

	Administrative General Order	4.01 Records Management	PAGE 1 OF 15
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ALL			
BY THE AUTHORITY OF THE POLICE CHIEF:		PWN	

Purpose

The purpose of this General Order is to describe the department's duties and responsibilities in the area of records management.

Policy

It shall be policy for all police employees to ensure the accuracy of data collection and maintenance, security, accessibility, retention, destruction, and dissemination of all police records. Members will follow the procedures outlined in this order and all related City of Virginia Beach policies, and in accordance with federal, state, and local law.

Support Division (CALEA 74.1.3 F)

The Support Division consists of several units and provides administrative and support services to Virginia Beach Police Department operations, City of Virginia Beach agencies, and to the public. Members of the Support Division Crime Reporting Unit are available to all law enforcement officers on a 24-hour basis for warrant verification and retrieval. Access to the Records Management System will be available to authorized police personnel on a 24-hour basis. The Support Division serves the public Monday through Friday from 0800 through 1700 hours excluding holidays.

Records Unit

The Records Unit is responsible for all police and criminal records in the department. Members of this unit enter crash data and enter and manage warrants via the Records Management System and/or the Virginia Criminal Information Network (VCIN)/National Crime Information Center (NCIC), maintain and store case files; ensure quality control, assist the public in obtaining various permits and public copies of reports; enter Incident Reports (PD-18) into the records management system (Offense Technicians); and coordinate department record retention and destruction requirements with the Department of Public Libraries/Records Management in accordance with The Library of Virginia Records Retention and Disposition Schedules. The Records Unit Supervisor shall be the departmental records officer and shall act as the point of contact to coordinate records management responsibilities throughout the department.

False Alarm Reduction Unit/PhotoSafe Unit

The False Alarm Reduction Unit is committed to reducing the number of alarm-related calls-for-service responses, thereby, providing manpower and resources to respond to other priorities. Members of the PhotoSafe Unit review violations of our automated red-light cameras and assist in educating the public on the program's goals and objectives. By modifying a driver's behavior, we are able to reduce or eliminate crashes.

Office of Police Payroll

The Office of Police Payroll prepares payroll for all police employees in conjunction with the city's Payroll Division. Members maintain personnel jackets, leave records, and adhere to state record retention requirements.

Planning and Analysis

The Office of Planning and Analysis is responsible for research and development, mapping, preparation and analysis of statistical reports and documents, and coordination of the department's Internet and Intranet web sites. The Planning and Analysis Unit advises the Records Unit in data maintenance, assists with training, prepares monthly crime data reports, weekly error reports and the monthly crime data submission to state and federal agencies.

Police Systems Support

The Police Systems Support Unit contributes to process improvement through automated technologies serving the Police Department as well as other local and regional criminal justice agencies. Members are responsible for data and data security, maintenance of Police database applications, evaluation of technical issues surrounding automated systems, preparation of requests for proposals (RFP) and grant submissions for new technology, and vendor/contract management. The Communications and Information Technology (ComIT) is responsible for all computer workstation infrastructure, including hardware, software, and network security.

Property and Evidence Unit/Uniform and Supply Unit

Members of the Property and Evidence Unit are responsible for maintaining the security of all evidence that is stored for criminal investigations and prosecutions, as well as found property. Uniform and Supply Members are responsible for ordering and issuing uniforms, supplies, and other police equipment.

Report Processing System (CALEA 82.2.3)

Computer Aided Dispatch System (CADS)

Calls for service are received in the E911 Emergency Communications Division and are classified by nature of call and priority. Each dispatched call that results in a police Incident Report (PD-18), adult arrest or juvenile detention incident (PD-180), or traffic crash report (FR300) is given a unique computer generated report number from the Computer Aided Dispatch System (CADS). The number format is the same for all types of reports. The first four digits reflect the year followed by last six digits of the CAD generated report number. Other types of data collected including summonses for traffic violations, Defect Notices, and Field Contact/Observation do not require a report number from CADS.

CAD Activity Reporting System (CARS) (CALEA 82.3.2 A, B)

Geographic, temporal, classified, and prioritized data are collected and stored in the CAD Activity Reporting System (CARS). The Office of Planning and Analysis will generate a monthly Uniform Patrol Calls for Service Report that analyzes the caseload of patrol officers. The report will be disseminated to the commanding officers of the uniform division and is also posted on the Department's Intranet. Planning and Analysis will also assist in manpower allocation using CAD data or other Police Allocation Model (PAM) biennially in March and August.

Records Management System (RMS)/Jail Management System (JMS) (CALEA 82.1.2 A, 82.3.1, 82.3.2 C, 82.3.3, 82.3.4)

The Records Management System (RMS) is the central computerized repository for criminal justice data collected in the department. The Jail Management System (JMS) captures booking, arrest, and charge data. RMS stores data on criminal and non-criminal incidents, stolen and recovered property including serial numbers when available, pawned property, including serial numbers when available, stolen and recovered vehicles including vehicle identification numbers, arrests, summonses, warrants, probation and parole, crashes, field contacts, animal services, asset management, K-9 tracking, case management, photographs (mug shots), and photo lineups. RMS and JMS are fully integrated and share the master names database and arrest/charge database. Evidentiary and found property is stored in the Property and Evidence Unit P&E system.

