoners for security guards to the magistrate when they lack the means to do so. (See paragraph 5 below.)

4. Security guards have the authority to release adult misdemeanants on a summons, when the offense was committed in their presence (see Directive 10.24 Misdemeanant Release).

   a. When responding to a scene where a private security guard/Conservator of the Peace/Special Police has made an arrest and the arrested person is to be released on a summons, the officer will, upon request, supply a Virginia Uniform Summons (VUS) to be completed by the private security guard/Conservator of the Peace/Special Police. The officer will assist in completion of the form as needed. The officer’s copy will be given to the arresting officer; the defendant’s copy will be given to the arrested person. The responding officer will forward the remaining copies to Information Services after approval by a supervisor.

   b. Having the authority to arrest, registered security guards/Conservators of the Peace/Special Police must bring those who are not eligible for release on a summons, before a magistrate forthwith. Merely transporting the arrested person and security guard/Conservators of the Peace/Special Police to the magistrate should not make the police officer the "arresting officer."

5. Because transporting officers may have to use force, they should be reasonably satisfied that there is probable cause for the arrest and the arrest is within the authority of the security guard prior to transporting the prisoner (i.e., the arrest occurred within the boundaries of the premises to be protected). Unless the officer is so satisfied, the transport should be refused.

By Authority Of:

Earl L. Cook
Chief of Police
The purpose of this directive is to establish procedures for receiving, recording, handling, storing, and disposing of property and evidence coming into this Department's possession.

Regarding property and evidence, it is the policy of this Department to safeguard the rights of property owners, to provide a strong evidentiary chain of custody for prosecutions, to safeguard and clearly document property, and to protect the integrity of this Department and its employees.
**10.28.02 DEFINITIONS**

**Contraband** – Any item defined by law as illegal to possess.

**Dangerous Property** – Any item which would present a threat to persons or property if handled, packaged or stored using normal procedures for property or evidence. The on-duty patrol commander will determine the manner of handling dangerous property.

**Evidence** – Any item which may be used or needed to secure arrests and/or convictions for violations of the law, to complete investigations of employee conduct, or for civil proceedings.

**Found Property** – Abandoned or unattended property found by Department employees or by citizens, except property that is or may become evidence in a criminal proceeding. The owner may be known or unknown.

**Heat-Sealed Bag** – A Department-issued clear plastic bag with a preprinted label containing a pre-and control number, for use when the recovering officer deems it desirable to further protect the item or chain of custody, especially in cases of a sensitive nature.

**Owner** – The person or business who has a title, evidence of purchase or other reasonable proof of ownership, or whom the responsible officer identifies and documents as the owner.

**Primary Investigating Officer** – The officer who has the main responsibility for investigating the case to which the property relates. This person may become the responsible officer (see definition below) when there is a documented transfer of authority from the recovering officer.

**Property Section Supervisor** – The employee designated as the custodian of, and accountable for, all property stored in the storage areas under the Property Section’s control. [84.1.6b]

**Recovering Officer** – The officer who collects and turns the property or evidence in to the Property Section.

**Responsible Officer** – The officer who is responsible to instruct whether property be retained or disposed of; this is the recovering officer unless there is a documented transfer of responsibility to another.

**Rightful Possessor** – The person or business with a standing to have custody of the property, by permission of the owner, by rule of law, or on other reasonable grounds.

**Special Evidence** – Any evidence or items of property related to police shootings, use-of-force incidents, in-custody death incidents, administrative or criminal investigation of City employee conduct or any other matter related to employee conduct. When advised that property already in custody is now designated as special evidence, the Property Section supervisor will ensure that the affected APD-39(s) are labeled as special evidence.
Unclaimed Property – Property for which the owner cannot be identified or located, or property that the owner has not claimed within 60 days of documented notice that the property is in the Department’s possession.

10.28.03 STORAGE AREAS

A. Access to Secure Areas of the Property Section: All areas where evidence is stored are secure areas and may be entered only as provided in this directive. When persons outside the Property Section staff or its chain of command enter any Property Section secure storage area, they must be accompanied by Property Section employee(s) and must document their entry in the log provided. [84.1.2]

B. Central Storage Area – The main storage location for property held by this Department is currently located in Police Headquarters on the first floor.

C. Vault – A secure area within the central storage area used for storage of drugs, money, guns, items of high value such as jewelry, and small items.

D. Storage Shed – A secure area behind the bicycle patrol unit garage at Police Headquarters, for the storage of large items and items inappropriate for inside storage (examples are bicycles, large vehicle parts, or tires). The storage shed contains one large securable cage for temporary storage of large items or items having a strong odor. Cables and locks are provided to secure individual items within the cage area. Whenever possible, evidence will be stored in an indoor location. Extremely hazardous items such as those of a toxic or explosive nature will not be placed in the shed and will be handled as directed by the watch commander. Because this storage area is outdoors, officers will consider the need for special packaging to protect items stored there.

E. Overnight Storage Area – This area is for secure, temporary storage of items during hours the Property Section is closed and is accessible without entering the central storage area. It contains individual securable lockers for use when appropriate, four forensic drying cabinets for damp clothes or cloth materials, locking refrigerators for body fluids or other items that must be kept cool, and property and evidence packaging materials.

1. Officers may gain access to this area at all times. Officer access is by use of their electronic access card. The Securitas Security employees located in the lobby of Police Headquarters and Information Services (ISS) each hold a master key if for any reason the officer’s card does not allow them access. Officers will log their evidence and obtain their Property number prior to storing their evidence in the overnight storage area. Only items related to property and/or evidence will be stored in this area. [84.1.3]
F. **Vehicle Processing Bay** – This garage area is controlled by the Crime Scene Investigations (CSI) Section. Use of this area must be approved by the Crime Scene Investigations Section supervisor or, after hours, by an on-duty CSI technician. Non-CSI Section staff entering this area must be accompanied by or have authorization from CSI Section staff.  

G. **Evidence Laboratory** – This facility is used by the CSI Section to secure evidence in their custody for processing.

### 10.28.04 RESPONSIBILITIES

A. **All employees** (including temporary or contract employees):
   1. Who in the course of their duties come into possession of any property (except vehicles which are addressed in Police Directive 11.22, Impounding/Removing Vehicles), will document and turn in the property in accordance with this Directive by the end of their tour of duty. This includes all property, whether found, turned in for disposal, seized as evidence or contraband, or being held in connection with civil litigation.

   [84.1.1b]

   2. Are responsible for the safekeeping of any items of property that come into their possession during the course of their duties;

   3. Will determine, to the extent possible, and document ownership, to include complete address, zip code, and telephone number when possible, of items of property. Employees turning in any item of property that bears a serial number will ensure that a VCIN/NCIC stolen check is made on the item, will complete the NCIC box on the APD-39, and will attach a copy of the return Teletype printout to the APD-39.

   [84.1.1,f]

   4. Will ensure that all evidence collected and turned over to the Property Section is properly marked and packaged in order to keep a secure chain of command and to prevent contamination or possible injury to the Property staff while processing and storing evidence;

   5. Will respond promptly to Property Section requests for correction or information related to property in the Department’s custody;

   6. Will document each occurrence when property in Department custody passes from one person to another; and

   7. Are prohibited from taking personal possession of any item of property that has come into this Department’s custody, regardless of whether the property is designated for destruction and regardless of whether or not the property has any monetary or other value.
B. **The Property Supervisor** will ensure that:
   1. Items in custody are secure.
   2. Drugs, cash, weapons and small items of significant value are stored in the vault.
   3. Items received, temporarily signed out and disposed of are properly documented.
   4. Records documenting property held in custody are protected and backed up.
   5. Regular quality control measures are adhered to.
   6. Periodic roll call training of officers in property procedures is conducted.
   7. A record of the names and sample signed initials of all staff whose initials are entered on office Property records, is maintained.

C. **Recovering officers** will take the gold copy of the APD-39 after it has been completed, approved and logged in the APD-39B.

D. **Responsible officers** whether the recovering, investigating or other officer, will retain the gold copy or a photocopy of the APD-39 until final disposition.

E. **Commanders and supervisors** will ensure that employees comply with the requirements for handling property and evidence and will take action to correct errors brought to their attention.

### 10.28.05 FORMS

A. **Property Inventory form (APD-39)**
   1. The APD-39 is the official inventory for documenting all property coming into police custody (except vehicles) whether stolen, lost, abandoned, found, seized as evidence in criminal or civil proceedings, turned in for disposal or taken for safekeeping.

   2. Officers will complete this form legibly, accurately, and completely. [84.1.1.c]

   3. The case number, if any, will be placed on the APD-39.

   4. **Each item** listed on the APD-39 must be packaged separately.

   5. **A separate APD-39** will be used for the following items: [84.1.1,d-e]
      a. Guns - use a separate APD-39 for each gun;
      b. Ammunition - must also be packaged separately from any accompanying weapon or weapon parts and listed on a separate APD-39;
      c. Money;
      d. Drugs, suspected drugs and/or drug paraphernalia containing drug residue;
      e. Each bicycle or moped where ownership is unknown or owners are different;
f. Items involving different: [84.1.1d-e]
   i. Officers;
   ii. Case numbers;
   iii. Owners;
   iv. Persons seized from;
   v. Dates seized.

   g. Items needing laboratory analysis:
      i. Each item requiring laboratory analysis will be listed on a separate
         APD-39, except:
         a. Narcotics may be listed on the same APD-39 if they are ALL
            going to the lab.
         b. Narcotics may be listed on the same APD-39 if NONE are going
            to the lab.
      ii. Items that do not require laboratory analysis will not be listed on the
          same APD-39 with items going to the lab.
      iii. Officers will enter either “State Lab” or “ID Lab” depending on where
           the item is to be processed.

6. When more than one item is listed on the APD-39 for the same property number,
   the items will be listed sequentially starting with number one.
   a. Each different type of drug will be listed as a separate item with a separate
      lock seal number.
   b. Items of a similar nature having no evidentiary value may be combined under
      one item number and be packaged together; the description of each item will
      be recorded.

7. Officers will record the serial numbers of items, if any.

8. The comment section of the APD-39 will be used to document efforts to identify
   and locate the owner or rightful possessor of property.

9. Use and distribution of the APD-39 is as follows:
   a. Original (White) - The Property Section maintains the original APD-39 in
      active files as long as the property is in custody. After final disposition of the
      property, the original APD-39 is retained in a closed file indefinitely.
   b. Second Page (Yellow) – After processing receipt of property, the Property
      Section will forward the yellow copy to:
      i. Vice/Narcotics in drug cases.
      ii. Identification in cases when laboratory analysis is requested for non-
          drug evidence.
      iii. ISS when there is a case number. ISS will attach the yellow copy to the
           report and forward a photocopy to CIS.
      iv. Property Section may dispose of yellow copies for items having no
          evidentiary potential.
c. **Third Page (Gold)** - The recovering officer will take the gold copy at the time the property is turned in, whether during or after hours. The recovering officer or any officer designated as the responsible officer will retain the gold copy (or a photocopy) until the property is disposed of or responsibility is transferred to another employee.

d. **Fourth Page (Pink)** – For found property, the pink copy is given to the finder.

**B. Property and Evidence Log (APD-39B)** - Ledgers bearing sequential property numbers, into which all property is logged when initially turned in. The APD-39B is maintained in the Property Section overnight storage area. The APD-39B contains:

1. The property number (pre-printed);
2. The date and time and who logged the property, issued the property number and/or received the property;
3. The name of the employee turning in the property;
4. The case number, if any;
5. Heat-seal bag number, if any;
6. Brief description of the property, including the amount of cash, if any;
7. From whom and/or from where the property was taken;
8. The date and time and who received the property (Property Section use only); and
9. The date and type of final disposition (Property Section use only).

**C. Property and Evidence Disposition Report (APD-129)** - The form on which the recovering or responsible officer documents release of property or updates instructions on dispositions of property.

1. Whenever the disposition instruction changes, the employee will update the disposition instruction using the APD-129.
2. The APD-129 is used and distributed as follows:
   a. Original (white): Property Staff will attach this to the APD-39.
   b. Second page (yellow): The officer completing the form will retain the yellow copy.
   c. Third page (pink): The officer completing the form will place this copy in the case jacket, if any.
D. **Property and Evidence Disposition Review (APD-129B):** The form on which periodic reviews of disposition instructions are documented.

1. Reviews are conducted at least annually at the time of employee performance evaluations and in advance of employee separations from the Department.

2. Reviews are in advance of employee separations from the Department. The Property Section supervisor will sign a separating employee’s Employee Clearance Report (APD-30V) only upon receipt of an approved APD-129B from the employee’s supervisor.

3. Special reviews to ensure timely disposition of property may be initiated by employees or the Property Section Supervisor as needed.

4. The APD-129B is used and distributed as follows:
   a. Original (White): Property staff will maintain a copy of the most recently completed APD-129A in each officer’s equipment issue file.
   b. Photocopy: Supervisors will forward a photocopy of the APD-129B with the completed performance evaluation.

E. **Evidence Tracking Report (APD-475):** A form used to advise the Property Section of the assignment of an investigator or other newly designated responsible officer to a case involving property. The newly assigned officer/investigator will send the form to the Property Section, where it is used to update the automated tracking database.

F. **Corrections to Forms:**

1. Corrections to property forms and logs (including the APD-39, 39B,129 and 129 A&B) will be made by drawing a single line through the entry being deleted, so that the entry remains readable. Use of white-out or other method that obliterates the entry is prohibited. Employees making corrections will initial beside the correction and, if the reason is not obvious, will make a brief notation of the reason for the correction.

2. Property Staff are prohibited from correcting or modifying information that other employees have entered on APD-39s. If corrections are needed, Property staff will notify employees to make any needed correction.

3. When employees make corrections to the front of an original APD-39, it is also their responsibility to make the same correction on all copies in the Department’s possession.

### 10.28.06 PROPERTY REQUIRING SPECIAL PROCEDURES

A. **Evidence**

1. An officer recovering evidence is responsible for the evidence. [83.3.2.a]
2. If evidence is recovered by a Crime Scene Investigator (CSI) for processing or retention, he/she is responsible for the evidence until a secondary designation is made.
   a. When a CSI reviews his or her APD-39s, he or she may transfer responsibility to the officer for which it was collected, or other appropriate responsible officer (such as the investigator/detective assigned to the case).
   b. If the Department no longer employs the officer for whom the evidence was collected, copies of the APD-39s will be delivered to the officer's most recent supervisor for responsibility assignment.
   c. This selection will then be transmitted to the Property Section for appropriate updating of their records. \[83.3.2,a\]

3. Officers will ensure that evidence needed in court is transported to and from court in an appropriate manner.

4. If an officer wants recovered evidence processed to provide additional evidence, the officer must package it separately and document it on a separate APD-39. The officer will indicate in the appropriate space what is to be processed and what type of analysis is required, and stipulate that laboratory results be in writing. After receiving copies of such APD-39s, Vice/Narcotics and Crime Scene Investigation Section staff will complete the requested analysis or will request analysis at the State Consolidated laboratory by completing the Request for Laboratory Examination DFS Document 100-F100. \[83.3.2,b,c,e\]

5. The Property Section supervisor will ensure the Crime Scene Investigation Section is notified of all processing requests for items coming into the Property Section’s custody. \[83.3.2,b-c\]

B. Bicycles
   1. A separate APD-39 is required for each bicycle.

   2. Employees must attempt to identify owners. Every serial number or other number should be checked to determine the owner or any stolen status. \[84.1.1.f\]

   3. Note: Mopeds are not included here. They are considered vehicles and should be turned in using an APD-52 (Impound Form) and transported or towed to the Impound Lot.

C. Dangerous Property \[84.1.1.e\]
   1. Any property coming into an employee’s possession, which could reasonably be expected to threaten persons or property if handled by regular procedures, will not be brought into any part of the Police Department and will be handled by an appropriate alternative method. The final determination of what is dangerous and the appropriate alternative method for handling it is the responsibility of the watch commander.
2. Other directives (such as 11.4, Bomb Incidents and 13.2, Hazardous Materials) as well as military, federal, state and local experts should be consulted when appropriate.

3. The primary concern in these situations is the safety of persons and property. These decisions must be made on a case-by-case basis, and determined by the circumstances.

4. Any employee who is in doubt concerning the danger of a piece of property should consult a supervisor.

5. Dangerous property may include, but is not limited to:
   a. Explosives;
   b. Military ordnance;
   c. Highly flammable liquids or gases;
   d. Contaminated biological material;
   e. Large quantities of fireworks or pyrotechnics; or
   f. Harmful or lethal gases.

D. **Death Cases**

1. In circumstances indicating a possible death by overdose, or any suspicious death where a large number of prescription drugs are at the scene, all such drugs will be collected by an evidence technician or investigating officer and turned over to the Property Section in a heat sealed bag for toxicological analysis.

2. When a person dies or is killed away from home and it becomes necessary for this Department to assume responsibility for the deceased person's property, the officer handling the preliminary investigation of the death will inventory and turn in all items of value which are in view and which could easily be converted.

3. The responsible officer approving release of the deceased person's property will document the name of the person (next of kin, guardian, executor, personal representative, etc.) to whom the property may be released and will specify what documentation is required (personal identification, court order, will, etc.).

4. To minimize hardship on surviving family members attempting to recover a deceased person's property, employees notifying relatives will advise them of the Property Section’s operating hours and what documentation will be required for release of items.

5. In cases when the owner or rightful possessor cannot be readily identified, the responsible officer will continue the property on "hold" until designation of the owner or rightful possessor is made.
E. **Property in Impounded Vehicles**

1. When a vehicle is impounded, the impounding officer will inventory all property located in the passenger area and, if the keys are available, in the vehicle’s locked compartments (trunk, glovebox, console, etc.). All property of any value must be listed on an APD-39. Valuable property will be turned over to the Property Section for safekeeping. Any property deemed to have little value must be secured out of view, such as in the vehicle’s locked trunk. The APD-39 must indicate which items (if any) were turned in and which were left in the vehicle. The fourth (pink) copy of the APD-39 will be left in the vehicle.

2. Items mounted, installed or normally considered vehicle accessories need not be listed on the APD-39 or turned over to the Property Section.

F. **Found or Abandoned Property**

1. Virginia Code §15.2-1722 requires a police report on all found property. An APD-39 qualifies as a report in cases of found property.

2. If an officer comes into possession of abandoned or found property, that officer must make a reasonable effort to locate and return the property to its owner or rightful possessor. If such a person is found prior to the property being turned in, the officer may release the property at the scene, documenting the transaction on an APD-39. Officers will complete the appropriate sections of the APD-39 and have the receiving person sign the receipt portion and accept the property. The APD-39 will then be signed by a supervisor, documented in the Property and Evidence Log (APD 39B), receive a property number and be submitted to Property staff.

3. When a citizen finds property for which an owner cannot be immediately found, the officer who receives the property should complete an APD-39 and ask if the finder wishes to claim the property if no owner can be found. If the finder wishes to make a claim, the officer is to note this in the appropriate block on the APD-39 and give the finder the fourth (pink) copy. The officer is to advise the finder that, if no one claims the property within 60 days, the finder may claim the property at the Property Section.

4. There are types of property that would be inappropriate to turn over to finders (contraband, weapons, alcohol, etc.). The officer should advise the finder that this property cannot be claimed.

5. When turning in abandoned or found property, officers must complete the Condition of Release section of the APD-39. If the owner or rightful possessor is known, the recovering officer must indicate either “Proof of Ownership” or, in the case of contraband, “Dispose of after 60 or ___ days.” The officer must provide a full name and complete address (including zip code) for the owner or rightful possessor. Once the disposition decision has been made, the officer has no further responsibility as to the disposition of the property.
6. If the owner or rightful possessor is unknown, the Condition of Release block that should be checked is "Dispose of after 60 or ___ Days." When that disposition is made, the officer has no further responsibility as to the disposition of the property, unless that officer should subsequently identify the owner. Property Section staff will file these APD-39s separately to await the specified time limits after which the item(s) will be disposed of as soon as practical.

7. In unusual situations dealing with abandoned or found property, officers may check "Other" in the Condition of Release section. When doing so, officers must provide, in the "Remarks" section of the APD-39, specific instructions as to what is to be done with the property.

G. Electronic Evidence

A. In order to keep a secure chain of evidence and prevent contamination, the recovering officer will ensure that all evidence that is collected and turned over to the Property Section is properly marked and packaged. [83.2.1]

B. Every item with a separate sequential number listed on the APD-39 must be packaged separately.

C. Packaging materials (boxes, paper bags, envelopes, etc.) are available in the storage areas. Suitable alternative secure containers may be used for large items. [83.2.1]

D. Heat-Sealed Bags [83.2.1]

1. Separate heat-sealed bags are required for narcotics, dangerous drugs and money. Officers using heat-sealed bags will complete a heat-sealed bag label, attach the label to the bag and enter the heat-seal bag number on the APD-39. If a heat-seal bag is used, the control number must be noted on the APD-39. The officer will write his/her name, serial number and the date inside the top portion of the heat-seal bag prior to sealing it.

2. Supervisors will visually inspect all money or drugs before they are sealed in heat-sealed bags, and will verify the amount of money placed in the bags. Whenever practical, bills will be fanned and stapled together so they can be verified in the future without opening the bag.
3. Supervisors will initial the bag in the space provided.

4. Items submitted for laboratory analysis must be placed in separate heat-sealed bags.

5. Hypodermic needles or other sharp objects must be placed into the capped plastic tubes provided, prior to being placed in heat-sealed bags.

6. Items that require refrigeration (PERK kits, fluid or blood samples, etc.) should not be placed in heat-sealed bags.

7. If a heat-sealed bag needs to be opened (analysis, court, etc.), the bag should be slit at the bottom and the item(s) removed. The item(s) will be returned to the same bag, the slit secured with sealing tape, and initialed. Employee(s) entering the bag must note on the bag label their name, and the date, time, and reason for each entry.

8. If a bag is damaged beyond repair and a new bag is required, the remains of the old heat-sealed bag must be placed inside the new bag. The new heat-sealed bag control number, and the reason for it, must be noted on the original APD-39.

E. **Body Fluids and Perishables**

   1. Body fluids and perishables should never be placed in plastic bags.

   2. Clothing or other material dampened by body fluids should never be sealed in airtight containers. They should be hung and locked in a forensic drying cabinet in the overnight storage area.

   3. The recovering officer must return to package the item(s) after the material is dried.

   4. The recovering officer will use disinfectant to wipe down and decontaminate the forensic drying cabinet from which the property was removed.

F. **Biohazard Labels**

   1. The recovering officer will securely fasten a biohazard label (available in the overnight storage area) to all boxes, packages or other containers which contain or may be contaminated by blood, body fluids or any animal tissue or organs, and will affix a biohazard label to the associated APD-39.

G. **Firearms and Ammunition**

   1. Recovering officers will assure that firearms are unloaded and, if turned in during hours that the Property Section is open, will demonstrate to Property staff that firearms are unloaded. If turning in firearms after hours, the approving supervisor will personally verify that the weapon is unloaded.
2. Each gun will be packaged separately in a gun box. Guns will be secured in the box with nylon ties (locking end inside the box) and if available further secured by placing a trigger guard through the barrel. **Officers will note, in black marker, on the outside of the box “UNLOADED by Officer (last name and serial number).** This is a requirement by the State Laboratory.

3. Ammunition will be packaged separately. If it is not contained in its original container, it will be wrapped and taped in bubble wrap, brown paper, or other soft material to cushion and shield it from impact before being placed into an evidence envelope or box.

4. It must be assumed that additional evidentiary processing will be required in the future. Therefore, extreme caution should be exercised to protect the integrity of the evidence (i.e., the surface of the cartridge or casing should be protected/preserved to facilitate the possible recovery of latent prints and/or DNA evidence). When packaging cartridges or casings tape should never be applied to the surface but rather to the bubble wrap or other wrapping material.

H. **Narcotics and Dangerous Drugs**

1. When handling any suspected controlled substances, employees will wear protective gloves.

2. Officers turning in narcotics and dangerous drugs must place them in a completed heat seal bag (or a suitable secure container in cases of large seizures). Property staff will store items of this type in a separate and secure vault. [84.1.1.d]

3. Officers should submit drugs to the Property Section in the original packaging, packaged in a heat-sealed envelope. Employees should package the drugs in a heat-seal envelope and weigh the entire heat-seal envelope. Once this weight is obtained, it should be noted on the Property Sheet, “Estimated weight includes packaging.” The chemist at the Forensic Laboratory will remove the drugs from the packaging/heat-seal to obtain an accurate weight.

4. All suspected drugs will be labeled on the APD-39 as suspected drugs (for example: “suspected drugs, white powdery substance”).

5. If the suspected drugs have field-tested positive for an illegal narcotic, the name of the drug (for example, cocaine) and “field tested positive” will be entered in the analysis-required block of the APD-39.

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**10.28.08 TURNING IN PROPERTY AND EVIDENCE**

A. **Recovering officers will** obtain the signature of a supervisor after completing the APD-39.
B. **Supervisors will, prior to approving APD-39s:**
   1. Visually inspect all property listed,
   2. Verify the amount of money, if any,
   3. Ensure the property is adequately described and correctly packaged, *and*
   4. Ensure the proper forms are complete, accurate and legible.

C. **Logging in property:**
   1. Recovering officers, including CSIs, will take the completed and approved APD-39 to the Property Section overnight storage area to log in the property and receive a sequential property number. Officers, except CSIs who need to have evidence processed, will then immediately secure the property, together with the original and yellow copy of the APD-39, in an overnight evidence locker. **[84.1.3]**
   2. CSIs who need to have evidence processed will complete the temporary release of property section on the APD-39, place the original and the yellow copy only in an overnight evidence locker, and retain the property. **[84.1.1,g]**

D. **The recovering officer will:**
   1. Review the APD-39 to ensure it is complete, legible, and accurately describes the property being turned in.
   2. Before entering a property number on the APD-39, complete the APD-39B columns listed below, for the next open number in the sequential listing:
      a. Number assigned
      b. Officer’s name
      c. Case number
      d. Heat-sealed envelope number
      e. Property description and person arrested/owner, where taken from
      f. If the property is money, the total amount in the description column. **[84.1.1,a;84.1.5]**

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**10.28.09 RECEIVING, DOCUMENTING AND STORING PROPERTY**

A. Property staff will review and process receipt of all items turned in by verifying that:
   1. The APD-39 accurately describes the property, is complete and legible and was approved by a supervisor.
   2. The property is properly packaged or if not present, has been properly signed out.
   3. Property with a serial number has the VCIN/NCIC return teletype attached.
4. Biohazardous material has a biohazard label affixed to both the APD-39 and the property or package.

5. For firearms, a completed Virginia Firearms Clearinghouse Report (SP-187) is submitted to ISS. Indicate on the APD-39 if the SP-187 was completed.

6. All firearms are unloaded.

B. Property staff will complete the APD-39B columns for APD39s received and property received.

C. Property staff will not accept any items where there are discrepancies with packaging or completion of the APD-39. When items with such discrepancies are received in overnight evidence storage, Property staff will immediately notify the officer’s supervisor, the approving supervisor, and their corresponding commanders that a correction is needed. The case review officer will also receive a copy of this notification to complete an Email Summary Report (7Q) for the error. After a minimum of five (5) days (including at least one day the officer and supervisor are working and Property is open) with no response, the Property supervisor will forward a second notification to the corresponding division or sector commander, who will ensure that any discrepancies are corrected. If a third notification is necessary, it will be forwarded to the Deputy Chief of the Patrol Operations Bureau (POB).

D. The Property supervisor will review all incoming APD-39s, and if discrepancies are found, will follow the same notification procedures in Section C above.

E. Drugs, cash, weapons and small items of significant value will be stored in the vault.

F. Using the Investigator Tracking Report (APD-475) provided by operations units, Property staff will regularly update the “investigating officer” information for items in custody.

G. The Property supervisor will safeguard property in accordance with state and city laws, Police Department directives, and good practices, and will record and document the handling of property in such a manner as to satisfy an independent auditor who may inspect property and records.

H. Any property or evidentiary packaging that is opened for any reason will be resealed and the person opening the package will initial the package and note the date, time and reason for the opening. While in the custody of Property staff, lock seal envelopes may be opened only by, or in the presence of, Internal Investigations staff.

10.28.10 SIGNING OUT PROPERTY AND EVIDENCE

A. Once received by the Property Section, items may be removed only for a valid reason and in strict compliance with the sign-out procedures contained in this section.
B. In order to preserve and minimize the chain of custody, an officer will normally sign out only those items for a case in which he or she is directly involved. An exception to this is section H below.

C. Property staff will release items only to the recovering or investigating officer, a CSI technician or a designated representative of the Commonwealth Attorney, or, in the case of drugs, to the Vice/Narcotics administrative sergeant or designee.

D. The officer who seized the narcotics will transport the narcotics to and from court.

E. The narcotics supervisor will ensure all narcotics evidence, excluding death cases, is delivered to and from the State Consolidated Laboratory. When the evidence is returned from the laboratory, it will be returned to the Property Section to be stored until needed for court or until authorized for destruction. [83.3.2,a]

F. Evidence in a white-collar crime (worthless check, forged documents, embezzlement, credit card fraud, false pretenses and welfare fraud) may be signed out by investigators for transport to the State Consolidated Laboratory during the investigation. In order to ensure that all evidence is properly accounted for, it must first be turned in on an APD-39. Evidence should not be allowed to remain in a case jacket because it is not removed during the archival process of the case jackets. [83.3.1;83.3.2,d]

G. Officers removing property must complete the appropriate sign-out blocks on the APD-39. Property staff will document on the reverse of the original APD-39 to whom and when property is released and returned. [84.1.5]

H. Officers releasing items they have signed out – whether permanently or temporarily and whether to the owner, rightful possessor, other law enforcement agency or any other person – will document the release and obtain a signature on the APD-129. Officers will promptly return the completed APD-129 to the Property Section. [84.1.5]

I. When officers taking items to court are required to leave the items with the court, they will obtain the signature of a court or Commonwealth’s Attorney official on the APD-129, documenting that the items have passed into the court’s custody. Officers will promptly return the completed APD-129 to the Property Section.

J. Officers signing items out for court must return the property and/or a signed APD-129 to the Property Section (or overnight storage if Property is closed) the same day.

K. Once the items are no longer needed for investigation, evidence processing, court or other purpose, officers will return them to the Property Section without delay.

L. All returned property will be accompanied by an updated APD-129 if the status of the property has changed, except items returned by Vice/Narcotics detectives and Crime Scene Investigators returning items after laboratory analysis.

M. Officers returning property will re-seal and initial the package in which the property is contained, ensuring that the identifying bar code label is displayed.

N. If the Property Section is closed when property is returned from court, officers will secure the property (re-sealed with bar code label displayed, initialed and with an
updated APD-129, if required) in a locker in the overnight storage area. Officers will not store property returned from court in any other location.

O. Property staff will accept for return only property that has an updated APD-129, if required, and has been re-sealed and initialed by the returning officer.

P. Officers signing property out to a specific location are prohibited from taking the property to a different location, unless they return to Property to document the change in location.

### 10.28.11 DISPOSING OF PROPERTY

#### A. Authority and Responsibility

1. The Property Section is responsible for the custody and safekeeping of property and will dispose of property only with the documented instruction of the responsible officer and other required approvals, if any. When it appears that the instruction to dispose of property may for any reason be premature or irregular, Property staff will obtain further review and clarification before carrying out the disposition.
   
   a. In all cases of homicide, felony sexual assault and robbery, property shall not be destroyed, regardless of the status of the case, without the approval of the Commonwealth’s Attorney or his designee.
   
   b. It shall be the responsibility of the assigned officer to forward the APD-129 to the Commonwealth’s Attorney for approval, together with a brief description of the case, its status, and the relevance of the property to the case.

2. Using the APD-129, officers will authorize the disposition of property when:
   
   a. Items are no longer needed as evidence in a criminal case,
   
   b. The possibility of appeals is exhausted, and
   
   c. The requirements of law and Police Department directives have been met.

3. The responsible officer has authority to instruct that property be disposed of. If appropriate, the responsible officer will consult with CIS, Vice/Narcotics, or the Office of the Commonwealth’s Attorney before determining disposition. Responsibility may be transferred to the primary investigator using Investigator Tracking Report (APD-475) or Property and Evidence Disposition Review (APD-129B) or, when the responsible officer has separated from the Department, the officer’s most recent former supervisor will designate a new responsible officer.

4. Investigators/detectives are responsible for disposition instructions for property in their assigned cases and in any other cases for which they have been designated as the responsible officer. Also, investigators/detectives may choose to assume the responsibility for cases that are not assigned for active investigation.
5. Using the Evidence Tracking Report (APD-475), Criminal Investigations, Vice/Narcotics and supervisors in other units will at least monthly advise the Property Section of updated disposition responsibilities for cases in which responsibility is transferred from the recovering officer to the assigned investigator or from one investigator to another.

6. Before authorizing the return of items to victims of a sexual assault or other violent crime, the investigating officer will verify with victims that they want the items returned, and will document this verification on the APD-39 or APD-129.

7. Special evidence requires approvals in addition to the responsible officer before it is authorized for disposition. Also required are the signatures of the Internal Investigations investigator and commander, and if a criminal case, the Investigations commander on the Property and Evidence Disposition Report (APD-129). All property acquired through civil process function must be accounted for in Department records and will be disposed of pursuant to legal authority. [84.1.8]

8. Officers instructing that property be released to the owner or rightful possessor will ensure that complete contact information for that person is documented on the APD-39 or APD-129.

9. Officers may instruct Property to hold, release or dispose of property. The Property supervisor will ensure that property is disposed of by the proper method. The authorized types of disposition are: auction, convert, destroy, donate (bicycles and mopeds) or transfer to the Commonwealth.

10. Items to be held very long term will be classified as “active” and left in the Property storage area. There is no “inactive” status for Property: property is either “active” or “closed.”

11. Upon the disposition of property, Property Section staff will document and initial on the APD-39 the type and date of disposition, taking special care to establish a clear record when different items on the same APD-39 are disposed of by different methods and/or on different dates. Once an APD-39 is completely closed, Property staff will promptly update the Property and Evidence Log (APD-39B) with disposition information.

12. All Department staff participating in dispositions will personally and clearly initial documents as required. The use of signature stamps is prohibited.

B. Disposition Review

1. Officers will initiate periodic updates of disposition instructions as appropriate based on the progress and status of the related case.
2. The Crime Scene Investigation’s supervisor will ensure that CSI technicians review and update property dispositions periodically to ensure timely dispositions.

3. Supervisors conducting annual performance evaluations of sworn officers of all ranks (and any other employee who has turned in property in the previous year) will, at least 30 days in advance of the evaluation due date, initiate a review of property for which the employee is responsible. The review will be completed in accordance with the instructions contained on the Property and Evidence Disposition Review (APD-129A).

4. Officers reviewing drugs that have been in police custody for at least one year and have not been needed in court will give a reason why the drugs should be kept and not destroyed.

5. Upon first notice of a sworn officer’s (of all ranks) intended separation from the Department, the officer’s supervisor will initiate a review of property for which the officer is responsible. The review will be completed in accordance with the instructions contained in the Property and Evidence Disposition Review (APD-129A), giving particular attention to designating a new responsible officer for property that is to remain in the Department’s custody. The Property supervisor will certify completion of the officer’s exit processes only after completion of this review.

6. The Property Section will request disposition updates from officers as needed to ensure the timely disposition of property.

C. Returning Property

1. Officers may release property directly to its owner, rightful possessor or to other law enforcement agencies, where the receiving party is known or shows identification. Officers may not dispose of property by any other means unless temporarily assigned to assist the Property Section.

2. Employees will not release property to any party without a signature on the APD-39, APD-129 or other official report, clearly documenting receipt of the property.

3. Once authorized, Property staff will release property after verifying by photo identification that the recipient is the person authorized to receive the property. In some instances, Property staff may release items to another party who is designated and authorized in writing by the owner or rightful possessor to receive the property. The written authorization must be notarized. Property Section staff will exercise due caution in ensuring that release of items to a designee is properly authorized.
4. Property Section staff will request the recipient to open the package and verify its contents. Once the contents are verified as described on the APD-39, Property staff will obtain the signature of the recipient.

5. When returning cash, two Property staff employees will count the money in the presence of the recipient, and offer the recipient the opportunity to do the same, in order to verify that the amount is as described on the APD-39. When after review and re-count a discrepancy or other issue remains, the Property supervisor will retain custody pending further investigation. Once the package is opened, the money is to remain in full view of the recipient and Property staff until the receipt is signed or the package is resealed.

D. Release of Firearms
1. Before releasing any firearm, ISS staff will complete a criminal history check of the owner. In accordance with federal law, firearms will not be released to persons convicted of a felony or crime of domestic violence, or to persons for whom there is an active protective order.

2. Virginia statute 18.2-308.1:3 prohibits the possession or transportation of firearms by persons involuntarily admitted or ordered to mandatory outpatient treatment, or who were the subject of a temporary detention order and subsequently agreed to voluntary admission. Firearms will not be released to individuals who meet any restriction of Virginia 18.2 – 308.1:3.

3. The Property Section Supervisor must approve the release of all firearms.

E. Elimination of Property with no evidentiary/investigatory value
1. The Property supervisor shall conduct periodic inventories of property held by the Department for the purpose of recommending the elimination of those items determined to no longer have any evidentiary value. He/she shall review the records and police report (APD-7) associated with the particular item of property, and consult with the employee that originally placed the item in the Property Section. If the employee is no longer available, the Commander of the Criminal Investigations Section will be consulted and an investigator assigned to determine the evidentiary value of the item(s).

2. The Property supervisor shall have authority to recommend the elimination of items of property related to:
   a. Any misdemeanor case more than five (5) years old in which no arrest has been made.
   b. Any case in which all the defendants are deceased.
   c. Any case that has been fully adjudicated by the courts, and the Commonwealth Attorney's Office has approved destruction.
   d. Any felony case, other than homicide, sexual assault or robbery, that is more than 10 years old that is not related to any other active felony investigation, as determined by the Commander of the Criminal Investigations Section and approved by the Office of the Commonwealth Attorney.
3. The Property supervisor shall identify those items to be eliminated and prepare a report for the approval of the Deputy Chief of the Administrative Services Bureau. The Deputy Chief shall review the report and approve or disapprove the elimination of the items listed in the report.

4. Items approved for elimination will be returned to the owner, if known; or destroyed, or converted to Police Department use in accordance with other relevant sections of this directive or City Code.

F. **Administrative Closing of the APD-39**

1. In order to restrict open property files to those items that are in Police Department custody or are signed out for a temporary, short-term period of time, Property staff may, upon approval by the police chief, administratively close certain APD-39s.

2. The Property supervisor may initiate requests by memorandum to administratively close items in the following circumstances:
   a. Items held by court for an indefinite period, when the prosecuting attorney believes return of the item by the court is unlikely. The request must be accompanied by written documentation (APD-129) from the responsible officer and signed by the judge, prosecutor, or clerk of the court.
   b. Items not found during an official audit/inventory of the Property Section. The request must be accompanied by documentation from the audit report.

3. The APD-39 for administratively closed items will be filed in a separate “Administratively Closed” file with the memorandum documenting the police chief’s approval attached.

4. Administratively closed items that are subsequently located in Property will be re-opened using the original property number on a new APD-39, documenting the recovery of the item. The original “administratively closed” APD-39 and approval memorandum will be attached.

5. Administratively closed items that are returned or recovered from outside the Property Section will require a new APD-39 and property number, documenting the circumstances of the item’s return or recovery, and referencing, if possible, the original property number.

### 10.28.12 DRUG DESTRUCTIONS

A. At least twice a year, the Property supervisor will prepare and forward to the Vice/Narcotics commander a schedule of narcotics and dangerous drugs that are
authorized for destruction. The commander will present the schedule to the Commonwealth’s Attorney and request a destruction order from the Circuit Court.

B. Once the order is received, the person to whom it is directed will dispose of the narcotics and dangerous drugs as required by the order. Property staff, witnessed and assisted by at least one employee each from Internal Investigations and Vice/Narcotics, will prepare the drugs for destruction, verifying the item and property number of each item to be destroyed, packaging and sealing the items, transporting them to the place of destruction and observing the destruction. The date and method of destruction and the signatures of the witnesses will be placed on the original APD-39. These witnessing employees will inform the court by affidavit that the ordered destruction took place.

C. Property staff will enter “Destroyed,” the date of destruction, and their initials on the original APD-39 of each item destroyed. Internal Investigations and Vice/Narcotics witnesses will also enter their initials on each original APD-39, and will inform the court by affidavit that the ordered destruction took place.

10.28.13 GUN/WEAPON DESTRUCTIONS

A. The destruction of guns and other weapons will be performed by Property staff and witnessed by an employee of Internal Investigations and one employee of any other unit.

B. The destruction will be prepared and carried out in the same manner as drug destructions, except there is no court order or affidavit.

C. Property staff will write “Destroyed” and the date of destruction their initials on the original APD-39 of each item destroyed. Witnesses will also sign their initials on each original APD-39.

10.28.14 UNCLAIMED PROPERTY

A. Before disposing of identifiable unclaimed property of any value, the Property Supervisor will advertise the items once a week for two successive weeks, first in one newspaper then in another, both newspapers having general circulation in the City. The advertisement will include a time and date for viewing the property advertised and notice that unless the property is claimed by a certain time and date, it may be donated or sold at auction.

B. Transferring to the custody of the Commonwealth
   1. In accordance with The Uniform Disposition of Unclaimed Property Act, the Property Supervisor will annually, by November 1st, report and remit to the Commonwealth of Virginia any unclaimed funds and valuable jewelry from the fiscal year ending the previous June 30. No later than October 21st of each year, the Property Supervisor will request a City check in the amount due.
2. At least quarterly, Property and Fiscal Management staff will jointly process funds to be transmitted to the Commonwealth by:
   a. Opening heat-sealed envelopes;
   b. Counting the money;
   c. Verifying the amount is the same as entered on the APD-39;
   d. Recording on a deposit summary the property number and amount of each item, and the date the summary page is completed; and
   e. Documenting on each APD-39 the date, amount of cash and initials.

3. Fiscal Management will retain the funds and process them for deposit.

4. Both a Property and Fiscal Management representative will be present with the cash from the time the heat-sealed envelopes are opened until the funds are relinquished to Fiscal Management in exchange for a cash receipt and a photo copy of the deposit summary.

5. Once the Finance Department completes the deposit, Fiscal Management will provide the Property Section with documentation that the deposit was completed.

C. Converting to Police Use
   1. In accordance with Virginia Code section §15.2-951 and City Code 4-1-16, abandoned property that would otherwise be auctioned or disposed of may be converted to police ownership or use in undercover/sting operations.

   2. Following the procedures in Section 10.28.15 below, commanders will periodically review and request available items and the Property Supervisor will process conversions approved by the police chief.

D. Bicycle Donations
   1. As authorized City Code Section 4-1-16, the Department, following the required advertising and claim period, may donate to a charitable organization any bicycle which has been in custody and unclaimed for more than sixty (60) days.

   2. The Property Supervisor will select and schedule donations in such a manner as to prevent the storage shed from becoming over-crowded and, to the extent possible, coordinate bicycle donations, designation of the recipient charitable organization and any associated events with a representative of the Human Services Department.

   3. The Property Supervisor will forward a listing of bicycles to be donated, with their descriptions and serial numbers, if any, to the police chief for approval of the donation; and will document the donation on the APD-39, including the date, and their initials.
E. **Auctions**

1. Unclaimed property of any monetary value may be sold at public auction after:
   a. The requirements of transfer to the Commonwealth and conversion police use have been met,
   b. Selection of bicycles for donation, and
   c. The required advertising.

2. The Property Supervisor will coordinate with the Department’s Fiscal Division Chief to auction items as needed to prevent storage areas from becoming over crowded.

F. **Destroying Unclaimed Property**

1. Unclaimed property of no monetary value, other than narcotics, dangerous drugs or weapons, may be destroyed by Property staff without witnesses. When non-Property staff assists such destructions, a Property staff member will be present at all times.

2. If for any reason property having a monetary value is to be destroyed, its destruction must be authorized by the Property Supervisor and witnessed by someone from a unit other than the Property Section.

3. No property, even if it has no value, is permitted to pass into the possession of police employees or any other person unless authorized by the procedures within this directive.

4. The Property Supervisor will schedule destructions so that unclaimed items are destroyed within six months after all legal and procedural requirements have been met.

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10.28.15 **CONVERTING ITEMS TO POLICE USE**

A. In accordance with Virginia Code §15.2-951, and City Code §4-1-16, abandoned property that would otherwise be auctioned or disposed of may be converted to police ownership or for use in undercover/sting operations. The following process will be conducted prior to public auctions.

B. Any converted property no longer needed by the Department will be turned in to the Property Section on a new APD-39. Informal disposition of converted items is prohibited.
C. **General Conversion Procedures**

1. Property that has been by state and city law declared legally abandoned may be converted to Department ownership or for use in undercover/sting operations, as bait property.

2. Commanders wishing to convert items for police ownership or use may request the item in a memorandum through the chain of command to the police chief. The memorandum will contain the following:
   a. Item(s) requested;
   b. Serial number(s);
   c. Property number(s);
   d. Purpose for requesting the property;
   e. Approximate cost of each item; and
   f. Savings, if any, to the Department.

3. If the police chief approves the request, the memorandum will be forwarded to the Property Section supervisor. The Property Section supervisor will attach a copy of the approved request to the APD-39(s), and notify the commander when to pick up the property.

4. The commander or designee will sign out the approved item(s) on the APD-39s.

5. The Property Section supervisor will ensure that the property is added to the appropriate central inventory.

6. The Property Section supervisor will retain APD-39s with attached approved conversion requests for at least five years.

7. Commanders will be responsible for storage and inventory control of property in their possession.

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**10.28.16 DRUGS RELEASED TO K-9 FOR TRAINING**

A. Drugs marked for destruction may be used for K-9 training, with the written approval of the Special Operations Division commander.

B. A maximum of twelve (12) drug items that are scheduled for destruction may be checked out at a time. All drugs are to be returned the first day of each quarter for rotation and accounting. Items may be checked out for a second quarter.

C. The K-9 sergeant will document on each APD-39 the removal of the drugs from the Property Section, and will also maintain a separate log of the property numbers, type of drugs, quantity, and dates signed out and returned. The sergeant will keep the drugs secure and ensure all items are returned, using their original property numbers.
D. The original packaging of the drugs should be used when returning the drugs to the Property Section for destruction. If new packaging is required, the original packaging should be placed with the drugs in a new heat-sealed bag. The original property number will still be used.

