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.

**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

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  

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
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
BY AUTHORITY OF:

Earl L. Cook  
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.

#### 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.

[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
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.
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. [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.

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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.

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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  

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.
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:

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.

   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.

   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
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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. **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
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:

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>Crime Scene</strong></td>
<td><strong>Gloves, Disinfectant, Gowns/Protective Body Clothing</strong></td>
</tr>
<tr>
<td><strong>Investigation Section:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Property and Evidence:</strong></td>
<td>Gloves, sharps containers, hand washing wipes, disinfectant paper towels, biohazard labels</td>
</tr>
<tr>
<td><strong>Overnight Evidence:</strong></td>
<td>Gloves, sharps containers, paper towels, biohazard labels</td>
</tr>
<tr>
<td><strong>Vehicle Bay:</strong></td>
<td>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
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.)
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/
Alexandria Police Department
Consent To Collect and Test Blood

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)
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)  
Continued on page 2
I. INCIDENT INFORMATION (cont’d.)

C. Source Individual Name

Address

D. Source Individual's confirmed communicable disease status (confidential):

<table>
<thead>
<tr>
<th>Disease</th>
<th>Positive</th>
<th>Negative</th>
<th>Unknown</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIV</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

II. INFECTION CONTROL OFFICER REVIEW/COMMENTS

A. Comments (Include: 1. appropriateness of any decision to invoke the personal protective equipment exemption (10.05.08.13); 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

F-APD-0467 (9/94) White: Infection Control Officer Yellow: Personnel & Training/Employee Medical File Pink: Risk Management
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
   - ( ) 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)
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.

**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.


**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

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 in the officer’s mailbox.
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
10.7C.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
CRIME ANALYSIS

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; [11.4.5]
16. incidents which may result in heightened community interest; and
17. any other incident the patrol watch commander deems necessary.

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**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
# Reporting Guide

**Effective Date:** 01-09-09  **Cancels:** 10.8 (8-15-01) & Addendum (5-01-06)

**Changes:** in *italics*  **Review Date:** 2012

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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.

10.8.02 RESPONSIBILITIES [82.2.1.a]

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) [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:

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 **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.
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.
28. Ser. No.: Writer’s serial number.
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
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.
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:

1. **Type:** ring, wedding band, **Brand:** Gold, **Model:** Men's size 10, **Additional:** "WJF" and "5/15/63" inside, **Value:** $150.
2. **Type:** ring, class, **Brand:** American University, **Model:** 1976, **Additional:** men's size 10 1/2, **Value:** $325.
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.
6. **Type:** shirt, men's dress, **Brand:** Alexander Julian, **Model:** Oxford, **Additional:** LSL, button-down, size 15 x 33, initials BCR on left sleeve, **Value:** $85.
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. **Type:** shirt, men's dress, **Brand:** unknown, size 16 x 34, **Value:** $15 each.
2. **Type:** watches, 3 men's, **Brand:** Timex with silver bands, **Value:** $45 each.
3. **Type:** earrings, **Brand:** unknown, **Value:** $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).
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.
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
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.

### 10.9.06 RELATED INFORMATION

Police Directive 11.22, Impounding/Removing Vehicles

By Authority Of:

Earl L. Cook
Chief of Police
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.


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.
CRIMINAL INVESTIGATIONS

Effective Date: 03-06-2009  |  CANCELS: 03-25-96
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APPENDIX A Preliminary Investigation Manual
APPENDIX B Federal Trade Commission Recommendations

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.

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10.10.05 CRIME SCENE CONTROL

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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.

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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]
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.  
   ii. All reports will be completed on standard computerized police reports. No specialized report forms are required.  
   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.
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
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
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
**VEHICLE PURSUIT REPORT**

**Effective Date:** 04-02-2015  
**Cancels:** F-APD-0478 (05/2012)

**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.**

<table>
<thead>
<tr>
<th>Case Number (if any):</th>
<th>Date and time of the pursuit:</th>
</tr>
</thead>
</table>

| 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):  
Updated Date:  Section(s):  
Updated Date:  Section(s):  

SME Review Date: 2018

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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.

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### 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:  

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:  

**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.

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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.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.  

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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II. IMPAIRED VISION
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VII. OTHER INVISIBLE DISABILITIES

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

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.

Signing Hands 0830 - 1600 hours, Monday through Friday

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>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>
</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

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**

  (Back of jewelry)
  - 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
TELEPHONE & ON-LINE REPORTING

Effective Date: 11-21-2016  |  Cancels: 08-23-2013
Updated Date:  |  Section(s):  |  SME Review Date: 2019
Updated Date:  |  Section(s):  |  |
Updated Date:  |  Section(s):  |  |

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10.14.02  PROCEDURES
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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>
</table>
| Grand Larceny Auto   | 1) No identifying suspect information AND  
                           2) Offense likely occurred more than one hour prior to receiving the call. | DEC: [Instructions] 
                          [Instructions]  
                          [Instructions]  
                          [Instructions]  
                          PATROL: [Instructions]  
                          [Instructions]  
                          [Instructions]  
                          [Instructions]  
                          TRU: Enter vehicle into NCIC/VCIN. Complete report – note efforts made by Patrol officers documented in CAD. Notify DEC of lookout. |
### LARCENY Including SHOPLIFTING (PETIT) and LARCENY FROM AUTO (JUST OCCURRED)

<table>
<thead>
<tr>
<th>DEC:</th>
<th>PATROL:</th>
</tr>
</thead>
</table>

TRU: Complete report – note efforts made by Patrol officers documented in CAD.

---

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>TYPE OF REPORT</th>
<th>CRITERIA FOR REFERRAL TO TRU</th>
<th>ACTION REQUIRED</th>
</tr>
</thead>
</table>
| TAMPERING WITH AUTO                    | 1) No identifying suspect information AND  
                                          2) Offense likely occurred more than one hour prior to receiving the call. | TRU: Complete report.                                     |
| LARCENY including SHOPLIFTING (PETIT) and LARCENY FROM AUTO (OCCURRED EARLIER) | 1) No identifying suspect information AND  
                                          2) Offense likely occurred more than one hour prior to receiving the call. | TRU: Complete report.                                     |
| DESTRUCTION OF PROPERTY, Excluding GRAFFITI | 1) No identifying suspect information AND  
                                          2) Offense likely occurred more than one hour prior to receiving the call. | TRU: Complete report.                                     |
| 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 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. Patrick's 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.

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**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
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 them.

10.16.04 PROCEDURES
By Authority Of:

Earl L. Cook
Chief of Police
10.17A.01 POLICY AND PURPOSE

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
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.

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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 [44.2.2.c.]

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.** [44.2.1.a., 44.2.2]

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. [44.2.1.b., 44.2.3.a]

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).** [44.2.1.c]

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;  
  \[44.2.2.e\]
- 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.
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.  

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
Juvenile Victims of Crime

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.  

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

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 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:**

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bite.
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