The Records Management System maintains a master name database containing data on victims, suspects, arrestees, and other name related events. Both adult and juvenile records will be maintained in one database. The Records Management System ensures that access to all event records involving juveniles is only available to authorized persons and access is strictly controlled through 'rights assignment' in the Records Management System security module.

The following is a list of the major data collection instruments:

1. Incident Reports (PD-18) (CALEA 82.2.1 E, 82.2.4)

The Incident Report captures categorized criminal activity in accordance with the Virginia Incident-Based Reporting program. After review by a supervisor, completed Incident Reports are forwarded to the Records Unit at the end of each shift. Upon receipt of the reports in the Records Unit, the reports are prioritized based on severity of crime and entered into the records management system accordingly. At the option of investigative unit or precinct command, computerized reports are distributed based on crime classification and location to the investigator, reporting officer, crime analyst, and/or any other designated member either by the print distribution function of the Records Management System the Records Unit or by a designated person from the investigative unit or precinct command who will initiate a daily query that retrieves and prints reports. After data entry is complete, the original reports are forwarded back to the reporting officer. The reporting officer shall review the written report and the computerized report for accuracy. Errors are to be corrected immediately by the Records Unit or any trained support staff member. The written report is destroyed. The computerized report is the official report of record. (See Incident Report Guidelines for detailed instructions on how to complete a PD-18.)

2. Adult Arrest/Juvenile Detention Worksheet (PD-180) (CALEA 82.2.1 E)

The Adult Arrest/Juvenile Detention Worksheet (PD-180) captures arrest data for all persons apprehended and charged with crime except when an individual is released on a Virginia Uniform Summons. **Adults** – The PD-180 is completed for a physical arrest and given to jail personnel for data entry into the Records Management System. The system report is the official report of record. **Juveniles** – The PD-180 is completed for all juveniles detained or is being charged for the commission of a crime. All PD-180's for juvenile arrests or detentions are to be forward to the Precinct Desk Officer or designated police employees for data entry. The system report is the official report of record. (See Arrest Report Guidelines for detailed instructions on how to complete a PD-180.)

3. Virginia Uniform Summons / Parking Ticket (CALEA 82.3.3 A, B)

The Virginia Uniform Summons captures arrest data for traffic enforcement and selected criminal violations. The Office of Planning and Analysis uses the traffic enforcement data to prepare statistical analysis reports as specified in General Order 12.06 (Selective Enforcement).

Virginia Uniform Summons / Parking Ticket Accountability (CALEA 82.2.1 E, 82.3.4 A, B, C)

The Uniform and Supply Unit of the Support Division is responsible for obtaining and issuing the Virginia Uniform Summons and Parking Tickets (City of Virginia Beach Notice of Traffic Violation) to the various organizational components. The Uniform and Supply Supervisor will maintain a logbook documenting the Virginia Uniform Summons and parking ticket numbers issued to each component. Within the various organizational components, Virginia Uniform Summons and parking tickets will be distributed to officers for use in the field. Each organizational component will maintain a logbook documenting the Virginia Uniform Summons and parking ticket numbers, and the date issued to each officer. Each officer will be responsible for accounting for and security of each summons issued to him/her. Officers will be required to have a Pistol Printout of the most recently completed book of summonses generated and presented to a supervisor who will ensure that each summons listed in the grouping of 25 are accounted for. Once this has been completed and all summonses have been accounted for, the supervisor will issue the officer a new book of summonses. IA will conduct random audits of issued summonses at least once a year. While in storage awaiting issue either by Uniform and Supply or in the various organizational components, Virginia Uniform Summons and parking tickets will be securely stored.

All Virginia Uniform Summonses or parking tickets issued on an officer's tour of duty shall be turned in to an on duty supervisor upon the completion of the officer's tour of duty for review. Upon the completion of the review, the Virginia Uniform Summons will be forwarded to the Precinct Desk Officer (PDO) or other designated individual. All issued Virginia Uniform Summonses or parking tickets should be turned into the PDO in the precinct that the violation occurred. Special Operations (SO) personnel should continue to forward issued Virginia Uniform Summons and parking tickets to their command for processing, unless those SO personnel have been temporarily reassigned to a precinct.

The on-duty PDO or other designated individual will enter all Virginia Uniform Summonses into the Records Management System and then forward to the appropriate General District Court. Incorrect or defective Virginia Uniform Summonses or tickets will be returned to the supervisor of the issuing officer for correction. Parking Tickets will be collected and forwarded to the City Treasurers Office by the PDO.