E. The Property Section staff will make necessary notations or comments on the original Property Inventory Form (APD-39) documenting any new packaging and/or new heat-sealed bag.

F. When drugs are returned, they will be added to the next drug destruction.

10.28.17 INSPECTIONS

A. Semi-annually, an inspection will be conducted to determine adherence to the procedures used for the control of property. The person responsible for the property and evidence function or a designee will complete this inspection. [84.1.6,a]

B. Annually, the Property supervisor will conduct an audit of all currency stored in Property and Evidence. A report detailing the results of the audit will be submitted through channels to the Chief of Police in February.

C. Whenever the person responsible for the property and evidence function is assigned to and/or transferred from the position, an inventory of property will occur to ensure records are correct and properly annotated. The newly designated property custodian and a designee of the police chief will complete this inventory. The newly appointed custodian will record all discrepancies prior to the assumption of property accountability. [84.1.6,b]

D. At least annually a supervisor not connected to the property and evidence function will conduct an audit of property and evidence held by the Department. [84.1.6,c]

E. At the direction of the police chief, unannounced inspections of the property storage areas will be conducted to ensure correct security measures are being followed at least once each year. [84.1.6,d]

By Authority of:

Earl L. Cook
Chief of Police
10.29.01 PURPOSE AND POLICY

The purpose of this directive is to establish procedures for the operation of the police communications system and the proper use of common language and radio signals during transmissions. The joint policy of this Department and the Department of Emergency Communications (DEC) is to provide prompt, courteous, and appropriate service to the public and to process calls from citizens and requests from employees as expeditiously as possible.

10.29.02 DEFINITIONS

Alert Tone - Audible tones used by dispatchers to alert units to forthcoming emergency transmissions.
**Call for Service** - A request made of the police to respond to a particular problem or condition that is a violation of law or a situation that affects the quality of life. [81.2.4]

**Channel** – A specific talkgroup. Alexandria City has an **11-channel** digital trunked radio system. Informally, channel means talkgroup or selector switch knob position.

**Computer Assisted Dispatching (CAD) System** - The Department’s automated system of tracking calls for service, officer status activity, and other information such as date and time of incident, type of incident, and incident disposition. [81.2.4]

**Department of Emergency Communications** – The primary Public Safety Answering Point (PSAP) for all 9-1-1 calls within the City and the primary processing point for receiving calls for service and dispatching calls to field units, including the coordination of all information and personnel related to the delivery of such service.

**Dispatched Assignment** - An order given by a dispatcher directing personnel to perform specific tasks or to handle a call for service.

**Emergency Button** - An orange circular button located on mobile and portable radios which when pressed gives the radio user priority use of the talkgroup and alerts the dispatcher to an emergency.

**Fail-Soft** - The condition the radio system enters when normal trunking operations cannot be maintained due to a malfunction within the system. Employees are alerted that the radio system is in fail-soft by a beep tone on the radio every 20 seconds and a flashing message on the radio LCD display. Normal two-way transmissions can take place, but the available number of operational talkgroups is reduced to three for Police, and special features such as the emergency button are disabled. Transmissions should be minimized during fail-soft.

**Site Trunking** - The condition the radio system enters when normal system-wide trunking operations can be maintained, but due to certain minor malfunctions within the system dispatchers must use alternate methods to communicate with field units. Employees are alerted that the radio system is in site-trunking by a flashing message on the radio LCD display. Normal two-way transmissions take place and all talkgroups are available, but special features such as the emergency button, call alert, and private call are disabled.

**Special Assignment** - Assignments requiring the performance of specific tasks and requiring employees to check in and out of service (for example, nuisance, robbery or traffic details, escorts, and on-duty court) over the radio system.

**Talkgroup** – A unique programmed radio function allowing transmissions across a trunked radio system to be received and process by radios programmed with that same group. Often informally called a “channel.”
ZoneWatch Radio Control Manager - Allows dispatchers to make use of radio features such as: call alert, regrouping of radios, push to talk ID display, emergency ID display, inhibiting radios and talkgroup selector lock.

10.29.03 RULES AND RESPONSIBILITIES

A. Department of Emergency Communications Responsibilities:
1. Receive and process calls for service appropriately, according to Department of Emergency Communications Standard Operating Procedures.

2. Inform the caller (victim/witness) of the agency’s response, including direct law enforcement service and/or referral to other agencies. [81.2.6.b.]

3. Select and dispatch police units.

a. Prioritize calls for service according to DEC Standard Operating Procedures. Call priority is listed below, in order from most to least urgent.

   - Emergency (E/Priority 1) - a life-threatening situation or when there exists a potential for personal injury to a citizen or officer. Events requiring an emergency response include but are not limited to the following examples: residential alarms occurring between 2100 and 0600 hours, or any of the following offenses when they are reported to be in progress or occurring within the previous fifteen minutes: homicide, rape, robbery, burglary, shots fired, violent domestic, or felonious assault. All Emergency calls should be dispatched as “Priority Response Authorized.”

   - Immediate (I/Priority 2) – an event less urgent than an emergency but nevertheless requiring an immediate response. Immediate response events include but are not limited to the following examples: domestic disturbance, prowler, peeping tom, or larceny in progress.

   - Prompt (P/Priority 3) – these events will be dispatched as soon as practical, after more urgent events. Prompt events include but are not limited to: burglary occurred earlier, drug complaint, shoplifter in custody, parking complaint affecting public safety or blocking a driveway.

   - Delay (D/Priority 4) - events of lowest priority, including but not limited to: noise complaint, larceny occurred earlier, destruction occurred earlier, assist citizen.
b. Use alert tones when an emergency response is necessary, or when the
dispenser cannot raise a unit on the air, or at the discretion of a dispatcher,
*DEC* supervisor or other supervisor.

c. Assign calls to specific units whenever possible; however, on emergency (E)
or immediate (I) calls when no units are available, dispatchers will ask for any
unit that can break to handle the call. If no units respond, the dispatcher will
break units from their current status/assignment to handle the call.

d. Dispatch an available sworn supervisor to the scene of any call involving a
police employee who is either the complainant or a suspect.

e. Alert officers responding to locations that pose a threat to their safety, by use
of the CAD system’s Caution File. Dispatchers will also use the display
location of previous calls of the same nature to alert officers to any pertinent
history of people or circumstances at an address.

f. The dispatching of units carries the full authority of an order unless
countermanded by a supervisor.

g. Transmissions should be clear, calm and concise, and in accordance with
FCC guidelines for public safety radio use.

4. Enter each officer’s serial number, unit number, and vehicle number into CAD
when units mark into service, only if the officer does not have a mobile computer,
or the mobile computer system is not working.

5. Record the status and location of officers.  

6. Control the number of police units that check out of service on non-police
activities (i.e., meals, vehicle service, etc.) so that there are sufficient units
available to answer calls for service, unless countermanded by a supervisor.

7. Check on an officer’s welfare within the designated time, depending on their
status. After a second unsuccessful attempt to contact officers by radio,
dispatchers will:
a. Alert the officer’s portable and/or mobile radio.
b. Call the officer again using the alert tone.
c. Notify an on-duty supervisor that the officer’s radio was alerted.
d. Broadcast on all talkgroups and on the mobile computers a lookout for the
missing unit.
e. Assign units to check the last known location of the officer, or the area
deemed most appropriate.
f. Continue attempts to contact the officer, using alternate methods (pager, cell
phone, etc) in concert with radio until contact is made or the matter is
satisfactorily resolved.
8. The DEC Supervisor shall promptly enter caution information into CAD Records upon receipt of a properly completed APD-355 (Request Data Entry Into CAD Caution Files) whenever the CAD Manager is not available.

9. Notify the DEC Commander or supervisor of any violations of Department policy.

10. Maintain a working knowledge of the CAD System.

B. Field Personnel Responsibilities:

1. Mark in service for all duty or extra-duty details, using the mobile computer whenever possible. Mark out of service when the duty is ended, also using the mobile computer when possible. Units without access to mobile computers will use the police radio (see Directive 3.3, Mobile Computers).

2. Respond to all dispatched calls for service promptly, using the most direct route available and obeying all traffic laws. Units will not place themselves on calls or respond to call scenes not dispatched to them without the prior approval of the dispatcher or an on-duty police supervisor. See #5 below for sole exception.

3. Field officers below the rank of lieutenant, parking enforcement officers and tag enforcement officers will be available for assignment by mobile computer or radio.

4. Police officers, parking enforcement officers and tag enforcement officers, except command and staff positions, will check in and out of service when on-duty within the city, except with the express permission of the police chief; or when doing so would prevent the successful accomplishment of police objectives.  

5. Field officers will remain in their assigned sector unless otherwise directed by a police supervisor or a dispatcher. If they are nearby an emergency call, they may move (NOT Priority Response) toward the area, but not onto the scene, and must remain available, should additional officers be needed at the scene. In an extraordinary circumstance, specifically and only an officer in trouble call, now defined “Signal-1,” officers may respond Priority Response from their assigned areas without obtaining prior approval from the dispatcher. Once information is broadcast that the scene is stable, officers not on the scene shall immediately cease Priority Response, and return to their prior duties. (10.11A.05.E.)

6. Once any officer on the scene of a call becomes aware that a police employee is the complainant or a suspect, he/she will notify DEC and request a police supervisor be dispatched to the call.
7. Use their assigned unit number and receive clearance from the dispatcher prior to transmitting any message other than a unit number with a short message such as “traffic,” “checking person,” or other priority. Transmissions must utilize the Common Language Protocol and should be clear, calm and concise. [81.2.5,c]

8. Attempt three times for acknowledgement from the dispatcher before switching to an alternate talkgroup and attempting to establish contact. If contact is still not established, officers will assume the radio is not working and will notify DEC by telephone or other appropriate means.

9. Care for and maintain their assigned radios, chargers and batteries, or any such equipment in their possession, as well as arrange to have such equipment repaired when needed.

10. Obtain a pool radio from the Patrol Administrative Officer or on-duty supervisor when necessary.
   a. Employees will legibly sign their name, serial number and the date and time on the Sign-Out Card that corresponds to the radio. Sign-Out Cards for radios not signed out will be kept in the "In File" and Sign-Out Cards for radios signed out will be kept in the "Out File."
   b. Employees will personally turn pool radios in to an Administrative Officer or on-duty supervisor at the end of each tour of duty unless an on-duty patrol commander authorizes that a radio be kept for a specific police purpose, in which case a notation to that effect will be made on the sign-out card.
   c. Employees will notify the dispatcher of any pool radio number they have for that shift when they mark in service for that shift.

11. Complete form APD-355 when information is received for a specific address that could affect officer safety and promptly forward the completed form to an available police supervisor for approval.

C. Field Supervisor Responsibilities:

1. Ensure that employees under their command use the communications system properly and that all dispatched calls are handled promptly and appropriately.

2. Notify the DEC supervisor of circumstances that may affect the normal dispatching of police units.

3. Ensure that special assignments are made known to DEC at the beginning of a shift, or as soon as practical, thereby allowing dispatchers to consider these assignments when dispatching calls for service.

4. Appropriately coordinate the police response to emergency or significant calls for service.
5. Promptly forward completed APD-355, *CAD Caution Entry*, forms to the on-duty DEC supervisor for entry into CAD Records.

6. Ensure that the printout (of information from the APD-355 forms) received from the CAD Manager is reviewed by the initiating officer. A determination will be made for keeping/deleting the comments in the database; and promptly returned to the CAD Manager.

D. **Commander Responsibilities:**

1. **All commanders:** will notify the on-duty DEC supervisor of circumstances that may affect the normal dispatching of police units and arrange for additional dispatchers when a pre-planned operation will generate significantly increased radio traffic or require a dedicated talkgroup to be monitored.

2. **Patrol Sector Captains:** must have a written plan of action to ensure that calls for service will continue to be handled in the event of a full radio system failure.
   a. The written plan of action will be reviewed and revised in January of each year.
   b. The approved plan of action will be sent to the POB Commander, with a copy to the DEC Deputy Director.

3. **On-duty patrol commanders:** When notified of a missing pool radio, make every reasonable effort to locate a missing radio or correct the discrepancy.

4. **City Radio Manager:**
   a. Ensure accountability, maintenance and inventory of the “Reserve Radios.” They are considered an extra reserve of radios that can be used if necessary i.e., mutual aid incident. (Refer to Mutual Aid directive)
   b. Develops and programs radio talkgroups for all City agencies, and coordinates with neighboring jurisdictions for the use of their compatible radio talkgroups.
   c. Ensure that all new Police employees who will be using the radio system are trained in the operation of the radios and use of the various talkgroups.

E. **Patrol Command/Administrative Officer Responsibilities:**

1. Maintain the security of pool radios and ensure they are properly signed in and out.

2. Administrative Officers must complete a pool radio inventory prior to the end of their shift and give it to the relieving administrative officer or an on-duty supervisor for verification.
3. Forward the completed pool radio inventory to the City Radio Manager.

4. Ensure the pool radio cabinet is secured at all times.

5. Immediately report any missing or unaccounted for radios to the on-duty watch commander and DEC supervisor.

### 10.29.04 PROCEDURES

A. Access to DEC is restricted to section employees, City Radio Manager and staff, police commanders, and persons approved by the DEC Deputy Director.  

B. Transmitted radio messages will be direct, concise, and professional and conform to department and Federal Communications Commission (FCC) regulations. Lengthy, non-emergency conversations will not be conducted over the city radio system. Employees will try to time their transmissions so that they do not cover other employees talking on the radio.

C. All transmissions will comply with Common Language Protocol, see 10.29.09

D. Employees will not call or refer to other employees by their first names over the radio.

E. **Unit numbers**

   1. Employees who are on-duty and working their regular assignment should use their assigned unit numbers.

   2. **Employees with unit radio numbers 1 – 99 will use the word “unit” in front of their assigned number when transmitting.**

   3. Employees working extra duties for the city (voluntarily performed outside of regularly scheduled hours in exchange for additional compensation to be received in the city paycheck) will use the letters “A” (followed by the four numbers of the employee’s serial number. For example, an officer with serial number 1509 would mark into service as unit number “A1509.” (See Directive 4.17, Secondary Employment, for more information.)

   4. Employees working extra-duty employment for non-city compensation (secondary employment wherein the use of law enforcement powers is anticipated) will use the X-number assigned to the detail. Officers are responsible for knowing the correct extra-duty detail unit number prior to marking in service. (See Directive 4.17, Secondary Employment, for more information.)
5. Employees without an assigned radio number will use the letter “A” (following #3 above) in front of their serial numbers when transmitting.

F. Mobile computers will be used when available. Employees with unit numbers 1 – 99 will place the letter “U” in front of their assigned number when marking in over the mobile computer. The exception is the watch commander, who will log in as “10” without the “U” to ensure their status and availability is easily seen alongside the operating patrol units.

G. Unidentified, non-essential, obscene, or profane communications, microphone clicking, and violations of the FCC rules are strictly prohibited. This applies to all telephone lines in DEC, all radio talkgroups, radio private calls, and computer transmissions. Employees have no expectation of privacy in telephone, radio, or data transmissions. Employees will be held strictly accountable for improper use of Department communications media.

H. The radio emergency button should be used only when voice contact is impractical or cannot be used to alert the dispatcher of an “officer in trouble” situation.

I. Radio users shall be familiar with Common Language Protocols as listed in Appendices B, C, and D, and use them appropriately.

J. Employees should use the following standard dispositions when clearing their calls.

1. Non-DEC employees will use:
   a. Report – Clearing call with a report, an official police report (APD-7 series) or FR-300 must be filed.
   b. No Report – Clearing call with no report. Officers should note briefly that the call was advised, assisted, completed, GOA, false alarm due to any outside problem, etc., in the comments field on their MDBs.
   c. Cited – Non-criminal VUS, parking citation, or noise violation.
   d. Supplement – Any supplement report (APD-7 series or supplemental FR-300).
   e. False Alarm – Clearing an alarm call as false for the purpose of assessing fines.

2. DEC use only: TRU, Duplicate, Test, Cancelled.

K. Use of Radio Talkgroups:

1. Any special need for the exclusive temporary use of radio talkgroups will be coordinated between the on-duty DEC supervisor and the supervisor of the unit needing such arrangements. Specialized units having dedicated talkgroups assigned to them do not need to coordinate the use of those talkgroups, but should notify the dispatcher if they normally operate on the primary dispatch talkgroup.

2. Units will transmit only on their assigned talkgroup and will switch to another talkgroup only after receiving approval from the dispatcher (exception: units may switch to another agency’s zone and talkgroup when needed, and after informing the dispatcher).
3. Units will not operate on other radio systems (or “zones”) unless they have been trained on the appropriate use of those zones. This includes the National Public Safety channels or the Direct/RINS channels. (See 10.29.06)

10.29.05 RADIO REPAIR AND MAINTENANCE

A. Unscheduled Maintenance

1. Field employees needing minor radio repairs or adjustments during normal business hours should request permission from the dispatcher to respond to the radio shop.

2. For other than minor repairs, employees will turn radios in to the City Radio Manager’s staff (when working) or DEC staff (after hours) and complete a Radio Repair Request (APD-61) outlining the issues with the radio.

3. Spare radios can be obtained from the pool maintained in Patrol.

4. Radios dropped off appropriately for repair will be taken to the radio shop by City Radio Manager’s staff.

5. The City Radio Manager will monitor radio damage or abuse.

6. Radio repair and service receipts will be reviewed by the City Radio Manager account administrator, to monitor the cost of radio repair.

10.29.06 POLICE RADIO TALKGROUPS AND NPSPAC FREQUENCIES

With the use of trunked radio systems, the number of channels no longer limits the capability of radio communications. Trunking allows the use of many more talkgroups than available radio frequencies (channels) and permits more capable communication between units and across the City radio system. Depending on the assignment and/or rank of a particular Police employee, they will have access to selected sets of talkgroups.
The National Public Safety Planning Advisory Committee (NPSPAC) brought forth the concept of common, nationwide radio frequencies for public safety use. These frequencies are to be used for emergency transmissions by units in areas where they do not have connection to their “home” system, for pre-planned multi-jurisdiction events, and mutual-aid incidents. Not every jurisdiction has these frequencies in operation yet, but most public safety agencies in the Washington, DC, region monitor them. These are fixed frequencies (true “channels”) and are not trunked in any systems.

RADIO ENCRYPTION

The purpose of encryption is to prevent anyone without a Department-issued radio from being able to hear radio communications that are broadcast while in encrypted mode. Every Police Department radio is capable of encrypted operations. The media and citizens with scanners will not be able to decipher any such transmissions. Employees must understand that other City department radios are also unable to process Police Department encrypted transmissions.

Only radios that have the properly programmed chipset for encryption will be able to hear the encrypted transmissions. Radios do not have to be set to encrypted mode to hear encrypted transmissions. The setting applies only to whether the radio transmits in encrypted mode. Employees must be aware of the difference and its tactical significance.

The Sheriff’s Department and Fire Department do not have the Police encryption key and will not be able to receive Police encrypted transmissions. As of this update, no
Sheriff’s radios and only a select few of the Fire Department radios are even capable of encryption. City Fire Marshalls have a separate encryption key in their radios.

A. **ENABLING SELECTABLE ENCRYPTION**: *(see Talkgroup List above)*

1. **Portable hand-held radios:**
   a. Turn the encryption knob at the top of the radio from the clear (O) to the encrypted setting ().
   b. The encryption setting () will appear on the radio display screen.
   c. The radio is now in encrypted mode.
   d. To get out of encrypted mode, simply turn the encryption knob at the top of the radio from the encrypted setting () back to the clear (O) setting.

2. **Vehicle radios:**
   a. Push the button with the encryption setting () on it. A red light under the button will light (older mobile radios) or a small green arrow will appear under the () button (newer mobile radios).
   b. The radio is now encrypted.
   c. To get out of encrypted mode, simply push the same button and check that the light has gone off.

**NOTE:** All radios indicate when they are receiving an encrypted transmission by displaying the encryption signs listed above during the transmission. All radios programmed with the fixed-encryption talkgroups will transmit in encrypted mode on those talkgroups regardless of the radio’s encryption setting by virtue of their operation on the talkgroup. Fixed-encryption talkgroups cannot be set for unencrypted transmissions.

B. **PROPER USES:**

Encryption can be useful in certain Criminal Investigation and Vice Narcotics investigations, operations, and raids. It can also be used in sensitive street investigations and when an incident involves sensitive privacy issues, or when transmissions might compromise employee security if made over open air. Supervisors and commanders are given great latitude in deciding when it might be appropriate.

A sergeant or above must authorize the use of encryption at any incident or scene. The authorizing supervisor must notify the dispatcher prior to the start of encrypted radio operations. Any time encryption is used, the authorizing supervisor will ensure that the on-duty watch commander is made aware of its use.

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**Supervisors should consider the use of an encrypted channel (i.e., Channels 6 or 7) before having officers switch their individual radios to encrypted mode. This will reduce the chance of errors. An appropriate use of encryption would be when a crime trend, such as Burglaries or Larcenies From Auto, is identified and dispatch is imminent. Intelligence shows that suspects in some crimes of these types frequently use cell phone applications that enable them to monitor unencrypted radio transmissions.**

When the use of encryption is no longer needed, the requesting supervisor will advise all those who are in encrypted status, the dispatcher, and the watch commander. The requesting supervisor will ensure that all encrypted units have returned to normal transmission status.
Use of the encryption technology by any individuals by any means or for any reason other than specified above is strictly prohibited.

C. INSPECTION:

Specialized units (CIS, V/N, SOT, etc.) will conduct a radio encryption check prior to any pre-planned raid or operation where it will be used, to ensure all involved radios have the proper encryption key and that the involved personnel understand how it works. CIS, V/N and SOT have each been provided with an unencrypted radio for the specific purpose of conducting such tests.

Patrol Commanders will develop a system to do roll call checks of radio encryption capability twice a year. Patrol has been provided with an unencrypted radio for conducting such tests. It is clearly marked and must be stored with the pool radios. Any Patrol radio discovered to not function properly in encrypted mode will be removed from service and turned in to the Radio Manager, following the instructions in 10.29.05.A.

By Authority of:

Earl L. Cook
Chief of Police
APPENDIX A (updated 05/05/2016)
RADIO UNIT NUMBERS [81.2.5.c.]

The radio unit number assignments are listed below. No changes or additions will be made to the unit numbers without written permission of the police chief, except as provided. Commanders or supervisors will assign radio unit numbers to their subordinates within the ranges listed, and will provide up-to-date radio assignments to the Communications Section.
On April 11, 2007, the Northern Virginia Police Chiefs and Sheriffs voted unanimously to adopt the following Regional Common Language Protocol with an implementation date of July 1, 2007. The protocols are endorsed by the chief executives of every Northern Virginia agency, the NVCJTA, and the academies in Fairfax and Prince William Counties.

DEFINITION:

Common Language is the use of common terminology between all agencies in a given region, and specifically when involved in any incident. It is not “plain talk.” Common Language Protocols include the use of specific terms or wording with clear meanings, four standard signals, and two additional signals. All other transmissions consist of professional, abbreviated plain English. In use across the entire Northern Virginia region and spreading throughout the commonwealth, Common Language Protocols will allow different jurisdictions and agencies to communicate more effectively and with less confusion than was ever previously possible.
APPENDIX C
COMMON LANGUAGE SIGNALS AND TERMS

*These are the only recognized “coded” transmissions in Common Language Protocol.

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**APPENDIX D**

**NATO/INTERNATIONAL PHONETIC ALPHABET**

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Although Common Language includes the use of the NATO/International standard phonetic alphabet, it is recognized that the former alphabet (APCO) will be in use for some time.
SEARCH WARRANTS

Effective Date: 10-06-2016  Canceled: 02-20-2009

Updated Date: Section(s): SME Review Date:
Updated Date: Section(s): 2019
Updated Date: Section(s):

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10.30.01 POLICY AND PURPOSE

It is the policy of this Department to conduct all searches in accordance with all federal, state and local laws and constitutional guidelines.

The purpose of this Directive is to:

- Establish guidelines for obtaining search warrants;
- Ensure proper execution of search warrants;
- Ensure proper completion and handling of legally required documents when a search warrant is executed, or attempted and not executed; and
- Ensure documentation and reporting of instances regarding mistaken entry.

10.30.02 AUTHORITY

Obtaining a search warrant is covered under Sections 19.2-52 through 19.2-60 of the Code of Virginia. The Code of Virginia §19.2-59.1 specifies conditions governing when and how strip searches may be conducted.
10.30.03 OBTAINING A SEARCH WARRANT

A. Vice and narcotics search warrants are the primary concern of Vice/Narcotics. To avoid any potential interference with ongoing investigations, no vice or narcotics-related search warrant should be obtained without the prior notification of a Vice/Narcotics supervisor.

B. Search Warrants (State Form DC339) will be obtained only from the magistrates, or from a judge in extraordinary cases.

1. An Affidavit for A Search Warrant (State Form DC338) supporting the issuance of a warrant will be made prior to the time the search warrant is issued, and a copy of the affidavit becomes a part of, and is served with the search warrant.

2. The issuing magistrate retains the original copy of the affidavit at the time of issuance.

3. The search warrant and affidavit must state the crime and the Code Section for which the warrant is being obtained.

C. The officer obtaining a search warrant will take reasonable precautions to make certain that the premises listed in the warrant are the premises to be searched. This officer should be alert for any change of circumstances that negates the reason for the search.

D. Any officer/detective wishing to obtain a search warrant must first seek permission from their supervisor. Supervisors will review the completed search warrant and affidavit prior to the magistrate’s review.

10.30.04 PRE-ENTRY

A. The Virginia State Code, under Section 19.2-56, requires that a search warrant be executed within fifteen (15) days after issuance or otherwise be returned and voided by the issuing magistrate or judge.

B. All reasonable measures will be taken by the officer obtaining the warrant to establish the ownership, occupancy, and description, both interior and exterior, of the search site.

C. The primary investigating officer will conduct a briefing prior to the execution of the warrant, with all officers of the search team present. Factors that should be presented at the briefing should include but are not limited to:

1. Review of site characteristics;
2. Description of potential occupants and any associated dangers they may pose;
3. Description of items sought at the search site and any indication of their possible locations;
4. Assignment of responsibilities for members of the search team; and

5. Review of facts of the case.

E. When appropriate, at the discretion of a supervisor or the investigating officer, the Department of Emergency Communications (DEC) supervisor will be contacted and advised of pending search warrant executions. It will be general policy that the supervisor or primary investigator requests a clear radio channel during the warrant execution, until the search site is secured.

F. The primary investigating officer will ensure that the premises about to be entered are the premises listed in the warrant. If it is not certain that the premises to be entered are the same as those listed in the warrant or that the reason for the search no longer exists, no entry will be made.

10.30.05 ENTRY

A. Before any forced entrance to the premises, i.e., use of a pass key, opening an unlocked door, forcing the door open, or entry through a door opened by an occupant, the primary investigator or a uniformed officer must notify persons inside the search site of the team's presence and announce, in a voice loud enough to be heard inside the search site, that they are police officers and have a warrant to search the premises and demand admission to the premises at once.

B. Officers will make sure they complete the Warrant Threat Assessment Matrix form APD-0603 (PD 10.33 Appendix A). It is the officers’ responsibility to make every effort to complete this form accurately and with as much supporting detail as possible.

C. The Special Operations Team will be consulted when the execution of a search warrant may present a high risk of injury or loss of life.

D. The police no longer need to seek approval from the Commonwealths attorney’s office when executing a search warrant “no knock”.

E. Any APD Officer must be able to articulate facts about the target residence or persons therein in each case and obtain the approval of their commander prior to affecting “no knock” entry. Such facts may include, but would not be limited to, the following:

1. The violent criminal history of a person or persons believed to be present in the residence that is the object of the search;

2. A specific threat of violence towards police made by a person or persons believed to be present in the residence;
3. Knowledge that a person or persons believed to be in the residence have actually committed a violent crime in the recent past, regardless of whether or not they were convicted of such offense;

4. Knowledge that a person or persons believed to be in the residence have fought police, resisted arrested, destroyed evidence or fled arrest in the recent past;

5. In unusual cases, the nature of the criminal offense being investigated, such as a particularly violent assault, coupled with a belief that the perpetrator is in the residence to be searched;

6. Knowledge that exceptionally dangerous substances posing an unusual threat are inside of the residence, such as bombs, explosives or noxious chemicals;

7. Specific facts suggesting that a person or persons believed to be in the residence are likely to destroy evidence at the sight of police;

8. Knowledge that a person or persons in the residence have taken steps to alert themselves of police approach, such as a closed-circuit camera system;

9. Knowledge that a person or persons inside of the residence are actually aware of police approach; such as circumstances where a person inside of the residence opens the target entry door during the approach of an entry team;

F. In regards to knock and announce search warrants – officers must wait a reasonable amount of time to enter the residence making a forced entry. A reasonable amount of time may vary depending upon the time of day and size of the residence.

G. Whenever possible, premises will be entered in a professional and non-destructive manner.

H. If a search warrant is obtained for a client located at a “protected facility”, (i.e., Alexandria Regional Detoxification Center, Alexandria Mental Health, or any other facility where staff is precluded from disclosing the identity of clients), officers will follow procedures in accordance with Police Directive 10.33.09-Writs.

10.30.06 THE SEARCH

A. In the event the search site is occupied, a copy of the search warrant, with a copy of the affidavit attached, will be served on the appropriate person at the site.
B. The search site will be secured. Each room of the premises will be immediately examined for persons who may interfere with the execution of the warrant.

C. Whenever damage results from a forced entry to execute a search warrant or during the conducting of the search, an Offense/Incident Report (APD-7) will be completed by the primary investigating officer describing the damage and how it occurred. If an APD-7 already exists for the event, a Supplement (APD-7A) will be completed.

D. If a person is designated in the search warrant as one to be searched, he/she may be searched. The procedures addressed herein, that are required to properly execute a search warrant when the search site is a building or vehicle, will apply in the execution of a search warrant to search a person.

1. If persons are present, and the officer has reasonable belief that they may have a weapon, the officer may conduct a pat down.

2. If persons are present, leaving, or entering the house to be searched as the police arrive or are in the process of searching the house they may be detained during the search.

3. If evidence is found in the house which forms the basis for the arrest of persons present, then those persons may be lawfully searched incident to that arrest.

4. If persons present during the search make some gesture indicative of criminal conduct, or make a movement suggesting an attempt to conceal evidence, this will establish probable cause to search those persons at that time.

5. In short, persons cannot be searched just because they are present on the premises. Officers must either have prior information with respect to a specific person who is included on the warrant, or observe circumstances during the execution of the search warrant which give rise to probable cause to believe that a person is engaged in criminal conduct.

6. Restrictions may be placed on the movement of any person at the search site. This restriction is essential to prevent interference with the search and to safeguard the search team and other persons involved.

7. Strip searches may be conducted only when there is probable cause to believe a subject is concealing evidence, contraband or weapons on their person that can only be recovered if a strip search is conducted. All strip searches will be conducted in a secure area away from the view of others and will be performed by an officer of the same sex as the subject being searched.

8. No strip searches will occur without approval by a Sergeant or above.

9. Searches of body cavities other than the mouth will be conducted by trained medical personnel in accordance with Code of Virginia §19.2-59.1 and in the presence of an officer of the same sex as the subject being searched.

E. If evidence is located, the primary investigating officer may request that a Crime Scene Investigator respond and process same. The evidence will then be turned in to Property and a Property Inventory (APD-39) will be completed.
A. A member of the search team will record in writing the entire process of the execution of a search warrant and complete an APD-7A with appropriate information. The record will reflect the identity of all members of the search team, occupants of the search site, items seized, and any other pertinent information related to the warrant execution.

B. In the event of a mistaken entry during the execution of a search warrant, a fully detailed memorandum regarding the incident will be forwarded through channels to the Chief of Police by the primary investigating officer. The Chief of Police will determine if there is a need for an investigation of the incident by Internal Investigations.

C. The officer executing a search warrant will, under oath, list on the back of the warrant in the location designated for search inventory, all items seized as a result of the search or a notation that no property was seized if that was the case.

1. The officer must, within three (3) days after the search, file the original executed search warrant containing an inventory of the seized items with the Clerk of the Circuit Court as stated in Section 19.2-57, Code of Virginia.

2. The three (3) day period does not include Saturdays, Sundays, or legal State or Federal holidays.

3. A copy of the notarized inventory will be retained by the officer preparing it, as proof that he or she has complied with this law.

By Authority Of:

David Huchler
Acting Chief of Police
10.31.01 POLICY/PURPOSE

The purpose of this Directive is to establish an accounting system and guidelines for the use and disbursement of Special Investigation Funds, commonly referred to as "buy money." These monies are used for vice, narcotic, organized crime, criminal and special investigations.

10.31.02 RESPONSIBILITIES

A. The Vice/Narcotics Commander has overall responsibility for the proper administration of these Special Investigation Funds.

B. The Vice/Narcotics Commander or designee is responsible for maintaining the established system of actual "buy money" expenditures in the Vice/Narcotics Investigative Operating Fund.

C. The "buy" money fund is annually budgeted and appropriated, then transferred by City check to the designated custodian for deposit in a separate account. The custodian, the Vice/Narcotics Administrative Sergeant, is responsible for the
written procedures, accounting, disbursement and scheduling of quarterly accounting of cash activities of the fund. [17.4.2.e.,f.]

D. The Division Chief of Fiscal/Fleet Management will conduct an accounting of the cash activities at least quarterly (as stated in Police Directive 1.7).

### 10.31.03 USE OF SPECIAL INVESTIGATIVE FUNDS

A. Other units may use special investigative funds for vice, narcotic, organized crime, criminal and special investigations. Vice/Narcotics and Criminal Investigations will maintain an operating fund for investigative purposes under the supervision of their respective commander.

C. Special investigative funds may not be used for items usually obtained through the regular budget process.

### 10.31.04 DISBURSEMENT

A. When during the course of an investigation into a criminal or police-related matter by officers other than Vice/Narcotics or Criminal Investigations Detectives, it is determined that Special Investigation Funds are needed to further the investigation, the following procedures will apply:

1. The case will be discussed in detail between the officer and supervisor responsible for the investigation.

2. If a decision is reached that the case merits utilization of Special Investigation Funds, a request for funds will be initiated. This request will consist of a memorandum directed to the Vice/Narcotics Commander or the Criminal Investigations Division Commander, through channels, from the requesting officer. The request will summarize the case and the purpose for which the funds are needed.

3. If the request for funds is approved by the Vice/Narcotics Commander or by the Criminal Investigations Commander:
   a. The approving commander will notify the requesting officer, through channels, to respond to the appropriate office where the funds will be disbursed and further instructions disseminated, if warranted.
b. Confidential
Informant file must be prepared by the requesting officer and the Vice/Narcotics Operations Sergeant. The file will be maintained and secured at the Vice/Narcotics office.

4. Vice/Narcotics Detectives utilizing Special Investigation Funds will be governed by Vice/Narcotics Standard Operating Procedures 2.100.

B. A sufficient amount of money needed to operate the Criminal Investigations mission will be disbursed by the Vice/Narcotics Commander or designee upon request of the Criminal Investigations Division Commander.

Criminal Investigations Detectives utilizing Special Investigative Funds will be governed by the Vice/Narcotics Standard Operating Procedure 2.100 regarding the use of investigative funds.

10.31.05 REPLENISHMENT

The Vice/Narcotics Commander or designee will notify the Fiscal/Fleet Commander, via an e-mail or memorandum when funds are needed. The Vice/Narcotics Commander will maintain an accounting ledger of all funds received and disbursed.

BY AUTHORITY OF:

Earl L. Cook
Chief of Police
USE OF FORCE

Effective Date: 09-23-2009

Updated Date: 07-09-2014

Section(s): 10.32.01

Updated Date: 01-30-2015

Section(s): 10.32.04D

Updated Date: 03-21-2016

Section(s): 10.32.03E

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10.32.01 POLICY AND PURPOSE

This department’s policy and primary value is the preservation of human life. Sworn and appointed law enforcement personnel are responsible to protect life and property and to apprehend criminal offenders, but the protection of life (including the employee’s) must always take priority. It is the policy of this department to only use the force necessary to accomplish lawful objectives.

The purpose of this directive is to establish our policy on the use of force and to guide employees in the authorized use of lethal, less lethal and non-lethal weapons in the performance of their duties.
**10.32.02 DEFINITIONS**

**Appointed Law Enforcement Personnel:**
- **Hack Inspectors** are special conservators of the peace as defined in Alexandria City Code, with authority to enforce the taxicab regulations of the City of Alexandria, anywhere in the city and at National Airport. Hack inspectors will carry the side arm and any other authorized weapons while on duty, and may use these weapons as required for the completion of their assigned duties.

- **Special Police Officers (SPOs)** are authorized under Code of Virginia as conservators of the peace while on duty and on the property of the Alexandria Police Department and the adjacent building, grounds and parking areas. While on duty, SPOs may carry authorized side arms and other weapons, and may use these weapons as required for the completion of their assigned duties. SPOs may make arrests with or without warrants, as provided in the Code of Virginia.

**Electronic Control Device (ECD)** - An electronic control device that utilizes compressed nitrogen to shoot two small barbed probes up to 25 feet. These probes are connected to the ECD by thin insulated wires. When the probes make contact with the subject, they transmit an electrical pulse along the wires and into the subject’s body through up to two inches of clothing. The probes do not have to penetrate the body to be effective. The ECD may also be discharged as a contact device.

**Employee** - A generic, all-inclusive term, which may denote anyone, in any capacity, employed by the department.

**Firearm** - Any weapon from which a projectile is forcibly ejected by an explosive, gas or spring device.

**Hobble** - A one-inch wide webbed belting designed to be used in various situations to secure the legs and ankles of a subject.

**Impact-Weapon** - The expandable baton is the only authorized and approved impact weapon for use by sworn members of this Department.

**Less-Lethal Force** - Is that force which is neither likely nor intended to result in serious physical injury or death, when properly used.

**Lethal (formerly called “Deadly”) Force** - Use of a firearm or any other force in a manner that may likely cause serious physical injury or death.

**Limited-Enforcement Personnel** - Employees who have been granted restricted authority under city and/or state code to enforce certain laws or ordinances. Parking enforcement officers, tag enforcement officers and animal control officers fall within this category and may enforce only those laws or ordinances specified within their job descriptions. Limited enforcement personnel are authorized to carry OC spray for defensive use only. All provisions of this directive apply to any such use.

**Miscellaneous Weapons** – An improvised weapon, such as a clipboard, flashlight, pen, portable radio, etc., used only when time or circumstance does not allow for the use of an approved weapon.

**Non-Lethal (formerly called “Non-Deadly”) Force** – The use of physical force or any weapon other than a firearm in a manner neither likely nor intended to cause serious physical injury or death.

**Non-Sworn Personnel** - Employees who have no law-enforcement authority.
Oleoresin Capsicum (OC) - An inflammatory substance naturally occurring in cayenne peppers (genus capsicum). It is the active ingredient in OC spray dispensers.

PepperBall Launcher - A less-lethal weapon that fires a projectile containing OC liquid or powder with the intention to subdue or render a subject non-threatening, and which is neither likely nor intended to cause serious physical injury or death.

Police Officers - Sworn personnel who have taken an oath of office to uphold all laws of the United States, the Commonwealth, and the City. Police officers have the full authority granted to law enforcement officers in the Code of Virginia, both on and off duty, may carry authorized lethal, less lethal and non-lethal weapons, and may use such weapons as required for the completion of their assigned duties.

Positional Asphyxia - a condition which may be caused or exacerbated by stress owing to the position of the body, with the stress influencing or inhibiting respiration.

Reasonable Belief - When facts or circumstances a sworn or appointed law enforcement officer knows, or should know, are such as to cause a reasonable sworn or appointed law enforcement officer to act or think in a similar way under similar circumstances.

Sage less lethal munition (SLLM) - A weapon that fires a projectile with the intention to subdue or render a subject non-threatening, and which is neither likely nor intended to cause serious physical injury or death.

Serious Physical Injury - An injury which creates a substantial risk of death, or which causes death or serious and protracted disfigurement, or impairment of the function of any bodily organ or limb.

Side arm – The issued handgun usually worn at the waist, but which may be carried at other locations on the body.

Spit Sock – Personal protective equipment consisting of a mesh netting that fits over the head of an arrested person to prevent the transfer of saliva from one person to another.

Sworn Personnel - Police officers who have taken an oath of office to uphold all laws of the United States, the commonwealth and the city. Also see the definition of police officer.

Weaponless physical force - physical control exerted over a person through the use of authorized physical control techniques, i.e., open hand, closed hand, or pain compliance.

10.32.03 WEAPONS ISSUANCE AND TRAINING [1.3.4; 1.3.9,a-d]

A. Employees are authorized to carry and use on duty only ammunition and firearms that have been approved by the range officer, and only those non-lethal weapons approved by a certified defensive tactics instructor. In addition to the approval just mentioned, all weapons must be specifically authorized for each individual employee by the Chief of Police. Specific descriptions of these weapons and ammunition may be found in the Police Directives on Weapons in chapter 7.0; and 6.3, Uniforms, Appearance and Care of Equipment. All firearms will be inspected by a certified weapons instructor or armorer before issuance. Unsafe weapons will be removed from service. A record of all lethal, less lethal and non-lethal weapons issued to each employee will be maintained in the Property Section. Non-issued weapons may be
carried on duty only after approval by the range officer and authorization from the Chief of Police.

- The authorized and issued handgun for sworn and appointed personnel is the Glock pistol in .40 S&W caliber.
- The authorized ammunition issued is 
- Sworn and appointed personnel are also issued a Monadnock side-handled baton and/or an expandable baton.
- Sworn, appointed and limited enforcement personnel are issued the OC spray canister (SabreRed #52H2O1010, stream, 1.6oz). All other authorized personnel will have the choice of carrying either the above standard issue canister, or the smaller plainclothes version canister (SabreRed #52H2ONY-BK, stream, .69oz.).

B. All personnel other than police officers (see definition at 10.32.02) are prohibited from carrying issued lethal, less-lethal and non-lethal weapons while off duty and are prohibited from carrying non-issued weapons on Police Department property, in police vehicles, or while conducting department business at any time. This includes firearms for which employees may have concealed weapon permits from Virginia or any other jurisdiction.

C. Employees must have been issued Police Directives 10.32 Use of Force and 7.2, OC Spray (sworn, appointed and limited enforcement personnel); and 7.1 Firearms, 7.3 Impact Weapons, 7.4 SLLM, and 7.5 PepperBall Launcher (sworn and appointed personnel); and must have received the recognized courses of instruction or training on those directives and policies before any lethal, less-lethal or non-lethal weapons are carried or used in accordance with this policy. Records of such issuance and training will be kept in the appropriate files in the Property Unit and Personnel Section respectively. \[1.3.12\]

D. All personnel approved to carry weapons must demonstrate proficiency in the use of agency-authorized lethal, less-lethal and non-lethal weapons before being authorized to carry such weapons. Such demonstrations of proficiency will be coordinated by the Personnel Section in cooperation with operational commanders, the range officer and the defensive tactics coordinator, and may be accomplished in conjunction with the training required in section C above. \[1.3.10\]

E. At least annually, all personnel approved to carry weapons will receive in-service training on the agency’s use of force policies and demonstrate proficiency with all approved lethal weapons, electronically controlled weapons and the Sage less lethal munitions (SLLM) that the employee is authorized to use. In-service training for other less lethal weapons and weaponless control techniques shall occur at least biennially. In addition:

1. Proficiency training must be monitored by a certified weapons instructor;[1.3.11.a]

2. Training and proficiency must be documented; and
3. Employees who are unable to demonstrate proficiency with a weapon are not authorized to return to duty with that weapon until such time as proficiency is demonstrated and documented.

4. Procedures for remedial training, for those sworn and appointed officers who are unable to qualify with an authorized firearm are found in Police Directive 7.1, Firearms. Documentation will be included in the regular reports on firearms training submitted by the range officer. [1.3.11,a-c]

F. Sworn, appointed and limited enforcement personnel will take the appropriate steps to render necessary or requested medical aid after use of lethal, less-lethal and non-lethal weapons. Such steps must be decided on a case-by-case basis and should take into consideration the severity of the injury, employee safety, and the level of medical training possessed by the employee. In most cases, arranging for the injured person to be treated at the scene or transported to the hospital will be sufficient. (See also 10.32.05.C.3, Use of Non-Lethal Force.) [1.3.5]

**10.32.04 USE OF LETHAL FORCE**

A. The use of lethal force is justified only when: [1.3.1;1.3.2]

1. The employee reasonably believes that the action is in defense of human life, including the employee’s own life, or in the defense of any person in imminent danger of serious physical injury, or

2. To apprehend or prevent the escape of a fleeing felon only when and if all the following conditions are met:
   a. The employee has probable cause to believe that a serious violent felony has been committed and the person to be arrested has committed it; and
   b. The employee has identified himself or herself as a police officer or law enforcement personnel and given notice of the intention to arrest (time and circumstances permitting); and
   c. The employee reasonably believes that the person whose arrest is sought will cause death or serious physical injury to the employee or others if apprehension is delayed; and
   d. The employee has exhausted all other reasonable means of apprehension; and
   e. The employee has taken all reasonable precautions to ensure that innocent persons will not be endangered by the use of lethal force.

3. To destroy animals that are seriously injured, suffering, or dangerous when no other disposition is reasonably practical.
   a. A supervisor’s prior approval should be sought when practical.
   b. When an officer destroys an animal, the carcass will be turned over to the Animal Shelter. The Animal Shelter is responsible for ensuring that it is tested
for rabies and distemper, when appropriate, and notifying the officer of the results.

c. Notify Internal Investigations that an animal was destroyed with a firearm.

B. All due care will be used to prevent injury to citizens. Warning shots will not be fired for any reason.

C. Shooting at or from a moving vehicle is prohibited, except as a last resort in the most extreme and exceptional circumstances when required to avoid immediate and clearly foreseeable danger of death or serious injury to the employee or citizen(s).

As in any case in which lethal force is used, the safety of innocent persons is of paramount importance and the employee’s actions shall not unreasonably jeopardize the safety of such persons. Further, employees must consider the following factors in determining whether shooting at or from a moving vehicle is justified under the foregoing standard:

1. An occupant of the target vehicle is using or threatening to use lethal force by a means other than the vehicle.

2. The target vehicle is being operated in a manner deliberately intended to strike an employee or a citizen.

3. All other reasonable means of defense (including taking cover or moving out of the path of the vehicle or taking other evasive action) have been exhausted, are not practical or are not present.