Duplicate Virginia Uniform Summons / Parking Ticket

If a signed Virginia Uniform Summons or issued parking ticket becomes damaged or illegible, the issuing officer will attach a memo to the original copy, advising of the circumstances and turn all copies into their commanding officer through the chain of command. The issuing officer will then fill out a duplicate Virginia Uniform Summons or ticket, writing on the top of the original copy of the duplicate, the word "DUPLICATE" with the original Virginia Uniform Summons or parking ticket number written next to it. This duplicate Virginia Uniform Summons will be forwarded to the court via the Records Unit with the signed Virginia Uniform Summons, after officers' copies have been removed. If the citizen receiving the Virginia Uniform Summons is still present, have him sign the duplicate copy explaining the duplication. Duplicate parking tickets will be sent to the City Treasurers Office.

Accounting for Lost or Damaged Summonses / Parking Tickets

In the event that a Virginia Uniform summons(es) or issued parking ticket(s) is damaged or defaced prior to being issued, the officer will be required to provide a brief explanation on the back of the summons or parking ticket and submit it to the Commanding Officer (via the chain of command). That summons or parking ticket will be held by the command for a period of one year. In the case of a summons, the summons number will be entered into the Pistol RMS in the same manner as a voided summons.

In the event that a Virginia Uniform summons(es) or parking ticket(s) is lost, the officer will be responsible for writing a memo to the Commanding Officer (via the chain of command) indicating the circumstances of the loss of the summons(es) or parking ticket(s). The Command will retain this memorandum for a period of one year. In the case of a summons, the summons number will be entered into the Pistol RMS in the same manner as a voided summons.

Voiding of Virginia Uniform Summonses / Parking Ticket

Under no circumstances will any Virginia Uniform Summons or ticket be destroyed or discarded by any officer or supervisor.

Citizens requesting that a parking ticket be voided should normally be directed to respond to the precinct where the ticket was issued. In some cases, citizens may request that a ticket be voided at a precinct other than where the parking ticket was issued. Should it be necessary to void a parking ticket issued in another precinct, the precinct where the ticket was issued should be contacted prior to any action taking place. Materials accompanying the voided parking ticket should be sent, along with the citizen's copy of the ticket, to the issuing precinct.

If a Virginia Uniform Summons must be voided, the issuing officer or a supervisor will thoroughly evaluate the circumstances and determine the necessity of such action. The Virginia Uniform Summons will be attached to a memorandum explaining the necessity of voiding the Virginia Uniform Summons. The Virginia Uniform Summons along with the memorandum will then be sent via the chain of command to the commanding officer of the precinct or organizational component to which the issuing officer is assigned. Supervisory personnel along the chain of command will evaluate the necessity to void the Virginia Uniform Summons and provide written comments and/or an endorsement to the commanding officer.

The precinct or bureau commander will initial or sign the voided Virginia Uniform Summons. The voided Virginia Uniform Summons will be entered into the Records Management System. The word void will be entered into the name and citation fields and the date voided in the court date and date of offense fields.

If a parking ticket must be voided, a supervisor should thoroughly evaluate the circumstances to determine the necessity of such action. In the event the parking ticket is voided, the supervisor will write 'VOID' across the face of the parking ticket. When possible the supervisor shall collect the citizen copy of the voided parking ticket and attach it to the City Treasurers copy. Each precinct shall maintain a logbook of all parking tickets that have been voided. The logbook should capture the parking ticket number, supervisor's name that voided the ticket and the date voided. After the voided parking ticket is logged it shall be sent to the City of Virginia Beach City Treasurers Office. The City of Virginia Beach Treasurers Office shall be responsible for maintaining and destroying the document in accordance with the *Records Retention and Disposition Schedule* promulgated by the Commonwealth of Virginia.

4. Police Crash Report (FR300) and Police Crash Report Imaging (CALEA 82.2.1 E, 82.3.3 A)

After review and approval by a supervisor, police Crash Reports are forwarded to the precinct desk officer for data entry into the Records Management System. Data entry shall be complete within seven (7) business day of receipt. When complete, the original form is forwarded to the Records Unit for bar-coding and imaging. Police Crash Reports shall be bar-coded, imaged, within seven (7) business days of receipt. The Records Unit shall forward originals to the Virginia Department of Motor Vehicles. The Office of Planning and Analysis will evaluate collision and enforcement data maintained in the Records Management System as specified in general order 12.06 (Selective Enforcement.)

5. Field Contact/Observation (PD-81A) (CALEA 82.2.1 E)

Field Contact/Observation reports are forwarded to Precinct Desk Officer or designated police employees for data entry into the Records Management System. Originals are stored at the precincts.

6. City of Virginia Beach Agency Referral Notice (DF-157-2) (CALEA 82.3.3 C)

This form captures data relating to a traffic hazard that is not an immediate danger to the public, such as, a street light out the member shall complete the form and forward it to the Records Unit which will in turn forward the notice to the City of Virginia Beach Traffic Engineering Division.

Case Management/ Case Files (CALEA 82.1.5)

A first-line supervisor will review all criminal complaints resulting in an Incident Report. The investigative supervisor shall be accountable for the logging of the report into the Case Management module of the Records Management System using the report number issued by CADS when assigning investigators. The investigator assigned to the case shall have thirty (30) days to complete the investigation. The first-line supervisor may authorize an extension. The supervisor will assign unassigned reports to '9999' and a statement should also be included in the narrative "that no additional leads exist at the present time."

First-line supervisors will generate a computerized investigator caseload report via the Case Management module of the Records Management System which will consist of report number, incident date, date assigned, investigator assigned, due date, and incident status, and number of days past due. Supervisors shall review the reports to ensure that all cases are handled within the prescribed time limits and that the assignments, dispositions, and classifications of all cases are correct. Completed case files and/or investigative reports are submitted to the Records Unit for physical storage in a secured area. Authorized members of the department shall have access to case files in accordance with the procedures set forth by the Records Unit.

Notice of Vehicle Tow/ Impoundment / Seizure / Abandoned (PD-50-6) (CALEA 61.4.3 C)

Upon receipt of the completed Notice of Vehicle Tow/ Impoundment / Seizure / Abandoned (PD 50-6) (white copy) for an abandoned vehicle, the authorized towing agent shall send an inquiry to the Virginia Department of Motor Vehicles requesting ownership data and the name of any person or firm having a lien upon the vehicle. The Virginia Department of Motor Vehicles sends a certified letter to the owner or lien holder advising that the vehicle has been removed, where the vehicle is stored, and what is required to reclaim the vehicle.

In the event that the vehicle is not claimed within the twenty one (21) day period, the vehicle shall be disposed of at a public auction. After deducting expenses incurred for the auction, as well as towing, and storage, any remaining money obtained from the sale of the vehicle will be forwarded to the City Treasurer.

In cases where the Department of Motor Vehicles cannot supply ownership data, the Department of Motor Vehicles supplies the authorized towing agent with a vehicle removal certificate and intent to sell notice.

The authorized towing agent will maintain all records generated from the process of disposing of abandoned autos and be subject to annual audits conducted by the Virginia Beach Police Department Property & Evidence Unit.

Quality Control (CALEA 82.2.1 E)

The initial review of reports is the responsibility of the first line supervisor. Supervisors shall ensure that the report is complete, accurate, and complies with applicable rules and requirements. After review, the supervisor's initials and code number shall be placed in the designated area on the report. If there is not such designated area, initials and code number shall be placed in the lower right-hand corner of the report. The Records Unit will check for accuracy, take corrective action if needed, and file appropriately. The Planning and Analysis Unit will generate and distribute a weekly error report for supervisors. This report lists Incident-based Reporting (IBR) errors along with miscellaneous errors identified by the department. Supervisors shall correct the errors within seven (7) calendar days.

Submission of Crime Data (CALEA 82.1.4)

The Department participates in the State mandated (Virginia State Code Title 52, Chapter 6) Uniform Crime Report (UCR)/Incident-based Reporting (IBR) programs.

1. Data will be collected in the field using the Incident Report (PD-18), The Adult Arrest/Juvenile Detention Worksheet (PD-180), and the Virginia Uniform Summons in accordance with the rules specified in the Incident Report Guidelines and the Arrest Report Guidelines field guides.
2. The Crime Reporting Unit Offense Technicians will enter Incident data into the Records Management System. Offense Technicians will perform a record level error check, make authorized corrections, and/or forward error(s) to reporting officer via the chain of command for correction. Jail personnel and Precinct Desk Officers will enter arrest and summons data.
3. The Planning and Analysis Unit will generate and distribute weekly error reports for supervisors. Supervisors will correct errors within seven (7) calendar days.
4. The Planning and Analysis Unit will generate and submit a monthly IBR crime data file via the Virginia State Police web site or other State approved submission procedure by the 20th of each month.
5. Any errors noted by the Virginia State Police will be corrected and resubmitted within fourteen (14) days by the Planning and Analysis Unit.
6. Virginia State Police will forward crime data to the Federal Bureau of Investigation for participation in the National Incident-based Reporting System (NIBRS).

VCIN/NCIC

All VCIN/NCIC procedures will be conducted in compliance with the Virginia State Police and the Criminal Justice Information System operating regulations. The VCIN/NCIC Terminal Agency Coordinator (TAC) for the Virginia Beach Police Department will be responsible for the VCIN/NCIC unit and act as liaison with the VSP.

Wanted Persons File (CALEA 74.1.3 A, B, C, D, E)

All wanted persons records are maintained in the Records Unit by the warrant and VCIN/NCIC clerks in accordance with the following procedures.