Employees should also be aware and cognizant of the following factors when making decisions on shooting at or from moving vehicles:

- Bullets fired at a moving vehicle are unlikely to stop or disable the vehicle.
- Bullets may ricochet off glass or metal and cause injury to employees or other citizens.
- The vehicle may crash and cause injury to others if the bullets disable the driver.
- Shooting at or from a moving vehicle is extremely difficult, greatly reducing the likelihood of striking the intended target.

D. **Controlled directed-fire**:

1. Controlled directed-fire is controlled and deliberate targeted fire at an active lethal threat to enable officers to advance to and stop a lethal threat.

2. Directed-fire may be used only under the following conditions:
   a. To protect citizens and/or officers when there is an immediate danger to human life from indiscriminate shooting from a subject.
b. To cover the movement of an officer or element that is moving to a tactical location during an active shooter or coordinated assault incident.

c. To cover the retreat of officers or civilians when met with overwhelming gunfire from automatic gun fire or multiple shooters.

d. When the officer reasonably believes that the area targeted is where a lethal threat is located.

e. When the officer reasonably believes that the area in which he/she is firing is capable of accepting and/or defeating the round.

10.32.05 USE OF LESS-LETHAL AND NON-LETHAL FORCE

A. Use of less-lethal and non-lethal force is justified when employees only use the force necessary to accomplish lawful objectives. The decision on what level of force to use should be made based on the resistance by the person and weapons possessed by the person. Employees must always hold a position of advantage over resistive persons, but should escalate or de-escalate the use of force in response to the actions of the other person(s). [1.3.1;1.3.4]

B. When possible, force should be used to maintain a position of advantage in response to opposing force (i.e. physical presence, verbal commands, use of OC, physical control holds, use of an impact weapon, miscellaneous weapons, and as a final option, lethal force). There are occasions when an employee may be required to defend against an attack with whatever is available; to include items not normally considered weapons. These items, while not encouraged, shall not be prima facie evidence of inappropriate use of force.

C. Use of OC Spray, PepperBall Launchers, and SLLM. [1.3.4]

1. OC spray, PepperBall launchers, and Sage Less-Lethal Munitions (SLLM), are additional options available for sworn or appointed law enforcement personnel to control the escalation of violent behavior of persons subject to arrest. They are not intended to replace other firearms, a baton, or other accepted control techniques. OC spray, PepperBall launchers, and less-lethal force may be used to effect or maintain a lawful arrest under the following conditions:

a. When the sworn or appointed law enforcement personnel’s physical presence and/or verbal commands are ineffective and the use of more substantial measures (physical control holds, impact weapons) are imminent.

b. When the use is justified due to the proximity of the subject to the officer and/or to overcome the level of force being confronted.

c. When the person(s) to be arrested are not in the employee’s physical control and pose a physical threat to themselves, the employee, or others.

d. Under the following conditions, OC spray may be used to induce an arrestee to relinquish illegal drugs that have been placed in their mouth:

- When an officer has seen the subject place material, which the officer has reason to believe is drugs, in the subject’s mouth, or
- When the officer has reason to believe the subject is hiding drugs in their mouth, and
When the subject refuses the officer’s verbal order to spit out or otherwise produce the drugs.

2. OC spray and less-lethal force will not be used to remove people who lock or barricade themselves in vehicles without the approval of a sergeant or higher rank. OC spray, PepperBall launchers, and SLLM will not be used to remove people who lock or barricade themselves in buildings (residences, businesses, or outbuildings), nor for crowd control during incidents of civil unrest, without the approval of a lieutenant or higher rank. Commanders and supervisors will ensure that innocent people are not unnecessarily exposed to OC, PepperBall launchers, or SLLM in these circumstances.

3. Any person who is directly exposed to OC resulting from police employee action will be examined by a paramedic from the Fire Department or the Sheriff’s Office. Further medical attention will be determined on a case-by-case basis by the attending paramedic. Any person who demands additional medical attention after being released by the attending paramedic will be taken to a hospital for examination. The person will be advised prior to taking them to the hospital that this transportation is a courtesy, that payment for any treatment rendered is their own responsibility, and that they may file a claim with the city’s risk manager if they choose to do so. [1.3.5]

4. To ensure that all authorized employees have current OC spray, the Property Unit will reissue OC every two years. This is not intended to prohibit authorized sworn, appointed or limited enforcement personnel from being issued OC as needed because of use or damage. (See also Police Directive 6.3, Uniforms, Appearance and Care of Equipment, Appendix D.)

D. The potential for causing death or serious injury with less-lethal or non-lethal weapons is a reality. This potential is greatly reduced when impacts to the head and neck are avoided. When using impact weapons, and less-lethal munitions, employees will be aware of the below contact areas, which are based on the potential for injury to the human body.

- Green areas: the extremities (arms, hands, legs and feet); these areas will be considered when incapacitation is necessary, and a minimal potential for injury is the appropriate response.

- Yellow areas: the torso; these areas will be considered when an escalation of force above the green areas is necessary and appropriate. Impact to these areas has an increased potential for death or serious physical injury.

- Red areas: the head and neck; intentional impacts to these areas will be avoided unless the use of deadly force is justified, necessary and appropriate.
E. Except in an emergency, employees will refrain from using a firearm (due to the inherent danger of an accidental discharge) or a flashlight or radio as an impact weapon.

F. **Other Procedures Regarding Use of Less-Lethal or Non-Lethal Weapons**
   1. Only trained, sworn personnel are authorized to use the less-lethal or non-lethal weapons.
   2. Employees deploying the less-lethal munitions will make every effort to inform other involved employees that they are being deployed.
   3. An officer armed with a less-lethal or non-lethal weapon must have a cover officer who is prepared to use lethal-force if and when the situation demands.
   4. Any person struck by Sage less-lethal munitions will be taken to the hospital for medical evaluation. If necessary, first aid shall be rendered at the scene until medical personnel arrive.
   5. Any person struck by PepperBall munitions will be treated in the same manner as a person exposed to OC spray, as outlined in 10.32.05.C.3.

G. Sworn and appointed law enforcement personnel should be aware of the possibility of burn injuries when hot automobile hoods are used to control suspects during arrest and should refrain from doing so except in an emergency. If the situation warrants using a body surface of a vehicle to gain control of an arrestee, employees should use the trunk area instead of the hood whenever practical.

H. Weapons of any kind will only be used by trained and authorized personnel.


J. It is the policy of this Department that neck restraints or choke holds will not be used by employees for any reason unless deadly force can be justified. This prohibition on the use of chokeholds shall include those circumstances involving evidence retrieval from suspects. [1.3.11.d]

### 10.32.06 USE OF VEHICLES/VEHICLE STOPS

A. Under certain circumstances use of a vehicle to attempt to make an arrest may be analogous to use of lethal force. Employees will adhere to all provisions of this directive and the provisions of Police Directive 10.11B, Vehicle Pursuits while deciding when and how to use a vehicle in an arrest situation.

   1. In all cases not specifically covered in the directive cited above, officers should be governed by their training and experience.
2. Only police officers that have received training in defensive driving and pursuit vehicle operations are authorized to operate department vehicles under emergency conditions.

B. Employees are prohibited from using a vehicle to force another vehicle to stop except under extreme circumstances when stopping the moving vehicle is of critical importance to public safety.
   1. Fixed roadblocks - use of unoccupied City vehicles to deny an oncoming vehicle use of the roadway, may only be done under limited circumstances and with approval from a patrol supervisor or commander (see Police Directive 10.11B.05.D).
   2. Employees are prohibited from intentionally initiating contact between two moving vehicles except under extreme circumstances and only if lethal force is justified, necessary and appropriate.

C. While involved in efforts to stop moving vehicles or to immobilize stopped vehicles as described in this section, employees must use extreme caution to protect themselves from potentially armed suspects and to avoid placing themselves in a crossfire situation with other persons.

D. The following procedures will be followed during all vehicle stops, regardless of their nature:
   1. Except when conducting routine traffic direction and control duties, employees will not intentionally stand, move or remain in front of, near, or in close proximity to a moving vehicle for any reason.

   2. Employees will refrain from reaching into an occupied vehicle in an attempt to immobilize the vehicle because of the potential for the employee to be severely injured as a result of the action.

   Specific procedures for all vehicle stops are covered in Police Directive 11.21, Traffic Enforcement. Employees conducting routine traffic enforcement from a stationary location such as radar details or sobriety checkpoints are permitted to signal traffic to stop by briefly entering the roadway at a point not directly in the path of the vehicle they intend to stop and must promptly remove themselves from the roadway, regardless of whether or not the driver appears to be complying with their signal.

10.32.07 POSITIONAL ASPHYXIA

A. Positional asphyxia (see definition at 10.32.02) may cause the death of persons in police custody if safeguards are not observed. Employees should ensure careful monitoring of suspects, especially under the following circumstances, which may be associated with in-custody deaths due to positional asphyxia.
1. Obesity of the suspect.

2. Intoxication caused by drugs or alcohol.

3. Violent or bizarre behavior.

4. Violent struggle requiring restraint in excess of normal handcuffing (i.e. hobbles, flex cuffs, Spit Sock, etc.).

5. Unresponsive suspect during or immediately after a struggle.

B. To minimize the risk of positional asphyxia, employees will carefully observe the following safeguards.
   1. Monitor in-custody suspects for gurgling, gasping, or unresponsiveness and summon medical assistance if any of these symptoms are present.

   2. Avoid leaving suspects positioned so they are lying face down for prolonged periods of time.

   3. If handcuffs alone are insufficient to reasonably control the suspect, use of the hobbles should be attempted if they are available. It should be noted that there should be little or no asphyxiation issues with the use of the hobbles, since the feet are tethered to the door frame. Only trained, sworn personnel are authorized to use hobbles.

C. If a suspect is restrained in addition to normal handcuffing, employees will:
   1. Monitor the suspect carefully.

   2. Remove the additional restraints as soon as it can be done safely.

   3. Include the following information in the Offense/Incident Report (APD-7), or Suspect/Arrest Report (APD-007B) and Supplement Form (APD-007J):
      a. Actions taken by the person(s) restrained, including documentation of the level of resistance encountered.
      b. A description of the restraint that was used and its consequences.
      c. How long the suspect was restrained.
      d. How long the suspect was prone (laying face down), if applicable.
      e. How long transportation of the suspect lasted.
      f. Identification of any witnesses.
      g. Any other pertinent details.
10.32.08 REPORTING

A. **Employee Responsibilities**
   1. As soon as possible, but certainly within one hour of being involved in any of the circumstances listed below, an employee will verbally notify an on duty supervisor and submit a written or oral statement documenting the use of force in the following cases:
      a. When an officer discharges a firearm for other than training or recreational purposes. \[1.3.6,a]\n      b. When action taken by the employee results in, or is alleged to have resulted in injury or death of another person. \[1.3.6,b]\n      c. When an employee applies force by means of a K-9, a baton, OC spray or any other weapon. (See 10.32.08,B.4 for OC and PepperBall exceptions)\[1.3.6,c]\n      d. On the complaint of a person that he or she has sustained an injury. \[1.3.6,d]\n
   2. Whenever weaponless physical control is exerted over a person through the use of authorized physical control techniques, i.e., open hand, closed hand, or pain compliance, it will be recorded in the PD-7 Offense Report.

B. **Supervisor Responsibilities**
   1. The employee’s original statement will be forwarded to the Chief of Police, through channels, along with the investigative package. The statement will include the following information:
      a. Actions taken by the person(s), against whom force was used, including documentation of the level of resistance encountered.
      b. Actions taken by the employee, including the nature of force used and its consequences.
      c. Injuries sustained or inflicted.
      d. Identification of known witnesses.
      e. Any other pertinent details.

   2. When an employee is incapacitated or otherwise incapable, the immediate supervisor or the person acting in that capacity is responsible for completing the statement of facts.

   3. The employee’s immediate supervisor or a supervisor on-duty at the time will investigate all incidents involving use of force by an employee as soon after the incident as possible (preferably at the incident scene).
4. The supervisor will identify (including full name, address, phone number, date of birth, social security number “voluntary,” sex and race), interview, and obtain written statements from all witnesses, complainants, and suspects. In cases involving use of OC or a PepperBall launcher, written statements from those involved are not required unless:
   a. There is apparent injury to the arrestee or other persons beyond that which may normally be experienced as the result of OC, ECD, or PepperBall launcher use;
   b. A citizen complaint is received regarding the appropriateness of the OC, ECD or PepperBall launcher use; or
   c. The responding supervisor determines at any point in the investigation that the use of OC, ECD, or PepperBall launcher may be classified as not within policy limits.

5. Review the statements and ensure that they fully address the specifics of the investigation.

6. Review and forward the employee's statement to the Chief of Police through channels along with the completed investigative package.

7. In order to ensure proper case management, the supervisor will, within 24 hours of the event, notify the Internal Investigations Unit (I.I.) that they have initiated a use of force investigation. Upon receiving this notification, I.I. will assign the event an Internal Investigations case number and provide it to the investigating supervisor.

9. The supervisor will then complete the memorandum (see Police Directive 2.3, Complaints and Disciplinary Actions, Appendix A for memorandum format) or Form APD-0493, Use of OC Report, or APD-0494 ECD Report showing the results of the investigation. The supervisor will:
   a. Review the employee's Internal Investigations records to ascertain the number of incidents of reported uses of force within the last 24 months and document this information in the memorandum.
   b. Comment on whether there is reason to believe that the number of incidents may indicate the need for counseling, coaching, training, or other type of referral.
   c. Classify the use of force as falling into one of the following categories:
      - **Within Policy Limits** - The use of force was justified and was not excessive. This finding does not preclude a separate recommendation for counseling, coaching or training, none of which qualifies as a disciplinary action.
      - **Not Within Policy Limits** - the force was excessive or unnecessary - The employee(s) involved in the incident did not need to use force and/or the degree of force used was excessive. This finding mandates the lodging of disciplinary charges for excessive force.
10. Within 45 days of the use of force, the supervisor will send the investigation memorandum, APD-0493, or APD-0494, all attachments, through the employee's chain of command for review and comments.

C. **Commander Responsibilities**
All commanders will ensure that the incident was thoroughly investigated, that the finding falls within one of the two categories shown above, and that a recommendation for appropriate remedial action, if necessary, is documented. The package will then be forwarded to the Chief of Police through Internal Investigations.\[1.3.7\]

D. **Internal Investigations Responsibilities**
1. Internal Investigations will review all reports and memorandums regarding the use of force, make appropriate comments, and forward them to the Chief of Police. \[1.3.7\]

2. The employee(s) involved in a use of force incident will be notified, in writing, by Internal Investigations as to the results of the investigation.

E. When an employee is directly involved in a use of force that results in death or serious injury, he or she must participate in a debriefing with a mental health professional (see also **Police Directive 4.5, Critical Incident Stress Debriefing**), which will be arranged jointly by the commanders of Internal Investigations and Personnel and Training.
10.32.10 DISPOSITION OF FIREARM

A. After an incident where an officer uses a firearm as lethal force, the supervisor commanding the scene will take the weapon from the officer and turn it over to the evidence technician. An exception to this is when the evidence technician is on the scene. In this case, the evidence technician may take the weapon directly, however it is the supervisor’s responsibility to ensure that this is done. The weapon will be handled in the same manner as any other firearm seized as evidence.

B. Supervisors and commanders will ensure that once an officer’s weapon is taken, that officer will not be left unattended without a weapon and will be transported from the scene in a timely manner.

C. If necessary, the commander of an officer using a firearm will ensure that a replacement firearm is issued promptly.

10.32.11 ADMINISTRATIVE ASSIGNMENT

A. An officer or other employee whose actions or use of force results in a death or serious physical injury, or who shoots at and misses any person, will be immediately reassigned to administrative duties, pending investigative review by the Chief of Police.

B. An officer or other employee causing minor injury to another person by use of force other than a firearm need not be automatically reassigned, but an investigative review by the Chief of Police may determine if a temporary administrative assignment is appropriate.

By Authority Of:

Earl L. Cook
Chief of Police
 Alexandra Police Department
WARRANT THREAT ASSESSMENT MATRIX

This risk assessment form relates to the service of Search and/or Arrest Warrants. It is intended to serve as a guide in determining what resources are necessary to minimize the risk of the warrant service and is intended to provoke consideration of issues relating to officer safety and the safety of the community. Recognize that each situation is unique and this matrix may not apply to every circumstance.

If any ONE (1) of the risk factors in this section is present, at the discretion of the Watch Commander the SOT commander (or designee), or the SOD commander MUST be consulted PRIOR to the service of the warrant.

☐ Any subject believed to be present at the target location who had a previous arrest for using a firearm during the commission of a crime, or is known to carry a firearm, or has a history of violent crime involving weapons.

☐ Any subject believed to be present at the target location who has outstanding warrants or probable cause for arrest for Homicide, Kidnapping or Rape while armed, Violent Sexual Offense, Armed Robbery, or any type of a Felonious Assault charge.

☐ The Search/Arrest Warrant has been approved to be a "no-knock" service by any jurisdiction.

☐ The target location is fortified or entry requires special breaching tools.

☐ Any concerns regarding safe access, approach, or secluded site location.

☐ Will UC officers or CI be in the premises at the time of entry?

NOTE: If the warrant involves ANY Felony drug or vice related case, the Commander/Supervisor of Vice/Narcotics must be contacted prior to any attempt of service. The Vice/Narcotics Threat Matrix will be used to determine who will serve the warrant.

If TWO (2) or more of the following risk factors in this section are present, at the discretion of the Watch Commander the SOT Commander (or designee), or the SOD Commander MUST be consulted PRIOR to the service of the warrant.

☐ There is intelligence of firearms at the target location (Concealed Weapon Permit, APD, Officer Intel etc.):

☐ Any subjects believed to be present at the target location who have a history of assaulting, resisting arrest or are known police fighters:

☐ Subject of warrant has gang affiliations:

☐ Subject of warrant is a drug user or alcohol abuser:

☐ Subject of the warrant is mentally unstable:

☐ Subject of the warrant has military/police/tactical background:

☐ Subject of the warrant is on Probation/Parole/Bond for a violent offense:

☐ Counter surveillance personnel or monitoring devices are utilized:

The consulted Commander shall either direct the warrant to be served by SOT or defer to the unit that is requesting warrant service based on their assessment of the situation/facts.

Matrix Completed by: __________________________ Serial #: _______ Unit: _______ Date & Time: _______ Case #: _______

SOT/SOD Commander Consulted: [Yes] [No] [Reason] _______

SOT/SOD Commander Determination: SOT [ ] UNIT [ ] Notes: _______

Address/Location where warrant is to be served: ____________________________________________________________

Estimated Date & Time of Service: ________________

Name of Person on Warrant: __________________________ Charge(s)? __________________________ Who obtained the warrant? __________________________

DISTRIBUTION: COMPLETED FORMS AND ANY OTHER INFORMATION SHALL BE FORWARD TO THE SOT COMMANDER.

Supervisor Review: Serial # __________ Date __________

Watch Commander Name __________ Notified (Date) __________ Approved (Date) __________

F-APD-0603 (04/2016)
## 10.33.01 POLICY AND PURPOSE

The purpose of this Directive is to establish procedures for the processing of all warrants, capiases, and summonses handled by the Department.

## 10.33.02 DEFINITIONS

**Capias** – a writ commanding the immediate arrest of a person.

**Juvenile Detention Order** – a written order under the authority of Juvenile and Domestic Relations Court, commanding the arrest and detainment of a juvenile who is alleged to have committed an act which would be a felony or class I misdemeanor if committed by an adult.

**Subpoena Duces Tecum** – a writ or process commanding a witness to produce documents, books, papers, etc.
**Summons** – a writ commanding a person to appear, at a specified date and time, to answer to a matter before the court.

**Warrant** – a writ commanding the arrest of a person for a specified violation of law. A warrant may require a custodial arrest, or allow or command a release on a summons.

**Writ** – a written order issued under the authority of a court, commanding the person or entity to whom it is addressed to perform or cease performing some specific act.

### 10.33.03 RESPONSIBILITIES

A. Officers will ensure writs, warrants, etc., are valid on their face, (i.e., proper code section, signed, dated, and description of suspect) prior to attempting service.

B. Officers will make sure they complete the Warrant Threat Assessment Matrix form APD-0603 (Appendix A). It is the officers’ responsibility to make every effort to complete this form accurately and with as much supporting detail as possible.

C. Officers will make every reasonable effort to serve all writs in their possession. Officers will complete the appropriate supplemental report(s) for each arrest (see Police Directive 10.8, Field Reporting). Only sworn law enforcement officers are authorized to execute warrants.

D. A Suspect/Arrest Report (PD-7B) will be made on all arrests, including Alexandria warrants, warrants issued as traffic summonses, traffic warrants, and all arrests for other jurisdictions (this includes arrests based on Teletypes).

E. Officers obtaining warrants, or assisting complainants in obtaining them, will obtain as complete a physical description as possible of the suspect(s), especially date of birth. Officers will ensure the magistrate puts a complete description on all warrants and signs them. Officers will write the APD case number in the lower right corner of all copies of the warrants.

F. Supervisors will ensure officers properly comply with all aspects of this directive.

G. Patrol commanders will ensure writ service is carried out as a primary part of their sector’s activity.

H. The Commander of Technology Services will ensure the development of procedures to ensure all requests for wanted checks are answered without undue delay.

I. The Information Services Section (ISS) Commander will ensure maintenance of the records and files (only writs we receive) required by this directive. The commander will ensure the procedural responsibilities of Information Services are met. In addition, the commander will ensure the prompt entry and cancellation of all wanted persons who meet the criteria, of the VCIN/NCIC computer files (it should be noted that AJIS is a shared system).

J. The Information Services Commander will, at least on a quarterly basis, submit (through channels) to the Commonwealth’s Attorney’s Office a complete list of all writs eligible for destruction.
K. ISS will update the file that it controls. Locator requests, missing persons, runaways, and career criminals are centralized in the Wanted Persons Files.

10.33.04 PROCESSING WRITS

A. All writs (warrants, capiases and summonses) will be processed through ISS before any attempt at service is made. This does not apply to writs issued for on-view arrests. All files concerning writs are centralized in ISS. [74.1.1a]

B. ISS will attach a completed Warrant/Capias Control Sheet (ADP-105) to each writ. The APD-105 must contain the physical description of the person to be arrested, case number, suspect ID# (A#) date issued, the charge, and originating agency. [74.1.2c]

C. ISS will maintain files indicating all writs possessed by this Department and their whereabouts.

D. ISS will forward to the appropriate jurisdiction all the writs requiring service outside the City. They will also receive all writs forwarded to this Department for service within the City. [74.1.3b]

E. Officers served with a Subpoena Duces Tecum will immediately notify their supervisor. The supervisor will ensure that it is delivered to the ISS Commander for processing. Under no circumstances will officers or supervisors copy official department records and forward them to the requestor. The ISS Commander will ensure that all records requested are delivered in accordance with existing state law and departmental procedures. Completed requests will be delivered to the City Council Liaison officer for filing.

10.33.05 ISSUING WRITS FOR SERVICE

A. Employees taking writs from ISS except as outlined in B & C will complete the "copy" of the APD-105. For writs issued in this manner, the completed "copy" of the APD-105 must remain in ISS. Officers must ensure all original copies of the APD-105's (with attached writs, if unexecuted) are completed and returned to ISS by the end of their shift. Officers will sign their name and the date and time of issuance in the “Attempts To Locate” section of the “copy” of the APD-105.

B. Officers who attempt the service of a writ will record their attempts to locate the person in the proper spaces of the original copy of the APD-105. The exact address of the attempted service must be entered on the form. The use of the words, "Above address", "Unable to Serve", or ditto marks are prohibited. Officers determining that the person has moved will attempt to locate a forwarding address and note the results on the original copy of the APD-105. [74.1.2a,b,d,e]

C. Officers will place any investigative leads developed (employment, additional physical description, or a vehicle used by the wanted person) in the appropriate blocks of the original copy of the APD-105.
D. Officers will not approach a residence solely for the purpose of serving a misdemeanor warrant between 2200 hours and 0600 hours unless the charge involves personal injury or the destruction of personal property. Any exception to this policy must be approved by a Patrol Commander before the warrant service is attempted.

E. Officers will not make copies of writs or APD-105s when attempting service. Officers will sign out the APD-105 from the warrant unit of ISS and return it after the attempt is complete.

10.33.06 EXECUTING WRITS

A. Officers executing writs will note on the original writ the date, their signature and serial number, the fact that it was executed, and the manner of execution. In addition, officers will complete the original copy of the APD-105 to include the fact that the writ is executed, the date, time, location of arrest, the arresting officer's name and serial number. Officers will leave the executed writ with the booking room deputy. The completed APD-105 will be turned in to ISS with the APD-7B prior to the end of the officers' shift.

B. A copy of the writ must be given to the person upon whom it is served.

C. Writs will be accompanied by finger and palm print cards, a Central Criminal Records Exchange (CCRE) form, an APD-7B and/or a Virginia Uniform Summons (VUS), (See Directives 10.1, Adult Arrests, 11.21, Traffic Enforcement, and 10.17, Juvenile Procedures).

D. For Circuit Court writs, the execution notations should be placed in the left margin of all three copies. Officers are also required to complete the Commonwealth's Attorney's "Memorandum of Arrest on a Bench Warrant" form that will be attached to the writ.

E. For Detention Orders all three copies of the Detention Order are to be executed on the backside of the Detention Order part of the form. The three copies are to be distributed as follows: the original (first copy) goes to J&DR Court; the second copy goes to the Detention Center; and the third copy is given to the juvenile.

F. ISS will staple the Memorandum of Arrest form to the Central Criminal History.

G. Upon receiving executed writs, the Liaison officer will forward the original writs and appropriate copies of the CCRE, to the appropriate court.

10.33.07 WRITS FROM OTHER JURISDICTIONS

A. Writs received from other jurisdictions will be processed in accordance with section 10.33.06; except, Writs received for immediate service from an outside jurisdiction will be routed to the on-duty watch commander. The watch commander will determine whether the warrant service will be handled by patrol or other resources within the police department.
The watch commander should assess the risk associated with the Writ through criminal history, offense, location, weapons and any other factors that will help determine the appropriate type and amount of resources. [74.1.3b]

B. A writ received for a person in the custody of the Alexandria Sheriff’s Office will be delivered to a supervisor at the Alexandria Correctional Center and executed as directed. Writs and warrants cannot be served on Federal prisoners. An exception to this is if a Federal Prosecutor returns the writ to ISS for further processing.

C. Once a writ has been served, the arresting officer will mark “executed” on the original copy of the APD-105, and returned it to ISS prior to the end of the shift.

D. If an arrest is made for a jurisdiction outside of Virginia, the arresting officer must take the arrested person before a magistrate and obtain a Virginia fugitive warrant. The warrant will be processed as an on-view arrest.

E. If an arrest is made for another Jurisdiction within Virginia, the warrant or Teletype from the originating jurisdiction is sufficient and no other warrant need be issued. An APD-7B will be completed and turned into ISS prior to the end of the officers’ shift.

10.33.08 ARRESTS BY OTHER JURISDICTIONS [74.1.3b]

A. The primary responsibility for the extradition and/or transportation (from outside the City) of arrestees on Alexandria writs for court issued papers (Capiases, Bench warrants, indictments, Probation violation) rests with the Office of the Sheriff. Patrol shift commanders may, at their discretion, authorize officers to perform this task in the Northern Virginia area.

B. Arrests for Felonies outside of Virginia: The employee first determining a person wanted on an Alexandria writ is in the custody of a jurisdiction outside of Virginia will:
   1. Confirm the existence of a valid writ;
   2. Determine if a Notice of Extradition (APD-51) is attached to the writ;
   3. If an APD-51 is attached, follow the extradition authorization indicated;
   4. If no APD-51 is attached, only adjacent states extradition is authorized;
   5. If there are any unresolved questions concerning extradition authorization, contact the appropriate Assistant Commonwealth’s Attorney. (For after hours contact, a supervisor’s approval is required);
   6. Obtain sufficient information from the holding jurisdiction to determine if they are detaining the same person specified in the writ;
   7. Notify the holding jurisdiction by Teletype whether this Department is requesting the person be held on the Teletype for our writ; and
   8. ISS will forward a copy of the Teletype notification/detention memo to the Commonwealth Attorney’s Office and send an e-mail to the CIS detective assigned to the case. ISS will also copy the detective’s supervisor on the e-mail.
C. Arrests for Misdemeanors outside of Virginia.
   1. Except in rare circumstances, extradition for misdemeanors will not be sought. Attempts to detain a person in another state for a misdemeanor will only be made with the specific authorization of the Commonwealth's Attorney.

D. Arrests for Felonies within Virginia: The employee first determining a person wanted on an Alexandria writ is in custody of another jurisdiction within Virginia will:
   1. Confirm the existence of a valid writ;
   2. Obtain sufficient information from the holding jurisdiction to determine if they are detaining the same person specified in the writ;
   3. Notify the holding jurisdiction via Teletype that this Department is requesting they continue detaining the person until arrangements can be made to bring them back to the City and forward a copy of the Teletype notification/detention memo to CIS.
   4. Ensure the ISS supervisor is notified of the specifics of the case, so he or she can make the appropriate notification for having the person returned to the City.

E. Arrests for Misdemeanors in Virginia.
   1. The effort expended to return a person from within Virginia will vary based on the severity and strength of each misdemeanor case.
   2. If no reimbursement of expenses will be sought from the State (through the Commonwealth's Attorney), the decision will be made by an appropriate commander within this Department.
   3. If reimbursement will be sought, the appropriate Commonwealth's Attorney must be consulted.

### 10.33.09 PROTECTED FACILITIES

A. It will be the policy of the Department to execute arrest warrants on clients of "protected facilities" (i.e., Alexandria Regional Detoxification Center, Alexandria Mental Health, or any other facility where staff is precluded from disclosing the identity of clients). Only felony warrants will be executed. An exception can be made by command level staff for an arrest for a misdemeanor only when it is necessary to further a major police investigation, or other critical reason.

B. Federal regulations (42 CFR, Part 2) prohibit the staff at a "protected facility" from giving any information pertaining to a client. This includes verifying that an individual is on the premises. Further, these regulations, in effect, restrict law enforcement officers from entering the premises to serve an arrest warrant on a client without a court order (i.e., search warrant), unless the client sought gives the staff written permission to disclose his or her presence, or the police are summoned by the staff regarding a criminal act on the premises by the client.

C. When information is received that a wanted person is currently a client at a "protected facility", the following procedure should be employed.
1. A supervisor or commanding officer will make contact with one of the administrators of the “Protected facility”. Following are the contact numbers for the Alexandria Regional Detoxification Center and Second Genesis;
   - Detoxification Center, (703) 329-2015.
   - Director of Substance Abuse, (703) 329-2020.
   - Executive Director of Mental Health, (703) 838-4455.

2. The person contacted will make every reasonable effort within the guidelines of the law to deliver the wanted person to the police. If these efforts fail, a search warrant will have to be obtained.

3. If it is believed contact between the facility personnel and the suspect might cause the suspect to flee or escape apprehension, or if the nature of the crime or criminal background of the suspect may lead to a hostage situation, such contact between the police and the facility personnel need not be made.

4. If step 2 is omitted or unsuccessful, an officer will apply to the magistrate for a search warrant for the "protected facility" in the same manner in which any other search warrant would be sought.

5. If a search warrant is obtained, it will be executed according to standard practice. The officers will knock at the door of the "protected facility" and ask to speak to a staff supervisor.

6. Before entering, the officers will identify themselves, explain the purpose for being there, provide a copy of the search warrant and affidavit to the staff member, and request permission to enter.

7. If step 1 has been omitted, and the staff member served expresses a desire to notify a program director prior to the search, the officer(s) will enter and accompany the staff member to the nearest telephone.

8. If entry is refused at that time, the officer(s) may use whatever reasonable force is necessary to accomplish entry and conduct the search.

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By Authority of:

David Huchler
Acting Chief of Police
Alexandria Police Department
WARRANT THREAT ASSESSMENT MATRIX

This risk assessment form relates to the service of Search and/or Arrest Warrants. It is intended to serve as a guide in determining what resources are necessary to minimize the risk of the warrant service and is intended to provoke consideration of issues relating to officer safety and the safety of the community. Recognize that each situation is unique and this matrix may not apply to every circumstance.

If any ONE (1) of the risk factors in this section is present, at the discretion of the Watch Commander the SOT commander (or designee), or the SOD commander MUST be consulted PRIOR to the service of the warrant.

☐ Any subject believed to be present at the target location who had a previous arrest for using a firearm during the commission of a crime, or is known to carry a firearm, or has a history of violent crime involving weapons.
☐ Any subject believed to be present at the target location who has outstanding warrants or probable cause for arrest for Homicide, Kidnapping or Rape while armed, Violent Sexual Offense, Armed Robbery, or any type of a Felonious Assault charge.
☐ The Search/Arrest Warrant has been approved to be a “no-knock” service by any jurisdiction.
☐ The target location is fortified or entry requires special breaching tools.
☐ Any concerns regarding safe access, approach, or secluded site location.
☐ Will UC officers or CI be in the premises at the time of entry?

NOTE: If the warrant involves ANY Felony drug or vice related case, the Commander/Supervisor of Vice/Narcotics must be contacted prior to any attempt of service. The Vice/Narcotics Threat Matrix will be used to determine who will serve the warrant.

If TWO (2) or more of the following risk factors in this section are present, at the discretion of the Watch Commander the SOT Commander (or designee), or the SOD Commander MUST be consulted PRIOR to the service of the warrant.

☐ There is intelligence of firearms at the target location (Concealed Weapon Permit, APD, Officer Intel etc.):
☐ Any subjects believed to be present at the target location who have a history of assaulting, resisting arrest or are known police fighters:
☐ Subject of warrant has gang affiliations:
☐ Subject of warrant is a drug user or alcohol abuser:
☐ Subject of the warrant is mentally unstable:
☐ Subject of the warrant has military/police/tactical background:
☐ Subject of the warrant is on Probation/Parole/Bond for a violent offense:
☐ Counter surveillance personnel or monitoring devices are utilized:

The consulted Commander shall either direct the warrant to be served by SOT or defer to the unit that is requesting warrant service based on their assessment of the situation/facts.

Matrix Completed by: ___________________________ Serial #: _____________ Unit: _____________ Date & Time: _____________ Case #: _____________

SOT/SOD Commander Consulted: Yes [ ] No [ ] [ ] Reason

SOT/SOD Commander Determination: SOT [ ] UNIT [ ] Notes

Address/Location where warrant is to be served:

Estimated Date & Time of Service:

Name of Person on Warrant:

Charge(s)?

Who obtained the warrant?

DISTRIBUTION: COMPLETED FORMS AND ANY OTHER INFORMATION SHALL BE FORWARD TO THE SOT COMMANDER.

Supervisor Review: Serial # _____________ Date _____________

Watch Commander Name: ___________________________ Notified (Date) _____________ Approved (Date) _____________

F-APD-0603 (04/2016)
10.35.01 POLICY/PURPOSE

It is the policy of this Department to recognize both the constitutional and administrative rights and responsibilities of its employees. This directive attempts to balance the rights of the individual with the needs of the Department and society at large.

The nature of a criminal investigation is to determine if any laws were violated, and to identify the person(s) responsible for the violation. This holds true whether that person is a police employee or someone else. In most cases where police officers use lethal force, it is they who are the victim or witness to a criminal offense.

When police lethal force is used, the focus of the investigation is to apprehend the criminal(s) involved. However, the Criminal Investigations Section (CIS) still must retain investigative responsibility to ensure police employees did not violate any laws.
The trauma that can be involved in police lethal force or in-custody death incidents must be recognized. We must treat the involved employee with concern and compassion, while still meeting the needs of the appropriate incident investigation.

The purpose of this directive is to establish guidelines for the investigation of incidents involving the police use of lethal force or in-custody deaths of arrestees.

**10.35.02 AUTHORITY**

Title 15.1 Chapter 3 of the Code of Virginia addresses Police and Public Order. Section 15.2-1704 addresses the powers and duties of a police force. The Code of Virginia does not provide guidelines for police officers on the use of force, but Federal and State Court decisions have given police agencies authority and guidance to establish standards of conduct in this area.

**10.35.03 DEFINITIONS**

- **Administrative Inquiry** – An employer’s administrative review of actions or incidents involving its employees for compliance with City and Department rules, regulations, or for identifying potential training issues.

- **Criminal Investigation** – A criminal investigation of actions or incidents involving anyone for potential violations of federal, state or city code.

- **Directly Involved Officer** – The officer(s), who applied the lethal use of force, or in the case of an in-custody death, had actual custody of the deceased detainee.

- **Firearm** – A lethal force weapon from which a lead/metallic projectile is fired.

- **In Custody Death** – Any death of an arrested or detained person which occurs between the time an officer announces or formulates his/her intent to arrest and the time an individual is transferred to another agency’s custody (i.e. the Sheriff’s Department, hospital, another jurisdiction, etc.) or released.

- **Lethal Force** – Force that is intended and likely to result in serious physical injury or death.

- **Serious Physical Injury** – An injury that creates a substantial risk of death, or which causes serious and protracted disfigurement, or impairment of the function of any bodily organ or limb.
10.35.04 GARRITY AND CONSTITUTIONAL PROTECTIONS

A. In all of these situations, there are two separate and distinct issues to be recognized as it relates to police employees. The first is that the constitutional protection to ensure due process for any citizen who may face potential criminal investigation/prosecution applies to police employees as well. The second is the right of an employer to know the circumstances under which their employee executed his or her job responsibilities. In the first there are criminal penalties possible, in the second there are employment disciplinary or termination concerns. The relationship between the two was most clearly stated in the well-known court case of Garrity vs. New Jersey.

B. Police employees enjoy the same protections as any other citizen against being coerced into self-incrimination in a criminal investigation. Police employees have the free choice to provide or not to provide information to criminal investigators at their own discretion, if such information could incriminate them in a criminal act. No adverse job related threats are appropriate or permitted.

C. Police employees are required to respond truthfully, completely and without omission to any questions put to them by a supervisor conducting an administrative inquiry for their employer (City/Department). An employee can be compelled to respond and failure to do so is subject to disciplinary action up to and including termination.

D. If the administrative inquiry statement is considered compelled, the information contained cannot be used in a criminal prosecution of the interviewee (it can be used to prosecute others). The information is considered privileged and the employer cannot relay or convey it in any way that would result in the information being brought to the attention of criminal investigators or to anyone with access or involvement in a criminal investigation.

E. An administrative inquiry investigator can and should have access to all criminal interviews. Anyone who is involved in a criminal investigation cannot have access to information from an administratively compelled statement that contains or likely could contain self-incriminating information, unless the Commonwealth’s Attorney is willing to grant immunity related to the information.

F. This administrative protection only applies to police employees, and then only if the revealed information is criminally self-incriminating. It does not apply to any other citizens, witnesses, etc.

G. In any criminal investigation or administrative inquiry interview of a police employee, the interviewer is responsible to clearly state whether the interview is criminal or administrative in nature. The standard to which we will be held is what the interviewee could reasonably believe his or her situation to be.
10.35.05 RESPONSIBILITIES IN POLICE LETHAL FORCE OR IN-CUSTODY DEATH SITUATIONS

A. Commanders/supervisors/officers responding to, or involved in, these incidents will recognize them as a criminal investigation until a preliminary assessment has been completed.

B. The on-duty Watch Commander will make the initial determination as to whether an incident should be investigated as a criminal investigation or solely as an administrative inquiry. Until a clear determination is made, the incident will be handled as a criminal investigation. If in doubt, the Watch Commander will consult with the Investigations Division Commander and the Internal Investigations Commander.

C. If the possibility of serious criminal violations on the part of an employee does not exist, Internal Investigations will take over responsibility for the investigation and complete its administrative inquiry.

10.35.06 PROCEDURES
F. If the incident involves a police in-custody death, or a police involved application of lethal force, the Chief of Police reserves the right to designate a Special Lead Administrative Inquiry Investigator. If invoked, this individual will be temporarily attached to the Deputy Chief of Investigations to oversee the Department's administrative inquiry.

J. In criminal investigations, Internal Investigations and/or the assigned Lead Administrative Inquiry Investigator will have complete access to all criminal investigative information and the full cooperation from all participants in the
criminal inquiry. He or she will review the findings of CIS and may subsequently complete separate interviews, if necessary.

K. Officers who have their firearm or other equipment seized, as a result of a criminal investigation, must receive written authorization from the Commanders of CIS and Internal Investigations before their firearm/equipment is released.

L. Officers who have their firearm or other equipment seized, as a result of an administrative inquiry, must receive written authorization from the Commander of Internal Investigations before their firearm/equipment is released.

M. All cases of police lethal force or in-custody deaths investigated by either CIS or Internal Investigations will be forwarded to the Commonwealth’s Attorney’s office for review.

10.35.07 CISM ISSUES

A. A debriefer from the Department’s Critical Incident Stress Management Unit (CISM) will be made available to assist involved officers in dealing with the emotional stress brought on by these events. In some circumstances, a debriefer from CISM may actually speak to the involved officer(s) before an official criminal or administrative interview is conducted. However, CISM debriefers must realize that the investigation takes priority over the debriefing and they will not begin debriefing without approval from a CIS or Internal Investigations supervisor.

B. When an incident occurs involving the use of lethal force by police, or an in-custody death, the CISM team will make every effort to contact a CISM Mental Health Clinician to conduct a debriefing with the involved officer(s). Mental Health Clinicians acting as debriefers are afforded patient/client confidentiality in their relationships with the involved officer(s).

C. Police officers acting as CISM debriefers are not afforded this confidentiality. In the event an officer is used as a debriefer, he/she will not be interviewed or compelled to provide written statements about their discussions with the involved officer(s) by personnel from CIS or Internal Investigations without permission from the Chief of Police. However, this does not relieve police officers assigned as CISM debriefers of their responsibility to report information, which may demonstrate or suggest the presence of criminal intent on the part of the involved officer(s). The directly involved officer(s) need to be made aware of this lack of legal protection at the onset of any police officer CISM debriefer interaction.
D. If such information is received by the debriefer, it will be promptly reported to a supervisor from CIS. The debriefer may then be subjected to further interview by CIS and/or Internal Investigations and may be compelled to write statements about their discussions with the involved officer(s).

BY AUTHORITY OF:

Earl L. Cook
Chief of Police
10.36.01 PURPOSE AND POLICY

The purpose of this policy is to establish responsibilities and procedures for the Department’s response to reports of missing adults and children.

It is the policy of this department to immediately and thoroughly investigate all reports of missing persons. This department considers every person reported missing as “at risk” until significant information to the contrary is confirmed.

[41.2.6.a]

10.36.02 DEFINITIONS

**AMBER Plan – America’s Missing: Broadcast Emergency Response**

The purpose of the AMBER Plan is for Law Enforcement Agencies to collaborate with local broadcasters in child abduction investigations for the safe and swift return of missing children.
Emergency Alert System (EAS) – a national civil emergency alert system designed to inform the public of immediate threats to national security, life and property. Employing warning tones, EAS utilizes the public radio/television and broadcast system to share information between public safety agencies and the media; who in turn, transmit emergency information to the public.

**Missing child** - a person who is:

1. Younger than twenty one (21) years of age, and
2. Whose whereabouts are unknown to his or her custodial parent, guardian, or responsible party (see § Virginia Code 52-32).

**Risk factors** - a missing person who fits any or all of the below categories:

1. Thirteen (13) years of age or younger. This age was established by the Federal Missing Children Assistance Act because children of this age group have not established independence from parental control, and most do not have the survival skills necessary to protect themselves from exploitation on the streets. Supervisors and commanders may use carefully considered discretion with cases of habitual runaways.

2. Believed to be experiencing one or more of the following circumstances:

   a. Out of the zone of safety for his or her age and/or development stage. The zone of safety will vary depending on the age of the person and his/her developmental stage. In the case of an infant, for example, the zone of safety will include the immediate presence of an adult custodian, or the crib, stroller, or carriage in which the infant was placed. For a school age child, the zone of safety might be the immediate neighborhood or the route taken between home and school. For an adult, the places the person usually frequents should be checked.

   b. Mentally diminished. If the person is developmentally disabled or emotionally/behaviorally disturbed, he or she may have difficulty communicating with others about needs, identity, or address. The disability places this person in danger of exploitation.

   c. Drug dependent, including both prescription and illicit substances. Any drug dependency puts the missing person at risk. The diabetic or epileptic person requires regular medication or his/her condition may become critical. The illicit drug abuser, on the other hand, may resort to crime or become the victim of exploitation.

   d. A potential victim of foul play or sexual exploitation. Significant risk to the person can be assumed if investigation reveals indications of a possible abduction, violence at the scene of an abduction, or signs of sexual abuse.

   e. In a life threatening situation. The environment in which the person is missing may be particularly hazardous. Examples of a dangerous environment could be a busy highway for a toddler, an all-night truck stop for a teenager, a high
crime area at night for an unaccompanied adult, or an outdoor environment in inclement weather for a person of any age.

d. Absent from home for more than twenty-four (24) hours before being reported to the police as missing. While some persons may incorrectly assume that twenty-four (24) hours must pass before police will accept a missing person case, a delay in reporting might also indicate the existence of neglect or abuse within the family.

g. With persons who could endanger his or her welfare. For example, a missing person may be in danger of sexual exploitation or involvement in criminal activity such as burglary, shoplifting and robbery.

h. Absent under circumstances inconsistent with established patterns of behavior. Most persons have an established routine that is reasonably predictable. Significant unexplained deviations from that routine increase the probability of risk to the person.

i. Missing under circumstances that would cause a reasonable person to conclude that the person should be considered at risk.

### 10.36.03 MISSING PERSON PROCEDURES

**A.** There is no waiting period before which a missing person (adult or child) report can be filed (see Virginia Code §15.2-1718 and US Code Title 42 §5780).

**B.** Determination of risk factors

If it is determined that risk factors are involved in the report of a missing person, a thorough investigation, including the use of all appropriate resources, will commence immediately. While all missing person incidents should be investigated thoroughly, those involving risk factors indicate a heightened likelihood of danger to the person and, therefore, require an intensive response.

**C.** Department of Emergency Communications (DEC) personnel, upon receiving a report of a missing person, are responsible to:

1. Determine if circumstances of the report meet the definition of a missing child or missing person, defined by any of the risk factors as set forth in section 10.36.02.