1. Warrants, capiases, summonses, and other legal papers are received in the Records Unit and shall be entered into the Records Management System by the warrant clerks.
2. All legal papers will be assigned a Records Management System number known as the Warrant Number.
3. All wanted persons will be assigned a Records Management System number known as the Name ID at the time of data entry or if the subject has prior activity in RMS the warrant clerk shall use the existing Name ID. This Name ID shall be their identification number and used on all records.
4. VCIN/NCIC clerks shall enter the legal paper into the VCIN and NCIC Systems in accordance with regional, state and federal guidelines. The following identifiers must be provided: Complete Name (to include aliases), Race, Sex, Date of Birth, Height, Weight, Hair color, Case Number, VCIN offense code, misdemeanor/felony, date of warrant, and the Commonwealth's Attorney's authorization of extradition
5. Legal papers received from other jurisdictions shall be entered into the Records Management System by the warrant clerks and handled in the same manner as local papers.
6. A warrant letter will be mailed for misdemeanor charges.
7. Legal papers are assigned to warrant officers or precincts by location for service. Precinct desk officers (PDO) shall sign out warrants to patrol officers for service. If the precinct officer is unable to serve the warrant during thier tour of duty, the legal paper shall be returned to the precinct with service attempts documented on the warrant worksheet. Un-served legal papers assigned to a precinct shall be returned to the Records Unit. The Records Unit and PDOs shall complete a tracking entry in the Records Management System to allow quick identification of where the legal paper is located and who is assigned for each check-in and checkout transaction.
8. Un-served legal papers are placed on file alphabetically in the Records Unit and then purged within the time limit and manner as prescribed by Virginia Code.
9. All attempts to serve the legal papers shall be documented on a warrant worksheet. Tracking entries and final dispositions shall be entered in the Records Management System.
10. The warrant worksheet for executed legal papers with non-permitted status is returned to the Records Unit. The arresting officers shall complete the Adult Arrest / Juvenile Worksheet (PD-180) and forward to the booking facility with the subject or if the subject is not processed, to the Precinct Desk Officer for data entry in accordance with the procedures set forth in the *Adult Arrest Records* section of this policy. The magistrate will forward the original legal paper to the appropriate

General District Court. Executed legal papers with permitted status are returned to the Records Unit with a completed Adult Arrest / Juvenile Worksheet (PD-180). A warrant clerk or a PDO shall enter the PD-180 in accordance with the procedures set forth in the *Adult Arrest Records* section of this policy. Warrant clerks shall forward the original legal paper to the appropriate General District Court. A Public Safety Data Services Assistant (PSDSA) is a member of the Records Unit with the responsibility of entering Criminal Justice Information into several Criminal Justice Information Systems, warrant clerks and NCIC/VCIN clerks both are considered PSDSAs.

11. Warrant clerks shall use the warrant worksheet to clear, when applicable, the VCIN/NCIC entry for executed legal papers and add any officer comments to the Records Management System record. The warrant worksheet is then destroyed. The system report is the official report of record.

All legal papers are required to have a case number assigned. It is the responsibility of the officer obtaining the paper to see that the case number is affixed to the legal paper. Instances where the Records Unit receives a legal paper without a case number assigned shall be forwarded to a designated Records Unit member to determine if a case number exists. If the case number exists, it will be affixed to the paper. If the case number does not exist, the Records Unit member will obtain a number and complete a report in accordance with the procedures set forth in the Incident-based Reporting Guidelines field guide.

The warrant clerk shall be required to make an arrest entry into the Records Management System for local legal papers served by other jurisdictions.

In the event a hit is made on the VCIN or NCIC Systems, a Support Division member shall immediately make an effort to verify the information. The member is required to physically have in hand the legal paper before verification can be made.

Under the authority of the courts, recalled legal papers shall be cancelled in the VCIN and NCIC Systems in accordance with regional, state and federal guidelines. The legal paper shall be designated as 'RECALLED' in the Records Management System.

All Other VCIN/NCIC Files

Virginia State Police (VSP) and Federal Bureau of Investigation's Criminal Justice Information System (CJIS) mandate a review of every VCIN/NCIC entry. The process involves the initial entry, secondary checks, and an ongoing validation process. It will be the reporting officer's responsibility to ensure the initial entry into VCIN/NCIC for missing persons, runaways, guns, and stolen vehicles is made prior to clearing the case. The officer will contact the VCIN/NCIC by phone. The officer, when necessary should phonetically pass any serial numbers or vehicle identification numbers to the VCIC/NCIC member, and the VCIN/NCIC member shall then read back the serial number to confirm accuracy. All other VCIN/NCIC entries for stolen articles, boats, etc will be submitted on the appropriate request before the conclusion of the work shift.

For recovery of missing persons, runaways, and stolen vehicles, it will be the recovering officer's responsibility to ensure entries are deleted from VCIN/NCIC prior to clearing the case. This may be coordinated with whoever assumes custody of the recovered person/auto. All other recovered articles are submitted on the appropriate form no later than the conclusion of the recovery officer's shift.

It will be the assigned investigator's responsibility to conduct a 2nd party check on cases that have an active VCIN/NCIC entry. The 2nd party check is conducted by interviewing the owner/reporting person with a print out of the initial entry in hand. The investigator will make additions or corrections to that printout, and submit to the VCIN/NCIC clerks for modification of the entry as needed.

Validations will be coordinated out of the Terminal Agency Coordinator's (TAC) office. Validations are required every month by the VSP and CJIS. The validation process is mandated to ensure the entry is still active and accurate. The VCIN/NCIC Terminal Agency Coordinator will determine who will be responsible for each entry validation. The Terminal Agency Coordinator or their designee; the Records Unit Administrative Technician will forward validation letters to the appropriate individual or agency. The Records Unit will validate all entries that are not otherwise assigned to an investigator, thus ensuring every entry on the Virginia Beach Police Department ORI is validated in accordance with VSP and CJIS mandates.

CCH Requests

All CCH requests are made on the authority of the requesting officer, in accordance with State Code and CJIS regulations.

Juvenile Records (CALEA 82.1.2 A)

This department recognizes its responsibility to ensure the confidentiality of records pertaining to juveniles. All arrest and identification records about juveniles shall be kept separate from adults. The Records Management System (RMS) clearly identified the master name record as 'JUVENILE.' RMS juvenile involvement records are highlighted in a contrasting color for easy identification. All RMS juvenile records are strictly controlled through security rights assignment.

Virginia Uniform Summonses and the Adult Arrest / Juvenile Worksheet (CALEA 82.3.6)

Virginia Uniform Summons will be issued for violations as specified in General Orders 6.01, Constitutional Issues, and 12.01, Traffic Law Enforcement. An Adult Arrest / Juvenile Worksheet (PD-180) shall be completed for all other offenses when a complaint is made against a juvenile.

The Virginia Uniform Summonses shall be forwarded to the precinct desk officer (PDO) for data entry. Summonses are forwarded to and maintained by the General District-Juvenile and Domestic Relations Court.

Adult Arrest / Juvenile Worksheet (PD-180) shall be forwarded to the PDO for data entry, distribution, and storage as follows:

1. The completed Adult Arrest / Juvenile Worksheet (PD-180) shall be entered into the Records Management System. Juveniles will be assigned a Records Management System number known as the Name ID at the time of data entry or the PDO shall use existing Name IDs for subjects with prior records. This Name ID shall be their identification number on all fingerprint cards and photographs. This number will be utilized for documentation of all criminal history in the City of Virginia Beach. The PDO shall record the Name ID on the Adult Arrest / Juvenile Worksheet (PD-180) in the designated block then initial and date in the upper right corner of the form.
2. The PDO shall photocopy the Adult Arrest / Juvenile Worksheet (PD-180). The photocopy shall be stored at the precinct for 60 days then destroyed. The system report is the official report of record.
3. The PDO shall forward the original Adult Arrest / Juvenile Worksheet (PD-180) to Juvenile Intake for further processing.

Processing and Retention of Juveniles Records (CALEA 82.1.2 B, C, D, E)

Juveniles shall be processed separately from adults. The Forensic Services Unit (FSU) shall coordinate the dissemination and the separate and secure storage of juvenile process records. Processing of juveniles is required when a juvenile is charged with a delinquent act, which would be a felony if committed by an adult. The juvenile criminal process, including a photograph, will be submitted to the FSU supervisor who will ensure that the forms are complete and accurate. FSU will promptly submit the state fingerprint card (SP-180) and the disposition copy to the juvenile court. The city fingerprint card (PD-125) will be retained in the Forensic Services Unit until charges are withdrawn, or as ordered destroyed by the court and in accordance with Virginia Code 16.1-299.

Other material used for the identification of juveniles, such as hair, blood, handwriting, etc. will be processed and maintained as evidence according to "Field Guide for Collecting and Processing Property and Evidence."

Juvenile records are retained in compliance with the provisions of the Virginia Code and the Library of Virginia.

Expunging Juvenile Records (CALEA 82.1.2 E)

Any juvenile's file consisting of the photographs, fingerprints, arrest cards, and other means of identification, that has been ordered purged by the court, pursuant to Virginia Code [16.1-306](#), shall be destroyed.

The records of any juvenile attaining the age of eighteen, whose records are not ordered expunged by the court, are stored in the Records Management System until ordered destroyed by court order.

Dissemination of Juvenile Information

Requests from other police departments, sheriffs, state and federal law enforcement agencies for current information on juvenile arrests may be released by a precinct commander, or designee, for current investigative purposes only. This information is limited to name, address, physical description, date of arrest, and the charge for which the arrest was made.

All other requests for juvenile information will be forwarded to the police custodian of records in the Bureau of Internal Affairs, who will follow the mandatory disclosure provision of the Virginia Code [16.1-301](#) and/or other code section in determining whether or not to approve or disapprove request(s) for release of juvenile records.

Adult Arrest Records (CALEA 82.3.6, 1.2.5)**Virginia Uniform Summonses and the Adult Arrest / Juvenile Worksheet**

Virginia Uniform Summons will be issued for violations as specified in General Orders 6.01, Constitutional Issues, and 12.01, Traffic Law Enforcement. An Adult Arrest / Juvenile Worksheet (PD-180) shall be completed for all arrests which have had judicial review regardless of the custody status or offense jurisdiction except when a Virginia Uniform Summons is issued.

The Virginia Uniform Summonses shall be forwarded to the precinct desk officer (PDO) for data entry. Summonses are forwarded to and maintained by the appropriate General District Court.