2. Immediately dispatch an officer to the scene. The National Child Search Assistance Act of 1990 mandates law enforcement’s immediate response to reports of missing children, and the prompt entry of descriptive information into the NCIC Missing Person File. The Exploitation of Children Today Act of 2003 amended the National Child Search Assistance Act to extend the same NCIC reporting responsibility and other benefits to missing young adults 18, 19, and 20 years of age.
3. Notify a patrol supervisor in all cases. [41.2.6.b]

4. Transmit any appropriate radio alerts and other notifications. A critical responsibility of the call taker is to obtain sufficient information from the reporting party to broadcast a radio lookout that alerts other officers, and other agencies if necessary, about the circumstances of the person’s disappearance. Basic information should include the person’s height, weight, hair and eye color, and clothing, as well as the location where the person was last seen, and any information known about a possible abductor such as the description of the suspect and vehicle and the direction of travel. [41.2.6.c]

5. Safeguard all pertinent records. The call taker should also ensure that records of all communication related to this incident, such as telephone conversations with the reporting party, including written notes regarding the discussion, radio broadcasts, and all subsequent notifications, are safeguarded for future investigative reference.

6. Handle any radio requests by the patrol officer or supervisor assigned to the call.

D. The officer assigned to the report of a missing person is responsible to, as appropriate to the circumstances:
   1. Respond promptly to the scene of the report. Do not delay your response to the reporting party by conducting a nearby search of parks or playgrounds. These activities can be handled by other patrol officers.
9. **Complete necessary reports and appropriate forms (see section 10.36.05).**

Provide updated radio lookouts and other information to *DEC* as appropriate.
Ensure the updated information is provided to other agencies as appropriate.
E. The scene supervisor is responsible to:

1. Respond to the scene and obtain a briefing from the officer(s) and other agency personnel at the scene, away from family, friends or any other individuals who may be present.

3. Determine if additional personnel (such as from COPS, Motors, PEOs and CIS) and resources are needed to assist in the investigation.

4. Initiate the ICS if appropriate.

5. Organize and coordinate search efforts. The supervisor may appoint a search operation coordinator who can oversee the search effort while the supervisor remains available to manage the overall investigation.

6. Notify the Watch Commander and PIO Office and ensure that any other appropriate notifications have been made (See also section 10.36.08).

7. Consider activating the Amber Alert system if appropriate.

8. Consider activating the Geocast Reverse 911 notification system through DEC.

10. Establish a liaison with the missing person’s family to explain the investigative actions being taken and what they can do to assist.

11. Ensure all agency policies and procedures are observed.

F. The detective assigned to the report of a missing child or adult is responsible to (at the time of the report or during later investigation, as appropriate): [41.2.5.e]

1. Obtain a briefing from agency personnel at the scene, prior to interviews with family members of the missing person or witnesses.
5. Implement effective case management. An information—management system is an essential part of the overall investigative process. Depending on the complexity of the investigation, it may be necessary to use a computerized system to record, index, cross-reference, and retrieve the facts amassed during an investigation. The National Center for Missing and Exploited Children (NCMEC) can provide computer software designed for effective case management.

9. Provide the reporting party with a telephone number for further contact with the assigned detective.

10. Handle the follow-up contacts with the reporting party and any further follow-up investigation and searches. [41.2.5.d-e; 41.2.6.f]

11. Along with the appropriate CIS supervisor and commander, review all press releases prior to release to ensure that investigative objectives are not compromised.
12. Maintain close liaison with the NCMEC for the exchange of information and technical assistance regarding missing juveniles (US Code, Title 42, Section 5780).

13. No later than 60 days after the original entry of the record into NCIC, state, or local systems, verify and update such records with any additional information. The update should include, when available, medical and dental records, dental characteristics, scars, marks and tattoos, fingerprints, along with additional articles of clothing, jewelry, or unique possessions. (see US Code, Title 42, Section 5780).

14. Cancel all notifications, database entries, etc., when the case is closed.

### 10.36.04 UNIDENTIFIED PERSON PROCEDURES

**A. An officer assigned to the report of an unidentified person, whether living or deceased, adult or child, will be responsible to:**

1. Obtain a complete description. The NCIC Unidentified Person File Worksheet may be used. *This information should be gathered in cooperation with the Medical Examiner’s Office.*

2. Ensure the person’s description is entered into the NCIC Unidentified Person File. This file is compared daily with the contents of the NCIC Missing Person File. Entries with common characteristics are flagged and both agencies are informed.

3. Use all available resources to aid in identification of the person. The National Center for Missing and Exploited Children, state missing children clearinghouses, and other organizations, such as state medical examiners’ associations may be of assistance in the identification.

4. Cancel all notifications after identification is confirmed.

### 10.36.05 REPORTING

**A. An incident report will be completed on all persons reported to be missing from Alexandria (regardless of the amount of time that the person has been missing) when:**

1. Any person (regardless of residence status) was last known to be in Alexandria.

2. Any resident of Alexandria, regardless of the jurisdiction in which they were last known to be, or when it is unknown where they were last seen.
B. When this department is responsible for the report and investigation, and the missing person either is a resident of another jurisdiction or was last seen in another jurisdiction:

1. The officer taking the incident report is responsible for immediately providing relevant information to that jurisdiction, including immediate radio lookouts, if appropriate.

2. CIS will also ensure that the pertinent information is furnished to the other jurisdiction, and will coordinate any investigative effort.

3. If necessary, officers will assist the reporting party in contacting appropriate agencies.

C. An officer assigned to complete a report of a missing person will Information from this interview will be documented in the incident report.

D. The assigned officer will determine if the missing person qualifies for VCIN/NCIC under any of the following missing person categories:

1. **Disability (mental or physical):** The missing person has proven physical or mental disability or is senile, thereby subjecting themselves or others to personal and immediate danger. *

2. **Endangered:** The circumstances indicate that they are in danger. *

3. **Involuntary:** Circumstances indicate that the disappearance was not voluntary. Family and non-family abductions fall under this category. *

4. **Juvenile:** The missing person is under the age of 18 and none of the other categories apply. Runaways are usually entered in this category unless unusual circumstances exist.

5. **Missing Child:** Child between the age of 18 and less than 21 years who is missing and does not meet the criteria set forth in 1,2,or 3 above. Child will be entered as Missing Person Other.

6. **Catastrophe:** a person is missing after a catastrophe.

E. **If the person qualifies for VCIN/NCIC entry, the reporting officer will:**

1. Complete the proper form and ensure it is signed by an appropriate person. A signature by the investigating officer will suffice in the absence of a parent, legal guardian, next of kin, physician, or other authoritative source, including a friend or neighbor in unusual circumstances, or when such signature is not reasonably
attainable (see Virginia State Police VCIN Operating Manual). This signature is required for VCIN/NCIC entry. For further information see Directive 10.8, Reporting Guide.

a. A Virginia Missing Person Information Clearinghouse Report (SP-67) is used for adult cases.

b. A Virginia Missing Children Information Clearinghouse report (SP-183) is used for missing child and juvenile cases.

2. Ensure that missing children get entered into VCIN/NCIC within the two-hour limit required by law. (See VA Code citation below.) This can be accomplished by:

a. immediately hand delivering the completed form to ISS personnel.

Code of VA § 15.2-1718 “Upon receipt of a missing child report by any police or sheriff’s department, the department shall immediately, but in all cases within two hours of receiving the report, enter identifying and descriptive data about the child into the Virginia Criminal Information Network and the National Crime Information Center Systems, forward the report to the Missing Children Information Clearinghouse within the Department of State Police, notify all other law-enforcement agencies in the area, and initiate an investigation of the case.”

F. The following areas will be addressed in each missing person report:
1. Full circumstances of the disappearance.
2. Complete description of the person and clothes worn at the time last seen.
3. The date and location of the last known contact with the person.
4. Past history of leaving home or threats to do so.
5. Names, addresses and telephone numbers of close friends that may be contacted.
6. Name and telephone number of business if missing person is employed.
7. Name and location of any school attended, if any.
8. Names, addresses and telephone numbers of relatives that may be contacted.
10. What was taken (clothes, money, weapons, etc.).
12. Drug involvement.
13. Possible destinations and the reasons for them.
14. Any other information the officer deems necessary to aid in the investigation.
15. Photos of the missing person and suspect, if available, shall be submitted with the appropriate clearinghouse form (SP-67 or SP-183). Note in the report if no photo is available.
10.36.06 CASE CLOSURE

A. An officer assigned to the recovery or return of a missing person will be responsible to:

1. Personally verify that the returned person is, in fact, the reported missing person, in order to assess the person’s safety, gain information about possible predators, and prevent future episodes.

2. Arrange for intervention service, if indicated. During the verification process, officers should be alert for evidence of abuse or neglect, or other indications that additional services may be needed before the person can safely remain with the family. These services may include mental and/or physical health examinations and arrangements for family counseling.

3. If the person is a juvenile runaway from Alexandria, from another jurisdiction or from out-of-state, who has been located; verify the existence of a NCIC missing persons hit or warrant. Place the child in custody and contact Juvenile Intake. Follow the directions of Juvenile Intake as to disposition of the child, which could involve the arrangement for the return of the child to his or her legal guardian, the placement of the child in an appropriate children’s shelter, transport to the appropriate facility for admission, or some other disposition.

4. Complete the appropriate supplemental reports (using the case number assigned to the original missing person report), including a description of the person’s activities while missing and the circumstances of the recovery/return.

5. For missing juveniles, the case will be closed by "arrest" upon the initial report of the child’s return. If a juvenile has been reported as a runaway in the City of Alexandria and returned home by himself/herself, or with the assistance of police or a family member, under Incident Based Reporting (IBR) guidelines, the report has to be closed by Arrest and the juvenile removed from VCIN/NCIC as soon as they return home. No 7B (Adult Arrest Form) or 7E (Juvenile Arrest Form) needs to be submitted on a returned runaway. The original report should contain a person block listing the juvenile’s information. If additional information is ascertained, add the information in this supplemental report.

6. Contact ISS personnel and request cancellation of all outstanding notifications, including the VCIN/NCIC missing person entries. The agency entering the data is the only one that can remove the information.

B. A detective assigned to the recovery or return of a missing person will follow-up on the case for additional services as needed.
Realizing that time is of the essence in these cases, the Chiefs of the Law Enforcement agencies in the Washington Metropolitan area agree that the abduction of a child is of the highest priority for response and investigation. In furtherance of this type of investigation, a carefully planned and quick notification to the public by commercial broadcast methods, Virginia’s “AMBER Alert” Plan, can be a valuable tool in the recovery of abducted children.

The purpose of the AMBER Plan is for Law Enforcement Agencies to collaborate with local broadcasters in child abduction investigations for the safe and swift return of missing children.

Virginia Amber Alert Plan Check Sheet

A. Child reported Abducted – the decision to open a major case investigation has been made by the investigating agency.

- 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.).
- The agency believes the missing child is in imminent danger of serious bodily harm or death and not simply missing- eyewitness, physical evidence etc.
- Sufficient information is available to disseminate to the public that could assist in locating the child, suspect, and/or the suspect’s vehicle.
- The child must be entered into the Virginia Criminal Information Network (VCIN) missing person files as soon as practical.

B. Agency activates an alert.

The Patrol supervisor or his designee will:
1. Collect the information necessary for the NCIC, regional lookout, and Virginia AMBER Alert Plan.
2. Confer with the Virginia State Police at 1-800-VACHILD and provide information regarding the abducted child. The initial decision to make a “statewide” Amber Alert is by law (52-34.3) at their discretion.
3. Complete the pre-established Virginia Amber Alert Plan forms packet and FAX or e-mail to Virginia Missing Children Clearinghouse (Vamissing@vsp.virginia.gov).
4. Notify the P.I.O. of the above actions taken.
Under the Federal Kidnapping Statute, 18 USC § 1201(a), the FBI is mandated by Congress to immediately investigate the mysterious disappearance of any child of tender years. Tender years are defined as an age where a child is generally incapable of fending for themselves, usually considered being age 12 or younger. This is not a fixed age however.

A common misconception is that evidence must indicate the victim has been taken across state lines or that a ransom demand has been made before the FBI can initiate, or get involved in, an investigation. Neither is correct.

The FBI will respond and assist as soon as possible after notification of the mysterious disappearance of a child or a confirmed, non-custodial, abduction has taken place. It shall be the responsibility of the CIS supervisor involved in the investigation to notify the FBI in a timely manner.

By Authority Of:

Earl L. Cook
Chief of Police
The Fourth Amendment of the Constitution protects the "right of the people to be secure in their persons, houses, papers and effects, against unreasonable searches and seizures." As a general rule, searches require a search warrant. There are exceptions to this general rule, wherein a search warrant is not required as a prerequisite to conducting a search (i.e., administrative, automobile exception, community caretaking, consent, emergency aid, exigent circumstances, hot pursuit, incident to arrest, protective sweeps, and stop & frisk). In order to search without a warrant, officers must comply with the requirements for an exception as currently set down by the courts.

It is the policy of the Alexandria Police Department to conduct field interviews, investigative stops, frisks and searches in accordance with mandates prescribed under federal and state law.

**Field Interview** – A brief detention of a person to determine the person’s identity and to resolve the officer’s suspicions about possible criminal activity. A field interview is intended to resolve an ambiguous situation. A field interview contrasts with an investigative stop, which must be based on reasonable suspicion of criminal behavior. A field interview may be conducted only with the voluntary cooperation of the citizen being interviewed.
Frisk – A limited, protective search of a person’s clothing or effects for the sole purpose of determining whether the person is concealing a weapon on or about his person, and based upon a reasonable, articulable suspicion that the person is armed.

Investigative Stop - The temporary detention of a subject when the officer has reasonable suspicion that criminal activity has occurred, is occurring, or is about to occur and that the person to be stopped is involved.

Reasonable Suspicion – A belief based upon objective facts which lead an officer to reasonably suspect that a crime has been committed or is about to be committed. A reasonable suspicion must be based on the totality of the circumstances, including the officer’s knowledge, training and experience. A reasonable suspicion does not exist unless the officer can articulate the objective factual basis for the officer’s belief.

10.37.03 PROCEDURES

A. Field Interview
The Fourth Amendment permits an officer to approach a person and ask if he or she is willing to answer questions, and to ask questions if the person is willing to listen and respond. The person’s voluntary answers to such questions may be offered into evidence in any subsequent criminal prosecution of that person. Officers are expected to gather information with proper observance of strict constitutional safeguards that exist to protect both the civil rights of citizens and the rights of officers to obtain information crucial to the reduction and prevention of crime.

B. Investigative Stop

1. A law enforcement officer may temporarily detain a person in a public place if reasonable suspicion exists that a crime has been committed, is being committed, or is about to be committed; or the officer reasonably suspects that the person is illegally carrying a concealed weapon in violation of Virginia Code §18.2-308. A temporary detention is a seizure under the Fourth Amendment. However, the U.S. Supreme Court has long held that police officers must be able to make such stops even though probable cause to arrest may not exist. Terry v. Ohio, 392 U.S. 1 (1968).

2. The Virginia Supreme Court affirmed the validity of an investigative stop in Simmons v. Commonwealth, 231 S.E. 2d, 218 (1977). In its opinion, it quoted with approval the following language from Adams v. Williams, 407 U.S. 143, 143-46 (1972):

“The Fourth Amendment does not require a police officer who lacks the precise level of information necessary for probable cause to arrest to simply shrug his shoulders and allow a crime to occur or a criminal to escape. On the contrary, Terry recognizes that it may be the essence
of good police work to adopt an intermediate response. A brief stop of a suspicious individual in order to determine his identity or to maintain the status quo momentarily while obtaining more information may be reasonable in light of the facts." Simmons, 231 S.E. 2nd at 220.

3. The following factors may be considered in determining whether reasonable suspicion exists to justify an investigative stop of a person. These factors must be considered in view of the officer’s knowledge, training, and experience. All of the factors need not be present to establish reasonable suspicion:

a. The officer has valid knowledge that a person has a prior felony record;

b. The person fits the description of a wanted notice;

c. The person has exhibited furtive conduct such as attempting to conceal an object from the officer's view, or reaching under the seat of a car;

d. Clothing worn by the person is similar to the suspect's clothing described in a lookout for a known offense;

e. The person exhibits unusual behavior, such as staggering or appearing to be in need of medical attention;

f. The area and time of day are indicative of possible criminal activity, such as a person observed in a public area which has a history of recurring crime during the same time period as the time of the stop;

g. While hearsay information is acceptable in developing a basis for stop and frisk, the use of hearsay is dependent upon the content of the information possessed by the officers and its degree of reliability. An anonymous tip from a citizen standing alone is generally not enough to justify a police officer's stop and frisk of a person. Officers must corroborate information furnished by citizens or from anonymous tips by their own observations. Where a tip lacks sufficient indicia of reliability to provide reasonable suspicion to make a Terry stop, the officers' suspicion must be based on the officer's own observations of the subject, or other corroborating information. Florida v. J. L., 529 U.S. 266, 266 (2000)

4. Like non-criminal field interviews, an investigative stop must be conducted as briefly as possible. The length of the investigative stop must be restricted to the amount of time necessary to confirm or dispel the officer’s reasonable suspicion of criminal activity. Once the detaining officer determines that the basis for reasonable suspicion no longer exists, the person detained will be immediately released. Should the suspicion be reinforced with additional information or if the officer develops probable cause, the period of detention could be lengthened.
5. A field interview card (15-A) must be completed for each person detained during an investigative stop.

C. Frisk

1. Although an officer may have a basis for stopping an individual, there must be a separate belief, based on articulable facts, that a suspect is armed and dangerous in order to justify a frisk. If an officer reasonably believes that a person may be armed and constitutes a danger to the officer or other person(s), the officer may conduct a limited, protective search of a person’s clothing or effects. In addition, courts have held that in situations where the subject is wearing a heavy overcoat, the officer may require the subject to remove the coat so that he may be patted down.

2. Even though Terry v. Ohio involved the stop and subsequent pat-down search for weapons of a person suspected of criminal activity, it did not restrict the protective search to the person of the detained suspect. Michigan v. Long, 463 U.S. 1032 (1983). The Court recognized that protection of police and others could justify more expansive protective searches when there exists reasonable suspicion that the suspect poses a danger. Thus, an officer can search an area within the person’s reach where a weapon may be found. A lawful protective search for weapons, which extends to an area beyond the person in the absence of probable cause to arrest, must have all of the following elements present:

   a. A lawful investigative stop of a person or vehicle.
   b. Reasonable suspicion that the suspect poses a danger, as defined by the Court in Michigan v. Long, 463 U.S. 1032 (1983), such reasonable suspicion must be based upon “…specific and articulable facts, which taken together with the rational inferences form those facts, reasonably warrant the officer to believe that the suspect is dangerous and the suspect may gain immediate control of weapons.”
   c. The search must be limited to those areas in which a weapon may be placed or hidden.
   d. The search must be limited to an area, which would ensure that there are not weapons within the subject’s immediate grasp.

D. Search by Consent

An officer may conduct a consent search of a person or the person’s property when such consent to search is given by the person to be searched, or when such consent is given by the person with sole or common authority (standing) over the property to be searched. The standard is whether the consent was freely and voluntarily given. The burden is on the officer to prove that consent was obtained voluntarily. Consent
is not irrevocable, and may be withdrawn at any time after it has been given. The person may limit the scope of the search in any way that he or she wishes and the officer is bound by that limit. A search that exceeds the scope of the consent is not valid.

E. Vehicle Stops and Searches

1. Carroll Doctrine

a. When probable cause exists to believe that a vehicle in a public place contains contraband or evidence of a crime, a warrantless search of the vehicle may be conducted.

b. The scope of the search is defined by the object of the search and the places in which there is probable cause to believe that the object of the search may be found.

c. If probable cause justifies a search of the vehicle, an officer may search, without a warrant, the vehicle and any containers in the vehicle, which may conceal the object of the search.

d. If probable cause justifies only a limited search of a vehicle for a particular container, the container itself may be searched without a warrant.

2. Search Incident to Arrest (Vehicle)

a. A search of the entire passenger compartment (including any container found within the passenger compartment) may be undertaken only if the arrestee is unsecured, i.e., not in handcuffs, and within reaching distance of the passenger compartment at the time of the search, or it is reasonable to believe the vehicle contains evidence of the offense of arrest. See Arizona v. Gant, 129 S. Ct. 1710 (2009)

b. When these justifications are absent, a search of an arrestee’s vehicle will be unreasonable unless a warrant is obtained or you can show that another exception to the warrant requirement, i.e. the Carroll Doctrine, applies.

F. Crime Scene

1. There is no crime scene exception to the search warrant requirement. Although exigent circumstances may permit an emergency entry into a dwelling, the scope of a search must be limited to providing aid of those believed to be in need of assistance, or to secure evidence in plain view. Once aid is provided, a search warrant should be obtained before searching for evidence or contraband. Mincey v. Arizona U.S. 385 (1978); Michigan v. Clifford, 464 U.S. 287 (1984); Hunter v. Commonwealth, 8 VA. App. 81, 378 S.E.2d 634 (1989).

2. But a warrantless search must be "strictly circumscribed by the exigencies which justify its initiation." Terry v. Ohio, supra, and where there are no exigent circumstances which would indicate the need for immediate aid, or that evidence would be lost, destroyed, or removed during the time required to obtain a search warrant, a warrantless search may only be conducted as defined under Virginia Code §19.2-59.

3. Absent the consent of the person with sole or common authority (standing) over the property to be searched, or such exigent circumstances as outlined above, officers will proceed as defined in Virginia Code §19.2-59, as to the search of a crime scene. When possible, and absent exigent circumstances, the Commonwealth's Attorney will be contacted to determine the need for obtaining a search warrant to search a crime scene.

G. Plain View

The legal rationale for the plain view doctrine is that if contraband is left in open view and is observed by a police officer from a lawful vantage point, there has been no invasion of a legitimate expectation of privacy and therefore no search has occurred within the meaning of the Fourth Amendment.

H. Hot Pursuit

The police generally do not need a search warrant to enter a house if an officer is in "hot pursuit" of someone the officer reasonably believes has committed a crime. Warden v. Hayden, 387 U.S. 294 (1967). A suspect may not defeat an arrest which has been set in motion in a public place by the expedient of escaping to a private place. United States v. Santana, 427 U.S. 38 (1976).

I. School Situations

1. The U.S. Supreme Court has established a lesser standard than probable cause for searches by school personnel. "The substantial need of teachers and administrators for freedom to maintain order in schools does not require strict adherence to the requirement that searches be based on probable cause...rather, the legality of a search of a student should depend simply on
reasonableness, under all the circumstances" (New Jersey v. TLO, 469 U.S. 325 (1985). However, when a trained police officer enters into discussion or preparation for the search, the higher standard of probable cause may be required.

2. The Fourth Amendment applies only to State actors. Consequently, administrators and staff at a private school, (for example, Bishop Ireton High School, Episcopal School, etc.) can search a student or the student's locker and personal property at any time, for any reason. There need not be a prior finding of probable cause or reasonableness under the circumstances. However, if a private school staff member or administrator conducts a search under the direction or supervision of a police officer, he or she becomes a State actor subject to the Fourth Amendment requirements.


By Authority Of:

Earl L. Cook
Chief of Police
10.38.01  POLICY AND PURPOSE

It is the policy of this department to apprehend those responsible for the crime of auto theft and to pro actively, and safely, reduce the number of vehicle thefts. In doing so, the department seeks to increase the number of arrests and successful prosecutions for this offense, thereby deterring future offenders.

The purpose of this directive is to establish procedures for the operation of a Bait Vehicle Program. The Bait Vehicle Program provides for specially equipped automobiles that will be parked in designated high-risk areas where the risk of automobile-related-crimes are high. It also establishes procedures for the safe and successful apprehension of suspects once the electronic sensors indicate that an attempt is being made to steal the vehicle or from the vehicle.

10.38.02  DEFINITIONS

Bait Vehicle:
**Bait Vehicle Coordinator:** The auto theft detective or Property Crimes Unit Supervisor assigned to monitor and oversee the deployment of the bait vehicle. [41.1.3.]

**Bait Vehicle Log Book:** A detailed record of activities involving the deployment of the Bait Vehicles, to include history of activations, and all pertinent information regarding offense/incident reports.

**Global Positioning System (GPS):** GPS is an electronic tracking system installed with the bait vehicle package to monitor, via satellite, the location of the vehicle. G.P.S. enables the user to track the vehicle in real-time as well as its direction of travel and speed.

This will be the signal code used by the dispatcher to alert officers to Bait Vehicle activations. Dispatchers and officers will refrain from using the term “Bait Vehicle” over the radio, so as to protect the identity of the vehicles and the confidentiality of the program from individuals with scanners.

**10.38.03 SIGNALS / COMMANDS**

...
10.38.04 PROCEDURES / RESPONSIBILITIES

A. PROPERTY CRIMES UNIT SUPERVISOR / BAIT VEHICLE COORDINATOR

- Authority as to when and where to deploy the Bait Vehicle rest with the Property Crimes Unit Supervisor and Bait Vehicle Coordinator.

- The Bait Vehicle Coordinator will coordinate deployments and record keeping of the vehicle to include scheduled maintenance.

- All requests for deployment of a Bait Vehicle for any purpose must be approved by the Property Crimes Unit Supervisor or a Criminal Investigations Section Commander.

- The Bait Vehicle Coordinator will be responsible for keeping the Communications Section current on the vehicles’ location and description.

- A Bait Vehicle Coordinator or the Property Crimes Unit Supervisor will be responsible for removing the videotape from the bait vehicle after activation.

B. DEPLOYMENT PROCEDURES
C. COMMUNICATIONS SECTION

1. Communications Section personnel will be responsible for monitoring the GPS and alarm system status of the Bait Vehicles. This will be accomplished by using the computer hardware and software package assigned to Communications for that purpose.

2. Communications personnel will be trained to properly interpret the validity of Bait Vehicle activation when an alarm has been received.

6. Notify the Watch Commander and Sector Sergeant.

D. PATROL OFFICERS
E. PATROL SUPERVISORS

1. Patrol Supervisors will announce Bait Vehicle’s deployment status during daily roll call sessions.

2. Patrol Supervisors will monitor the officers’ response to Bait Vehicle activation and when appropriate will assist in directing officers to the scene and the coordination of the traffic stop.

3. Patrol Supervisors will notify the Watch Commander and the Bait Vehicle Coordinator of the event and make the appropriate notation of the activities on the Watch Commander’s Report prior to the end of his or her tour of duty.

5. Once the Bait Vehicle has been removed, the Patrol supervisor will ensure that Communications is made aware of its new location.
F. COLLECTING EVIDENCE FROM THE BAIT VEHICLE:

[Redacted]

10.38.05 CONFIDENTIALITY AND INTEGRITY OF THE PROGRAM

- The Bait Vehicle program should be considered in the context of an undercover operation and as such, due regard for the integrity of the program should be exercised.
- [Redacted]
- [Redacted]
The Bait Vehicle Coordinator and Property Crimes Unit Supervisor will provide basic Bait Vehicle training for Communication staff and patrol officers. Additional training will be provided as necessary or requested.

By Authority of:

Earl L. Cook
Chief of Police
10.39.01 POLICY/ PURPOSE

It is the policy of the Department that an equitable system of conducting photo and live lineups is established and maintained in order to prevent inaccurate identification of suspects during a criminal investigation.
10.39.07 SUPervisor RESPONSIBILITIES

1) Once a supervisor is notified that a show up is going to be conducted he/she will respond to the scene to assist, unless articulable operational priorities exist.

2) Ensure that the officers are following all of the listed steps above when they are conducting a show up.

3) Ensure accurate and complete documentation is completed in officers APD-7 and supplemental reports.

By Authority Of:

Earl L. Cook
Chief of Police
10.40.01 PURPOSE AND POLICY

The purpose of this directive is to establish guidelines for the use of the license plate readers and their technology. Unless otherwise noted in this directive, requirements and procedures for report completion remain unchanged.

It is the policy of this department to develop and provide the most effective, efficient and reliable technology for all members of the department. License Plate Readers will be used to increase efficiency in recovering stolen vehicles as well as enhancing the investigations of vehicle-related crime.

3.3.02 DEFINITIONS

Alarm (aka Hit) – A positive indication, by visual and/or audible signal, of a potential match between data on the hot list and a license plate scanned by the LPR system. A hit is not conclusive confirmation that a license plate is wanted, and additional investigation is always warranted when a hit is indicated.

Download – The transfer of hot list data from VCIN or other data sources consisting of license plates and associated data. Data may be downloaded from folders and storage on the Alexandria Police intranet based on an automated compilation of
the hot list. This allows the files to be accessible by all LPR users regardless of direct access to the VCIN database.

**Hot List** – A database populated with items of specific concern to the investigative and/or enforcement interests of law enforcement in the City of Alexandria. This may include, but is not limited to, Terrorist Screening Center watch list, stolen/wanted vehicles and license plates, wanted and missing persons, cautions, and license plates associated with Amber Alerts or various watch lists provided for law enforcement purposes.

**License Plate Recognition (LPR) system** – Equipment consisting of one or more camera(s), computer, and computer software used to automatically recognize and interpret the characters on vehicle license plates. This data is then compared against a list of license plates bearing some significance to law enforcement.

**LPR Coordinator** – Employee charged with administration, troubleshooting, training, repairing and coordinating all aspects of the LPR systems for the Police Department. The LPR Coordinator will maintain a list of trained operators.

**LPR-Generated Data** – All information, including location, date and time of a license plate encounter, the OCR interpolated data, and any LPR-generated digital photographic image(s) of the license plate and vehicle generated entirely through the use of and by the LPR equipment.

**LPR Operator** – A properly trained user of the LPR systems. The LPR coordinator will maintain a list of trained LPR operators.

### 10.40.03 RESPONSIBILITIES

**A. LPR Operators:**

1. LPR operators shall receive training prior to using the LPR system. *Training will be conducted by the LPR coordinator or designee. Training will consist of 4 hours of in-house training. This training includes classroom and hands-on use of the LPR system.*

2. Employees shall exercise safety when operating the LPR system. Use of the device during the operation of a motor vehicle must comply with current state law. Employees will pay careful attention to driving and will not use the LPR system in any manner that would endanger or distract them, resulting in an accident.

3. *The LPR system will automatically update with the latest hotlist and does not require any user intervention.*

4. The LPR system works passively and will continue to read license plates and sound alarms even when other programs are being used on the computer. When using an LPR-equipped vehicle, the LPR operators should have the
system in operation so as to maximize the opportunity to scan a vehicle on the hot list.

5. LPR operators will enter additional information entered into the LPR system as needed.
   a. Broadcast and look out information received following the initial download should be manually entered immediately upon receipt by the LPR operator.
   b. The reason for the entry shall be included in the "note" portion of the entry screen (i.e. stolen vehicle, missing person, abduction, Amber Alert, robbery suspect).

6. Upon completing a manual entry the LPR operator should query the LPR data to determine if the license plate was scanned previously.

7. Upon receiving an alarm, the LPR operator will use the displayed information to determine the accuracy and nature of the alarm.

8. The LPR operator will visually verify that the subject tag and the actual read on the LPR screen are the same (i.e. correct letters, numbers, state and any other information that can be matched).

9. Once the user has confirmed that the alarm is valid, the LPR operator will take appropriate action based on the type of alarm.
   a. If the alarm is for a stolen or felony vehicle:
      i. The operator will confirm the alert is still active by running the information through NCIC/VCIN via MDB or by radio. Receipt of a stolen or felon vehicle LPR alarm may be considered reasonable suspicion but is not sufficient probable cause to warrant an arrest without confirmation that the want for a vehicle or person is still open.
   b. If the alarm is for another type of hit or alert, the LPR operator will read the description of the alarm and use the appropriate action or reporting method to handle the alarm.

10. The LPR operator will report usage of the LPR systems as required by the LPR Coordinator.

B. The LPR Coordinator will:

1. Create all necessary forms and complete any administrative functions related to the LPR systems;

2. Maintain forms or electronic systems for tracking LPR usage;

3. Maintain an approved LPR training lesson plan with the Personnel & Training Division;

4. Coordinate training, service, repair and replacement of the LPR systems and software;

5. Maintain the current LPR software and apply updates as needed;

6. Install the LPR software on the computers that the LPR operators use; and
7. Ensure that a sufficient number of spare computers also have LPR software installed so that if the LPR operator’s computer is out of service a spare computer can be used.

C. **Supervisors and Commanders:**

1. Supervisors and commanders will monitor the use of LPR systems and ensure that they are being deployed regularly. Whenever possible, the LPR systems should be assigned to beats or assignments that maximize their ability to scan many license plates.

### 10.40.04 DATA RETENTION

A. LPR equipment has the capability to store and/or cause to store LPR-generated data collected during the license plate detection and identification phase of use.

B. LPR-generated data may be stored on the mobile computer for up to 30 days *pending upload to the LPR database*.

C. *Data collected by the LPR systems will be sent to a central database.*

1. This database will store LPR data for a six month period at which time the data will be automatically deleted.

2. Data may be queried and used only for investigative and intelligence gathering relating to criminal activity and will only be accessed by officers and detectives with a specific need relating to criminal investigations.

D. *This data is stored in accordance with city AR 10-10 (Information Systems Security Policies).*

E. *LPR data is also available regionally via a data sharing program. Only agencies participating in the Memorandum of Understanding National Capital Region’s License Plate Reader Information Sharing Program will have direct access to LPR data from this agency.*

### 10.40.05 LPR MAINTENANCE

A. The LPR operator should not modify the LPR equipment or software operating system without direction from the LPR Coordinator.

B. Any time the LPR unit is disconnected or removed from the vehicle, it shall be placed in a protective storage case or the LPR’s original packaging and secured to prevent damage.

C. LPR cameras *do not need to be* removed from the vehicle prior to entering an automatic car washing facility.
D. LPR camera lenses may be cleaned with glass cleaner or mild soap and water, and a soft, non-abrasive cloth.

E. Damage to LPR equipment shall be immediately reported to a supervisor. The supervisor shall document (and investigate, if necessary) the damage in accordance with established procedures. Damage will also be reported to the LPR Coordinator and any reports or documentation will be forwarded to the LPR Coordinator.

F. The LPR Coordinator shall be notified of any LPR equipment needing maintenance or repair. The LPR Coordinator will ensure that all maintenance and repair of LPR equipment is completed.

BY AUTHORITY OF:

Earl L. Cook
Chief of Police
10.41.01 POLICY/PURPOSE

It is the policy of this Department to ensure the protection of personnel and the safety of the arrestee, suspect, person of interest, victim, witness, or applicant. The purpose of this directive is to provide written guidelines for the proper use of designated interview rooms, which are commonly used in the investigative process.

10.41.02 DEFINITIONS

**Floor Mounted Restraining Device** – an immovable apparatus fixed to the floor consisting of a leather strap connected to a handcuff, designed and intended to be used for temporarily securing arrestees/suspects during an interview/interrogation.

**Hard Interview Room** – interview rooms designated for interviews/interrogations of arrestees, suspects, and persons of interest. These rooms are located in secured areas.

**Interrogation** – a conversation between the interrogator and the arrestee/suspect, during which the subject is accused of involvement in a particular incident or group of incidents. The accusatory tone of the exchange is what distinguishes the interrogation from the interview.
**Interview** – a non-accusatory, structured conversation during which specific, behavior-provoking questions are asked with the purpose of eliciting interpretable behavior symptoms considered typical of truth or deception. Additional factual information concerning the case and/or suspects may also be developed during this non-accusatory exchange.

**Interview Room** – any designated room(s) that will be used to either conduct custodial interrogation of arrestees or non-custodial interviews of witnesses, victims, potential suspects, persons of interest and applicants.

**Person of Interest** – a person authorities would like to speak with or investigate further in connection with a crime, however, is not formally accused of committing the crime.

**Soft Interview Room** – interview rooms designated for interviews of victims and witnesses.

**Suspect** – a person believed to have committed a crime, but who has not been formally charged with the crime.

**Wanted Person** – a person known to have committed a crime and has active warrants on file for their arrest.

### 10.41.03 RESPONSIBILITIES

The responsibility for the safety and security of persons brought into the interview room remains with the original officer/detective, unless relieved by another officer/detective of this Department.

All individuals being interviewed/interrogated are afforded an opportunity to address their personal needs during an interview/interrogation. It will be at the officer/detective’s discretion when a break will be conducted. All individuals being interviewed/interrogated who wish to utilize the facilities (restrooms, water, etc.) shall be escorted by an officer/detective at all times within any secured area of the building.

*The Criminal Investigations Section* (CIS) and Patrol will ensure all interview rooms are vacant and no forms, documents, contraband or evidence is present in the interview rooms after each use of the room.

### 10.41.04 PROCEDURES

Designated interview rooms may only be utilized by authorized personnel for either custodial interrogations of arrestees or non-custodial interviews with witnesses, victims, suspects, persons of interest, or applicants. Officers from outside agencies are permitted to use the rooms only if accompanied by an Alexandria officer. The following procedures shall apply to all designated interview rooms.
A. **Weapons Control**  
1. Prior to conducting an interview/interrogation in a designated hard interview room, officers/detectives will secure firearms in one of the weapons storage boxes located near the interview room area.  
2. Removal of firearms for interviewing victims and witnesses in soft interview rooms is not required.  
3. Less than lethal weapons may be worn in any of the interview rooms.  

B. **Custodial Interrogations**  
1. All arrestees/suspects will be thoroughly searched for weapons, contraband, and evidence prior to being placed in the interview room.  
2. Each arrestee/suspect will be placed in a separate interview room apart from other arrestees/suspects.  
3. Arrestees/suspects will be handcuffed prior to being placed in the interview room. Handcuffs may be removed at the discretion of the officer having physical custody of the arrestee/suspect. If there is any doubt as to officer safety, the handcuffs will remain in place.  
4. At no time will arrestees/suspects be secured to any object in the interview rooms other than the approved floor mounted restraining device.  
5. Each hard interview room in CIS is equipped with a floor mounted restraining device. Use of the floor mounted restraining device is only authorized on custodial subjects.  
6. The interview rooms are not arrestee/suspect holding cells. If an arrestee/suspect is left alone in an interview room, an officer will maintain visual contact, i.e., through an open door or video surveillance.  
7. If an evacuation becomes necessary due to a fire alarm or actual fire, the arrestee/suspect will be immediately taken out of the building using the safest route.  

C. **Non-Custodial Interviews**  
1. If, in the opinion of the officer/detective or polygraph examiner, a frisk for weapons is necessary, a frisk will be conducted. Only officers/detectives are authorized to conduct frisks. Frisks should be conducted by the same sex officer/detective, if available.
2. Victims, witnesses, suspects, or persons of interest should not be left alone in the interview rooms for extended periods of time. Officers/detectives should make visual contact at least once every fifteen minutes with interviewees. Visual contact may be made through an open door or video surveillance.

3. At no time will a non-custodial interviewee be restrained with any type of restraining device.

D. **Patrol and Criminal Investigations/Polygraph Interview Room Guidelines and Maintenance**

1. Each interview room shall contain a table, enough chairs to accommodate the individuals in the room, and a rubber trash can. The interview rooms shall be left clean. No forms or other documents shall be left or stored in the interview rooms.

2. Hard interview rooms in CIS are equipped with a floor mounted restraining device, for securing arrestees/suspects.

3. One soft interview room is used for conducting family and juvenile interviews, which is furnished with toys and props.

4. All CIS interview rooms are equipped for audio/video recording and visual monitoring.

5. Each interview room is equipped with a red emergency call button. These duress buttons are for safety purposes should the officers/detectives need assistance during an interview/interrogation. When activated, an audible alarm is simultaneously broadcasted in the Department of Emergency Communications center, the Criminal Investigations Section, the Patrol corridor, and at the atrium security post. Appropriate response is initiated.

6. Duress alarms are tested and inspected *semi-annually* as a part of the preventive maintenance performed on the facility. This testing and inspection ensures the system is functioning properly.

7. Prior to usage of an interview room, officers/detectives shall search the room for the presence of weapons, contraband, and evidence.

8. Once the interview/interrogation has been completed, the officers/detectives will again search the room prior to exiting.

9. All interviews/interrogations of arrestees/suspects will be conducted with two officers/detectives.
10. All interviews/interrogations of persons of interest will be conducted with one or two officers/detectives.

11. All interviews of victims or witnesses will be conducted with one or two officers/detectives present, except when articulable extenuating circumstances exist.

12. Polygraph interviews will be conducted by a licensed polygraph examiner.

13. No interviews/interrogations of arrestees/suspects will be conducted with more than two law enforcement personnel present, except when articulable extenuating circumstances exist.

14. Special circumstances may require a parent, guardian, legal representation, and/or translator to be present during the interview/interrogation. Ultimately, the primary officer/detective will make the decision on a case-by-case basis as to who may be present.

15. All interview rooms are equipped with exhaust systems in the event interviewees choose to smoke. Employees are prohibited from smoking in interview rooms unless it is during the course of an active interview.

16. Custodial staff, building tours, and maintenance or contractual personnel are prohibited access to the interview room area while any interview is being conducted. Illuminated signage above each interview room door indicates when the room is in use.

BY AUTHORITY OF:

Earl L. Cook
Chief of Police
10.28.01 PURPOSE AND POLICY

The purpose of this directive is to establish procedures for receiving, recording, handling, storing, and disposing of property and evidence coming into this Department's possession.

Regarding property and evidence, it is the policy of this Department to safeguard the rights of property owners, to provide a strong evidentiary chain of custody for
prosecutions, to safeguard and clearly document property, and to protect the integrity of this Department and its employees.

10.28.02 DEFINITIONS

**Contraband** – Any item defined by law as illegal to possess.

**Chain of Custody** - The unbroken trail of accountability of a particular item that is documented in writing, which shows the order in which the item is handled, as it is passed from person to person until the final disposition of the item.

**Dangerous Property** – Any item which would present a threat to persons or property if handled, packaged, or stored using normal procedures for property or evidence. The on-duty patrol commander and Property and Evidence Section Supervisor will determine the manner of handling dangerous property.

**Evidence** – Any item which may be used or needed to secure arrests and/or convictions for violations of the law, to complete investigations of employee conduct, or for civil proceedings.

**Evidence Number (EVD)** - A unique number automatically generated for each piece of evidence placed into police custody. The EVD number is also the documented reference number of the evidence used when referring to the evidence in reports.

**Found Property** – Abandoned or unattended property found by Department employees or by citizens, excluding property that is or may become evidence in a criminal proceeding. The owner may be known or unknown.

**Heat-Sealed Bag** – A Department-issued clear plastic bag with a preprinted heat-sealed label containing a preprinted control number, for use when the officer deems it desirable to further protect the item or chain of custody, especially in cases of a sensitive nature.

**Owner** – The person or business that has a title, evidence of purchase or other reasonable proof of ownership, or whom the responsible officer identifies and documents as the owner.

**Primary Investigating Officer** – The officer who has the main responsibility for investigating the case to which the property and evidence relates. This person is also responsible for determining what items are to be collected as evidence and the final disposition of items (i.e. destroy, return to owner).

**Property and Evidence Section Supervisor** – The employee designated as the property custodian, who is held accountable for all property stored in the storage
areas under the Property and Evidence Section’s control and has the overall responsibility for the operation of the section.

**Recovering Officer** – The officer who collects the property or evidence.

**Report Management System (RMS)** - *The electronic database that manages the Department’s reports, property, and evidence.*

**Responsible Officer** – The officer who is responsible to instruct whether property be retained or disposed of; this is the *primary investigating* officer unless there is a documented transfer of responsibility to another.

**Rightful Possessor** – The person or business with a standing to have custody of the property, by permission of the owner, by rule of law, or on other reasonable grounds.

**Special Evidence** – Any evidence or items of property related to police shootings, use-of-force incidents, in-custody death incidents, administrative or criminal investigation of City employee conduct or any other matter related to employee conduct. When advised that property already in custody is now designated as special evidence, the Property and Evidence Section Supervisor will ensure that the affected APD-39(s) *and Evidence Sheets* are labeled as special evidence.

**Submitting Officer** - The submitting officer is the officer who submits the evidence to the Property and Evidence Section for storage.

**Unclaimed Property** – Property for which the owner cannot be identified or located, or property that the owner has not claimed within 60 days of documented notice that the property is in the Department’s possession.

### 10.28.03 STORAGE AREAS

**A. Access to Secure Areas of the Property and Evidence Section:** All areas where evidence is stored are secure areas and may be entered only as provided in this directive. When persons outside the Property and Evidence Section staff or its chain of command enter any Property and Evidence Section secure storage area, they must be accompanied by Property and Evidence Section employee(s) and must document their entry in the log provided. [84.1.2]

**B. Central Storage Area** – The main storage location for property *and evidence* held by this Department and is currently located in Police Headquarters on the first floor.

**C. Evidence Laboratory** – The facility used by the *Crime Scene Investigations* (CSI) Section to secure evidence in their custody for processing. [84.1.2]
D. **Overflow Storage Areas** - Secure storage locations outside of the central storage area used for the storage of Department purchased equipment and supplies. No Department weapons or ammunition may be stored in these areas. No evidence can be stored in these areas.

E. **Overnight Storage Area** – This area is for secure, temporary storage of items during hours the Property and Evidence Section is closed and is accessible without entering the central storage area. It contains individual securable lockers for use when appropriate, four forensic drying cabinets for damp clothes or cloth materials, locking refrigerators for body fluids or other items that must be kept cool, and property and evidence packaging materials.

Officers may gain access to the overnight storage area at all times by using their electronic access card. The Securitas Security employees located in the lobby of Police Headquarters and Information Services (ISS) personnel hold a master key that can be used in the event the officer's card does not allow them access. Only items related to property and/or evidence will be stored in this area.  

F. **Storage Shed** – A secure area behind the Bicycle Patrol Unit garage at Police Headquarters for the storage of large items and items inappropriate for inside storage, such as bicycles, large vehicle parts, or tires. The storage shed contains one large securable cage for temporary storage of large items or items having a strong odor or contaminated by items such as bed bugs or roaches. Cables and locks are provided to further secure individual items within the cage area. Whenever possible, evidence will be stored in an indoor location. Extremely hazardous items such as those of a toxic or explosive nature will not be placed in the shed and will be handled as directed by the Watch Commander. Because the storage area is outdoors, officers should consider the use of special packaging to protect items stored there.

G. **Vault** – Secure areas within the central storage area used for the storage of drugs, money, guns, and items of high value such as jewelry.