Processing Adults Records

In accordance with Virginia Code any arrest on a charge of treason, a felony charge, or any offense punishable as a misdemeanor under 54.1 or Class 1 or 2 misdemeanor under Title 18.2 or similar City Code shall be reported to the Central Criminal Records Exchange (CCRE) on specified forms accompanied by fingerprints and photograph of the person charged. LIVESCAN transmission may be substituted for the CCRE forms and fingerprints. Officers making arrests will ensure that if physically arrested, the subjects are fingerprinted and photographed at the Jail Central Booking or other designated booking facility. Jail Central Booking, located in the correctional center, is available 24 hours per day for criminal processing of adult subjects. If Central Booking is utilized, Sheriff's Department personnel will conduct all computer arrest data entries, fingerprinting, photographing, and/or LIVESCAN transmission. Subjects may also be processed at any Precinct.

All adults subsequently convicted for an arrest executed using a misdemeanor summons in accordance with Virginia Code will be ordered by the Court to submit to criminal processing. The Forensic Services Unit will process these subjects.

Arrests made by Warrant Unit members shall complete and enter the Adult Arrest / Juvenile Worksheet (PD 180) into the Records Management System (RMS) for subjects arrested and released on their personal recognizance including arrests made for other jurisdictions. Subjects arrested and released on their personal recognizance by a precinct officer shall complete the Adult Arrest / Juvenile Worksheet (PD-180) and forward to the precinct PDO for data entry. Otherwise, the Adult Arrest / Juvenile Worksheet (PD-180) shall be forwarded to the booking officer or PDO for data entry and storage. Data entry is as follows:

1. All arrested adults will be assigned a Records Management System number known as the Name ID at the time of their booking or if the subject has prior activity in RMS the booking officer, PDO, or Warrant Unit member shall use the existing Name ID. This Name ID shall be their identification number on all fingerprint cards and photographs. This number will be utilized for documentation of all criminal history in the City of Virginia Beach.
2. The booking officer/PDO/Warrant Unit member shall record the Name ID on the Adult Arrest / Juvenile Worksheet (PD-180) in the designated block then initial and date in the upper right corner of the form.
3. The Adult Arrest / Juvenile Worksheet (PD-180) shall be stored in the Warrant Unit or precinct for 60 days then destroyed when the data entry is performed by police personnel. Otherwise, the form shall be stored at the Jail Central Booking in accordance with their policies and procedures. The system report is the official report of record.

Hampton Roads Law Enforcement Information Exchange System (LInX)

The Hampton Roads LInX System provides law enforcement records to contributing agency members. Department members must be trained to use the system by a current LInX user and read and sign the Hampton Roads LInX User Agreement prior to being provided a user name and password. The Police Department's Systems Analyst, or designee, will enable the member's account after receiving the signed User Agreement.

Virginia Employment Commission On-Line Access

The Virginia Employment Commission (VEC) makes data available for law enforcement criminal investigations and apprehensions. The VEC and Virginia Beach Police Department have a formal written agreement to ensure that the personal data available to users of the system is maintained in a confidential

manner. All provisions of this Agreement will be adhered to by members with access to this system. Prior to being provided access to this system, approval must be obtained from the member's supervisor and the member must sign and forward a VEC Confidentiality Agreement to the Police VEC Coordinator, who will also maintain a log of those personnel having authorized access to the system. The Police Systems Analyst, or designee, will conduct an annual audit to confirm that all personnel having VEC access are active Police employees and will send corrections to the Police VEC Coordinator. Information obtained from VEC files will be disseminated and maintained in accordance with the provisions of the Government Data Collection and Dissemination Practices Act, Code of Virginia, Title 2.2, Chapter 38, Section 2.2-3800 et seq.; and in compliance with the Virginia Unemployment Compensation Act, Code of Virginia, Title 60.2, Section 60.2-114 and Section 60.2-623.

If any member knows or reasonably suspects that any citizen personally identifiable information obtained through the Interagency Agreement has been lost, stolen, or otherwise subject to unauthorized access, he or she will immediately notify the Information Security Officer of the VEC with the cause and date of the breach, approximate size of affected population, type of data exposes, and mitigating factors.

Dissemination of Information (CALEA 82.1.1 C)

Members shall treat the official business of the department as confidential. Information regarding official business shall be disseminated only to those for whom it is intended and in accordance with Virginia Code and, if using the LInX system, the Hampton Roads LInX User Rules and Agreement. Any unauthorized disclosure of city or department computer data by an employee or volunteer to another individual, whether or not such individual is an employee of the city or department is strictly prohibited and may result in disciplinary action.

Adult Criminal history record information shall only be disseminated to those authorized by Virginia Code [19.2-389](#). A Notarized Criminal Record Information Requisition (PD-150 or PD-150V) is required for all non-law enforcement requests. See the *Dissemination of Juvenile Records* section of this policy for information pertaining to the release of juvenile records.