H. **Vehicle Processing Bay** – An area of the garage designated to be used by and controlled by the CSI Section. Use of this area by non-CSI staff must be approved by the CSI Section Supervisor or, after hours, by an on-duty Crime Scene investigator. Non-CSI Section staff entering this area must be accompanied by, or have authorization from CSI Section staff.

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### 10.28.04 RESPONSIBILITIES

A. **All employees** (including temporary or contract employees):

1. Who in the course of their duties come into possession of any property (except vehicles, which are addressed in Police Directive 11.22, Impounding/Removing...
Vehicles), will document and submit the property to the Property and Evidence Section in accordance with this directive by the end of their tour of duty. This includes all property, whether found, turned in for disposal, seized as evidence or contraband, or being held in connection with civil litigation; [84.1.1a,b]

2. Are responsible for the safekeeping of any items of property that come into their possession during the course of their duties;

3. Will determine, to the extent possible, and document ownership, to include complete address, zip code, and telephone number when possible, of items of property. Employees turning in any item of property that bears a serial number will ensure that a VCIN/NCIC stolen check is made on the item. The VCIN/NCIC check response will be attached to the Evidence Sheet(s); [84.1.1, f]

4. Will ensure that all evidence collected and turned over to the Property and Evidence Section is properly marked and packaged in order to keep a secure chain of custody and to prevent contamination or possible injury to the Property and Evidence Section staff while processing and storing evidence;

5. Will respond promptly to Property and Evidence Section requests for correction or information related to property in the Department’s custody;

6. Will document each occurrence when property in Department custody passes from one person to another; and

7. Are prohibited from taking personal possession of any item of property that has come into this Department’s custody, regardless of whether the property is designated for destruction and regardless of whether or not the property has any monetary or other value.

B. The Property and Evidence Section Supervisor will ensure that:

1. Items in custody are secure;

2. Drugs, money, weapons and jewelry are stored in a vault;

3. Items received, temporarily signed out, and disposed of are properly documented on both the evidence and property sheets as well, as in the RMS computer database;

4. Records documenting property held in custody are protected and backed up;

5. Regular quality control measures are adhered to;

6. Periodic roll call training of officers in property procedures is conducted; and
7. A record of the names and sample signed initials of all staff whose initials are entered on office Property records, is maintained.

C. **Commanders and supervisors** will ensure that employees comply with the requirements for handling property and evidence and will take action to correct errors brought to their attention.

### 10.28.05 FORMS

**A. Evidence Sheet(s):**

1. **The purpose of the Evidence Sheet (also referred to as an EVD Sheet), is to replace the former APD-39 Property and Evidence Inventory Sheet. The APD-39 should only be used as a backup form in the event the RMS is down for officers to print the necessary evidence form. The Evidence Sheet is generated automatically based on the information that is entered within the report. Because the Evidence Sheet is generated based on the information in the report, it is important for officers to enter as much information and be as descriptive as possible when entering evidence into their reports.**

2. **Evidence Sheets should be printed prior to the submission of the report to a supervisor for approval. Failure to do so may delay the entry of evidence into the overnight storage lockers and the processing of evidence.**

3. **Evidence Sheets must be signed by a supervisor prior to submission to the Property and Evidence Section.**

4. **Evidence Sheets must accompany each piece of evidence submitted into the Property and Evidence Section’s custody.**

5. **Officers should make and retain a copy of the Evidence Sheet for their needs (i.e. case jacket).**

6. **A separate Evidence Sheet will be used for the following items:**
   - **Guns - use a separate Evidence Sheet for each gun;**
   - **Ammunition - must be packaged separately from any accompanying weapon or weapon parts and listed on a separate Evidence Sheet;**
   - **Money;**
   - **Drugs, suspected drugs and/or drug paraphernalia containing drug residue; and**
e Each bicycle or moped where ownership is unknown or owners are different; and

f Items involving different officers, case numbers, persons seized from, or dates seized. [84.1.1d-e]

7. Each item requiring laboratory analysis will be listed separately.

B. Property Inventory Form (APD-39)

1. The backup property inventory form, the APD-39 can be used for items that are stolen, lost, abandoned, found, seized as evidence in criminal or civil proceedings, turned in for disposal or taken for safekeeping.

   a. A separate APD-39 will be used for multiple owners of the items listed.

      i. Example: If there are two owners to the different pieces of property collected, two separate APD-39s are needed.

      ii. Multiple items (including guns, drugs, jewelry and money) can be placed on the same APD-39 as long as they belong to the same owner.

C. Vehicle and Property Release Form (APD-79)

1. The APD-79 is the official inventory form for documenting all property coming into police custody (including vehicles) that is returned to its owner or a person taking custody of the listed items.

2. The purpose of the form is to document the release of property by officers to citizens while officers are on the street and unable to report to APD Headquarters.

3. Officers will complete this form legibly, accurately, and completely. [84.1.1c]

4. The case number will be placed on the APD-79,

5. The APD-79 is used and distributed as follows:

   a. Original (white): Returned to Property and Evidence Section staff, who will upload it to RMS.

   b. Second Page (yellow): The officer completing the form will retain the yellow copy.
c. **Third Page (pink):** The owner, or the person taking custody of the items, will be given this copy.

**D. Property and Evidence Disposition Report (APD-129)** - The form on which the recovering or responsible officer documents release of property *information* or updates instructions on dispositions of property.

1. Whenever the disposition instruction changes, the employee will update the disposition instruction using the APD-129.
   a. **An APD 129 form must be completed to document items permanently released to court as the final disposition and must include the name of the person the item was released to.**
   b. **An APD-129 form must be completed to document items temporarily held at court and the name of the person maintaining custody of the item.**
   c. **If the item is released to the owner, the APD-129 should contain as much identifying information about the owner as possible.**

2. The APD-129 is used and distributed as follows:
   a. **Original (white):** Property and Evidence Section staff will upload a copy to the RMS.
   b. **Second page (yellow):** The officer completing the form will retain the yellow copy.
   c. **Third page (pink):** Will be given to the owner or person the property is being released to.

**E. Property and Evidence Disposition Review (APD-129B):** The form on which periodic reviews of disposition instructions are documented.

1. **At least annually,** reviews are conducted at the time of employee performance evaluations. Reviews *are also conducted* in advance of an employee’s separation from the Department. **The separating employee must complete an APD-129B and submit it to his or her supervisor for approval.** The Property Section Supervisor must receive the approved form prior to signing the Employee Clearance Report (APD-30V). If the separating employee is a new recruit officer, the recruit officer or his or her Police Training Officer (PTO) will complete the APD-129B. **The PTO the recruit officer was assigned to at the time the evidence or property was collected should be assigned the item(s).** The PTO will ensure the form is signed by a supervisor.
2. Special reviews to ensure timely disposition of property may be initiated by employees or the Property and Evidence Section Supervisor as needed.

3. The APD-129B is used and distributed as follows:
   a. Original (White): Property and Evidence Section staff will maintain a copy of the most recently completed APD -129 in each officer’s equipment issue file.
   b. A photocopy of the employee’s APD-129B will be retained in the officer’s squad file.

F. Corrections to Forms:

1. Corrections to any property forms will be made by drawing a single line through the entry being deleted so that the entry remains readable. Use of white-out or any other method that obliterates the entry is prohibited. Employees making corrections will initial beside the correction and will make a brief notation of the reason for the correction, if the reason is not obvious.

2. Property and Evidence Section staff are prohibited from correcting or modifying information that other employees have entered on APD-39s or Evidence Sheets. If corrections are needed, Property and Evidence Section staff will notify employees to make any needed correction. Only the Property and Evidence Section Supervisor will make corrections to an original APD-39 or Evidence Sheet if necessary.

3. When employees make corrections to the front of an original APD-39, it is their responsibility to make the same correction on all copies in the Department’s possession, including the appropriate computer databases.

4. Corrections needed to evidence information in the RMS will require a supplement documenting and requesting the necessary changes.

10.28.06 PROPERTY REQUIRING SPECIAL PROCEDURES

A. Evidence

1. The officer recovering the evidence is responsible for that evidence. [83.3.2.a]

2. If evidence is recovered by a CSI for processing or retention, he/she is responsible for the evidence until a secondary designation is made.

   When there is a transfer of evidence from one officer to another, a supplement documenting the transfer shall be completed. The officer who is taking responsibility for the evidence shall be notified of the transfer.
3. *If the Department no longer employs the officer responsible for the evidence, a disposition review will be conducted by forwarding an APD-129B to the supervisor of the former officer for a responsibility assignment. The form will be forwarded to the Property and Evidence Section for appropriate updating of records.* [83.3.2a, 83.2.1]

4. Officers will ensure that evidence needed in court is transported to and from court in an appropriate manner.

5. *In the event an officer wants recovered evidence processed either by a CSI or by the State Consolidated Laboratory, the officer must package it separately and document it in the report. The officer will indicate in his/her report the type of analysis required and stipulate that laboratory results be in writing. After receiving copies of the Evidence Sheet or APD-39s, Vice/Narcotics and Crime Scene Investigation Section staff will complete the requested analysis or will request analysis at the State Consolidated laboratory by completing the Request for Laboratory Examination (RFLE) Division of Forensic Science (DFS) Document 100-F100.* [83.3.2.b, c, e]

6. The Property and Evidence Section Supervisor will ensure the CSI Section is notified of all processing requests for items coming into the Property and Evidence Section’s custody. [83.3.2, b-c]

B. **Bicycles**

1. *Bicycles must be tagged separately from other items, regardless of the circumstances of how they came into the Department’s possession.*

2. Employees must attempt to identify owners. Every serial number or other number should be checked to determine the owner or any stolen status. [84.1.1.f]

3. **Note:** Mopeds are considered vehicles and should be turned in using an Impound form (APD-52) or the automatically generated impound sheet and transported or towed to the appropriate location.

C. **Dangerous Property** [84.1.1.e]

1. Any property coming into an employee’s possession, that could reasonably be considered a threat to persons or property if handled by regular procedures, will not be brought into any part of the Police Department and will be handled by an appropriate alternative method. The final determination of what is dangerous and the appropriate alternative method for handling it is the responsibility of the Watch Commander.
2. Other directives (such as 11.4, Bomb Incidents and 13.2, Hazardous Materials) as well as military, federal, state and local experts should be consulted when appropriate.

3. The primary concern in these situations is the safety of persons and property. Decisions regarding the handling of suspected dangerous property must be made on a case-by-case basis and determined by the circumstances.

4. Items suspected of being contaminated by bed bugs or similar circumstances shall be stored outside of Headquarters. These items will not be brought into the Property and Evidence overnight storage area. Any employee who has questions about the potential danger of a piece of property should consult a supervisor or the Property and Evidence Supervisor.

5. Dangerous property may include, but is not limited to:
   
a. Explosives;

b. Military ordnance;

c. Highly flammable liquids or gases;

d. Contaminated biological material;

e. Large quantities of fireworks or pyrotechnics; or

f. Harmful or lethal gases.

D. Death Cases

1. In circumstances indicating a possible death by overdose, or any suspicious death where a large number of prescription drugs are at the scene, all such drugs will be collected by a CSI technician or investigating officer and submitted to the Property and Evidence Section in a heat-sealed bag or box with a heat-sealed label affixed for toxicological analysis.

2. When a person dies or is killed away from home and it becomes necessary for this Department to assume responsibility for the deceased person's property, the officer handling the preliminary investigation of the death will inventory and turn in all items of value.

3. The responsible officer approving release of the deceased person's property will document the name of the person (next of kin, guardian, executor, personal
representative, etc.) to whom the property may be released and will specify what documentation is required (personal identification, court order, will, etc.).

4. To minimize hardship on surviving family members attempting to recover a deceased person's property, employees notifying relatives will advise them of the Property and Evidence Section’s operating hours and what documentation will be required for release of items.

5. In cases when the owner or rightful possessor cannot be readily identified, the responsible officer will place a “hold” on the property until designation of the owner or rightful possessor is made.

E. Property in Impounded Vehicles

1. When a vehicle is impounded, the impounding officer will inventory all property located in the passenger area and, if the keys are available, in the vehicle’s locked compartments (trunk, glovebox, console, etc.). All property of any value must be listed in the report. Valuable property will be turned over to the Property and Evidence Section for safekeeping. Any property deemed to have little value must be secured out of view, such as in the vehicle’s locked trunk. The report must indicate which items (if any) were turned in and which were left in the vehicle.

2. Items mounted, installed or normally considered vehicle accessories do not need to be turned over to the Property and Evidence Section.

F. Found or Abandoned Property

1. Virginia Code §15.2-1722 requires a police report on all found property.

2. If an officer comes into possession of abandoned or found property, that officer must make a reasonable effort to locate and return the property to its owner or rightful possessor. If such a person is found prior to the property being turned in, the officer may release the property at the scene, documenting the transaction on an APD-79. Officers will complete the appropriate sections of the APD-79 and have the receiving person sign the receipt portion and accept the property. The APD-79 will then be signed by a supervisor, and it will be submitted to the Property and Evidence Section. If the officer has any reason to believe that the found property may be evidence in a criminal investigation, the found item(s) should be collected as to preserve the property for analysis (photographs, fingerprints, DNA, etc.)

3. When a citizen finds property for which an owner cannot be immediately found, the officer who receives the property should complete a police report and ask if the finder wishes to claim the property if no owner can be found. If the finder
wishes to make a claim, the officer is to note this in the appropriate location in the report. The officer is to advise the finder that if no one claims the property within 60 days, the finder may claim the property at the Property and Evidence Section. The found item should then be submitted through normal procedures.

4. There are types of property that would be inappropriate to turn over to finders (contraband, weapons, alcohol, etc.). The officer should advise the finder that this property cannot be claimed.

5. When turning in abandoned or found property, officers must complete the Condition of Release field of the report. If the owner or rightful possessor is known, the recovering officer must indicate either "Proof of Ownership" or, in the case of contraband, "Destroy after 60 or ___ days." The officer must provide a full name and complete address (including zip code) for the owner or rightful possessor. Once the disposition decision has been made, the officer has no further responsibility as to the disposition of the property.

6. If the owner or rightful possessor is unknown, the Condition of Release field that should be checked is "Destroy after 60 or ___ Days." When that disposition is made, the officer has no further responsibility as to the disposition of the property, unless that officer should subsequently identify the owner. Property Section staff will file these separately to await the specified time limits after which the item(s) will be disposed of as soon as practical.

7. In unusual situations dealing with abandoned or found property, officers may check "Other" in the Condition of Release field. When doing so, officers must provide specific instructions as to what is to be done with the property in the "Other" section of the report.

G. Electronic Evidence

H. Conducted Electrical Weapon (CEW)

1. Upon the deployment of an Conducted Electrical Weapon (CEW), the supervisor will:

   a. 

   b. 

   c. 

   d. 

   e. 

   f. 

   g. 

   h. 

   i. 

   j. 

   k. 

   l. 

   m. 

   n. 

   o. 

   p. 

   q. 

   r. 

   s. 

   t. 

   u. 

   v. 

   w. 

   x. 

   y. 

   z. 

   A. 

   B. 

   C. 

   D. 

   E. 

   F. 

   G. 

   H. 

   I. 

   J. 

   K. 

   L. 

   M. 

   N. 

   O. 

   P. 

   Q. 

   R. 

   S. 

   T. 

   U. 

   V. 

   W. 

   X. 

   Y. 

   Z.
Any probes known or suspected of penetrating a human body will be treated as a biohazard and labeled and stored as appropriate.

b. Accidental discharge deployments of the CEW do not require the packaging of the AFIDs, air cartridge probes and wires. It is the supervisor’s discretion in these instances.

c. Deployments where probes make contact with a suspect or bystander will need to be retained for at least a minimum of two years until the conclusion of all criminal and civil matters.

I. **Less Lethal Munitions (LLM)**

1. Upon the deployment of a Less Lethal Munition (LLM), the supervisor will:
   a. [Redacted]

   b. Accidental discharge deployments of LLMs do not require the packaging of the projectiles or its components. It is the supervisor’s discretion in these instances. Supervisors should be aware of any damage created by an unintentional discharge and the likely need of the projectiles in the future.

   c. Deployments where projectiles or their components make contact with a suspect or bystander will need to be retained for at least a minimum of two years until the conclusion of all criminal and civil matters.

J. **Special Evidence Procedures**

1. Any item marked as special evidence will be directly brought to the Property and Evidence Supervisor or his or her designee to be checked in and stored through normal evidence intake procedures.

2. Only the Property and Evidence Supervisor shall have access to the evidence in the RMS to manage the specific items marked as special evidence.

3. Any items marked as special evidence will be stored in the bin marked “Special Evidence” or the “SPEC” bin for short.

4. The special evidence storage location will be locked separately and only accessible by the Property and Evidence Supervisor or his/her designee.
5. Should an item that is collected initially not be marked as Special Evidence but later be deemed to be Special Evidence, the Property and Evidence Supervisor shall be notified so the appropriate changes to the RMS and the storage location are made.

6. Special Evidence will be destroyed by the Property and Evidence Supervisor or his/her designee.

10.28.07 PACKAGING

A. In order to keep a secure chain of custody and prevent contamination, officers will ensure that all evidence that is collected and turned over to the Property and Evidence Section is properly marked and packaged. [83.2.1, 84.1.1d]

B. Every item will be given a separate “EVD” number listed in the report and each item must be packaged separately. The EVD number, case number, officer's name and identification number will be written on the items packaging, (For example, EVD#123456, case# 17-100123, Officer Smith, ID#5007). The exception to packaging items individually are:

1. Items refused at booking with no significant monetary value;
   i. Example: Large bulk items (backpacks, luggage)

2. Items kept for safekeeping with no significant monetary value; and

3. Found Property items with no significant monetary value.
   i. Example: Homeowner reports that someone left items or trash on their property and want it removed.

C. Every item MUST be searched prior to its submission to police property.

D. Packaging materials (boxes, paper bags, envelopes, etc.) are available in the storage areas. Suitable alternative secure containers may be used for large items. [83.2.1]

E. Packaging Procedures for a Single Item:

1. Single items in a criminal case or police information cases will be packaged separately with the EVD number, case number, officer's name and serial number written in on it.

2. The item will then be placed into an overnight storage locker with the Evidence Sheet.
3. Property will not accept items individually submitted in paper bags. All items individually submitted, must be submitted in either an envelope, heat-sealed bag, cardboard box or individually tagged.

F. Packaging Procedures for Multiple Items Related to the Same Case:

1. Multiple items in a criminal case or police information cases will be packaged separately with the EVD number, case number, officer’s name and serial number written on them.

2. Once all the items are packaged individually, they will be placed into an overnight locker with the Evidence Sheets.

3. If the item is large and requires a large box, it can be packaged independently with the appropriate information documented on it.

G. Heat-Sealed Bags [83.2.1]

1. Separate heat-sealed bags are required for narcotics, dangerous drugs and money. Officers using heat-sealed bags will complete a heat-sealed bag label, attach the label to the bag and enter the heat-seal bag number in the report. The officer will write his/her name, serial number and the date inside the top portion of the heat-sealed bag prior to sealing it.

2. Supervisors will visually inspect all money or drugs before they are sealed in heat-sealed bags, and will verify the amount of money placed in the bags. Whenever practical, bills will be fanned and stapled together so they can be verified in the future without opening the bag. [84.1.1e]

3. Supervisors will initial the heat-sealed label in the space provided.

4. Items submitted for laboratory analysis must be placed in separate heat-sealed bags.

5. Hypodermic needles or other sharp objects must be placed into the capped plastic tubes provided prior to being placed in heat-sealed bags.

6. Items that require refrigeration (PERK kits, fluid or blood samples, etc.) should not be placed in heat-sealed bags.

7. If a heat-sealed bag needs to be opened (analysis, court, etc.), the bag should be slit at the bottom and the item(s) removed. The item(s) will be returned to the same bag, the slit secured with sealing tape, and initialed. Employee(s) entering the bag must note on the bag label their name, the date, time, and reason for each entry.
8. If a bag is damaged beyond repair and a new bag is required, the remains of the old heat-sealed bag must be placed inside the new bag. The new heat-sealed bag control number, and the reason for it, must be noted in the report.

9. Coins shall not be taped together.

10. Counterfeit money is not considered real money. Therefore, it does not need to be in a heat-sealed bag. If an officer is unsure of the authenticity of the currency, it should be treated as real.

H. Body Fluids and Perishables

1. Body fluids and perishables should never be placed in plastic bags.

2. Clothing or other material dampened by body fluids should never be sealed in airtight containers. They should be hung and locked in a forensic drying cabinet in the overnight storage area.

3. The officer must return to package the item(s) after the material is dried.

4. The officer will use disinfectant to wipe down and decontaminate the forensic drying cabinet from which the property was removed.

I. Biohazard Labels

The officer will securely fasten a biohazard label (available in the overnight storage area) to all boxes, packages or other containers which contain or may be contaminated by blood, body fluids or any animal tissue or organs, and will check the biohazard box in the report.

J. Firearms, Ammunition and Magazines

1. Officers will assure that firearms are unloaded and the approving supervisor will personally verify that the weapon is unloaded.

2. Each gun will be packaged separately in a gun box. Guns will be secured in the box with nylon ties (locking end inside the box) and if available, further secured by placing a trigger guard through the barrel. Officers will note, neatly in black marker, on the outside of the box “UNLOADED by Officer (last name and serial number). This is a requirement by the State Laboratory.

3. Ammunition will be packaged separately. If it is not contained in its original container, it will be secured in a soft material to cushion and shield it from impact before being placed into an evidence envelope or box.
4. It must be assumed that additional evidentiary processing will be required in the future. Therefore, extreme caution should be exercised to protect the integrity of the evidence (i.e., the surface of the cartridge or casing should be protected/preserved to facilitate the possible recovery of latent prints and/or DNA evidence). When packaging cartridges or casings, tape should never be applied to the surface, but rather to the bubble wrap or other wrapping material.

5. **All BB guns, air rifles and similar weapons will be treated like firearms and placed in the appropriate sized gun box.**

6. **Conducted Electrical Weapons (also referred to as Electronic Control Devices, Tasers and Stun Guns) must be placed in a cardboard (knife or gun) box.**

7. “Live ammunition” should be written on the packaging and documented in the description field.

8. Magazines:

   a. Magazines collected with weapons may be packaged with the weapon, so long as, the magazine is empty of ammunition.

   b. Magazines collected with weapons containing ammunition must be packaged separately.

   c. Magazines collected without weapons and with or without ammunition must be packaged separately from other items.

**K. Narcotics and Dangerous Drugs**

1. When handling any suspected controlled substances, employees will wear protective gloves.

2. Officers turning in narcotics or any drugs must place them in a completed heat-sealed bag (or a suitable secure container in cases of large seizures). Property staff will store items of this type in a separate and secure vault. \[84.1.1.d\]

3. Officers should submit drugs to the Property and Evidence Section in the original packaging, packaged in a heat-sealed envelope. Employees should package the drugs in a heat-sealed envelope and weigh the entire heat-sealed envelope. Once this weight is obtained, it should be noted in the report “Estimated weight includes packaging.” The chemist at the Forensic Laboratory will remove the drugs from the packaging/heat-sealed to obtain an accurate weight.

4. All suspected drugs will be noted as suspected drugs (for example: “suspected drugs, white powdery substance”) in the police report evidence blocks.
5. If the suspected drugs have field-tested positive for an illegal substance, the name of the drug (for example, cocaine) and “field tested positive” will be entered in the police narrative and the description field in the report.

L. Fragile Items

Glass and other fragile/breakable items will be packaged as to protect the item from breaking.

10.28.08 TURNING IN PROPERTY AND EVIDENCE

A. Submitting officers will obtain the signature of a supervisor after completing and printing the Evidence Sheets from the report.

B. Supervisors will, prior to approving the Evidence Sheets:

1. Visually inspect all property listed;
2. Verify the amount of money if any;
3. Ensure the property is adequately described and correctly packaged;
4. Ensure the proper forms are complete, accurate, and legible; and
5. Sign, date and print their name and serial number on the Evidence Sheet.

C. Turning in property:

1. Submitting officers, including CSIs, will take the completed and approved Evidence Sheets to the Property and Evidence Section overnight storage area to be turned in. Officers, except CSIs who need to have evidence processed, will then immediately secure the property, together with the original Evidence Sheet, in an overnight evidence locker. [84.1.3]

2. Officers and CSI’s shall utilize a “Chain of Custody” sticker to document their evidence being sent or held for analysis to be conducted prior to the item being submitted to the Property and Evidence Section. [84.1.1.g]

2. CSIs who need to have evidence processed will complete the temporary release of property section in the report and on the Evidence Sheet’s “Chain of Custody” sticker, place the original in an overnight evidence locker, and retain a copy of the Evidence Sheet and the evidence.
D. **The submitting officer will:**

1. Review the *Evidence Sheet* to ensure it is complete, and accurately describes the *items* being turned in.

2. *Ensure each and every item being recovered and seized is packaged separately, with the exceptions as previously mentioned.* [84.1.1.a;84.1.5]

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**10.28.09 RECEIVING, DOCUMENTING AND STORING PROPERTY**

A. Property and Evidence Section staff will review and process receipt of all items turned in by verifying that:

1. The *Evidence Sheet* accurately describes the property, is complete, correct, and was approved by a supervisor.

2. The property is properly packaged or if not present, has been properly signed out.

3. Property with a serial number has the VCIN/NCIC return teletype attached.

4. Biohazardous material has a biohazard label affixed to the packaging and the appropriate box is marked on the *Evidence Sheet*.

5. A copy of the APD-39 or *Evidence Sheet for seized firearms* is forwarded to the Violent Crimes Supervisor for entry into E-Trace.

6. All of the identifying information on weapons, to include make, model, serial number, caliber/gauge, finish and importer, if applicable, is documented on the APD-39 or an *Evidence Sheet*.

7. All firearms are unloaded if possible. If unable to unload, notify the Property and Evidence Supervisor.

B. *If a weapon that is seized by a patrol officer needs to be taken to the State lab for analysis (function test, NIBIN, etc.), the weapon will be transported by a Criminal Investigations Section (CIS) detective. When the results are received from the lab, they will be forwarded to the officer for his/her records.*

C. Property and Evidence Section staff will not accept any items where there are discrepancies with packaging or completion of the *Evidence Sheet*. When items with such discrepancies are received in overnight evidence storage, Property and Evidence Section staff will immediately notify the officer’s supervisor, the approving supervisor, and their corresponding commanders that a correction is needed. The
case review officer will also receive a copy of this notification to complete an Email Summary Report (7Q) for the error. After a minimum of five (5) days (including at least one day the officer and supervisor are working and the Property and Evidence Section is open) with no response, the Property and Evidence Section Supervisor will forward a second notification to the corresponding division or sector commander, who will ensure that any discrepancies are corrected. If a third notification is necessary, it will be forwarded to the Deputy Chief of Patrol.

D. The Property and Evidence Supervisor will safeguard property in accordance with State and City laws, Police Department directives, and good practices, and will record and document the handling of property in such a manner as to satisfy an independent auditor who may inspect property and records.

E. Any property or evidentiary packaging that is opened for any reason will be resealed and the person opening the package will initial the package and note the date, time and reason for the opening.

10.28.10 SIGNING OUT PROPERTY AND EVIDENCE

A. Once received by the Property and Evidence Section, items may be removed only for a valid reason and in strict compliance with the sign-out procedures contained in this section.

B. In order to preserve and minimize the chain of custody, an officer will normally sign out only those items for a case in which he or she is directly involved. An exception to this is section H below.

C. Property and Evidence Section staff will release items only to the recovering or investigating officer, a CSI technician or a designated representative of the Commonwealth Attorney, or, in the case of drugs, to the Vice/Narcotics Administrative Sergeant or designee.

D. The narcotics supervisor will ensure all narcotics evidence, excluding death cases, is delivered to and from the State Consolidated Laboratory. When the evidence is returned from the laboratory, it will be returned to the Property and Evidence Section to be stored until needed for court or until authorized for destruction. [83.3.2,a]

E. Evidence in a white-collar crime (worthless check, forged documents, embezzlement, credit card fraud, false pretenses and welfare fraud) may be signed out by investigators for transport to the State Consolidated Laboratory during the investigation. In order to ensure that all evidence is properly accounted for, it must first be turned in. Evidence should not be allowed to remain in a case jacket, because it is not removed during the archival process of the case jackets. [83.3.1;83.3.2,d]
F. Officers removing property must complete the appropriate sign-out blocks on the Evidence Sheet “Chain of Custody” sticker. Property and Evidence Section staff will document on the original Evidence Sheet to whom and when property is released and returned. Property and Evidence Section staff will also ensure the items are released and returned electronically in the RMS. [84.1.5]

G. Officers releasing items they have signed out – whether permanently or temporarily and whether to the owner, rightful possessor, other law enforcement agency or any other person – will document the release and obtain a signature on the APD-129 or APD-79. Officers will promptly return the completed APD-129 or APD-79 to the Property and Evidence Section. [84.1.5]

H. When officers taking items to court are required to leave the items with the court, (either temporarily or permanently) they will obtain the signature of a court or Commonwealth’s Attorney official on the APD-129, documenting that the items have passed into the court’s custody. Officers will promptly return the completed APD-129 to the Property and Evidence Section. The Property and Evidence Section staff will update in the RMS.

I. Officers signing items out for court must return the property and/or a signed APD-129 to the Property and Evidence Section (or overnight storage if the Property and Evidence Section is closed) the same day.

J. Once the items are no longer needed for investigation, evidence processing, court or other purpose, officers will return them to the Property and Evidence Section without delay. If the items are no longer needed for the investigation or court purposes, the officer will complete an APD-129 authorizing the release or destruction of the item.

K. All returned property will be accompanied by an updated APD-129 if the status of the property has changed, except items returned by Vice/Narcotics detectives and Crime Scene Investigators returning items after laboratory analysis.

L. Officers returning property will re-seal and initial the package in which the property is contained, ensuring that the identifying bar code label is displayed.

M. If the Property and Evidence Section is closed when property is returned from court, officers will secure the property (re-sealed with bar code label displayed, initialed and with an updated APD-129, if required) in a locker in the overnight storage area. Officers will not store property returned from court in any other location.

N. Property and Evidence Section staff will accept for return only property that has an updated APD-129, if required, and has been re-sealed and initialed by the returning officer.
O. Officers signing property out to a specific location are prohibited from taking the property to a different location, unless they return to the Property and Evidence Section to document the change in location.

10.28.11 DISPOSING OF PROPERTY

A. Authority and Responsibility [84.1.1,g, 84.1.7]

1. The Property and Evidence Section is responsible for the custody and safekeeping of property and will dispose of property only with the documented instruction of the responsible officer and other required approvals if any. When it appears that the instruction to dispose of property may for any reason be premature or irregular, Property and Evidence Section staff will obtain further review and clarification before carrying out the disposition.

   a. In all cases of homicide, felony sexual assault and robbery, property shall not be destroyed, regardless of the status of the case, without the approval of the Commonwealth’s Attorney or his designee.

   b. It shall be the responsibility of the assigned officer to forward the APD-129 to the Commonwealth’s Attorney for approval, together with a brief description of the case, its status, and the relevance of the property to the case.

2. Using the APD-129, or the Property and Evidence Disposition Report, officers will authorize the disposition of property when:

   a. Items are no longer needed as evidence in a criminal case;

   b. The possibility of appeals is exhausted; and

   c. The requirements of law and Police Department directives have been met.

3. The responsible officer has authority to instruct that property be disposed of. If appropriate, the responsible officer will consult with CIS, Vice/Narcotics, or the Office of the Commonwealth’s Attorney before determining disposition. Responsibility may be transferred to the primary investigator by using the Property and Evidence Disposition Report or, when the responsible officer has separated from the Department, the officer’s former supervisor will designate a new responsible officer.

4. Investigators/detectives are responsible for disposition instructions for property in their assigned cases and in any other cases for which they have been designated as the responsible officer. Also, investigators/detectives may choose
to assume the responsibility for cases that are not assigned for active investigation.

5. Before authorizing the return of items to victims of a sexual assault or other violent crime, the investigating officer will verify with victims that they want the items returned, and will document this verification on the Evidence Sheet or APD-129.

6. Special evidence requires approvals in addition to the responsible officer’s approval before it is authorized for disposition. Required is the signature(s) of the Office of External Affairs and Professional Responsibility (OEAPR) investigator and commander, and if a criminal case, the Investigations commander on the Property and Evidence Disposition Report (APD-129). All property acquired through civil process function must be accounted for in Department records and will be disposed of pursuant to legal authority.

7. Officers instructing that property be released to the owner or rightful possessor will ensure that complete contact information for that person is documented on the Evidence Sheet or APD-129. If the information is not present, Property and Evidence Section staff will not process the request.

8. Officers may instruct Property and Evidence Section staff to hold, release, or dispose of property. The Property and Evidence Section Supervisor will ensure that property is disposed of by the proper method. The authorized types of disposition are: auction, convert, release, destroy, donate (bicycles and mopeds) or transfer to the Commonwealth.

9. Items to be held very long term will be classified as "active" and left in the Property and Evidence Section storage area. There is no "inactive" status for property: property is either "open" or "closed."

10. Upon the disposition of property, Property and Evidence Section staff will document and initial on the APD-39 or Evidence Sheet the type and date of disposition, taking special care to establish a clear record when different items on the same APD-39 are disposed of by different methods and/or on different dates. Once an APD-39 or Evidence Sheet is completely closed, Property and Evidence Section staff will promptly update the Property and Evidence Log (APD-39B) or the RMS with the disposition information.

11. All Department staff participating in dispositions will personally and clearly initial documents as required.

B. Disposition Review

1. Officers will initiate periodic updates of disposition instructions as appropriate based on the progress and status of the related case.
2. The CSI Section supervisor will ensure that CSI technicians review and update property dispositions periodically to ensure timely dispositions.

3. Supervisors will ensure the annual reviews of their officer’s property and evidence dispositions are conducted. The annual reviews will be conducted when the officer’s evaluation is being completed.

4. Officers reviewing drugs that have been in police custody for at least one year and have not been needed in court will give a reason why the drugs should be kept and not destroyed.

5. Upon first notice of a sworn officer’s (of all ranks) intended separation from the Department, the officer’s supervisor will initiate a review of property for which the officer is responsible. The review will be completed in accordance with the instructions contained in the Property and Evidence Disposition Review (APD-129A), giving particular attention to designating a new responsible officer for the property that is to remain in the Department’s custody. The Property and Evidence Section Supervisor will certify completion of the officer’s exit processes only after completion of this Review.

6. Recruit officers who separate from the Department during training should have property and evidence transferred to the PTO whom they were with at the time of the incident.

7. The Property and Evidence Section will request disposition updates from officers as needed to ensure the timely disposition of property.

C. Returning Property

1. Officers may release property directly to its owner, rightful possessor or to other law enforcement agencies, where the receiving party is known or shows identification. Officers may not dispose of property by any other means unless temporarily assigned to assist the Property and Evidence Section.

2. Employees will not release property to any party without a signature on the Vehicle/Property Release Form (APD-79), APD-129 or other official report, clearly documenting receipt of the property.

3. Once authorized, Property and Evidence Section staff will release property after verifying by photo identification that the recipient is the person authorized to receive the property. In some instances, Property and Evidence Section staff may release items to another party who is designated and authorized in writing by the owner or rightful possessor to receive the property. The written authorization must be notarized or be a properly signed court document releasing
the item. Property and Evidence Section staff will exercise due caution in ensuring that release of items to a designee is properly authorized.

4. The Property and Evidence Section staff will request the recipient to open the package and verify its contents. Once the contents are verified as described on the APD-39 or Evidence Sheet, Property and Evidence Section staff will obtain the signature of the recipient.

5. When returning cash, two Property and Evidence Section staff employees will count the money in the presence of the recipient, and offer the recipient the opportunity to do the same, in order to verify that the amount is as described on the APD-39 or Evidence Sheet. When after review and re-count a discrepancy or other issue remains, the Property and Evidence Supervisor will retain custody pending further investigation. Once the package is opened, the money is to remain in full view of the recipient and Property and Evidence Section staff until the receipt is signed or the package is resealed.

D. Release of Firearms

1. Before releasing any firearm, ISS staff will complete a criminal history check of the owner. In accordance with federal law, firearms will not be released to persons convicted of a felony or crime of domestic violence, or to persons for whom there is an active protective order.

2. Virginia Code Section 18.2-308.1:3 prohibits the possession or transportation of firearms by persons involuntarily admitted or ordered to mandatory outpatient treatment, or who were the subject of a temporary detention order and subsequently agreed to voluntary admission. Firearms will not be released to individuals who meet any restriction of Virginia Code Section 18.2 – 308.1:3.

3. The Property and Evidence Section Supervisor or his designee must approve the release of all firearms.

4. A Firearm Return form (APD-529) must be completed for any individual taking possession of a firearm.

E. Elimination of Property With No Evidentiary/Investigatory Value

1. The Property and Evidence Section Supervisor shall conduct periodic inventories of property held by the Department for the purpose of recommending the elimination of those items determined to no longer have any evidentiary value. He/she shall review the records and police report (APD-7) associated with the particular item of property, and consult with the employee that originally placed the item in the Property and Evidence Section. If the employee is no longer available, the Commander of the Criminal Investigations Section will be
consulted and an investigator assigned to determine the evidentiary value of the item(s).

2. The Property and Evidence Section Supervisor shall have authority to recommend the elimination of items of property related to:

   a. Any misdemeanor case more than five (5) years old in which no arrest has been made.

   b. Any case in which all the defendants are deceased.

   c. Any case that has been fully adjudicated by the courts, and the Commonwealth Attorney’s Office has approved destruction.

   d. Any felony case, other than homicide, sexual assault or robbery, that is more than 10 years old that is not related to any other active felony investigation, as determined by the Commander of the Criminal Investigations Section and approved by the Office of the Commonwealth Attorney.

3. The Property and Evidence Section Supervisor shall identify those items to be eliminated and prepare a report for the approval of the Deputy Chief of the Administrative Services Bureau. The Deputy Chief shall review the report and approve or disapprove the elimination of the items listed in the report.

4. Items approved for elimination will be returned to the owner, if known; or destroyed, or converted to Police Department use in accordance with other relevant sections of this directive or City Code.

F. Administrative Closing of the APD-39 and Evidence Sheets [84.1.7]

1. In order to restrict open property files to those items that are in Police Department custody or are signed out for a temporary, short-term period of time, Property and Evidence Section staff may, upon approval by the Chief of Police, administratively close certain APD-39s and Evidence Sheets.

2. The Property and Evidence Section Supervisor may initiate requests by memorandum to administratively close items in the following circumstances:

   a. Items held by court for an indefinite period, when the prosecuting attorney believes return of the item by the court is unlikely. The request must be accompanied by written documentation (APD-129) from the responsible officer and signed by the judge, prosecutor, or clerk of the court.

   b. Items not found during an official audit/inventory of the Property and Evidence Section. The request must be accompanied by documentation from the audit report.
3. The APD-39 or Evidence Sheet for administratively closed items will be filed in a separate “Administratively Closed” file with the memorandum attached documenting the approval of the Chief of Police.

4. Administratively closed items that are subsequently located in the Property and Evidence Section will be re-opened using the original EVD number and Evidence Sheet, documenting the recovery of the item. The original “administratively closed” APD-39 or Evidence Sheet and approval memorandum will be attached.

5. Administratively closed items that are returned or recovered from outside the Property and Evidence Section will require a new Evidence Sheet and property number, documenting the circumstances of the item’s return or recovery, and referencing, if possible, the original property number or EVD number.

10.28.12 DRUG DESTRUCTIONS

A. At least twice a year, the Property and Evidence Section Supervisor will prepare and forward to the Vice/Narcotics commander a schedule of narcotics and dangerous drugs that are authorized for destruction. The Vice/Narcotics commander will present the schedule to the Commonwealth’s Attorney and request a destruction order from the Circuit Court. [84.1.7]

B. Once the order is received, the person to whom it is directed will dispose of the narcotics and dangerous drugs as required by the order. Property and Evidence Section staff, witnessed and assisted by at least one employee each from OEAPR and Vice/Narcotics, will prepare the drugs for destruction, verifying the item and property number or EVD number of each item to be destroyed, packaging and sealing the items, transporting them to the place of destruction and observing the destruction. The date and method of destruction and the signatures of the witnesses will be placed on the original APD-39 or Evidence Sheets. These witnessing employees will inform the court by affidavit that the ordered destruction took place. [84.1.5]

C. Property and Evidence Section staff will enter “Destroyed,” the date of destruction, and their initials on the original APD-39 or Evidence Sheet of each item destroyed. The Office of External Affairs and Professional Responsibility and Vice/Narcotics witnesses will also enter their initials on each original APD-39, and Evidence Sheet, and will inform the court by affidavit that the ordered destruction took place. [84.1.5]
10.28.13 GUN/WEAPON DESTRUCTIONS

A. The destruction of guns and other weapons will be performed by Property and Evidence Section staff and witnessed by an employee of OEAPR and one employee of the Criminal Investigation Section. 

B. The destruction will be prepared and carried out in the same manner as drug destructions, except there is no court order or affidavit.

C. Property and Evidence Section staff will write “Destroyed”, the date of destruction and their initials on the original APD-39 or Evidence Sheet of each item destroyed. Witnesses will also sign their initials on each original APD-39 or Evidence Sheet.

10.28.14 UNCLAIMED PROPERTY

A. Property that is unclaimed by the owner after the owner has been notified is eligible to be destroyed after 60 days in police custody.

B. Transferring to the Custody of the Commonwealth

1. In accordance with The Uniform Disposition of Unclaimed Property Act, the Property and Evidence Section Supervisor will annually, by November 1st, report and remit to the Commonwealth of Virginia any unclaimed funds and valuable jewelry from the fiscal year ending the previous June 30. No later than October 21st of each year, the Property and Evidence Section Supervisor will request a City check in the amount due.

2. At least quarterly, Property and Evidence Section staff and Fiscal Management staff will jointly (someone from the Property and Evidence Section must be present) process funds to be transmitted to the Commonwealth by:

   a. Opening heat-sealed envelopes;

   b. Counting the money;

   c. Verifying the amount is the same as entered on the APD-39 or Evidence Sheet;

   d. Recording on a deposit summary the property number and amount of each item, and the date the summary page is completed;

   e. Documenting on each APD-39 or Evidence Sheet the date, amount of cash and initials; and
f. Updating the RMS with the appropriate disposition of the money.

3. The Property and Evidence Section staff will retain the funds prior to their deposit.

4. Both a Property and Evidence Section and Fiscal Management representative will be present with the cash from the time the heat-sealed envelopes are opened until the funds are relinquished to Fiscal Management in exchange for a cash receipt and a photo copy of the deposit summary.

5. Both a Property and Evidence Section and Fiscal Management representative will sign the packaging seals of the deposit, ensuring the deposits integrity.

6. Due to the large amount of the cash deposits, both a representative from Fiscal/Fleet Management and an uniformed officer will be present during the transporting of all Police Department deposits to the City treasurer’s office.

C. Converting to Police Use

1. In accordance with Virginia Code section §15.2-951 and City Code 4-1-16, abandoned property that would otherwise be auctioned or disposed of may be converted to police ownership or use in undercover/sting operations.

2. Following the procedures in Section 10.28.15 below, commanders will periodically review and request available items and the Property and Evidence Section Supervisor will process conversions approved by the Chief of Police.

D. Bicycle Donations

1. As authorized City Code Section 4-1-16, the Department, following the required advertising and claim period, may donate to a charitable organization any bicycle which has been in custody and unclaimed for more than sixty (60) days.

2. The Property and Evidence Section Supervisor or his/her designee will select and schedule donations in such a manner as to prevent the storage shed from becoming over-crowded and, to the extent possible, coordinate bicycle donations, designation of the recipient charitable organization and any associated events with a representative of the City of Alexandria Human Services Department.

3. The Property and Evidence Section Supervisor will forward a listing of bicycles to be donated, with their descriptions and serial numbers, if any, to the Chief of Police for approval of the donation; and will document the donation on the APD-39 or Evidence Sheets, including the date, and their initials.
E. **Auctions**

1. Unclaimed property of any monetary value may be sold at public auction *(typically GOVDeals.com)* after:

   a. The requirements of transfer to the Commonwealth and conversion police use have been met;

   b. Selection of bicycles for donation; and

   c. The required advertising if any.

2. The Property and Evidence Section Supervisor will coordinate with the Department’s Fiscal Division Chief to auction items as needed to prevent storage areas from becoming over crowded.

F. **Destroying Unclaimed Property**

1. Unclaimed property of no monetary value, other than narcotics, dangerous drugs and firearms may be destroyed by Property and Evidence Section staff without witnesses. When non-Property and Evidence Section staff assists such destructions, a Property and Evidence Section staff member will be present at all times.

2. If for any reason property having a monetary value is to be destroyed, its destruction must be authorized by the Property and Evidence Section Supervisor and witnessed by someone from a unit other than the Property and Evidence Section.

3. No property, even if it has no value, is permitted to pass into the possession of police employees or any other person unless authorized by the procedures within this directive.

4. The Property and Evidence Section Supervisor will schedule destructions so that unclaimed items are destroyed within six months after all legal and procedural requirements have been met.

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**10.28.15 CONVERTING ITEMS TO POLICE USE**

A. In accordance with Virginia Code §15.2-951, and City Code §4-1-16, abandoned property that would otherwise be auctioned or disposed of may be converted to police ownership or for use in undercover/sting operations. The following process will be conducted prior to public auctions.
B. Any converted property no longer needed by the Department will be turned in to the Property and Evidence Section on a new Evidence Sheet for immediate destruction. Informal disposition of converted items is prohibited.

C. General Conversion Procedures

1. Property that has been by State and City law declared legally abandoned may be converted to Department ownership or for use in undercover/sting operations, as bait property.

2. Commanders wishing to convert items for police ownership or use may request the item in a memorandum through the chain of command to the Chief of Police. The memorandum will contain the following:
   a. Item(s) requested;
   b. Serial number(s);
   c. Property number(s);
   d. Purpose for requesting the property;
   e. Approximate cost of each item; and
   f. Savings, if any, to the Department.

3. If the Chief of Police approves the request, the memorandum will be forwarded to the Property and Evidence Section Supervisor. The Property and Evidence Section Supervisor will attach a copy of the approved request to the APD-39(s), or Evidence Sheets and notify the commander when to pick up the property.

4. The commander or designee will sign out the approved item(s) on the APD-39s or Evidence Sheet. The APD-39 or Evidence Sheet will be filed in the closed file.