All requests for police records will be made in compliance with the Virginia Freedom of Information Act and the city's Administrative Directive [8.01](#) (Freedom of Information Act Responses). All requests for public records, except for general crime statistics or reports designated as For Public Release/Public Copy, shall be coordinated through the police custodian of records in the Bureau of Internal Affairs. The police custodian of records shall consult with the City Attorney if any request is questionable prior to the release of any information requested. Care shall be taken when member release records designated as For Public Release/Public Copy to redact any reference to date of birth, social security number, and/or any other protected information prior to the release of the record.

Requests made pursuant to a subpoena duces tecum shall only be released through the Bureau of Internal Affairs with the approval of the City/Commonwealth's Attorney's Office(s) and, if applicable, Risk Management. Any person receiving a subpoena duces tecum shall immediately advise the Bureau of Internal Affairs and forward the subpoena for action.

Record Retention and Destruction (CALEA 42.1.3, 82.1.3, 82.3.5)

The Records Unit will adhere to the Retention Schedule as set forth by the Library of Virginia, "[Retention and Disposition Schedule](#)" which is consistent with all legal and administrative requirements.

Appendix A of this policy contains specific retention statements by command. Operations, Investigation, and Support Division commanders or designee shall annually review and update the Records Retention and Disposition Schedule with the Department of Libraries, Municipal Reference and Records Management.

Upon request, Municipal Reference and Records Management will forward updated schedules to the Office of Accreditation.

Destruction of records will be done in a manner that is consistent with all Federal, State and local laws, especially those pertaining to privacy. Records cannot legally be destroyed without a Certificate of Records Destruction (RM-3) unless specifically stated on the Records Retention and Disposition Schedule. Confidential personal records will never be placed with general refuse that is not disposed of in a secure manner shredding, pulping, or some other acceptable form of record disintegration.

Administrative Records

It is the responsibility of all departmental members to ensure that administrative records containing personal information remain confidential. Personnel information, such as social security numbers should only be captured and stored when required by law. In light of the potential misuse that could occur if an employee's social security number and other personal information falls into the wrong hands, the Department should periodically audit its internal operations to ensure that the privacy and security of our members are adequately maintained.

In keeping with the City's mandate on this issue, the Virginia Beach Police Department will adopt the following procedures when handling employee social security numbers:

General Practices

- Social security numbers may not be used nor posted where they can be exposed to the public, including: time sheets, rosters, computer screens or printouts, mailings, faxes, or other visible mediums.
- Avoid placing documents containing personal information such as paychecks, Leave Detail reports or anything listing social security numbers in unsecured areas such as unlocked mailboxes.
- A first-line supervisor will review all criminal complaints resulting in an Incident Report. The investigative supervisor shall be accountable for the logging of the report into the Case Management module of the Records Management System using the report number issued by CADS when assigning investigators. The investigator assigned to the case shall have thirty (30) days to complete the investigation.
- Limit access to personal information to employees who have a business reason to see it, and ensure only the required information is provided. For example, if a supervisor needs a list of their employees' names, provide only the names, not the employees' social security numbers.

Acquisition, Storage and Disposal of Records and Confidential Information

- All records containing social security numbers, whether on or off-line, will be considered confidential information and should be maintained appropriately to protect the confidentiality and integrity of the information. Every effort should be made to properly secure at all times all records containing social security numbers.
- Do not unnecessarily acquire or store information that is vulnerable to theft. Acquire only the information you need to do your job, and protect it accordingly.

- All records that are no longer needed should be purged, and disposal of the records must follow the City's Records Retention policies and procedures. Sensitive paper documents should be shredded.
- There may be previously stored documents in an employee's personnel file that still contains a social security number. Examples of this may be a previous performance feedback report, or emergency contact sheet. In cases such as these, where the social security number is not critical to the document and can be redacted, consideration **may** be given to removing the first five (5) numbers. The procedure for this is left up to the command depending on the size of the command and the availability of personnel to accomplish this task.

Accountability

- It is the responsibility of all Departmental members to promptly report any inappropriate disclosure or loss of records containing social security numbers to their supervisor and Department Director.

Appendix A

Specific Retention Statements (Library of Virginia Retention Schedule)

Chiefs Staff - Administration
 Chiefs Staff - Media Relations
 Investigative Division - Crime Analysis/Pawn Unit
 Investigative Division - Detective Bureau
 Investigative Division - Forensic Services
 Investigative Division - Special Investigations
 Bureau of Internal Affairs
 Operations Division - 1st Precinct
 Operations Division - 2nd Precinct
 Operations Division - 3rd Precinct
 Operations Division - 4th Precinct
 Operations Division - Administration
 Operations Division - Animal Control
 Operations Division - Special Operations - Mounted Patrol
 Operations Division - Special Operations - Tactical/SWAT
 Professional Development and Training
 Support Division - Crime Reporting Unit
 Support Division - Logistical Support - Property & Evidence
 Support Division - Payroll
 Support Division - Planning & Analysis
 Support Division - Planning & Analysis Crime Analyst
 Support Division - Red Light Camera Program
 Support Division - Support Unit
 Support Division - Support Unit Fiscal Budget