5. The Property and Evidence Section Supervisor will ensure that the property is added to the appropriate unit file.

6. The Property and Evidence Section Supervisor will retain APD-39s and Evidence Sheets with attached approved conversion requests for at least five years.

7. Commanders will be responsible for storage and inventory control of property in their possession.

10.28.16 DRUGS RELEASED TO K-9 FOR TRAINING

A. Drugs marked for destruction may be used for K-9 training, with the written approval of the Special Operations Division commander.
B. A maximum of twelve (12) drug items that are scheduled for destruction may be checked out at a time. *The K-9 sergeant or designee will document on each APD-39 or Evidence Sheet the removal of the drugs from the Property and Evidence Section, and will also maintain a separate log of the EVD number, type of drugs, quantity, and dates signed out and returned. The sergeant will keep the drugs secure and ensure all items are returned.*

C. The original packaging of the drugs should be used when returning the drugs to the Property and Evidence Section for destruction. If new packaging is required, the original packaging should be placed with the drugs in a new heat-sealed bag. The original property or Evidence Sheet number will still be used.

D. The Property and Evidence Section staff will make necessary notations or comments on the original or Evidence Sheet documenting any new packaging and/or new heat-sealed bag.

E. When drugs are returned, they will be added to the next drug destruction.

F. *If there is a supervisory K-9 change, the drugs should be returned and reissued to the new K-9 supervisor.*

### 10.28.17 INSPECTIONS

A. Semi-annually, *in June and December,* an inspection will be conducted to determine adherence to the procedures used for the control of property and evidence. The person responsible for the property and evidence function or a designee will complete this inspection.  

B. Annually, the Property and Evidence Section Supervisor will conduct an audit of all currency stored in Property and Evidence. A report detailing the results of the audit will be submitted through channels to the Chief of Police in February.

C. *An audit of property and evidence is conducted whenever there is a change in the Property and Evidence Section Supervisor position. The audit must be conducted in accordance with the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) standard jointly by the newly designated supervisor and the designee of the Chief of Police to ensure that records are correct and properly annotated.* The newly appointed custodian will record all discrepancies prior to the assumption of property accountability.

D. At least annually, a supervisor not connected to the property and evidence function will conduct an audit of property and evidence held by the Department, *in accordance with the CALEA standard.*
E. At the direction of the Chief of Police, unannounced inspections of the property storage areas will be conducted to ensure correct security measures are being followed at least once each year.  

10.28.18 EMERGENCY/BACKUP PROCEDURES

A. Should the RMS system fail and evidence needs to be submitted, the following procedures will be followed:

1. The Property and Evidence Supervisor should be notified that the emergency/backup procedures have been initiated;

2. Officers will continue to properly package items as described above;

3. In the event officers are able to obtain an EVD number, but are not able to print the Evidence Sheets they will complete a APD-39. The appropriate APD-39 will require the EVD numbers to be written on them. The APD-39 will need to be filled out completely; and
   a. Upon completing the APD-39 the officer will submit both the APD-39 and the evidence into an overnight locker.
   b. Officers shall retain a copy of the APD-39 to complete the necessary reports when the RMS is back in operation.

4. In the event officers are not able to utilize the system to obtain an EVD number, the officers will complete a APD-39. The APD-39 will be completed with as much possible (understandably the EVD number will not be available to the officer).
   a. Upon completing the APD-39, the officer will submit the original APD-39 and the evidence.
   b. The officer will retain a copy.
   c. Upon obtaining the EVD numbers from the RMS, the officer will write in the EVD numbers on the APD-39 copy and resubmit the copy.

By Authority of:

Michael L. Brown  
Chief of Police
10.29.01 PURPOSE AND POLICY

The purpose of this directive is to establish procedures for the operation of the police communications system and the proper use of common language and radio signals during transmissions. The joint policy of this Department and the Department of Emergency Communications (DEC) is to provide prompt, courteous, and appropriate service to the public and to process calls from citizens and requests from employees as expeditiously as possible.

10.29.02 DEFINITIONS

Alert Tone - Audible tones used by dispatchers to alert units to forthcoming emergency transmissions.
Call for Service - A request made of the police to respond to a particular problem or condition that is a violation of law or a situation that affects the quality of life. [81.2.4]

Channel – A specific talkgroup. Alexandria City has an 11-channel digital trunked radio system. Informally, channel means talkgroup or selector switch knob position.

Computer Assisted Dispatching (CAD) System - The Department’s automated system of tracking calls for service, officer status activity, and other information such as date and time of incident, type of incident, and incident disposition. [81.2.4]

Department of Emergency Communications – The primary Public Safety Answering Point (PSAP) for all 9-1-1 calls within the City and the primary processing point for receiving calls for service and dispatching calls to field units, including the coordination of all information and personnel related to the delivery of such service.

Dispatched Assignment - An order given by a dispatcher directing personnel to perform specific tasks or to handle a call for service.

Emergency Button - An orange circular button located on mobile and portable radios which when pressed gives the radio user priority use of the talkgroup and alerts the dispatcher to an emergency.

Fail-Soft - The condition the radio system enters when normal trunking operations cannot be maintained due to a malfunction within the system. Employees are alerted that the radio system is in fail-soft by a beep tone on the radio every 20 seconds and a flashing message on the radio LCD display. Normal two-way transmissions can take place, but the available number of operational talkgroups is reduced to three for Police, and special features such as the emergency button are disabled. Transmissions should be minimized during fail-soft.

Site Trunking - The condition the radio system enters when normal system-wide trunking operations can be maintained, but due to certain minor malfunctions within the system dispatchers must use alternate methods to communicate with field units. Employees are alerted that the radio system is in site-trunking by a flashing message on the radio LCD display. Normal two-way transmissions take place and all talkgroups are available, but special features such as the emergency button, call alert, and private call are disabled.

Special Assignment - Assignments requiring the performance of specific tasks and requiring employees to check in and out of service (for example, nuisance, robbery or traffic details, escorts, and on-duty court) over the radio system.

Talkgroup – A unique programmed radio function allowing transmissions across a trunked radio system to be received and process by radios programmed with that same group. Often informally called a “channel.”
ZoneWatch Radio Control Manager - Allows dispatchers to make use of radio features such as: call alert, regrouping of radios, push to talk ID display, emergency ID display, inhibiting radios and talkgroup selector lock.

10.29.03 RULES AND RESPONSIBILITIES

A. Department of Emergency Communications Responsibilities:
   1. Receive and process calls for service appropriately, according to Department of Emergency Communications Standard Operating Procedures.

   2. Inform the caller (victim/witness) of the agency’s response, including direct law enforcement service and/or referral to other agencies. [81.2.6.b.]

   3. Select and dispatch police units.

   a. Prioritize calls for service according to DEC Standard Operating Procedures. Call priority is listed below, in order from most to least urgent.

      • **Emergency (E/Priority 1)** - a life-threatening situation or when there exists a potential for personal injury to a citizen or officer. Events requiring an emergency response include but are not limited to the following examples: residential alarms occurring between 2100 and 0600 hours, or any of the following offenses when they are reported to be in progress or occurring within the previous fifteen minutes: homicide, rape, robbery, burglary, shots fired, violent domestic, or felonious assault. All Emergency calls should be dispatched as “Priority Response Authorized.”

      • **Immediate (I/Priority 2)** – an event less urgent than an emergency but nevertheless requiring an immediate response. Immediate response events include but are not limited to the following examples: domestic disturbance, prowler, peeping tom, or larceny in progress.

      • **Prompt (P/Priority 3)** – these events will be dispatched as soon as practical, after more urgent events. Prompt events include but are not limited to: burglary occurred earlier, drug complaint, shoplifter in custody, parking complaint affecting public safety or blocking a driveway.

      • **Delay (D/Priority 4)** - events of lowest priority, including but not limited to: noise complaint, larceny occurred earlier, destruction occurred earlier, assist citizen.
b. Use alert tones when an emergency response is necessary, or when the dispatcher cannot raise a unit on the air, or at the discretion of a dispatcher, DEC supervisor or other supervisor.

c. Assign calls to specific units whenever possible; however, on emergency (E) or immediate (I) calls when no units are available, dispatchers will ask for any unit that can break to handle the call. If no units respond, the dispatcher will break units from their current status/assignment to handle the call.

d. Dispatch an available sworn supervisor to the scene of any call involving a police employee who is either the complainant or a suspect.

e. Alert officers responding to locations that pose a threat to their safety, by use of the CAD system’s Caution File. Dispatchers will also use the display location of previous calls of the same nature to alert officers to any pertinent history of people or circumstances at an address.

f. The dispatching of units carries the full authority of an order unless countermanded by a supervisor.

g. Transmissions should be clear, calm and concise, and in accordance with FCC guidelines for public safety radio use.

4. Enter each officer’s serial number, unit number, and vehicle number into CAD when units mark into service, only if the officer does not have a mobile computer, or the mobile computer system is not working.

5. Record the status and location of officers.

6. Control the number of police units that check out of service on non-police activities (i.e., meals, vehicle service, etc.) so that there are sufficient units available to answer calls for service, unless countermanded by a supervisor.

7. Check on an officer’s welfare within the designated time, depending on their status. After a second unsuccessful attempt to contact officers by radio, dispatchers will:
   a. Alert the officer’s portable and/or mobile radio.
   b. Call the officer again using the alert tone.
   c. Notify an on-duty supervisor that the officer’s radio was alerted.
   d. Broadcast on all talkgroups and on the mobile computers a lookout for the missing unit.
   e. Assign units to check the last known location of the officer, or the area deemed most appropriate.
   f. Continue attempts to contact the officer, using alternate methods (pager, cell phone, etc.) in concert with radio until contact is made or the matter is satisfactorily resolved.
8. The DEC Supervisor shall promptly enter caution information into CAD Records upon receipt of a properly completed APD-355 (Request Data Entry Into CAD Caution Files) whenever the CAD Manager is not available.

9. Notify the DEC Commander or supervisor of any violations of Department policy.

10. Maintain a working knowledge of the CAD System.

**B. Field Personnel Responsibilities:**

1. Mark in service for all duty or extra-duty details, using the mobile computer whenever possible. Mark out of service when the duty is ended, also using the mobile computer when possible. Units without access to mobile computers will use the police radio (see Directive 3.3, Mobile Computers).

2. Respond to all dispatched calls for service promptly, using the most direct route available and obeying all traffic laws. Units will not place themselves on calls or respond to call scenes not dispatched to them without the prior approval of the dispatcher or an on-duty police supervisor. See #5 below for sole exception.

3. Field officers below the rank of lieutenant, parking enforcement officers and tag enforcement officers will be available for assignment by mobile computer or radio.

4. *When a field officer completes a call for service, the officer will advise clear from the call by selecting the appropriate incident disposition status (F6) from the Mobil Client drop down menu. If the officer needs to complete a written report for the cleared incident, the officer will select “Report Writing” on the Mobil Client drop down “Busy” menu to indicate that he or she is completing the written report for the previous incident. Upon completion of the written report, the officer will change his or her status to available (F7) status. While in the Report Writing status, officers are available for dispatch to priority 1 calls.*

5. Police officers, parking enforcement officers and tag enforcement officers, except command and staff positions, will check in and out of service when on-duty within the city, except with the express permission of the police chief; or when doing so would prevent the successful accomplishment of police objectives. [81.2.5,a]

6. Field officers will remain in their assigned sector unless otherwise directed by a police supervisor or a dispatcher. If they are nearby an emergency call, they may move (NOT Priority Response) toward the area, but not onto the scene, and must remain available, should additional officers be needed at the scene. In an extraordinary circumstance, specifically and only an officer in trouble call, now defined “Signal-1,” officers may respond Priority Response from their assigned areas without obtaining prior approval from the dispatcher. Once information is broadcast
that the scene is stable, officers not on the scene shall immediately cease Priority Response, and return to their prior duties. (10.11A.05.E.)

7. Once any officer on the scene of a call becomes aware that a police employee is the complainant or a suspect, he/she will notify DEC and request a police supervisor be dispatched to the call.

8. Use their assigned unit number and receive clearance from the dispatcher prior to transmitting any message other than a unit number with a short message such as “traffic,” “checking person,” or other priority. Transmissions must utilize the Common Language Protocol and should be clear, calm and concise. [81.2.5,c]

9. Attempt three times for acknowledgement from the dispatcher before switching to an alternate talkgroup and attempting to establish contact. If contact is still not established, officers will assume the radio is not working and will notify DEC by telephone or other appropriate means.

10. Care for and maintain their assigned radios, chargers and batteries, or any such equipment in their possession, as well as arrange to have such equipment repaired when needed.

11. Obtain a pool radio from the Patrol Administrative Officer or on-duty supervisor when necessary.
   a. Employees will legibly sign their name, serial number and the date and time on the Sign-Out Card that corresponds to the radio. Sign-Out Cards for radios not signed out will be kept in the "In File" and Sign-Out Cards for radios signed out will be kept in the "Out File."
   b. Employees will personally turn pool radios in to an Administrative Officer or on-duty supervisor at the end of each tour of duty unless an on-duty patrol commander authorizes that a radio be kept for a specific police purpose, in which case a notation to that effect will be made on the sign-out card.
   c. Employees will notify the dispatcher of any pool radio number they have for that shift when they mark in service for that shift.

12. Complete form APD-355 when information is received for a specific address that could affect officer safety and promptly forward the completed form to an available police supervisor for approval.

C. Field Supervisor Responsibilities:

1. Ensure that employees under their command use the communications system properly and that all dispatched calls are handled promptly and appropriately.

2. Notify the DEC supervisor of circumstances that may affect the normal dispatching of police units.
3. Ensure that special assignments are made known to DEC at the beginning of a shift, or as soon as practical, thereby allowing dispatchers to consider these assignments when dispatching calls for service.

4. Appropriately coordinate the police response to emergency or significant calls for service.

5. Promptly forward completed APD-355, CAD Caution Entry, forms to the on-duty DEC supervisor for entry into CAD Records.

6. Ensure that the printout (of information from the APD-355 forms) received from the CAD Manager is reviewed by the initiating officer. A determination will be made for keeping/deleting the comments in the database; and promptly returned to the CAD Manager.

D. Commander Responsibilities:

1. All commanders: will notify the on-duty DEC supervisor of circumstances that may affect the normal dispatching of police units and arrange for additional dispatchers when a pre-planned operation will generate significantly increased radio traffic or require a dedicated talkgroup to be monitored.

2. Patrol Sector Captains: must have a written plan of action to ensure that calls for service will continue to be handled in the event of a full radio system failure.
   a. The written plan of action will be reviewed and revised in January of each year.
   b. The approved plan of action will be sent to the POB Commander, with a copy to the DEC Deputy Director.

3. On-duty patrol commanders: When notified of a missing pool radio, make every reasonable effort to locate a missing radio or correct the discrepancy.

4. City Radio Manager:
   a. Ensure accountability, maintenance and inventory of the “Reserve Radios.” They are considered an extra reserve of radios that can be used if necessary i.e., mutual aid incident. (Refer to Mutual Aid directive)
   b. Develops and programs radio talkgroups for all City agencies, and coordinates with neighboring jurisdictions for the use of their compatible radio talkgroups.
   c. Ensure that all new Police employees who will be using the radio system are trained in the operation of the radios and use of the various talkgroups.
E. Patrol Command/Administrative Officer Responsibilities:

1. Maintain the security of pool radios and ensure they are properly signed in and out.

2. Administrative Officers must complete a pool radio inventory prior to the end of their shift and give it to the relieving administrative officer or an on-duty supervisor for verification.

3. Forward the completed pool radio inventory to the City Radio Manager.

4. Ensure the pool radio cabinet is secured at all times.

5. Immediately report any missing or unaccounted for radios to the on-duty watch commander and DEC supervisor.

10.29.04 PROCEDURES

A. Access to DEC is restricted to section employees, City Radio Manager and staff, police commanders, and persons approved by the DEC Deputy Director. [81.3.1]

B. Transmitted radio messages will be direct, concise, and professional and conform to department and Federal Communications Commission (FCC) regulations. Lengthy, non-emergency conversations will not be conducted over the city radio system. Employees will try to time their transmissions so that they do not cover other employees talking on the radio. [81.1.2]

C. All transmissions will comply with Common Language Protocol, see 10.29.09.

D. Employees will not call or refer to other employees by their first names over the radio.

E. Unit numbers

1. Employees who are on-duty and working their regular assignment should use their assigned unit numbers.

2. Employees with unit radio numbers 1 – 99 will use the word “unit” in front of their assigned number when transmitting.

3. Employees working extra duties for the city (voluntarily performed outside of regularly scheduled hours in exchange for additional compensation to be received in the city paycheck) will use the letters “A” (followed by the four numbers of the employee’s serial number. For example, an officer with serial number 1509 would mark into service as unit number “A1509.” (See Directive 4.17, Secondary Employment, for more information.)
4. Employees working extra-duty employment for non-city compensation (secondary employment wherein the use of law enforcement powers is anticipated) will use the X-number assigned to the detail. Officers are responsible for knowing the correct extra-duty detail unit number prior to marking in service. (See Directive 4.17, Secondary Employment, for more information.)

5. Employees without an assigned radio number will use the letter “A” (following #3 above) in front of their serial numbers when transmitting.

F. Mobile computers will be used when available. Employees with unit numbers 1 – 99 will place the letter “U” in front of their assigned number when marking in over the mobile computer. The exception is the watch commander, who will log in as “10” without the “U” to ensure their status and availability is easily seen alongside the operating patrol units.

G. Unidentified, non-essential, obscene, or profane communications, microphone clicking, and violations of the FCC rules are strictly prohibited. This applies to all telephone lines in DEC, all radio talkgroups, radio private calls, and computer transmissions. Employees have no expectation of privacy in telephone, radio, or data transmissions. Employees will be held strictly accountable for improper use of Department communications media.

H. The radio emergency button should be used only when voice contact is impractical or cannot be used to alert the dispatcher of an “officer in trouble” situation.

I. Radio users shall be familiar with Common Language Protocols as listed in Appendices B, C, and D, and use them appropriately.

J. Employees should use the following standard dispositions when clearing their calls.
   1. **Non-DEC employees will use:**
      a. Report – Clearing call with a report, an official police report (APD-7 series) or FR-300 must be filed.
      b. No Report – Clearing call with no report. Officers should note briefly that the call was advised, assisted, completed, GOA, false alarm due to any outside problem, etc., in the comments field on their MDBs.
      c. Cited – Non-criminal VUS, parking citation, or noise violation.
      d. Supplement - Any supplement report (APD-7 series or supplemental FR-300).
      e. False Alarm - Clearing an alarm call as false for the purpose of assessing fines.
   2. **DEC use only:** TRU, Duplicate, Test, Cancelled.

K. **Use of Radio Talkgroups:**
   1. Any special need for the exclusive temporary use of radio talkgroups will be coordinated between the on-duty DEC supervisor and the supervisor of the unit needing such arrangements. Specialized units having dedicated talkgroups
assigned to them do not need to coordinate the use of those talkgroups, but should notify the dispatcher if they normally operate on the primary dispatch talkgroup.

2. Units will transmit only on their assigned talkgroup and will switch to another talkgroup only after receiving approval from the dispatcher (exception: units may switch to another agency’s zone and talkgroup when needed, and after informing the dispatcher). [81.3.4]

3. **Units will not operate on other radio systems (or “zones”) unless they have been trained on the appropriate use of those zones. This includes the National Public Safety channels or the Direct/RINS channels.** (See 10.29.06)

### 10.29.05 RADIO REPAIR AND MAINTENANCE

**A. Unscheduled Maintenance**

1. Field employees needing minor radio repairs or adjustments during normal business hours should request permission from the dispatcher to respond to the radio shop.

2. For other than minor repairs, employees will turn radios in to the City Radio Manager’s staff (when working) or DEC staff (after hours) and complete a Radio Repair Request (APD-61) outlining the issues with the radio.

3. Spare radios can be obtained from the pool maintained in Patrol.

4. Radios dropped off appropriately for repair will be taken to the radio shop by City Radio Manager’s staff.

5. The City Radio Manager will monitor radio damage or abuse.

6. Radio repair and service receipts will be reviewed by the City Radio Manager account administrator, to monitor the cost of radio repair.

### 10.29.06 POLICE RADIO TALKGROUPS AND NPSPAC FREQUENCIES

With the use of trunked radio systems, the number of channels no longer limits the capability of radio communications. Trunking allows the use of many more talkgroups than available radio frequencies (channels) and permits more capable communication between units and across the City radio system. Depending on the assignment and/or rank of a particular Police employee, they will have access to selected sets of talkgroups.
The National Public Safety Planning Advisory Committee (NPSPAC) brought forth the concept of common, nationwide radio frequencies for public safety use. These frequencies are to be used for emergency transmissions by units in areas where they do not have connection to their “home” system, for pre-planned multi-jurisdiction events, and mutual-aid incidents. Not every jurisdiction has these frequencies in operation yet, but most public safety agencies in the Washington, DC, region monitor them. These are fixed frequencies (true “channels”) and are not trunked in any systems.
The purpose of encryption is to prevent anyone without a Department-issued radio from being able to hear radio communications that are broadcast while in encrypted mode. Every Police Department radio is capable of encrypted operations. The media and citizens with scanners will not be able to decipher any such transmissions. Employees must understand that other City department radios are also unable to process Police Department encrypted transmissions.

Only radios that have the properly programmed chipset for encryption will be able to hear the encrypted transmissions. Radios do not have to be set to encrypted mode to hear encrypted transmissions. The setting applies only to whether the radio transmits in encrypted mode. Employees must be aware of the difference and its tactical significance.

The Sheriff’s Department and Fire Department do not have the Police encryption key and will not be able to receive Police encrypted transmissions. As of this update, no Sheriff’s radios and only a select few of the Fire Department radios are even capable of encryption. City Fire Marshalls have a separate encryption key in their radios.

A. ENABLING SELECTABLE ENCRYPTION: (see Talkgroup List above)

1. Portable hand-held radios:
   a. Turn the encryption knob at the top of the radio from the clear (O) to the encrypted setting ().
   b. The encryption setting () will appear on the radio display screen.
   c. The radio is now in encrypted mode.
   d. To get out of encrypted mode, simply turn the encryption knob at the top of the radio from the encrypted setting () back to the clear (O) setting.

2. Vehicle radios:
   a. Push the button with the encryption setting () on it. A red light under the button will light (older mobile radios) or a small green arrow will appear under the () button (newer mobile radios).
   b. The radio is now encrypted.
   c. To get out of encrypted mode, simply push the same button and check that the light has gone off.

NOTE: All radios indicate when they are receiving an encrypted transmission by displaying the encryption signs listed above during the transmission. All radios programmed with the fixed-encryption talkgroups will transmit in encrypted mode on those talkgroups regardless of the radio’s encryption setting by virtue of their operation on the talkgroup. Fixed-encryption talkgroups cannot be set for unencrypted transmissions.

B. PROPER USES:

Encryption can be useful in certain Criminal Investigation and Vice Narcotics investigations, operations, and raids. It can also be used in sensitive street investigations and when an incident involves sensitive privacy issues, or when transmissions might compromise employee security if made over open air. Supervisors and commanders are given great latitude in deciding when it might be appropriate.
A sergeant or above must authorize the use of encryption at any incident or scene. The authorizing supervisor must notify the dispatcher prior to the start of encrypted radio operations. Any time encryption is used, the authorizing supervisor will ensure that the on-duty watch commander is made aware of its use.

Supervisors should consider the use of an encrypted channel (i.e., Channels 6 or 7) before having officers switch their individual radios to encrypted mode. This will reduce the chance of errors. An appropriate use of encryption would be when a crime trend, such as Burglaries or Larcenies From Auto, is identified and dispatch is imminent. Intelligence shows that suspects in some crimes of these types frequently use cell phone applications that enable them to monitor unencrypted radio transmissions.

When the use of encryption is no longer needed, the requesting supervisor will advise all those who are in encrypted status, the dispatcher, and the watch commander. The requesting supervisor will ensure that all encrypted units have returned to normal transmission status.

**Use of the encryption technology by any individuals by any means or for any reason other than specified above is strictly prohibited.**

C. **INSPECTION:**

Specialized units (CIS, V/N, SOT, etc.) will conduct a radio encryption check prior to any pre-planned raid or operation where it will be used, to ensure all involved radios have the proper encryption key and that the involved personnel understand how it works. CIS, V/N and SOT have each been provided with an unencrypted radio for the specific purpose of conducting such tests.

Patrol Commanders will develop a system to do roll call checks of radio encryption capability twice a year. Patrol has been provided with an unencrypted radio for conducting such tests. It is clearly marked and must be stored with the pool radios. Any Patrol radio discovered to not function properly in encrypted mode will be removed from service and turned in to the Radio Manager, following the instructions in 10.29.05.A.

By Authority of:

Michael L. Brown
Chief of Police
APPENDIX A (updated 04/05/2017)
RADIO UNIT NUMBERS [81.2.5.c.]

The radio unit number assignments are listed below. No changes or additions will be made to the unit numbers without written permission of the police chief, except as provided. Commanders or supervisors will assign radio unit numbers to their subordinates within the ranges listed, and will provide up-to-date radio assignments to the Communications Section.

<table>
<thead>
<tr>
<th>Unit Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-199</td>
<td>Police Car</td>
</tr>
<tr>
<td>200-299</td>
<td>Patrol Car</td>
</tr>
<tr>
<td>300-399</td>
<td>Squad Car</td>
</tr>
<tr>
<td>400-499</td>
<td>Detective Car</td>
</tr>
<tr>
<td>500-599</td>
<td>K-9 Unit</td>
</tr>
<tr>
<td>600-699</td>
<td>SWAT Team</td>
</tr>
<tr>
<td>700-799</td>
<td>Paramedic</td>
</tr>
<tr>
<td>800-899</td>
<td>Special Forces</td>
</tr>
<tr>
<td>900-999</td>
<td>Support Unit</td>
</tr>
</tbody>
</table>

The table above lists the radio unit numbers assigned to various units in the police department. The numbers are used for communication purposes and must be updated regularly to ensure accurate assignments.
APPENDIX B
COMMON LANGUAGE PROTOCOLS

On April 11, 2007, the Northern Virginia Police Chiefs and Sheriffs voted unanimously to adopt the following Regional Common Language Protocol with an implementation date of July 1, 2007. The protocols are endorsed by the chief executives of every Northern Virginia agency, the NVCJTA, and the academies in Fairfax and Prince William Counties.

DEFINITION:

Common Language is the use of common terminology between all agencies in a given region, and specifically when involved in any incident. It is not “plain talk.” Common Language Protocols include the use of specific terms or wording with clear meanings, four standard signals, and two additional signals. All other transmissions consist of professional, abbreviated plain English. In use across the entire Northern Virginia region and spreading throughout the commonwealth, Common Language Protocols will allow different jurisdictions and agencies to communicate more effectively and with less confusion than was ever previously possible.
APPENDIX C
COMMON LANGUAGE SIGNALS AND TERMS

*These are the only recognized “coded” transmissions in Common Language Protocol.

<table>
<thead>
<tr>
<th>Signal</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔴</td>
<td>Emergency</td>
</tr>
<tr>
<td>🔴🔴</td>
<td>Evacuate</td>
</tr>
<tr>
<td>🔴🔴🔴</td>
<td>Triage</td>
</tr>
<tr>
<td>🔴🔴🔴🔴</td>
<td>Alert</td>
</tr>
<tr>
<td>🔴🔴🔴🔴🔴</td>
<td>Warning</td>
</tr>
<tr>
<td>🔴🔴🔴🔴🔴🔴</td>
<td>Caution</td>
</tr>
<tr>
<td>🔴🔴🔴🔴🔴🔴🔴</td>
<td>Hazard</td>
</tr>
<tr>
<td>🔴🔴🔴🔴🔴🔴🔴🔴</td>
<td>Disaster</td>
</tr>
<tr>
<td>🔴🔴🔴🔴🔴🔴🔴🔴🔴</td>
<td>Catastrophe</td>
</tr>
</tbody>
</table>

*These signals are universally recognized and used in emergency situations. They serve as a rapid means of communication without the need for spoken language. Each symbol represents an increasing level of urgency and importance, allowing responders to quickly convey critical information in high-stress environments.*
APPENDIX D
NATO/INTERNATIONAL PHONETIC ALPHABET

A  Alpha    H  Hotel    O  Oscar    V  Victor
B  Bravo    I  India    P  Papa    W  Whiskey
C  Charlie  J  Juliet   Q  Quebec   X  X-ray
D  Delta    K  Kilo     R  Romeo   Y  Yankee
E  Echo     L  Lima     S  Sierra   Z  Zulu
F  Foxtrot  M  Mike     T  Tango
G  Golf     N  November U  Uniform

Although Common Language includes the use of the NATO/International standard phonetic alphabet, it is recognized that the former alphabet (APCO) will be in use for some time.
10.30.01 POLICY AND PURPOSE

It is the policy of this Department to conduct all searches in accordance with all federal, state and local laws and constitutional guidelines.

The purpose of this Directive is to:

- Establish guidelines for obtaining search warrants;
- Ensure proper execution of search warrants;
- Ensure proper completion and handling of legally required documents when a search warrant is executed, or attempted and not executed; and
- Ensure documentation and reporting of instances regarding mistaken entry.

10.30.02 AUTHORITY

Obtaining a search warrant is covered under Sections 19.2-52 through 19.2-60 of the Code of Virginia. The Code of Virginia §19.2-59.1 specifies conditions governing when and how strip searches may be conducted.
10.30.03 OBTAINING A SEARCH WARRANT

A. Vice and narcotics search warrants are the primary concern of Vice/Narcotics. To avoid any potential interference with ongoing investigations, no vice or narcotics-related search warrant should be obtained without the prior notification of a Vice/Narcotics supervisor.

B. Search Warrants (State Form DC339) will be obtained only from the magistrates, or from a judge in extraordinary cases.
   1. An Affidavit for A Search Warrant (State Form DC338) supporting the issuance of a warrant will be made prior to the time the search warrant is issued, and a copy of the affidavit becomes a part of, and is served with the search warrant.
   2. The issuing magistrate retains the original copy of the affidavit at the time of issuance.
   3. The search warrant and affidavit must state the crime and the Code Section for which the warrant is being obtained.

C. The officer obtaining a search warrant will take reasonable precautions to make certain that the premises listed in the warrant are the premises to be searched. This officer should be alert for any change of circumstances that negates the reason for the search.

D. Any officer/detective wishing to obtain a search warrant must first seek permission from their supervisor. Supervisors will review the completed search warrant and affidavit prior to the magistrate’s review.

10.30.04 PRE-ENTRY

A. The Virginia State Code, under Section 19.2-56, requires that a search warrant be executed within fifteen (15) days after issuance or otherwise be returned and voided by the issuing magistrate or judge.

B. All reasonable measures will be taken by the officer obtaining the warrant to establish the ownership, occupancy, and description, both interior and exterior, of the search site.

C. The primary investigating officer will conduct a briefing prior to the execution of the warrant, with all officers of the search team present. Factors that should be presented at the briefing should include but are not limited to:
   1. Review of site characteristics;
   2. Description of potential occupants and any associated dangers they may pose;
   3. Description of items sought at the search site and any indication of their possible locations;
4. Assignment of responsibilities for members of the search team; and
5. Review of facts of the case.

E. When appropriate, at the discretion of a supervisor or the investigating officer, the Department of Emergency Communications (DEC) supervisor will be contacted and advised of pending search warrant executions. It will be general policy that the supervisor or primary investigator requests a clear radio channel during the warrant execution, until the search site is secured.

F. The primary investigating officer will ensure that the premises about to be entered are the premises listed in the warrant. If it is not certain that the premises to be entered are the same as those listed in the warrant or that the reason for the search no longer exists, no entry will be made.

10.30.05 ENTRY

A. Before any forced entrance to the premises, i.e., use of a pass key, opening an unlocked door, forcing the door open, or entry through a door opened by an occupant, the primary investigator or a uniformed officer must notify persons inside the search site of the team's presence and announce, in a voice loud enough to be heard inside the search site, that they are police officers and have a warrant to search the premises and demand admission to the premises at once.

B. Officers will make sure they complete the Warrant Threat Assessment Matrix form APD-0603 (PD 10.33 Appendix A). It is the officers’ responsibility to make every effort to complete this form accurately and with as much supporting detail as possible.

C. The Special Operations Team will be consulted when the execution of a search warrant may present a high risk of injury or loss of life.

D. The police no longer need to seek approval from the Commonwealths attorney’s office when executing a search warrant “no knock”.

E. Any APD Officer must be able to articulate facts about the target residence or persons therein in each case and obtain the approval of their commander prior to affecting “no knock” entry. Such facts may include, but would not be limited to, the following:

1. The violent criminal history of a person or persons believed to be present in the residence that is the object of the search;

2. A specific threat of violence towards police made by a person or persons believed to be present in the residence;
3. Knowledge that a person or persons believed to be in the residence have actually committed a violent crime in the recent past, regardless of whether or not they were convicted of such offense;

4. Knowledge that a person or persons believed to be in the residence have fought police, resisted arrested, destroyed evidence or fled arrest in the recent past;

5. In unusual cases, the nature of the criminal offense being investigated, such as a particularly violent assault, coupled with a belief that the perpetrator is in the residence to be searched;

6. Knowledge that exceptionally dangerous substances posing an unusual threat are inside of the residence, such as bombs, explosives or noxious chemicals;

7. Specific facts suggesting that a person or persons believed to be in the residence are likely to destroy evidence at the sight of police;

8. Knowledge that a person or persons in the residence have taken steps to alert themselves of police approach, such as a closed-circuit camera system;

9. Knowledge that a person or persons inside of the residence are actually aware of police approach; such as circumstances where a person inside of the residence opens the target entry door during the approach of an entry team;

F. In regards to knock and announce search warrants – officers must wait a reasonable amount of time to enter the residence making a forced entry. A reasonable amount of time may vary depending upon the time of day and size of the residence.

G. Whenever possible, premises will be entered in a professional and non-destructive manner.

H. If a search warrant is obtained for a client located at a “protected facility”, (i.e., Alexandria Regional Detoxification Center, Alexandria Mental Health, or any other facility where staff is precluded from disclosing the identity of clients), officers will follow procedures in accordance with Police Directive 10.33.09-Writs.

10.30.06 THE SEARCH

A. In the event the search site is occupied, a copy of the search warrant, with a copy of the affidavit attached, will be served on the appropriate person at the site.
B. The search site will be secured. Each room of the premises will be immediately examined for persons who may interfere with the execution of the warrant.

C. Whenever damage results from a forced entry to execute a search warrant or during the conducting of the search, an Offense/Incident Report (APD-7) will be completed by the primary investigating officer describing the damage and how it occurred. If an APD-7 already exists for the event, a Supplement (APD-7A) will be completed.

D. If a person is designated in the search warrant as one to be searched, he/she may be searched. The procedures addressed herein, that are required to properly execute a search warrant when the search site is a building or vehicle, will apply in the execution of a search warrant to search a person.
   1. If persons are present, and the officer has reasonable belief that they may have a weapon, the officer may conduct a pat down.
   2. If persons are present, leaving, or entering the house to be searched as the police arrive or are in the process of searching the house they may be detained during the search.
   3. If evidence is found in the house which forms the basis for the arrest of persons present, then those persons may be lawfully searched incident to that arrest.
   4. If persons present during the search make some gesture indicative of criminal conduct, or make a movement suggesting an attempt to conceal evidence, this will establish probable cause to search those persons at that time.
   5. In short, persons cannot be searched just because they are present on the premises. Officers must either have prior information with respect to a specific person who is included on the warrant, or observe circumstances during the execution of the search warrant which give rise to probable cause to believe that a person is engaged in criminal conduct.
   6. Restrictions may be placed on the movement of any person at the search site. This restriction is essential to prevent interference with the search and to safeguard the search team and other persons involved.
   7. Strip searches may be conducted only when there is probable cause to believe a subject is concealing evidence, contraband or weapons on their person that can only be recovered if a strip search is conducted. All strip searches will be conducted in a secure area away from the view of others and will be performed by an officer of the same sex as the subject being searched.
   8. No strip searches will occur without approval by a Sergeant or above.
   9. Searches of body cavities other than the mouth will be conducted by trained medical personnel in accordance with Code of Virginia §19.2-59.1 and in the presence of an officer of the same sex as the subject being searched.

E. If evidence is located, the primary investigating officer may request that a Crime Scene Investigator respond and process same. The evidence will then be turned in to Property and a Property Inventory (APD-39) will be completed.
A. A member of the search team will record in writing the entire process of the execution of a search warrant and complete an APD-7A with appropriate information. The record will reflect the identity of all members of the search team, occupants of the search site, items seized, and any other pertinent information related to the warrant execution.

B. In the event of a mistaken entry during the execution of a search warrant, a fully detailed memorandum regarding the incident will be forwarded through channels to the Chief of Police by the primary investigating officer. The Chief of Police will determine if there is a need for an investigation of the incident by Internal Investigations.

C. The officer executing a search warrant will, under oath, list on the back of the warrant in the location designated for search inventory, all items seized as a result of the search or a notation that no property was seized if that was the case.

1. The officer must, within three (3) days after the search, file the original executed search warrant containing an inventory of the seized items with the Clerk of the Circuit Court as stated in Section 19.2-57, Code of Virginia.

2. The three (3) day period does not include Saturdays, Sundays, or legal State or Federal holidays.

3. A copy of the notarized inventory will be retained by the officer preparing it, as proof that he or she has complied with this law.

By Authority Of:

David Huchler
Acting Chief of Police
Special Investigative Funds

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10.31.01 POLICY/PURPOSE

The purpose of this Directive is to establish an accounting system and guidelines for the use and disbursement of Special Investigation Funds, commonly referred to as “buy money.” These monies are used for vice, narcotic, organized crime, criminal and special investigations.

10.31.02 RESPONSIBILITIES

A. The Vice/Narcotics Commander has overall responsibility for the proper administration of these Special Investigation Funds.

B. The Vice/Narcotics Commander or designee is responsible for maintaining the established system of actual "buy money" expenditures in the Vice/Narcotics Investigative Operating Fund.

C. The "buy" money fund is annually budgeted and appropriated, then transferred by City check to the designated custodian for deposit in a separate account. The custodian, the Vice/Narcotics Administrative Sergeant, is responsible for the
written procedures, accounting, disbursement and scheduling of quarterly accounting of cash activities of the fund. [17.4.2.e.,f.]

D. The Division Chief of Fiscal/Fleet Management will conduct an accounting of the cash activities at least quarterly (as stated in Police Directive 1.7).

10.31.03 USE OF SPECIAL INVESTIGATIVE FUNDS

A. Other units may use special investigative funds for vice, narcotic, organized crime, criminal and special investigations. Vice/Narcotics and Criminal Investigations will maintain an operating fund for investigative purposes under the supervision of their respective commander.

C. Special investigative funds may not be used for items usually obtained through the regular budget process.

10.31.04 DISBURSEMENT

A. When during the course of an investigation into a criminal or police-related matter by officers other than Vice/Narcotics or Criminal Investigations Detectives, it is determined that Special Investigation Funds are needed to further the investigation, the following procedures will apply:

1. The case will be discussed in detail between the officer and supervisor responsible for the investigation.

2. If a decision is reached that the case merits utilization of Special Investigation Funds, a request for funds will be initiated. This request will consist of a memorandum directed to the Vice/Narcotics Commander or the Criminal Investigations Division Commander, through channels, from the requesting officer. The request will summarize the case and the purpose for which the funds are needed.

3. If the request for funds is approved by the Vice/Narcotics Commander or by the Criminal Investigations Commander:

   a. The approving commander will notify the requesting officer, through channels, to respond to the appropriate office where the funds will be disbursed and further instructions disseminated, if warranted.
b. A Confidential Informant file must be prepared by the requesting officer and the Vice/Narcotics Operations Sergeant. The file will be maintained and secured at the Vice/Narcotics office.

4. Vice/Narcotics Detectives utilizing Special Investigation Funds will be governed by Vice/Narcotics Standard Operating Procedures 2.100.

B. A sufficient amount of money needed to operate the Criminal Investigations mission will be disbursed by the Vice/Narcotics Commander or designee upon request of the Criminal Investigations Division Commander.

Criminal Investigations Detectives utilizing Special Investigative Funds will be governed by the Vice/Narcotics Standard Operating Procedure 2.100 regarding the use of investigative funds.

10.31.05 REPLACEMENT

The Vice/Narcotics Commander or designee will notify the Fiscal/Fleet Commander, via an e-mail or memorandum when funds are needed. The Vice/Narcotics Commander will maintain an accounting ledger of all funds received and disbursed.

BY AUTHORITY OF:

Earl L. Cook
Chief of Police
10.32.01 POLICY AND PURPOSE

This department's policy and primary value is the preservation of human life. Sworn and appointed law enforcement personnel are responsible to protect life and property and to apprehend criminal offenders, but the protection of life (including the employee's) must always take priority. It is the policy of this department to only use the force necessary to accomplish lawful objectives.

The purpose of this directive is to establish our policy on the use of force and to guide employees in the authorized use of lethal, less lethal and non-lethal weapons in the performance of their duties.
10.32.02 DEFINITIONS

**Appointed Law Enforcement Personnel:**

- **Hack Inspectors** are special conservators of the peace as defined in Alexandria City Code, with authority to enforce the taxicab regulations of the City of Alexandria, anywhere in the city and at National Airport. Hack inspectors will carry the side arm and any other authorized weapons while on duty, and may use these weapons as required for the completion of their assigned duties.

- **Special Police Officers (SPOs)** are authorized under Code of Virginia as conservators of the peace while on duty and on the property of the Alexandria Police Department and the adjacent building, grounds and parking areas. While on duty, SPOs may carry authorized side arms and other weapons, and may use these weapons as required for the completion of their assigned duties. SPOs may make arrests with or without warrants, as provided in the Code of Virginia.

**Electronic Control Device (ECD)** - An electronic control device that utilizes compressed nitrogen to shoot two small barbed probes up to 25 feet. These probes are connected to the ECD by thin insulated wires. When the probes make contact with the subject, they transmit an electrical pulse along the wires and into the subject’s body through up to two inches of clothing. The probes do not have to penetrate the body to be effective. The ECD may also be discharged as a contact device.

**Employee** - A generic, all-inclusive term, which may denote anyone, in any capacity, employed by the department.

**Firearm** - Any weapon from which a projectile is forcibly ejected by an explosive, gas or spring device.

**Hobble** - A one-inch wide webbed belting designed to be used in various situations to secure the legs and ankles of a subject.

**Impact-Weapon** - The expandable baton is the only authorized and approved impact weapon for use by sworn members of this Department.

**Less-Lethal Force** - Is that force which is neither likely nor intended to result in serious physical injury or death, when properly used.

**Lethal (formerly called “Deadly”) Force** - Use of a firearm or any other force in a manner that may likely cause serious physical injury or death.

**Limited-Enforcement Personnel** - Employees who have been granted restricted authority under city and/or state code to enforce certain laws or ordinances. Parking enforcement officers, tag enforcement officers and animal control officers fall within this category and may enforce only those laws or ordinances specified within their job descriptions. Limited enforcement personnel are authorized to carry OC spray for defensive use only. All provisions of this directive apply to any such use.

**Miscellaneous Weapons** – An improvised weapon, such as a clipboard, flashlight, pen, portable radio, etc., used only when time or circumstance does not allow for the use of an approved weapon.

**Non-Lethal (formerly called “Non-Deadly”) Force** – The use of physical force or any weapon other than a firearm in a manner neither likely nor intended to cause serious physical injury or death.

**Non-Sworn Personnel** - Employees who have no law-enforcement authority.
Oleoresin Capsicum (OC) - An inflammatory substance naturally occurring in cayenne peppers (genus capsicum). It is the active ingredient in OC spray dispensers.

PepperBall Launcher - A less-lethal weapon that fires a projectile containing OC liquid or powder with the intention to subdue or render a subject non-threatening, and which is neither likely nor intended to cause serious physical injury or death.

Police Officers - Sworn personnel who have taken an oath of office to uphold all laws of the United States, the Commonwealth, and the City. Police officers have the full authority granted to law enforcement officers in the Code of Virginia, both on and off duty, may carry authorized lethal, less lethal and non-lethal weapons, and may use such weapons as required for the completion of their assigned duties.

Positional Asphyxia - A condition which may be caused or exacerbated by stress owing to the position of the body, with the stress influencing or inhibiting respiration.

Reasonable Belief - When facts or circumstances a sworn or appointed law enforcement officer knows, or should know, are such as to cause a reasonable sworn or appointed law enforcement officer to act or think in a similar way under similar circumstances.

Sage less lethal munition (SLLM) - A weapon that fires a projectile with the intention to subdue or render a subject non-threatening, and which is neither likely nor intended to cause serious physical injury or death.

Serious Physical Injury - An injury which creates a substantial risk of death, or which causes death or serious and protracted disfigurement, or impairment of the function of any bodily organ or limb.

Side arm - The issued handgun usually worn at the waist, but which may be carried at other locations on the body.

Spit Sock - Personal protective equipment consisting of a mesh netting that fits over the head of an arrested person to prevent the transfer of saliva from one person to another.

Sworn Personnel - Police officers who have taken an oath of office to uphold all laws of the United States, the commonwealth and the city. Also see the definition of police officer.

Weaponless physical force - Physical control exerted over a person through the use of authorized physical control techniques, i.e., open hand, closed hand, or pain compliance.

10.32.03 WEAPONS ISSUANCE AND TRAINING

A. Employees are authorized to carry and use on duty only ammunition and firearms that have been approved by the range officer, and only those non-lethal weapons approved by a certified defensive tactics instructor. In addition to the approval just mentioned, all weapons must be specifically authorized for each individual employee by the Chief of Police. Specific descriptions of these weapons and ammunition may be found in the Police Directives on Weapons in chapter 7.0; and 6.3, Uniforms, Appearance and Care of Equipment. All firearms will be inspected by a certified weapons instructor or armorer before issuance. Unsafe weapons will be removed from service. A record of all lethal, less lethal and non-lethal weapons issued to each employee will be maintained in the Property Section.
carried on duty only after approval by the range officer and authorization from the Chief of Police.

- The authorized and issued handgun for sworn and appointed personnel is the Glock pistol in .40 S&W caliber.
- The authorized ammunition issued is [redacted].
- Sworn and appointed personnel are also issued a Monadnock side-handled baton and/or an expandable baton.
- Sworn, appointed and limited enforcement personnel are issued the OC spray canister (SabreRed #52H2O1010, stream, 1.6oz). All other authorized personnel will have the choice of carrying either the above standard issue canister, or the smaller plainclothes version canister (SabreRed #52H2ONY-BK, stream, .69oz).

B. All personnel other than police officers (see definition at 10.32.02) are prohibited from carrying issued lethal, less-lethal and non-lethal weapons while off duty and are prohibited from carrying non-issued weapons on Police Department property, in police vehicles, or while conducting department business at any time. This includes firearms for which employees may have concealed weapon permits from Virginia or any other jurisdiction.

C. Employees must have been issued Police Directives 10.32 Use of Force and 7.2, OC Spray (sworn, appointed and limited enforcement personnel); and 7.1 Firearms, 7.3 Impact Weapons, 7.4 SLLM, and 7.5 PepperBall Launcher (sworn and appointed personnel); and must have received the recognized courses of instruction or training on those directives and policies before any lethal, less-lethal or non-lethal weapons are carried or used in accordance with this policy. Records of such issuance and training will be kept in the appropriate files in the Property Unit and Personnel Section respectively. [1.3.12]

D. All personnel approved to carry weapons must demonstrate proficiency in the use of agency-authorized lethal, less-lethal and non-lethal weapons before being authorized to carry such weapons. Such demonstrations of proficiency will be coordinated by the Personnel Section in cooperation with operational commanders, the range officer and the defensive tactics coordinator, and may be accomplished in conjunction with the training required in section C above. [1.3.10]

E. At least annually, all personnel approved to carry weapons will receive in-service training on the agency's use of force policies and demonstrate proficiency with all approved lethal weapons, electronically controlled weapons and the Sage less lethal munitions (SLLM) that the employee is authorized to use. In-service training for other less lethal weapons and weaponless control techniques shall occur at least biennially. In addition:

1. Proficiency training must be monitored by a certified weapons instructor;[1.3.11.a]

2. Training and proficiency must be documented; and
3. Employees who are unable to demonstrate proficiency with a weapon are not authorized to return to duty with that weapon until such time as proficiency is demonstrated and documented.

4. Procedures for remedial training, for those sworn and appointed officers who are unable to qualify with an authorized firearm are found in Police Directive 7.1, Firearms. Documentation will be included in the regular reports on firearms training submitted by the range officer.  

F. Sworn, appointed and limited enforcement personnel will take the appropriate steps to render necessary or requested medical aid after use of lethal, less-lethal and non-lethal weapons. Such steps must be decided on a case-by-case basis and should take into consideration the severity of the injury, employee safety, and the level of medical training possessed by the employee. In most cases, arranging for the injured person to be treated at the scene or transported to the hospital will be sufficient. (See also 10.32.05.C.3, Use of Non-Lethal Force.)

10.32.04 USE OF LETHAL FORCE

A. The use of lethal force is justified only when:  

1. The employee reasonably believes that the action is in defense of human life, including the employee’s own life, or in the defense of any person in imminent danger of serious physical injury, or

2. To apprehend or prevent the escape of a fleeing felon only when and if all the following conditions are met:
   a. The employee has probable cause to believe that a serious violent felony has been committed and the person to be arrested has committed it; and
   b. The employee has identified himself or herself as a police officer or law enforcement personnel and given notice of the intention to arrest (time and circumstances permitting); and
   c. The employee reasonably believes that the person whose arrest is sought will cause death or serious physical injury to the employee or others if apprehension is delayed; and
   d. The employee has exhausted all other reasonable means of apprehension; and
   e. The employee has taken all reasonable precautions to ensure that innocent persons will not be endangered by the use of lethal force.

3. To destroy animals that are seriously injured, suffering, or dangerous when no other disposition is reasonably practical.
   a. A supervisor’s prior approval should be sought when practical.
   b. When an officer destroys an animal, the carcass will be turned over to the Animal Shelter. The Animal Shelter is responsible for ensuring that it is tested
for rabies and distemper, when appropriate, and notifying the officer of the results.

c. Notify Internal Investigations that an animal was destroyed with a firearm.

B. All due care will be used to prevent injury to citizens. Warning shots will not be fired for any reason.

[1.3.3] C. Shooting at or from a moving vehicle is prohibited, except as a last resort in the most extreme and exceptional circumstances when required to avoid immediate and clearly foreseeable danger of death or serious injury to the employee or citizen(s).

As in any case in which lethal force is used, the safety of innocent persons is of paramount importance and the employee’s actions shall not unreasonably jeopardize the safety of such persons. Further, employees must consider the following factors in determining whether shooting at or from a moving vehicle is justified under the foregoing standard:

1. An occupant of the target vehicle is using or threatening to use lethal force by a means other than the vehicle.

2. The target vehicle is being operated in a manner deliberately intended to strike an employee or a citizen.

3. All other reasonable means of defense (including taking cover or moving out of the path of the vehicle or taking other evasive action) have been exhausted, are not practical or are not present.

Employees should also be aware and cognizant of the following factors when making decisions on shooting at or from moving vehicles:

- Bullets fired at a moving vehicle are unlikely to stop or disable the vehicle.
- Bullets may ricochet off glass or metal and cause injury to employees or other citizens.
- The vehicle may crash and cause injury to others if the bullets disable the driver.
- Shooting at or from a moving vehicle is extremely difficult, greatly reducing the likelihood of striking the intended target.

D. Controlled directed-fire:

1. Controlled directed-fire is controlled and deliberate targeted fire at an active lethal threat to enable officers to advance to and stop a lethal threat.

2. Directed-fire may be used only under the following conditions:
   a. To protect citizens and/or officers when there is an immediate danger to human life from indiscriminate shooting from a subject.
b. To cover the movement of an officer or element that is moving to a tactical location during an active shooter or coordinated assault incident.
c. To cover the retreat of officers or civilians when met with overwhelming gunfire from automatic gun fire or multiple shooters.
d. When the officer reasonably believes that the area targeted is where a lethal threat is located.
e. When the officer reasonably believes that the area in which he/she is firing is capable of accepting and/or defeating the round.

10.32.05 USE OF LESS-LETHAL AND NON-LETHAL FORCE

A. Use of less-lethal and non-lethal force is justified when employees only use the force necessary to accomplish lawful objectives. The decision on what level of force to use should be made based on the resistance by the person and weapons possessed by the person. Employees must always hold a position of advantage over resistive persons, but should escalate or de-escalate the use of force in response to the actions of the other person(s). [1.3.1;1.3.4]

B. When possible, force should be used to maintain a position of advantage in response to opposing force (i.e. physical presence, verbal commands, use of OC, physical control holds, use of an impact weapon, miscellaneous weapons, and as a final option, lethal force). There are occasions when an employee may be required to defend against an attack with whatever is available; to include items not normally considered weapons. These items, while not encouraged, shall not be prima facie evidence of inappropriate use of force.

C. Use of OC Spray, PepperBall Launchers, and SLLM. [1.3.4]

1. OC spray, PepperBall launchers, and Sage Less-Lethal Munitions (SLLM), are additional options available for sworn or appointed law enforcement personnel to control the escalation of violent behavior of persons subject to arrest. They are not intended to replace other firearms, a baton, or other accepted control techniques. OC spray, PepperBall launchers, and less-lethal force may be used to effect or maintain a lawful arrest under the following conditions:

a. When the sworn or appointed law enforcement personnel’s physical presence and/or verbal commands are ineffective and the use of more substantial measures (physical control holds, impact weapons) are imminent.
b. When the use is justified due to the proximity of the subject to the officer and/or to overcome the level of force being confronted.
c. When the person(s) to be arrested are not in the employee’s physical control and pose a physical threat to themselves, the employee, or others.
d. Under the following conditions, OC spray may be used to induce an arrestee to relinquish illegal drugs that have been placed in their mouth:
   • When an officer has seen the subject place material, which the officer has reason to believe is drugs, in the subject’s mouth, or
   • When the officer has reason to believe the subject is hiding drugs in their mouth, and
When the subject refuses the officer’s verbal order to spit out or otherwise produce the drugs.

2. OC spray and less-lethal force will not be used to remove people who lock or barricade themselves in vehicles without the approval of a sergeant or higher rank. OC spray, PepperBall launchers, and SLLM will not be used to remove people who lock or barricade themselves in buildings (residences, businesses, or outbuildings), nor for crowd control during incidents of civil unrest, without the approval of a lieutenant or higher rank. Commanders and supervisors will ensure that innocent people are not unnecessarily exposed to OC, PepperBall launchers, or SLLM in these circumstances.

3. Any person who is directly exposed to OC resulting from police employee action will be examined by a paramedic from the Fire Department or the Sheriff’s Office. Further medical attention will be determined on a case-by-case basis by the attending paramedic. Any person who demands additional medical attention after being released by the attending paramedic will be taken to a hospital for examination. The person will be advised prior to taking them to the hospital that this transportation is a courtesy, that payment for any treatment rendered is their own responsibility, and that they may file a claim with the city’s risk manager if they choose to do so.

4. To ensure that all authorized employees have current OC spray, the Property Unit will reissue OC every two years. This is not intended to prohibit authorized sworn, appointed or limited enforcement personnel from being issued OC as needed because of use or damage. (See also Police Directive 6.3, Uniforms, Appearance and Care of Equipment, Appendix D.)

D. The potential for causing death or serious injury with less-lethal or non-lethal weapons is a reality. This potential is greatly reduced when impacts to the head and neck are avoided. When using impact weapons, and less-lethal munitions, employees will be aware of the below contact areas, which are based on the potential for injury to the human body.

- Green areas: the extremities (arms, hands, legs and feet); these areas will be considered when incapacitation is necessary, and a minimal potential for injury is the appropriate response.

- Yellow areas: the torso; these areas will be considered when an escalation of force above the green areas is necessary and appropriate. Impact to these areas has an increased potential for death or serious physical injury.

- Red areas: the head and neck; intentional impacts to these areas will be avoided unless the use of deadly force is justified, necessary and appropriate.
E. Except in an emergency, employees will refrain from using a firearm (due to the inherent danger of an accidental discharge) or a flashlight or radio as an impact weapon.

F. **Other Procedures Regarding Use of Less-Lethal or Non-Lethal Weapons**
   1. Only trained, sworn personnel are authorized to use the less-lethal or non-lethal weapons.
   2. Employees deploying the less-lethal munitions will make every effort to inform other involved employees that they are being deployed.
   3. An officer armed with a less-lethal or non-lethal weapon must have a cover officer who is prepared to use lethal-force if and when the situation demands.
   4. Any person struck by Sage less-lethal munitions will be taken to the hospital for medical evaluation. If necessary, first aid shall be rendered at the scene until medical personnel arrive.
   5. Any person struck by PepperBall munitions will be treated in the same manner as a person exposed to OC spray, as outlined in 10.32.05.C.3.

G. Sworn and appointed law enforcement personnel should be aware of the possibility of burn injuries when hot automobile hoods are used to control suspects during arrest and should refrain from doing so except in an emergency. If the situation warrants using a body surface of a vehicle to gain control of an arrestee, employees should use the trunk area instead of the hood whenever practical.

H. Weapons of any kind will only be used by trained and authorized personnel.


J. It is the policy of this Department that neck restraints or choke holds will not be used by employees for any reason unless deadly force can be justified. This prohibition on the use of chokeholds shall include those circumstances involving evidence retrieval from suspects. [1.3.11.d]

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**10.32.06 USE OF VEHICLES/VEHICLE STOPS**

A. Under certain circumstances use of a vehicle to attempt to make an arrest may be analogous to use of lethal force. Employees will adhere to all provisions of this directive and the provisions of Police Directive 10.11B, Vehicle Pursuits while deciding when and how to use a vehicle in an arrest situation.
   1. In all cases not specifically covered in the directive cited above, officers should be governed by their training and experience.
2. Only police officers that have received training in defensive driving and pursuit vehicle operations are authorized to operate department vehicles under emergency conditions.

B. Employees are prohibited from using a vehicle to force another vehicle to stop except under extreme circumstances when stopping the moving vehicle is of critical importance to public safety.
   1. Fixed roadblocks - use of unoccupied City vehicles to deny an oncoming vehicle use of the roadway, may only be done under limited circumstances and with approval from a patrol supervisor or commander (see Police Directive 10.11B.05.D).
   2. Employees are prohibited from intentionally initiating contact between two moving vehicles except under extreme circumstances and only if lethal force is justified, necessary and appropriate.

C While involved in efforts to stop moving vehicles or to immobilize stopped vehicles as described in this section, employees must use extreme caution to protect themselves from potentially armed suspects and to avoid placing themselves in a crossfire situation with other persons.

D. The following procedures will be followed during all vehicle stops, regardless of their nature:
   1. Except when conducting routine traffic direction and control duties, employees will not intentionally stand, move or remain in front of, near, or in close proximity to a moving vehicle for any reason.

   2. Employees will refrain from reaching into an occupied vehicle in an attempt to immobilize the vehicle because of the potential for the employee to be severely injured as a result of the action.

   Specific procedures for all vehicle stops are covered in Police Directive 11.21, Traffic Enforcement. Employees conducting routine traffic enforcement from a stationary location such as radar details or sobriety checkpoints are permitted to signal traffic to stop by briefly entering the roadway at a point not directly in the path of the vehicle they intend to stop and must promptly remove themselves from the roadway, regardless of whether or not the driver appears to be complying with their signal.

10.32.07 POSITIONAL ASPHYXIA

A. Positional asphyxia (see definition at 10.32.02) may cause the death of persons in police custody if safeguards are not observed. Employees should ensure careful monitoring of suspects, especially under the following circumstances, which may be associated with in-custody deaths due to positional asphyxia.
1. Obesity of the suspect.

2. Intoxication caused by drugs or alcohol.

3. Violent or bizarre behavior.

4. Violent struggle requiring restraint in excess of normal handcuffing (i.e. hobbles, flex cuffs, Spit Sock, etc.).

5. Unresponsive suspect during or immediately after a struggle.

B. To minimize the risk of positional asphyxia, employees will carefully observe the following safeguards.
   1. Monitor in-custody suspects for gurgling, gasping, or unresponsiveness and summon medical assistance if any of these symptoms are present.

   2. Avoid leaving suspects positioned so they are lying face down for prolonged periods of time.

   3. If handcuffs alone are insufficient to reasonably control the suspect, use of the hobbles should be attempted if they are available. It should be noted that there should be little or no asphyxiation issues with the use of the hobbles, since the feet are tethered to the door frame. Only trained, sworn personnel are authorized to use hobbles.

C. If a suspect is restrained in addition to normal handcuffing, employees will:
   1. Monitor the suspect carefully.

   2. Remove the additional restraints as soon as it can be done safely.

   3. Include the following information in the Offense/Incident Report (APD-7), or Suspect/Arrest Report (APD-007B) and Supplement Form (APD-007J):
      a. Actions taken by the person(s) restrained, including documentation of the level of resistance encountered.
      b. A description of the restraint that was used and its consequences.
      c. How long the suspect was restrained.
      d. How long the suspect was prone (laying face down), if applicable.
      e. How long transportation of the suspect lasted.
      f. Identification of any witnesses.
      g. Any other pertinent details.
A. **Employee Responsibilities**

1. As soon as possible, but certainly within one hour of being involved in any of the circumstances listed below, an employee will verbally notify an on duty supervisor and submit a written or oral statement documenting the use of force in the following cases:
   a. When an officer discharges a firearm for other than training or recreational purposes. \[1.3.6,a\]
   b. When action taken by the employee results in, or is alleged to have resulted in injury or death of another person. \[1.3.6,b\]
      - In some circumstances (see 10.32.09) a criminal investigation may also be required, in which cases the directly involved officer(s) cannot be compelled to provide written or oral statements. In those cases, the interviewing and reporting procedures specified in this directive will be superseded by those in Police Directive 10.35, Investigation Of Police Deadly Force.
   c. When an employee applies force by means of a K-9, a baton, OC spray or any other weapon. (See 10.32.08.B.4 for OC and PepperBall exceptions)\[1.3.6,c\]
   d. On the complaint of a person that he or she has sustained an injury. \[1.3.6,d\]

2. Whenever weaponless physical control is exerted over a person through the use of authorized physical control techniques, i.e., open hand, closed hand, or pain compliance, it will be recorded in the PD-7 Offense Report.

B. **Supervisor Responsibilities**

1. The employee’s original statement will be forwarded to the Chief of Police, through channels, along with the investigative package. The statement will include the following information:
   a. Actions taken by the person(s), against whom force was used, including documentation of the level of resistance encountered.
   b. Actions taken by the employee, including the nature of force used and its consequences.
   c. Injuries sustained or inflicted.
   d. Identification of known witnesses.
   e. Any other pertinent details.

2. When an employee is incapacitated or otherwise incapable, the immediate supervisor or the person acting in that capacity is responsible for completing the statement of facts.

3. The employee’s immediate supervisor or a supervisor on-duty at the time will investigate all incidents involving use of force by an employee as soon after the incident as possible (preferably at the incident scene).
4. The supervisor will identify (including full name, address, phone number, date of birth, social security number “voluntary,” sex and race), interview, and obtain written statements from all witnesses, complainants, and suspects. In cases involving use of OC or a PepperBall launcher, written statements from those involved are not required unless:
   a. There is apparent injury to the arrestee or other persons beyond that which may normally be experienced as the result of OC, ECD, or PepperBall launcher use;
   b. A citizen complaint is received regarding the appropriateness of the OC, ECD or PepperBall launcher use; or
   c. The responding supervisor determines at any point in the investigation that the use of OC, ECD, or PepperBall launcher may be classified as not within policy limits.

5. Review the statements and ensure that they fully address the specifics of the investigation.

6. Review and forward the employee’s statement to the Chief of Police through channels along with the completed investigative package.

7. In order to ensure proper case management, the supervisor will, within 24 hours of the event, notify the Internal Investigations Unit (I.I.) that they have initiated a use of force investigation. Upon receiving this notification, I.I. will assign the event an Internal Investigations case number and provide it to the investigating supervisor.

9. The supervisor will then complete the memorandum (see Police Directive 2.3, Complaints and Disciplinary Actions, Appendix A for memorandum format) or Form APD-0493, Use of OC Report, or APD-0494 ECD Report showing the results of the investigation. The supervisor will:
   a. Review the employee’s Internal Investigations records to ascertain the number of incidents of reported uses of force within the last 24 months and document this information in the memorandum.
   b. Comment on whether there is reason to believe that the number of incidents may indicate the need for counseling, coaching, training, or other type of referral.
   c. Classify the use of force as falling into one of the following categories:
      - **Within Policy Limits** - The use of force was justified and was not excessive. This finding does not preclude a separate recommendation for counseling, coaching or training, none of which qualifies as a disciplinary action.
      - **Not Within Policy Limits** - the force was excessive or unnecessary - The employee(s) involved in the incident did not need to use force and/or the degree of force used was excessive. This finding mandates the lodging of disciplinary charges for excessive force.
10. Within 45 days of the use of force, the supervisor will send the investigation memorandum, APD-0493, or APD-0494, all attachments, through the employee's chain of command for review and comments.

C. Commander Responsibilities
All commanders will ensure that the incident was thoroughly investigated, that the finding falls within one of the two categories shown above, and that a recommendation for appropriate remedial action, if necessary, is documented. The package will then be forwarded to the Chief of Police through Internal Investigations.[1.3.7]

D. Internal Investigations Responsibilities
1. Internal Investigations will review all reports and memorandums regarding the use of force, make appropriate comments, and forward them to the Chief of Police. [1.3.7]

2. The employee(s) involved in a use of force incident will be notified, in writing, by Internal Investigations as to the results of the investigation.

E. When an employee is directly involved in a use of force that results in death or serious injury, he or she must participate in a debriefing with a mental health professional (see also Police Directive 4.5, Critical Incident Stress Debriefing.), which will be arranged jointly by the commanders of Internal Investigations and Personnel and Training.
10.32.10 DISPOSITION OF FIREARM

A. After an incident where an officer uses a firearm as lethal force, the supervisor commanding the scene will take the weapon from the officer and turn it over to the evidence technician. An exception to this is when the evidence technician is on the scene. In this case, the evidence technician may take the weapon directly, however it is the supervisor’s responsibility to ensure that this is done. The weapon will be handled in the same manner as any other firearm seized as evidence.

B. Supervisors and commanders will ensure that once an officer’s weapon is taken, that officer will not be left unattended without a weapon and will be transported from the scene in a timely manner.

C. If necessary, the commander of an officer using a firearm will ensure that a replacement firearm is issued promptly.

10.32.11 ADMINISTRATIVE ASSIGNMENT

A. An officer or other employee whose actions or use of force results in a death or serious physical injury, or who shoots at and misses any person, will be immediately reassigned to administrative duties, pending investigative review by the Chief of Police. [1.3.8]

B. An officer or other employee causing minor injury to another person by use of force other than a firearm need not be automatically reassigned, but an investigative review by the Chief of Police may determine if a temporary administrative assignment is appropriate.

By Authority Of:

Earl L. Cook
Chief of Police
Alexandria Police Department
WARRANT THREAT ASSESSMENT MATRIX

This risk assessment form relates to the service of Search and/or Arrest Warrants. It is intended to serve as a guide in determining what resources are necessary to minimize the risk of the warrant service and is intended to provoke consideration of issues relating to officer safety and the safety of the community. Recognize that each situation is unique and this matrix may not apply to every circumstance.

If any ONE (1) of the risk factors in this section is present, at the discretion of the Watch Commander the SOT Commander (or designee), or the SOD Commander MUST be consulted PRIOR to the service of the warrant.

- Any subject believed to be present at the target location who had a previous arrest for using a firearm during the commission of a crime, or is known to carry a firearm, or has a history of violent crime involving weapons.
- Any subject believed to be present at the target location who has outstanding warrants or probable cause for arrest for Homicide, Kidnapping or Rape while armed, Violent Sexual Offense, Armed Robbery, or any type of a Felonious Assault charge.
- The Search/Arrest Warrant has been approved to be a “no-knock” service by any jurisdiction.
- The target location is fortified or entry requires special breaching tools.
- Any concerns regarding safe access, approach, or secluded site location.
- Will UC officers or CI be in the premises at the time of entry?

NOTE: If the warrant involves ANY Felony drug or vice related case, the Commander/Supervisor of Vice/Narcotics must be contacted prior to any attempt of service. The Vice/Narcotics Threat Matrix will be used to determine who will serve the warrant.

If TWO (2) or more of the following risk factors in this section are present, at the discretion of the Watch Commander the SOT Commander (or designee), or the SOD Commander MUST be consulted PRIOR to the service of the warrant.

- There is intelligence of firearms at the target location (Concealed Weapon Permit, APD, Officer Intel etc.).
- Any subjects believed to be present at the target location who have a history of assaulting, resisting arrest or are known police fighters:
- Subject of warrant has gang affiliations:
- Subject of warrant is a drug user or alcohol abuser:
- Subject of the warrant is mentally unstable:
- Subject of the warrant has military/police/tactical background:
- Subject of the warrant is on Probation/Parole/Bond for a violent offense:
- Counter surveillance personnel or monitoring devices are utilized:

The consulted Commander shall either direct the warrant to be served by SOT or defer to the unit that is requesting warrant service based on their assessment of the situation/facts.

Matrix Completed by:____________________ Serial #:____________________ Unit:____________________ Date & Time:____________________ Case #:____________________

SOT/SOD Commander Consulted: Yes ☐ No ☐ ____________ Reason ____________

SOT/SOD Commander Determination: SOT ☐ UNIT ☐ ____________ Notes ____________

Address/Location where warrant is to be served:____________________

Estimated Date & Time of Service:____________________

Name of Person on Warrant:____________________

Charge(s)? _________________________________

Who obtained the warrant? _________________________________

DISTRIBUTION: COMPLETED FORMS AND ANY OTHER INFORMATION SHALL BE FORWARDED TO THE SOT COMMANDER.

Supervisor Review: Serial #__________ Date ____________

Watch Commander Name____________________ Notified (Date) ____________ Approved (Date) ____________

F-APD-0603 (04/2016)
10.33.01 POLICY/PURPOSE

The purpose of this Directive is to establish procedures for the processing of all warrants, capiases, and summonses handled by the Department.

10.33.02 DEFINITIONS

**Capias** – a writ commanding the immediate arrest of a person.

**Juvenile Detention Order** – a written order under the authority of Juvenile and Domestic Relations Court, commanding the arrest and detainment of a juvenile who is alleged to have committed an act which would be a felony or class I misdemeanor if committed by an adult.

**Subpoena Duces Tecum** – a writ or process commanding a witness to produce documents, books, papers, etc.
Summons – a writ commanding a person to appear, at a specified date and time, to answer to a matter before the court.

Warrant – a writ commanding the arrest of a person for a specified violation of law. A warrant may require a custodial arrest, or allow or command a release on a summons.

Writ – a written order issued under the authority of a court, commanding the person or entity to whom it is addressed to perform or cease performing some specific act.

10.33.03 RESPONSIBILITIES

A. Officers will ensure writs, warrants, etc., are valid on their face, (i.e., proper code section, signed, dated, and description of suspect) prior to attempting service.

B. Officers will make sure they complete the Warrant Threat Assessment Matrix form APD-0603 (Appendix A). It is the officers’ responsibility to make every effort to compete this form accurately and with as much supporting detail as possible.

C. Officers will make every reasonable effort to serve all writs in their possession. Officers will complete the appropriate supplemental report(s) for each arrest (see Police Directive 10.8, Field Reporting). Only sworn law enforcement officers are authorized to execute warrants.

D. A Suspect/Arrest Report (PD-7B) will be made on all arrests, including Alexandria warrants, warrants issued as traffic summonses, traffic warrants, and all arrests for other jurisdictions (this includes arrests based on Teletypes).

E. Officers obtaining warrants, or assisting complainants in obtaining them, will obtain as complete a physical description as possible of the suspect(s), especially date of birth. Officers will ensure the magistrate puts a complete description on all warrants and signs them. Officers will write the APD case number in the lower right corner of all copies of the warrants.

F. Supervisors will ensure officers properly comply with all aspects of this directive.

G. Patrol commanders will ensure writ service is carried out as a primary part of their sector’s activity.

H. The Commander of Technology Services will ensure the development of procedures to ensure all requests for wanted checks are answered without undue delay.

I. The Information Services Section (ISS) Commander will ensure maintenance of the records and files (only writs we receive) required by this directive. The commander will ensure the procedural responsibilities of Information Services are met. In addition, the commander will ensure the prompt entry and cancellation of all wanted persons who meet the criteria, of the VCIN/NCIC computer files (it should be noted that AJIS is a shared system).

J. The Information Services Commander will, at least on a quarterly basis, submit (through channels) to the Commonwealth’s Attorney’s Office a complete list of all writs eligible for destruction.
K. ISS will update the file that it controls. Locator requests, missing persons, runaways, and career criminals are centralized in the Wanted Persons Files.

10.33.04 PROCESSING WRITS

A. All writs (warrants, capiases and summonses) will be processed through ISS before any attempt at service is made. This does not apply to writs issued for on-view arrests. All files concerning writs are centralized in ISS. [74.1.1a]

B. ISS will attach a completed Warrant/Capias Control Sheet (ADP-105) to each writ. The APD-105 must contain the physical description of the person to be arrested, case number, suspect ID# (A#) date issued, the charge, and originating agency. [74.1.2c]

C. ISS will maintain files indicating all writs possessed by this Department and their whereabouts.

D. ISS will forward to the appropriate jurisdiction all the writs requiring service outside the City. They will also receive all writs forwarded to this Department for service within the City. [74.1.3b]

E. Officers served with a Subpoena Duces Tecum will immediately notify their supervisor. The supervisor will ensure that it is delivered to the ISS Commander for processing. Under no circumstances will officers or supervisors copy official department records and forward them to the requestor. The ISS Commander will ensure that all records requested are delivered in accordance with existing state law and departmental procedures. Completed requests will be delivered to the City Council Liaison officer for filing.

10.33.05 ISSUING WRITS FOR SERVICE

A. Employees taking writs from ISS except as outlined in B & C will complete the "copy" of the APD-105. For writs issued in this manner, the completed "copy" of the APD-105 must remain in ISS. Officers must ensure all original copies of the APD-105's (with attached writs, if unexecuted) are completed and returned to ISS by the end of their shift. Officers will sign their name and the date and time of issuance in the “Attempts To Locate” section of the “copy” of the APD-105.

B. Officers who attempt the service of a writ will record their attempts to locate the person in the proper spaces of the original copy of the APD-105. The exact address of the attempted service must be entered on the form. The use of the words, "Above address", "Unable to Serve", or ditto marks are prohibited. Officers determining that the person has moved will attempt to locate a forwarding address and note the results on the original copy of the APD-105. [74.1.2a,b,d,e]

C. Officers will place any investigative leads developed (employment, additional physical description, or a vehicle used by the wanted person) in the appropriate blocks of the original copy of the APD-105.
D. Officers will not approach a residence solely for the purpose of serving a misdemeanor warrant between 2200 hours and 0600 hours unless the charge involves personal injury or the destruction of personal property. Any exception to this policy must be approved by a Patrol Commander before the warrant service is attempted.

E. Officers will not make copies of writs or APD-105s when attempting service. Officers will sign out the APD-105 from the warrant unit of ISS and return it after the attempt is complete.

### 10.33.06 EXECUTING WRITS

A. Officers executing writs will note on the original writ the date, their signature and serial number, the fact that it was executed, and the manner of execution. In addition, officers will complete the original copy of the APD-105 to include the fact that the writ is executed, the date, time, location of arrest, the arresting officer's name and serial number. Officers will leave the executed writ with the booking room deputy. The completed APD-105 will be turned in to ISS with the APD-7B prior to the end of the officers' shift. [74.1.2a,b,d,e]

B. A copy of the writ must be given to the person upon whom it is served.

C. Writs will be accompanied by finger and palm print cards, a Central Criminal Records Exchange (CCRE) form, an APD-7B and/or a Virginia Uniform Summons (VUS), (See Directives 10.1, Adult Arrests, 11.21, Traffic Enforcement, and 10.17, Juvenile Procedures).

D. For Circuit Court writs, the execution notations should be placed in the left margin of all three copies. Officers are also required to complete the Commonwealth's Attorney's "Memorandum of Arrest on a Bench Warrant" form that will be attached to the writ.

E. For Detention Orders all three copies of the Detention Order are to be executed on the backside of the Detention Order part of the form. The three copies are to be distributed as follows: the original (first copy) goes to J&DR Court; the second copy goes to the Detention Center; and the third copy is given to the juvenile.

F. ISS will staple the Memorandum of Arrest form to the Central Criminal History.

G. Upon receiving executed writs, the Liaison officer will forward the original writs and appropriate copies of the CCRE, to the appropriate court. [74.3.1]

### 10.33.07 WRITS FROM OTHER JURISDICTIONS [74.3.1]

A. Writs received from other jurisdictions will be processed in accordance with section 10.33.06; except, Writs received for immediate service from an outside jurisdiction will be routed to the on-duty watch commander. The watch commander will determine whether the warrant service will be handled by patrol or other resources within the police department.
The watch commander should assess the risk associated with the Writ through criminal history, offense, location, weapons and any other factors that will help determine the appropriate type and amount of resources. [74.1.3b]

B. A writ received for a person in the custody of the Alexandria Sheriff’s Office will be delivered to a supervisor at the Alexandria Correctional Center and executed as directed. Writs and warrants cannot be served on Federal prisoners. An exception to this is if a Federal Prosecutor returns the writ to ISS for further processing.

C. Once a writ has been served, the arresting officer will mark “executed” on the original copy of the APD-105, and returned it to ISS prior to the end of the shift.

D. If an arrest is made for a jurisdiction outside of Virginia, the arresting officer must take the arrested person before a magistrate and obtain a Virginia fugitive warrant. The warrant will be processed as an on-view arrest.

E. If an arrest is made for another Jurisdiction within Virginia, the warrant or Teletype from the originating jurisdiction is sufficient and no other warrant need be issued. An APD-7B will be completed and turned into ISS prior to the end of the officers’ shift.

10.33.08 ARRESTS BY OTHER JURISDICTIONS [74.1.3b]

A. The primary responsibility for the extradition and/or transportation (from outside the City) of arrestees on Alexandria writs for court issued papers (Capiases, Bench warrants, indictments, Probation violation) rests with the Office of the Sheriff. Patrol shift commanders may, at their discretion, authorize officers to perform this task in the Northern Virginia area.

B. Arrests for Felonies outside of Virginia: The employee first determining a person wanted on an Alexandria writ is in the custody of a jurisdiction outside of Virginia will:

1. Confirm the existence of a valid writ;
2. Determine if a Notice of Extradition (APD-51) is attached to the writ;
3. If an APD-51 is attached, follow the extradition authorization indicated;
4. If no APD-51 is attached, only adjacent states extradition is authorized;
5. If there are any unresolved questions concerning extradition authorization, contact the appropriate Assistant Commonwealth’s Attorney. (For after hours contact, a supervisor’s approval is required);
6. Obtain sufficient information from the holding jurisdiction to determine if they are detaining the same person specified in the writ;
7. Notify the holding jurisdiction by Teletype whether this Department is requesting the person be held on the Teletype for our writ; and
8. ISS will forward a copy of the Teletype notification/detention memo to the Commonwealth Attorney’s Office and send an e-mail to the CIS detective assigned to the case. ISS will also copy the detective’s supervisor on the e-mail.
C. Arrests for Misdemeanors outside of Virginia.

1. Except in rare circumstances, extradition for misdemeanors will not be sought. Attempts to detain a person in another state for a misdemeanor will only be made with the specific authorization of the Commonwealth's Attorney.

D. Arrests for Felonies within Virginia: The employee first determining a person wanted on an Alexandria writ is in custody of another jurisdiction within Virginia will:

1. Confirm the existence of a valid writ;
2. Obtain sufficient information from the holding jurisdiction to determine if they are detaining the same person specified in the writ;
3. Notify the holding jurisdiction via Teletype that this Department is requesting they continue detaining the person until arrangements can be made to bring them back to the City and forward a copy of the Teletype notification/detention memo to CIS.
4. Ensure the ISS supervisor is notified of the specifics of the case, so he or she can make the appropriate notification for having the person returned to the City.

E. Arrests for Misdemeanors in Virginia.

1. The effort expended to return a person from within Virginia will vary based on the severity and strength of each misdemeanor case.
2. If no reimbursement of expenses will be sought from the State (through the Commonwealth's Attorney), the decision will be made by an appropriate commander within this Department.
3. If reimbursement will be sought, the appropriate Commonwealth's Attorney must be consulted.

10.33.09 PROTECTED FACILITIES

A. It will be the policy of the Department to execute arrest warrants on clients of "protected facilities" (i.e., Alexandria Regional Detoxification Center, Alexandria Mental Health, or any other facility where staff is precluded from disclosing the identity of clients). Only felony warrants will be executed. An exception can be made by command level staff for an arrest for a misdemeanor only when it is necessary to further a major police investigation, or other critical reason.

B. Federal regulations (42 CFR, Part 2) prohibit the staff at a “protected facility” from giving any information pertaining to a client. This includes verifying that an individual is on the premises. Further, these regulations, in effect, restrict law enforcement officers from entering the premises to serve an arrest warrant on a client without a court order (i.e., search warrant), unless the client sought gives the staff written permission to disclose his or her presence, or the police are summoned by the staff regarding a criminal act on the premises by the client.

C. When information is received that a wanted person is currently a client at a “protected facility”, the following procedure should be employed.
1. A supervisor or commanding officer will make contact with one of the administrators of the “Protected facility”. Following are the contact numbers for the Alexandria Regional Detoxification Center and Second Genesis;
   - Detoxification Center, (703) 329-2015.
   - Director of Substance Abuse, (703) 329-2020.
   - Executive Director of Mental Health, (703) 838-4455.

2. The person contacted will make every reasonable effort within the guidelines of the law to deliver the wanted person to the police. If these efforts fail, a search warrant will have to be obtained.

3. If it is believed contact between the facility personnel and the suspect might cause the suspect to flee or escape apprehension, or if the nature of the crime or criminal background of the suspect may lead to a hostage situation, such contact between the police and the facility personnel need not be made.

4. If step 2 is omitted or unsuccessful, an officer will apply to the magistrate for a search warrant for the "protected facility" in the same manner in which any other search warrant would be sought.

5. If a search warrant is obtained, it will be executed according to standard practice. The officers will knock at the door of the "protected facility" and ask to speak to a staff supervisor.

6. Before entering, the officers will identify themselves, explain the purpose for being there, provide a copy of the search warrant and affidavit to the staff member, and request permission to enter.

7. If step 1 has been omitted, and the staff member served expresses a desire to notify a program director prior to the search, the officer(s) will enter and accompany the staff member to the nearest telephone.

8. If entry is refused at that time, the officer(s) may use whatever reasonable force is necessary to accomplish entry and conduct the search.

By Authority of:

David Huchler
Acting Chief of Police
This risk assessment form relates to the service of Search and/or Arrest Warrants. It is intended to serve as a guide in determining what resources are necessary to minimize the risk of the warrant service and is intended to provoke consideration of issues relating to officer safety and the safety of the community. Recognize that each situation is unique and this matrix may not apply to every circumstance.

If any ONE (1) of the risk factors in this section is present, at the discretion of the Watch Commander the SOT commander (or designee), or the SOD commander MUST be consulted PRIOR to the service of the warrant.

☐ Any subject believed to be present at the target location who had a previous arrest for using a firearm during the commission of a crime, or is known to carry a firearm, or has a history of violent crime involving weapons.

☐ Any subject believed to be present at the target location who has outstanding warrants or probable cause for arrest for Homicide, Kidnapping or Rape while armed, Violent Sexual Offense, Armed Robbery, or any type of a Felonious Assault charge.

☐ The Search/Arrest Warrant has been approved to be a “no-knock” service by any jurisdiction.

☐ The target location is fortified or entry requires special breaching tools.

☐ Any concerns regarding safe access, approach, or secluded site location.

☐ Will UC officers or CI be in the premises at the time of entry?

NOTE: If the warrant involves ANY Felony drug or vice related case, the Commander/Supervisor of Vice/Narcotics must be contacted prior to any attempt of service. The Vice/Narcotics Threat Matrix will be used to determine who will serve the warrant.

If TWO (2) or more of the following risk factors in this section are present, at the discretion of the Watch Commander the SOT Commander (or designee), or the SOD Commander MUST be consulted PRIOR to the service of the warrant.

☐ There is intelligence of firearms at the target location (Concealed Weapon Permit, APD, Officer Intel etc.):

☐ Any subjects believed to be present at the target location who have a history of assaulting, resisting arrest or are known police fighters:

☐ Subject of warrant has gang affiliations:

☐ Subject of warrant is a drug user or alcohol abuser:

☐ Subject of the warrant is mentally unstable:

☐ Subject of the warrant has military/police/tactical background:

☐ Subject of the warrant is on Probation/Parole/Bond for a violent offense:

☐ Counter surveillance personnel or monitoring devices are utilized:

The consulted Commander shall either direct the warrant to be served by SOT or defer to the unit that is requesting warrant service based on their assessment of the situation/facts.

Matrix Completed by: ______________________  Serial #:  ______________________  Unit:  ______________________  Date & Time:  ______________________  Case #:  ______________________  

SOT/SOD Commander Consulted:  

☐ Yes  ☐ No  ☐ Reason  

SOT/SOD Commander Determination:  

☐ SOT  ☐ UNIT  ☐ Notes  

Address/Location where warrant is to be served:  ______________________

Estimated Date & Time of Service:  ______________________

Name of Person on Warrant:  ______________________

Charge(s)?  ______________________

Who obtained the warrant?  ______________________

DISTRIBUTION: COMPLETED FORMS AND ANY OTHER INFORMATION SHALL BE FORWARDER TO THE SOT COMMANDER.

Supervisor Review:  

Serial #:  ______________________  Date:  ______________________

Watch Commander Name:  ______________________  Notified (Date):  ______________________  Approved (Date):  ______________________

F-APD-0603 (04/2016)
It is the policy of this Department to recognize both the constitutional and administrative rights and responsibilities of its employees. This directive attempts to balance the rights of the individual with the needs of the Department and society at large.

The nature of a criminal investigation is to determine if any laws were violated, and to identify the person(s) responsible for the violation. This holds true whether that person is a police employee or someone else. In most cases where police officers use lethal force, it is they who are the victim or witness to a criminal offense.

When police lethal force is used, the focus of the investigation is to apprehend the criminal(s) involved. However, the Criminal Investigations Section (CIS) still must retain investigative responsibility to ensure police employees did not violate any laws.
The trauma that can be involved in police lethal force or in-custody death incidents must be recognized. We must treat the involved employee with concern and compassion, while still meeting the needs of the appropriate incident investigation.

The purpose of this directive is to establish guidelines for the investigation of incidents involving the police use of lethal force or in-custody deaths of arrestees.

10.35.02 AUTHORITIES

Title 15.1 Chapter 3 of the Code of Virginia addresses Police and Public Order. Section 15.2-1704 addresses the powers and duties of a police force. The Code of Virginia does not provide guidelines for police officers on the use of force, but Federal and State Court decisions have given police agencies authority and guidance to establish standards of conduct in this area.

10.35.03 DEFINITIONS

**Administrative Inquiry** – An employer's administrative review of actions or incidents involving its employees for compliance with City and Department rules, regulations, or for identifying potential training issues.

**Criminal Investigation** – A criminal investigation of actions or incidents involving anyone for potential violations of federal, state or city code.

**Directly Involved Officer** – The officer(s), who applied the lethal use of force, or in the case of an in-custody death, had actual custody of the deceased detainee.

**Firearm** – A lethal force weapon from which a lead/metallic projectile is fired.

**In Custody Death** – Any death of an arrested or detained person which occurs between the time an officer announces or formulates his/her intent to arrest and the time an individual is transferred to another agency’s custody (i.e. the Sheriff’s Department, hospital, another jurisdiction, etc.) or released.

**Lethal Force** – Force that is intended and likely to result in serious physical injury or death.

**Serious Physical Injury** – An injury that creates a substantial risk of death, or which causes serious and protracted disfigurement, or impairment of the function of any bodily organ or limb.
10.35.04 GARRITY AND CONSTITUTIONAL PROTECTIONS

A. In all of these situations, there are two separate and distinct issues to be recognized as it relates to police employees. The first is that the constitutional protection to ensure due process for any citizen who may face potential criminal investigation/prosecution applies to police employees as well. The second is the right of an employer to know the circumstances under which their employee executed his or her job responsibilities. In the first there are criminal penalties possible, in the second there are employment disciplinary or termination concerns. The relationship between the two was most clearly stated in the well-known court case of Garrity vs. New Jersey.

B. Police employees enjoy the same protections as any other citizen against being coerced into self-incrimination in a criminal investigation. Police employees have the free choice to provide or not to provide information to criminal investigators at their own discretion, if such information could incriminate them in a criminal act. No adverse job related threats are appropriate or permitted.

C. Police employees are required to respond truthfully, completely and without omission to any questions put to them by a supervisor conducting an administrative inquiry for their employer (City/Department). An employee can be compelled to respond and failure to do so is subject to disciplinary action up to and including termination.

D. If the administrative inquiry statement is considered compelled, the information contained cannot be used in a criminal prosecution of the interviewee (it can be used to prosecute others). The information is considered privileged and the employer cannot relay or convey it in any way that would result in the information being brought to the attention of criminal investigators or to anyone with access or involvement in a criminal investigation.

E. An administrative inquiry investigator can and should have access to all criminal interviews. Anyone who is involved in a criminal investigation cannot have access to information from an administratively compelled statement that contains or likely could contain self-incriminating information, unless the Commonwealth’s Attorney is willing to grant immunity related to the information.

F. This administrative protection only applies to police employees, and then only if the revealed information is criminally self-incriminating. It does not apply to any other citizens, witnesses, etc.

G. In any criminal investigation or administrative inquiry interview of a police employee, the interviewer is responsible to clearly state whether the interview is criminal or administrative in nature. The standard to which we will be held is what the interviewee could reasonably believe his or her situation to be.
RESPONSIBILITIES IN POLICE LETHAL FORCE OR IN-CUSTODY DEATH SITUATIONS

A. Commanders/supervisors/officers responding to, or involved in, these incidents will recognize them as a criminal investigation until a preliminary assessment has been completed.

B. The on-duty Watch Commander will make the initial determination as to whether an incident should be investigated as a criminal investigation or solely as an administrative inquiry. Until a clear determination is made, the incident will be handled as a criminal investigation. If in doubt, the Watch Commander will consult with the Investigations Division Commander and the Internal Investigations Commander.

C. If the possibility of serious criminal violations on the part of an employee does not exist, Internal Investigations will take over responsibility for the investigation and complete its administrative inquiry.

PROCEDURES
If the incident involves a police in-custody death, or a police involved application of lethal force, the Chief of Police reserves the right to designate a Special Lead Administrative Inquiry Investigator. If invoked, this individual will be temporarily attached to the Deputy Chief of Investigations to oversee the Department’s administrative inquiry.

J. In criminal investigations, Internal Investigations and/or the assigned Lead Administrative Inquiry Investigator will have complete access to all criminal investigative information and the full cooperation from all participants in the
criminal inquiry. He or she will review the findings of CIS and may subsequently complete separate interviews, if necessary.

K. Officers who have their firearm or other equipment seized, as a result of a criminal investigation, must receive written authorization from the Commanders of CIS and Internal Investigations before their firearm/equipment is released.

L. Officers who have their firearm or other equipment seized, as a result of an administrative inquiry, must receive written authorization from the Commander of Internal Investigations before their firearm/equipment is released.

M. All cases of police lethal force or in-custody deaths investigated by either CIS or Internal Investigations will be forwarded to the Commonwealth's Attorney's office for review.

10.35.07 CISM ISSUES

A. A debriefer from the Department's Critical Incident Stress Management Unit (CISM) will be made available to assist involved officers in dealing with the emotional stress brought on by these events. In some circumstances, a debriefer from CISM may actually speak to the involved officer(s) before an official criminal or administrative interview is conducted. However, CISM debriefers must realize that the investigation takes priority over the debriefing and they will not begin debriefing without approval from a CIS or Internal Investigations supervisor.

B. When an incident occurs involving the use of lethal force by police, or an in-custody death, the CISM team will make every effort to contact a CISM Mental Health Clinician to conduct a debriefing with the involved officer(s). Mental Health Clinicians acting as debriefers are afforded patient/client confidentiality in their relationships with the involved officer(s).

C. Police officers acting as CISM debriefers are not afforded this confidentiality. In the event an officer is used as a debriefer, he/she will not be interviewed or compelled to provide written statements about their discussions with the involved officer(s) by personnel from CIS or Internal Investigations without permission from the Chief of Police. However, this does not relieve police officers assigned as CISM debriefers of their responsibility to report information, which may demonstrate or suggest the presence of criminal intent on the part of the involved officer(s). The directly involved officer(s) need to be made aware of this lack of legal protection at the onset of any police officer CISM debriefer interaction.
D. If such information is received by the debriefer, it will be promptly reported to a supervisor from CIS. The debriefer may then be subjected to further interview by CIS and/or Internal Investigations and may be compelled to write statements about their discussions with the involved officer(s).

BY AUTHORITY OF:

Earl L. Cook
Chief of Police
10.36.01 PURPOSE AND POLICY

The purpose of this policy is to establish responsibilities and procedures for the Department’s response to reports of missing adults and children.

It is the policy of this department to immediately and thoroughly investigate all reports of missing persons. This department considers every person reported missing as "at risk" until significant information to the contrary is confirmed. [41.2.6.a]

10.36.02 DEFINITIONS

**AMBER Plan – America’s Missing: Broadcast Emergency Response**

The purpose of the AMBER Plan is for Law Enforcement Agencies to collaborate with local broadcasters in child abduction investigations for the safe and swift return of missing children.
Emergency Alert System (EAS) – a national civil emergency alert system designed to inform the public of immediate threats to national security, life and property. Employing warning tones, EAS utilizes the public radio/television and broadcast system to share information between public safety agencies and the media; who in turn, transmit emergency information to the public.

**Missing child** - a person who is:

1. Younger than twenty one (21) years of age, and
2. Whose whereabouts are unknown to his or her custodial parent, guardian, or responsible party (see § Virginia Code 52-32).

**Risk factors** - a missing person who fits any or all of the below categories:

1. Thirteen (13) years of age or younger. This age was established by the Federal Missing Children Assistance Act because children of this age group have not established independence from parental control, and most do not have the survival skills necessary to protect themselves from exploitation on the streets. Supervisors and commanders may use carefully considered discretion with cases of habitual runaways.

2. Believed to be experiencing one or more of the following circumstances:
   a. Out of the zone of safety for his or her age and/or development stage. The zone of safety will vary depending on the age of the person and his/her developmental stage. In the case of an infant, for example, the zone of safety will include the immediate presence of an adult custodian, or the crib, stroller, or carriage in which the infant was placed. For a school age child, the zone of safety might be the immediate neighborhood or the route taken between home and school. For an adult, the places the person usually frequents should be checked.
   b. Mentally diminished. If the person is developmentally disabled or emotionally/behaviorally disturbed, he or she may have difficulty communicating with others about needs, identity, or address. The disability places this person in danger of exploitation.
   c. Drug dependent, including both prescription and illicit substances. Any drug dependency puts the missing person at risk. The diabetic or epileptic person requires regular medication or his/her condition may become critical. The illicit drug abuser, on the other hand, may resort to crime or become the victim of exploitation.
   d. A potential victim of foul play or sexual exploitation. Significant risk to the person can be assumed if investigation reveals indications of a possible abduction, violence at the scene of an abduction, or signs of sexual abuse.
   e. In a life threatening situation. The environment in which the person is missing may be particularly hazardous. Examples of a dangerous environment could be a busy highway for a toddler, an all-night truck stop for a teenager, a high
crime area at night for an unaccompanied adult, or an outdoor environment in inclement weather for a person of any age.

d. Absent from home for more than twenty-four (24) hours before being reported to the police as missing. While some persons may incorrectly assume that twenty-four (24) hours must pass before police will accept a missing person case, a delay in reporting might also indicate the existence of neglect or abuse within the family.

g. With persons who could endanger his or her welfare. For example, a missing person may be in danger of sexual exploitation or involvement in criminal activity such as burglary, shoplifting and robbery.

h. Absent under circumstances inconsistent with established patterns of behavior. Most persons have an established routine that is reasonably predictable. Significant unexplained deviations from that routine increase the probability of risk to the person.

i. Missing under circumstances that would cause a reasonable person to conclude that the person should be considered at risk.

10.36.03 MISSING PERSON PROCEDURES [41.2.6.e]

A. There is no waiting period before which a missing person (adult or child) report can be filed (see Virginia Code §15.2-1718 and US Code Title 42 §5780).

B. Determination of risk factors
   If it is determined that risk factors are involved in the report of a missing person, a thorough investigation, including the use of all appropriate resources, will commence immediately. While all missing person incidents should be investigated thoroughly, those involving risk factors indicate a heightened likelihood of danger to the person and, therefore, require an intensive response.

C. Department of Emergency Communications(DEC) personnel, upon receiving a report of a missing person, are responsible to:
   1. Determine if circumstances of the report meet the definition of a missing child or missing person, defined by any of the risk factors as set forth in section 10.36.02.

   2. Immediately dispatch an officer to the scene. The National Child Search Assistance Act of 1990 mandates law enforcement's immediate response to reports of missing children, and the prompt entry of descriptive information into the NCIC Missing Person File. The Exploitation of Children Today Act of 2003 amended the National Child Search Assistance Act to extend the same NCIC reporting responsibility and other benefits to missing young adults 18, 19, and 20 years of age.
3. Notify a patrol supervisor in all cases.  

4. Transmit any appropriate radio alerts and other notifications. A critical responsibility of the call taker is to obtain sufficient information from the reporting party to broadcast a radio lookout that alerts other officers, and other agencies if necessary, about the circumstances of the person’s disappearance. Basic information should include the person’s height, weight, hair and eye color, and clothing, as well as the location where the person was last seen, and any information known about a possible abductor such as the description of the suspect and vehicle and the direction of travel.

5. Safeguard all pertinent records. The call taker should also ensure that records of all communication related to this incident, such as telephone conversations with the reporting party, including written notes regarding the discussion, radio broadcasts, and all subsequent notifications, are safeguarded for future investigative reference.

6. Handle any radio requests by the patrol officer or supervisor assigned to the call.

D. The officer assigned to the report of a missing person is responsible to, as appropriate to the circumstances:

1. Respond promptly to the scene of the report. Do not delay your response to the reporting party by conducting a nearby search of parks or playgrounds. These activities can be handled by other patrol officers.
9. **Complete necessary reports and appropriate forms (see section 10.36.05).**

   Provide updated radio lookouts and other information to *DEC* as appropriate.

   Ensure the updated information is provided to other agencies as appropriate.
E. The scene supervisor is responsible to:
1. **Respond to the scene and obtain** a briefing from the officer(s) and other agency personnel at the scene, away from family, friends or any other individuals who may be present.

3. Determine if additional personnel *(such as from COPS, Motors, PEOs and CIS)* and resources are needed to assist in the investigation.

4. Initiate the ICS if appropriate.

5. Organize and coordinate search efforts. The supervisor may appoint a search operation coordinator who can oversee the search effort while the supervisor remains available to manage the overall investigation.

6. Notify the *Watch Commander and PIO Office* and ensure that any other appropriate notifications have been made (See also section 10.36.08).

7. **Consider activating the Amber Alert system if appropriate.**

8. **Consider activating the Geocast Reverse 911 notification system through DEC.**

10. Establish a liaison with the missing person’s family to explain the investigative actions being taken and what they can do to assist.

11. Ensure all agency policies and procedures are observed.

F. The detective assigned to the report of a missing child or adult is responsible to (at the time of the report or during later investigation, as appropriate): *[41.2.5.e]*

1. Obtain a briefing from agency personnel at the scene, prior to interviews with family members of the missing person or witnesses.
5. Implement effective case management. An information–management system is an essential part of the overall investigative process. Depending on the complexity of the investigation, it may be necessary to use a computerized system to record, index, cross-reference, and retrieve the facts amassed during an investigation. The National Center for Missing and Exploited Children (NCMEC) can provide computer software designed for effective case management.

9. Provide the reporting party with a telephone number for further contact with the assigned detective.

10. Handle the follow-up contacts with the reporting party and any further follow-up investigation and searches. [41.2.5.d-e; 41.2.6.f]

11. Along with the appropriate CIS supervisor and commander, review all press releases prior to release to ensure that investigative objectives are not compromised.
12. Maintain close liaison with the NCMEC for the exchange of information and technical assistance regarding missing juveniles (US Code, Title 42, Section 5780).

13. No later than 60 days after the original entry of the record into NCIC, state, or local systems, verify and update such records with any additional information. The update should include, when available, medical and dental records, dental characteristics, scars, marks and tattoos, fingerprints, along with additional articles of clothing, jewelry, or unique possessions. (see US Code, Title 42, Section 5780).

14. Cancel all notifications, database entries, etc., when the case is closed.

### 10.36.04 UNIDENTIFIED PERSON PROCEDURES

**A. An officer assigned to the report of an unidentified person, whether living or deceased, adult or child, will be responsible to:**

1. Obtain a complete description. The NCIC Unidentified Person File Worksheet may be used. *This information should be gathered in cooperation with the Medical Examiner’s Office.*

2. Ensure the person’s description is entered into the NCIC Unidentified Person File. This file is compared daily with the contents of the NCIC Missing Person File. Entries with common characteristics are flagged and both agencies are informed.

3. Use all available resources to aid in identification of the person. The National Center for Missing and Exploited Children, state missing children clearinghouses, and other organizations, such as state medical examiners’ associations may be of assistance in the identification.

4. Cancel all notifications after identification is confirmed.

### 10.36.05 REPORTING [41.2.6.c]

**A. An incident report will be completed on all persons reported to be missing from Alexandria (regardless of the amount of time that the person has been missing) when:**

1. Any person (regardless of residence status) was last known to be in Alexandria.

2. Any resident of Alexandria, regardless of the jurisdiction in which they were last known to be, or when it is unknown where they were last seen.
B. When this department is responsible for the report and investigation, and the missing person either is a resident of another jurisdiction or was last seen in another jurisdiction:

1. The officer taking the incident report is responsible for immediately providing relevant information to that jurisdiction, including immediate radio lookouts, if appropriate.

2. CIS will also ensure that the pertinent information is furnished to the other jurisdiction, and will coordinate any investigative effort.

3. If necessary, officers will assist the reporting party in contacting appropriate agencies.

C. An officer assigned to complete a report of a missing person will [information redacted]. Information from this interview will be documented in the incident report.

D. The assigned officer will determine if the missing person qualifies for VCIN/NCIC under any of the following missing person categories:

1. **Disability (mental or physical):** The missing person has proven physical or mental disability or is senile, thereby subjecting themselves or others to personal and immediate danger. *

2. **Endangered:** The circumstances indicate that they are in danger. *

3. **Involuntary:** Circumstances indicate that the disappearance was not voluntary. Family and non-family abductions fall under this category. *

4. **Juvenile:** The missing person is under the age of 18 and none of the other categories apply. Runaways are usually entered in this category unless unusual circumstances exist.

5. **Missing Child:** Child between the age of 18 and less than 21 years who is missing and does not meet the criteria set forth in 1, 2, or 3 above. Child will be entered as Missing Person Other.

6. **Catastrophe:** a person is missing after a catastrophe.

E. If the person qualifies for VCIN/NCIC entry, the reporting officer will:

1. Complete the proper form and ensure it is signed by an appropriate person. A signature by the investigating officer will suffice in the absence of a parent, legal guardian, next of kin, physician, or other authoritative source, including a friend or neighbor in unusual circumstances, or when such signature is not reasonably
attainable (see Virginia State Police VCIN Operating Manual). This signature is required for VCIN/NCIC entry. For further information see Directive 10.8, Reporting Guide.

a. A Virginia Missing Person Information Clearinghouse Report (SP-67) is used for adult cases.

b. A Virginia Missing Children Information Clearinghouse report (SP-183) is used for missing child and juvenile cases.

2. Ensure that missing children get entered into VCIN/NCIC within the two-hour limit required by law. (See VA Code citation below.) This can be accomplished by:

a. immediately hand delivering the completed form to ISS personnel.

**Code of VA § 15.2-1718** “Upon receipt of a missing child report by any police or sheriff’s department, the department shall immediately, but in all cases within two hours of receiving the report, enter identifying and descriptive data about the child into the Virginia Criminal Information Network and the National Crime Information Center Systems, forward the report to the Missing Children Information Clearinghouse within the Department of State Police, notify all other law-enforcement agencies in the area, and initiate an investigation of the case.”

F. The following areas will be addressed in each missing person report:
1. Full circumstances of the disappearance.
2. Complete description of the person and clothes worn at the time last seen.
3. The date and location of the last known contact with the person.
4. Past history of leaving home or threats to do so.
5. Names, addresses and telephone numbers of close friends that may be contacted.
6. Name and telephone number of business if missing person is employed.
7. Name and location of any school attended, if any.
8. Names, addresses and telephone numbers of relatives that may be contacted.
10. What was taken (clothes, money, weapons, etc.).
12. Drug involvement.
13. Possible destinations and the reasons for them.
14. Any other information the officer deems necessary to aid in the investigation.
15. Photos of the missing person and suspect, if available, shall be submitted with the appropriate clearinghouse form (SP-67 or SP-183). Note in the report if no photo is available.
10.36.06 CASE CLOSURE

A. An officer assigned to the recovery or return of a missing person will be responsible to:

1. Personally verify that the returned person is, in fact, the reported missing person, in order to assess the person’s safety, gain information about possible predators, and prevent future episodes.

2. Arrange for intervention service, if indicated. During the verification process, officers should be alert for evidence of abuse or neglect, or other indications that additional services may be needed before the person can safely remain with the family. These services may include mental and/or physical health examinations and arrangements for family counseling.

3. If the person is a juvenile runaway from Alexandria, from another jurisdiction or from out-of-state, who has been located; verify the existence of a NCIC missing persons hit or warrant. Place the child in custody and contact Juvenile Intake. Follow the directions of Juvenile Intake as to disposition of the child, which could involve the arrangement for the return of the child to his or her legal guardian, the placement of the child in an appropriate children’s shelter, transport to the appropriate facility for admission, or some other disposition.

4. Complete the appropriate supplemental reports (using the case number assigned to the original missing person report), including a description of the person’s activities while missing and the circumstances of the recovery/return.

5. For missing juveniles, the case will be closed by “arrest” upon the initial report of the child’s return. If a juvenile has been reported as a runaway in the City of Alexandria and returned home by himself/herself, or with the assistance of police or a family member, under Incident Based Reporting (IBR) guidelines, the report has to be closed by Arrest and the juvenile removed from VCIN/NCIC as soon as they return home. No 7B (Adult Arrest Form) or 7E (Juvenile Arrest Form) needs to be submitted on a returned runaway. The original report should contain a person block listing the juvenile’s information. If additional information is ascertained, add the information in this supplemental report.

6. Contact ISS personnel and request cancellation of all outstanding notifications, including the VCIN/NCIC missing person entries. The agency entering the data is the only one that can remove the information. [41.2.6.f]

B. A detective assigned to the recovery or return of a missing person will follow-up on the case for additional services as needed.
Realizing that time is of the essence in these cases, the Chiefs of the Law Enforcement agencies in the Washington Metropolitan area agree that the abduction of a child is of the highest priority for response and investigation. In furtherance of this type of investigation, a carefully planned and quick notification to the public by commercial broadcast methods, Virginia’s “AMBER Alert” Plan, can be a valuable tool in the recovery of abducted children.

The purpose of the AMBER Plan is for Law Enforcement Agencies to collaborate with local broadcasters in child abduction investigations for the safe and swift return of missing children.

Virginia Amber Alert Plan Check Sheet

A. Child reported Abducted – the decision to open a major case investigation has been made by the investigating agency.

- 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.).
- The agency believes the missing child is in imminent danger of serious bodily harm or death and not simply missing - eyewitness, physical evidence etc.
- Sufficient information is available to disseminate to the public that could assist in locating the child, suspect, and/or the suspect’s vehicle.
- The child must be entered into the Virginia Criminal Information Network (VCIN) missing person files as soon as practical.

B. Agency activates an alert.

The Patrol supervisor or his designee will:
1. Collect the information necessary for the NCIC, regional lookout, and Virginia AMBER Alert Plan.
2. Confer with the Virginia State Police at 1-800-VACHILD and provide information regarding the abducted child. The initial decision to make a “statewide” Amber Alert is by law (52-34.3) at their discretion.
3. Complete the pre-established Virginia Amber Alert Plan forms packet and FAX or e-mail to Virginia Missing Children Clearinghouse (Vamissing@vsp.virginia.gov).
4. Notify the P.I.O. of the above actions taken.
Under the Federal Kidnapping Statute, 18 USC § 1201(a), the FBI is mandated by Congress to immediately investigate the mysterious disappearance of any child of tender years. Tender years are defined as an age where a child is generally incapable of fending for themselves, usually considered being age 12 or younger. This is not a fixed age however.

A common misconception is that evidence must indicate the victim has been taken across state lines or that a ransom demand has been made before the FBI can initiate, or get involved in, an investigation. Neither is correct.

The FBI will respond and assist as soon as possible after notification of the mysterious disappearance of a child or a confirmed, non-custodial, abduction has taken place. It shall be the responsibility of the CIS supervisor involved in the investigation to notify the FBI in a timely manner.

By Authority Of:

Earl L. Cook
Chief of Police
Alexandria Police Department
Directive 10.37

WARRANTLESS SEARCH

Effective Date: 08-22-2016  
Cancels: 12-30-2015

Updated Date:  
Section(s):  
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10.37.01 POLICY

The Fourth Amendment of the Constitution protects the "right of the people to be secure in their persons, houses, papers and effects, against unreasonable searches and seizures." As a general rule, searches require a search warrant. There are exceptions to this general rule, wherein a search warrant is not required as a prerequisite to conducting a search (i.e., administrative, automobile exception, community caretaking, consent, emergency aid, exigent circumstances, hot pursuit, incident to arrest, protective sweeps, and stop & frisk). In order to search without a warrant, officers must comply with the requirements for an exception as currently set down by the courts.

It is the policy of the Alexandria Police Department to conduct field interviews, investigative stops, frisks and searches in accordance with mandates prescribed under federal and state law.

10.37.02 DEFINITIONS

Field Interview – A brief detention of a person to determine the person’s identity and to resolve the officer’s suspicions about possible criminal activity. A field interview is intended to resolve an ambiguous situation. A field interview contrasts with an investigative stop, which must be based on reasonable suspicion of criminal behavior. A field interview may be conducted only with the voluntary cooperation of the citizen being interviewed.
**Frisk** – A limited, protective search of a person’s clothing or effects for the sole purpose of determining whether the person is concealing a weapon on or about his person, and based upon a reasonable, articulable suspicion that the person is armed.

**Investigative Stop** - The temporary detention of a subject when the officer has reasonable suspicion that criminal activity has occurred, is occurring, or is about to occur and that the person to be stopped is involved.

**Reasonable Suspicion** – A belief based upon objective facts which lead an officer to reasonably suspect that a crime has been committed or is about to be committed. A reasonable suspicion must be based on the totality of the circumstances, including the officer’s knowledge, training and experience. A reasonable suspicion does not exist unless the officer can articulate the objective factual basis for the officer’s belief.

### 10.37.03 PROCEDURES

**A. Field Interview**

The Fourth Amendment permits an officer to approach a person and ask if he or she is willing to answer questions, and to ask questions if the person is willing to listen and respond. The person’s voluntary answers to such questions may be offered into evidence in any subsequent criminal prosecution of that person. Officers are expected to gather information with proper observance of strict constitutional safeguards that exist to protect both the civil rights of citizens and the rights of officers to obtain information crucial to the reduction and prevention of crime.

**B. Investigative Stop**

1. A law enforcement officer may temporarily detain a person in a public place if reasonable suspicion exists that a crime has been committed, is being committed, or is about to be committed; or the officer reasonably suspects that the person is illegally carrying a concealed weapon in violation of Virginia Code §18.2-308. A temporary detention is a seizure under the Fourth Amendment. However, the U.S. Supreme Court has long held that police officers must be able to make such stops even though probable cause to arrest may not exist. [Terry v. Ohio](https://supreme.justia.com/cases/federal-supreme-court/392/1/), 392 U.S. 1 (1968).


   “The Fourth Amendment does not require a police officer who lacks the precise level of information necessary for probable cause to arrest to simply shrug his shoulders and allow a crime to occur or a criminal to escape. On the contrary, [Terry](https://supreme.justia.com/cases/federal-supreme-court/392/1/) recognizes that it may be the essence
of good police work to adopt an intermediate response. A brief stop of a suspicious individual in order to determine his identity or to maintain the status quo momentarily while obtaining more information may be reasonable in light of the facts." Simmons, 231 S.E. 2nd at 220.

3. The following factors may be considered in determining whether reasonable suspicion exists to justify an investigative stop of a person. These factors must be considered in view of the officer’s knowledge, training, and experience. All of the factors need not be present to establish reasonable suspicion:

a. The officer has valid knowledge that a person has a prior felony record;

b. The person fits the description of a wanted notice;

c. The person has exhibited furtive conduct such as attempting to conceal an object from the officer’s view, or reaching under the seat of a car;

d. Clothing worn by the person is similar to the suspect’s clothing described in a lookout for a known offense;

e. The person exhibits unusual behavior, such as staggering or appearing to be in need of medical attention;

f. The area and time of day are indicative of possible criminal activity, such as a person observed in a public area which has a history of recurring crime during the same time period as the time of the stop;

g. While hearsay information is acceptable in developing a basis for stop and frisk, the use of hearsay is dependent upon the content of the information possessed by the officers and its degree of reliability. An anonymous tip from a citizen standing alone is generally not enough to justify a police officer’s stop and frisk of a person. Officers must corroborate information furnished by citizens or from anonymous tips by their own observations. Where a tip lacks sufficient indicia of reliability to provide reasonable suspicion to make a Terry stop, the officers’ suspicion must be based on the officer’s own observations of the subject, or other corroborating information. Florida v. J. L., 529 U.S. 266, 266 (2000)

4. Like non-criminal field interviews, an investigative stop must be conducted as briefly as possible. The length of the investigative stop must be restricted to the amount of time necessary to confirm or dispel the officer’s reasonable suspicion of criminal activity. Once the detaining officer determines that the basis for reasonable suspicion no longer exists, the person detained will be immediately released. Should the suspicion be reinforced with additional information or if the officer develops probable cause, the period of detention could be lengthened.
5. A field interview card (15-A) must be completed for each person detained during an investigative stop.

C. Frisk

1. Although an officer may have a basis for stopping an individual, there must be a separate belief, based on articulable facts, that a suspect is armed and dangerous in order to justify a frisk. If an officer reasonably believes that a person may be armed and constitutes a danger to the officer or other person(s), the officer may conduct a limited, protective search of a person's clothing or effects. In addition, courts have held that in situations where the subject is wearing a heavy overcoat, the officer may require the subject to remove the coat so that he may be patted down.

2. Even though Terry v. Ohio involved the stop and subsequent pat-down search for weapons of a person suspected of criminal activity, it did not restrict the protective search to the person of the detained suspect. Michigan v. Long, 463 U.S. 1032 (1983). The Court recognized that protection of police and others could justify more expansive protective searches when there exists reasonable suspicion that the suspect poses a danger. Thus, an officer can search an area within the person's reach where a weapon may be found. A lawful protective search for weapons, which extends to an area beyond the person in the absence of probable cause to arrest, must have all of the following elements present:

   a. A lawful investigative stop of a person or vehicle.

   b. Reasonable suspicion that the suspect poses a danger, as defined by the Court in Michigan v. Long, 463 U.S. 1032 (1983), such reasonable suspicion must be based upon “…specific and articulable facts, which taken together with the rational inferences form those facts, reasonably warrant the officer to believe that the suspect is dangerous and the suspect may gain immediate control of weapons.”

   c. The search must be limited to those areas in which a weapon may be placed or hidden.

   d. The search must be limited to an area, which would ensure that there are not weapons within the subject's immediate grasp.

D. Search by Consent

An officer may conduct a consent search of a person or the person's property when such consent to search is given by the person to be searched, or when such consent is given by the person with sole or common authority (standing) over the property to be searched. The standard is whether the consent was freely and voluntarily given. The burden is on the officer to prove that consent was obtained voluntarily. Consent
is not irrevocable, and may be withdrawn at any time after it has been given. The person may limit the scope of the search in any way that he or she wishes and the officer is bound by that limit. A search that exceeds the scope of the consent is not valid.

E. Vehicle Stops and Searches

1. Carroll Doctrine

a. When probable cause exists to believe that a vehicle in a public place contains contraband or evidence of a crime, a warrantless search of the vehicle may be conducted.

b. The scope of the search is defined by the object of the search and the places in which there is probable cause to believe that the object of the search may be found.

c. If probable cause justifies a search of the vehicle, an officer may search, without a warrant, the vehicle and any containers in the vehicle, which may conceal the object of the search.

d. If probable cause justifies only a limited search of a vehicle for a particular container, the container itself may be searched without a warrant.

2. Search Incident to Arrest (Vehicle)

a. A search of the entire passenger compartment (including any container found within the passenger compartment) may be undertaken only if the arrestee is unsecured, i.e., not in handcuffs, and within reaching distance of the passenger compartment at the time of the search, or it is reasonable to believe the vehicle contains evidence of the offense of arrest. See Arizona v. Gant, 129 S. Ct. 1710 (2009)

b. When these justifications are absent, a search of an arrestee’s vehicle will be unreasonable unless a warrant is obtained or you can show that another exception to the warrant requirement, i.e. the Carroll Doctrine, applies.

F. Crime Scene

1. There is no crime scene exception to the search warrant requirement. Although exigent circumstances may permit an emergency entry into a dwelling, the scope of a search must be limited to providing aid of those believed to be in need of assistance, or to secure evidence in plain view. Once aid is provided, a search warrant should be obtained before searching for evidence or contraband. Mincey v. Arizona U.S. 385 (1978); Michigan v. Clifford, 464 U.S. 287 (1984); Hunter v. Commonwealth, 8 VA. App. 81, 378 S.E.2d 634 (1989).

2. But a warrantless search must be "strictly circumscribed by the exigencies which justify its initiation." Terry v. Ohio, supra, and where there are no exigent circumstances which would indicate the need for immediate aid, or that evidence would be lost, destroyed, or removed during the time required to obtain a search warrant, a warrantless search may only be conducted as defined under Virginia Code §19.2-59.

3. Absent the consent of the person with sole or common authority (standing) over the property to be searched, or such exigent circumstances as outlined above, officers will proceed as defined in Virginia Code §19.2-59, as to the search of a crime scene. When possible, and absent exigent circumstances, the Commonwealth’s Attorney will be contacted to determine the need for obtaining a search warrant to search a crime scene.

G. Plain View

The legal rationale for the plain view doctrine is that if contraband is left in open view and is observed by a police officer from a lawful vantage point, there has been no invasion of a legitimate expectation of privacy and therefore no search has occurred within the meaning of the Fourth Amendment.

H. Hot Pursuit

The police generally do not need a search warrant to enter a house if an officer is in “hot pursuit” of someone the officer reasonably believes has committed a crime. Warden v. Hayden, 387 U.S. 294 (1967). A suspect may not defeat an arrest which has been set in motion in a public place by the expedient of escaping to a private place. United States v. Santana, 427 U.S. 38 (1976).

I. School Situations

1. The U.S. Supreme Court has established a lesser standard than probable cause for searches by school personnel. “The substantial need of teachers and administrators for freedom to maintain order in schools does not require strict adherence to the requirement that searches be based on probable cause…rather, the legality of a search of a student should depend simply on
reasonableness, under all the circumstances" (New Jersey v. TLO, 469 U.S. 325 (1985). However, when a trained police officer enters into discussion or preparation for the search, the higher standard of probable cause may be required.

2. The Fourth Amendment applies only to State actors. Consequently, administrators and staff at a private school, (for example, Bishop Ireton High School, Episcopal School, etc.) can search a student or the student’s locker and personal property at any time, for any reason. There need not be a prior finding of probable cause or reasonableness under the circumstances. However, if a private school staff member or administrator conducts a search under the direction or supervision of a police officer, he or she becomes a State actor subject to the Fourth Amendment requirements.


By Authority Of:

Earl L. Cook  
Chief of Police
**Directive 10.38**  
**Bait Vehicle Program**

**Effective Date:** 01-27-2010  
**Cancels:** 10.38 (5-28-09)  
**Changes:** Changes in *italics*  
**Review Date:** 2013

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**10.38.01 POLICY AND PURPOSE**

It is the policy of this department to apprehend those responsible for the crime of auto theft and to pro actively, and safely, reduce the number of vehicle thefts. In doing so, the department seeks to increase the number of arrests and successful prosecutions for this offense, thereby deterring future offenders.

The purpose of this directive is to establish procedures for the operation of a Bait Vehicle Program. The Bait Vehicle Program provides for specially equipped automobiles that will be parked in designated high-risk areas where the risk of automobile-related-crimes are high. It also establishes procedures for the safe and successful apprehension of suspects once the electronic sensors indicate that an attempt is being made to steal the vehicle or from the vehicle.

**10.38.02 DEFINITIONS**

**Bait Vehicle:**

[Blank]

[Blank]
**Bait Vehicle Coordinator:** The auto theft detective or Property Crimes Unit Supervisor assigned to monitor and oversee the deployment of the bait vehicle. [41.1.3.]

**Bait Vehicle Log Book:** A detailed record of activities involving the deployment of the Bait Vehicles, to include history of activations, and all pertinent information regarding offense / incident reports.

**Global Positioning System (GPS):** GPS is an electronic tracking system installed with the bait vehicle package to monitor, via satellite, the location of the vehicle. G.P.S. enables the user to track the vehicle in real-time as well as its direction of travel and speed.

This will be the signal code used by the dispatcher to alert officers to Bait Vehicle activations. Dispatchers and officers will refrain from using the term “Bait Vehicle” over the radio, so as to protect the identity of the vehicles and the confidentiality of the program from individuals with scanners.

**10.38.03 SIGNALS / COMMANDS**
10.38.04 PROCEDURES / RESPONSIBILITIES

A. PROPERTY CRIMES UNIT SUPERVISOR / BAIT VEHICLE COORDINATOR

- Authority as to when and where to deploy the Bait Vehicle rest with the Property Crimes Unit Supervisor and Bait Vehicle Coordinator.

- The Bait Vehicle Coordinator will coordinate deployments and record keeping of the vehicle to include scheduled maintenance.

- All requests for deployment of a Bait Vehicle for any purpose must be approved by the Property Crimes Unit Supervisor or a Criminal Investigations Section Commander.

- The Bait Vehicle Coordinator will be responsible for keeping the Communications Section current on the vehicles’ location and description.

- A Bait Vehicle Coordinator or the Property Crimes Unit Supervisor will be responsible for removing the videotape from the bait vehicle after activation.

B. DEPLOYMENT PROCEDURES
C. COMMUNICATIONS SECTION

1. Communications Section personnel will be responsible for monitoring the GPS and alarm system status of the Bait Vehicles. This will be accomplished by using the computer hardware and software package assigned to Communications for that purpose.

2. Communications personnel will be trained to properly interpret the validity of Bait Vehicle activation when an alarm has been received.

6. Notify the Watch Commander and Sector Sergeant.

D. PATROL OFFICERS
E. PATROL SUPERVISORS

1. Patrol Supervisors will announce Bait Vehicle’s deployment status during daily roll call sessions.

2. Patrol Supervisors will monitor the officers’ response to Bait Vehicle activation and when appropriate will assist in directing officers to the scene and the coordination of the traffic stop.

3. Patrol Supervisors will notify the Watch Commander and the Bait Vehicle Coordinator of the event and make the appropriate notation of the activities on the Watch Commander’s Report prior to the end of his or her tour of duty.

5. Once the Bait Vehicle has been removed, the Patrol supervisor will ensure that Communications is made aware of its new location.
F. COLLECTING EVIDENCE FROM THE BAIT VEHICLE:

10.38.05 CONFIDENTIALITY AND INTEGRITY OF THE PROGRAM

- The Bait Vehicle program should be considered in the context of an undercover operation and as such, due regard for the integrity of the program should be exercised.
The Bait Vehicle Coordinator and Property Crimes Unit Supervisor will provide basic Bait Vehicle training for Communication staff and patrol officers. Additional training will be provided as necessary or requested.

By Authority of:

Earl L. Cook
Chief of Police
It is the policy of the Department that an equitable system of conducting photo and live lineups is established and maintained in order to prevent inaccurate identification of suspects during a criminal investigation.
10.39.07 SUPERVISOR RESPONSIBILITIES

1) Once a supervisor is notified that a show up is going to be conducted he/she will respond to the scene to assist, unless articulable operational priorities exist.

2) Ensure that the officers are following all of the listed steps above when they are conducting a show up.

3) Ensure accurate and complete documentation is completed in officers APD-7 and supplemental reports.

By Authority Of:

Earl L. Cook
Chief of Police
10.40.01 PURPOSE AND POLICY

The purpose of this directive is to establish guidelines for the use of the license plate readers and their technology. Unless otherwise noted in this directive, requirements and procedures for report completion remain unchanged.

It is the policy of this department to develop and provide the most effective, efficient and reliable technology for all members of the department. License Plate Readers will be used to increase efficiency in recovering stolen vehicles as well as enhancing the investigations of vehicle-related crime.

3.3.02 DEFINITIONS

Alarm (aka Hit) – A positive indication, by visual and/or audible signal, of a potential match between data on the hot list and a license plate scanned by the LPR system. A hit is not conclusive confirmation that a license plate is wanted, and additional investigation is always warranted when a hit is indicated.

Download – The transfer of hot list data from VCIN or other data sources consisting of license plates and associated data. Data may be downloaded from folders and storage on the Alexandria Police intranet based on an automated compilation of
the hot list. This allows the files to be accessible by all LPR users regardless of direct access to the VCIN database.

**Hot List** – A database populated with items of specific concern to the investigative and/or enforcement interests of law enforcement in the City of Alexandria. This may include, but is not limited to, Terrorist Screening Center watch list, stolen/wanted vehicles and license plates, wanted and missing persons, cautions, and license plates associated with Amber Alerts or various watch lists provided for law enforcement purposes.

**License Plate Recognition (LPR) system** – Equipment consisting of one or more camera(s), computer, and computer software used to automatically recognize and interpret the characters on vehicle license plates. This data is then compared against a list of license plates bearing some significance to law enforcement.

**LPR Coordinator** – Employee charged with administration, troubleshooting, training, repairing and coordinating all aspects of the LPR systems for the Police Department. The LPR Coordinator will maintain a list of trained operators.

**LPR-Generated Data** – All information, including location, date and time of a license plate encounter, the OCR interpolated data, and any LPR-generated digital photographic image(s) of the license plate and vehicle generated entirely through the use of and by the LPR equipment.

**LPR Operator** – A properly trained user of the LPR systems. The LPR coordinator will maintain a list of trained LPR operators.

### 10.40.03 RESPONSIBILITIES

**A. LPR Operators:**

1. LPR operators shall receive training prior to using the LPR system. *Training will be conducted by the LPR coordinator or designee. Training will consist of 4 hours of in-house training. This training includes classroom and hands-on use of the LPR system.*

2. Employees shall exercise safety when operating the LPR system. Use of the device during the operation of a motor vehicle must comply with current state law. Employees will pay careful attention to driving and will not use the LPR system in any manner that would endanger or distract them, resulting in an accident.

3. *The LPR system will automatically update with the latest hotlist and does not require any user intervention.*

4. The LPR system works passively and will continue to read license plates and sound alarms even when other programs are being used on the computer. When using an LPR-equipped vehicle, the LPR operators should have the
system in operation so as to maximize the opportunity to scan a vehicle on the hot list.

5. LPR operators will enter additional information entered into the LPR system as needed.
   a. Broadcast and look out information received following the initial download should be manually entered immediately upon receipt by the LPR operator.
   b. The reason for the entry shall be included in the "note" portion of the entry screen (i.e. stolen vehicle, missing person, abduction, Amber Alert, robbery suspect).

6. Upon completing a manual entry the LPR operator should query the LPR data to determine if the license plate was scanned previously.

7. Upon receiving an alarm, the LPR operator will use the displayed information to determine the accuracy and nature of the alarm.

8. The LPR operator will visually verify that the subject tag and the actual read on the LPR screen are the same (i.e. correct letters, numbers, state and any other information that can be matched).

9. Once the user has confirmed that the alarm is valid, the LPR operator will take appropriate action based on the type of alarm.
   a. If the alarm is for a stolen or felony vehicle:
      i. The operator will confirm the alert is still active by running the information through NCIC/VCIN via MDB or by radio. Receipt of a stolen or felon vehicle LPR alarm may be considered reasonable suspicion but is not sufficient probable cause to warrant an arrest without confirmation that the want for a vehicle or person is still open.
   b. If the alarm is for another type of hit or alert, the LPR operator will read the description of the alarm and use the appropriate action or reporting method to handle the alarm.

10. The LPR operator will report usage of the LPR systems as required by the LPR Coordinator.

B. The LPR Coordinator will:

   1. Create all necessary forms and complete any administrative functions related to the LPR systems;

   2. Maintain forms or electronic systems for tracking LPR usage;

   3. Maintain an approved LPR training lesson plan with the Personnel & Training Division;

   4. Coordinate training, service, repair and replacement of the LPR systems and software;

   5. Maintain the current LPR software and apply updates as needed;

   6. Install the LPR software on the computers that the LPR operators use; and
7. Ensure that a sufficient number of spare computers also have LPR software installed so that if the LPR operator’s computer is out of service a spare computer can be used.

C. **Supervisors and Commanders:**

1. Supervisors and commanders will monitor the use of LPR systems and ensure that they are being deployed regularly. Whenever possible, the LPR systems should be assigned to beats or assignments that maximize their ability to scan many license plates.

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### 10.40.04 DATA RETENTION

A. LPR equipment has the capability to store and/or cause to store LPR-generated data collected during the license plate detection and identification phase of use.

B. LPR-generated data may be stored on the mobile computer for up to 30 days **pending upload to the LPR database**.

C. **Data collected by the LPR systems will be sent to a central database.**

   1. This database will store LPR data for a six month period at which time the data will be automatically deleted.

   2. Data may be queried and used only for investigative and intelligence gathering relating to criminal activity and will only be accessed by officers and detectives with a specific need relating to criminal investigations.

D. **This data is stored in accordance with city AR 10-10 (Information Systems Security Policies).**

E. **LPR data is also available regionally via a data sharing program. Only agencies participating in the Memorandum of Understanding National Capital Region’s License Plate Reader Information Sharing Program will have direct access to LPR data from this agency.**

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### 10.40.05 LPR MAINTENANCE

A. The LPR operator should not modify the LPR equipment or software operating system without direction from the LPR Coordinator.

B. Any time the LPR unit is disconnected or removed from the vehicle, it shall be placed in a protective storage case or the LPR’s original packaging and secured to prevent damage.

C. LPR cameras **do not need to be** removed from the vehicle prior to entering an automatic car washing facility.
D. LPR camera lenses may be cleaned with glass cleaner or mild soap and water, and a soft, non-abrasive cloth.

E. Damage to LPR equipment shall be immediately reported to a supervisor. The supervisor shall document (and investigate, if necessary) the damage in accordance with established procedures. Damage will also be reported to the LPR Coordinator and any reports or documentation will be forwarded to the LPR Coordinator.

F. The LPR Coordinator shall be notified of any LPR equipment needing maintenance or repair. The LPR Coordinator will ensure that all maintenance and repair of LPR equipment is completed.

BY AUTHORITY OF:

Earl L. Cook  
Chief of Police
INTERVIEW ROOMS

Effective Date: 11-04-2015  
Cancels: 05-01-2012

Updated Date:  
Section(s):  
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10.41.01  POLICY/PURPOSE

It is the policy of this Department to ensure the protection of personnel and the safety of the arrestee, suspect, person of interest, victim, witness, or applicant. The purpose of this directive is to provide written guidelines for the proper use of designated interview rooms, which are commonly used in the investigative process.

10.41.02  DEFINITIONS

**Floor Mounted Restraining Device** – an immovable apparatus fixed to the floor consisting of a leather strap connected to a handcuff, designed and intended to be used for temporarily securing arrestees/suspects during an interview/interrogation.

**Hard Interview Room** – interview rooms designated for interviews/interrogations of arrestees, suspects, and persons of interest. These rooms are located in secured areas.

**Interrogation** – a conversation between the interrogator and the arrestee/suspect, during which the subject is accused of involvement in a particular incident or group of incidents. The accusatory tone of the exchange is what distinguishes the interrogation from the interview.
**Interview** – a non-accusatory, structured conversation during which specific, behavior-provoking questions are asked with the purpose of eliciting interpretable behavior symptoms considered typical of truth or deception. Additional factual information concerning the case and/or suspects may also be developed during this non-accusatory exchange.

**Interview Room** – any designated room(s) that will be used to either conduct custodial interrogation of arrestees or non-custodial interviews of witnesses, victims, potential suspects, persons of interest and applicants.

**Person of Interest** – a person authorities would like to speak with or investigate further in connection with a crime, however, is not formally accused of committing the crime.

**Soft Interview Room** – interview rooms designated for interviews of victims and witnesses.

**Suspect** – a person believed to have committed a crime, but who has not been formally charged with the crime.

**Wanted Person** – a person known to have committed a crime and has active warrants on file for their arrest.

10.41.03 RESPONSIBILITIES

The responsibility for the safety and security of persons brought into the interview room remains with the original officer/detective, unless relieved by another officer/detective of this Department.

All individuals being interviewed/interrogated are afforded an opportunity to address their personal needs during an interview/interrogation. It will be at the officer/detective’s discretion when a break will be conducted. All individuals being interviewed/interrogated who wish to utilize the facilities (restrooms, water, etc.) shall be escorted by an officer/detective at all times within any secured area of the building.

The Criminal Investigations Section (CIS) and Patrol will ensure all interview rooms are vacant and no forms, documents, contraband or evidence is present in the interview rooms after each use of the room.

10.41.04 PROCEDURES

Designated interview rooms may only be utilized by authorized personnel for either custodial interrogations of arrestees or non-custodial interviews with witnesses, victims, suspects, persons of interest, or applicants. Officers from outside agencies are permitted to use the rooms only if accompanied by an Alexandria officer. The following procedures shall apply to all designated interview rooms.
A. **Weapons Control**
1. Prior to conducting an interview/interrogation in a designated hard interview room, officers/detectives will secure firearms in one of the weapons storage boxes located near the interview room area.

2. Removal of firearms for interviewing victims and witnesses in soft interview rooms is not required.

3. Less than lethal weapons may be worn in any of the interview rooms.

B. **Custodial Interrogations**
1. All arrestees/suspects will be thoroughly searched for weapons, contraband, and evidence prior to being placed in the interview room.

2. Each arrestee/suspect will be placed in a separate interview room apart from other arrestees/suspects.

3. Arrestees/suspects will be handcuffed prior to being placed in the interview room. Handcuffs may be removed at the discretion of the officer having physical custody of the arrestee/suspect. If there is any doubt as to officer safety, the handcuffs will remain in place.

4. At no time will arrestees/suspects be secured to any object in the interview rooms other than the approved floor mounted restraining device.

5. Each hard interview room in CIS is equipped with a floor mounted restraining device. Use of the floor mounted restraining device is only authorized on custodial subjects.

6. The interview rooms are not arrestee/suspect holding cells. If an arrestee/suspect is left alone in an interview room, an officer will maintain visual contact, i.e., through an open door or video surveillance.

7. If an evacuation becomes necessary due to a fire alarm or actual fire, the arrestee/suspect will be immediately taken out of the building using the safest route.

C. **Non-Custodial Interviews**
1. If, in the opinion of the officer/detective or polygraph examiner, a frisk for weapons is necessary, a frisk will be conducted. Only officers/detectives are authorized to conduct frisks. Frisks should be conducted by the same sex officer/detective, if available.
2. Victims, witnesses, suspects, or persons of interest should not be left alone in the interview rooms for extended periods of time. Officers/detectives should make visual contact at least once every fifteen minutes with interviewees. Visual contact may be made through an open door or video surveillance.

3. At no time will a non-custodial interviewee be restrained with any type of restraining device.

D. Patrol and Criminal Investigations/Polygraph Interview Room Guidelines and Maintenance

1. Each interview room shall contain a table, enough chairs to accommodate the individuals in the room, and a rubber trash can. The interview rooms shall be left clean. No forms or other documents shall be left or stored in the interview rooms.

2. Hard interview rooms in CIS are equipped with a floor mounted restraining device, for securing arrestees/suspects.

3. One soft interview room is used for conducting family and juvenile interviews, which is furnished with toys and props.

4. All CIS interview rooms are equipped for audio/video recording and visual monitoring.

5. Each interview room is equipped with a red emergency call button. These duress buttons are for safety purposes should the officers/detectives need assistance during an interview/interrogation. When activated, an audible alarm is simultaneously broadcasted in the Department of Emergency Communications center, the Criminal Investigations Section, the Patrol corridor, and at the atrium security post. Appropriate response is initiated.

6. Duress alarms are tested and inspected *semi-annually* as a part of the preventive maintenance performed on the facility. This testing and inspection ensures the system is functioning properly.

7. Prior to usage of an interview room, officers/detectives shall search the room for the presence of weapons, contraband, and evidence.

8. Once the interview/interrogation has been completed, the officers/detectives will again search the room prior to exiting.

9. All interviews/interrogations of arrestees/suspects will be conducted with two officers/detectives.
10. All interviews/interrogations of persons of interest will be conducted with one or two officers/detectives.

11. All interviews of victims or witnesses will be conducted with one or two officers/detectives present, except when articulable extenuating circumstances exist.

12. Polygraph interviews will be conducted by a licensed polygraph examiner.

13. No interviews/interrogations of arrestees/suspects will be conducted with more than two law enforcement personnel present, except when articulable extenuating circumstances exist.

14. Special circumstances may require a parent, guardian, legal representation, and/or translator to be present during the interview/interrogation. Ultimately, the primary officer/detective will make the decision on a case-by-case basis as to who may be present.

15. All interview rooms are equipped with exhaust systems in the event interviewees choose to smoke. Employees are prohibited from smoking in interview rooms unless it is during the course of an active interview.

16. Custodial staff, building tours, and maintenance or contractual personnel are prohibited access to the interview room area while any interview is being conducted. Illuminated signage above each interview room door indicates when the room is in use.

BY AUTHORITY OF:

Earl L. Cook
Chief of Police