

	Operational General Order	7.01 Field Reporting	PAGE 1 OF 4
	SUBJECT		EFFECTIVE DATE
	Virginia Beach Police Department General Order Chapter 7 - Field Reporting		8/21/18
			ORIGINATOR/REVIEW
DISTRIBUTION		Support Division	
ALL		CALEA: 82.2.1; 82.2.2A, C, D, E; 82.2.3; 82.2.4	
BY THE AUTHORITY OF THE CHIEF OF POLICE:		<i>James A. Coonan</i>	

Purpose

The purpose of this directive is to describe and provide guidelines for completing the department's basic field reporting documents.

Policy (CALEA 82.2.2)

It shall be the policy to accurately document all pertinent information obtained during the investigation of any reported criminal incident, or any other law enforcement-related incident that is defined as reportable by the assigned officer or supervisor. Reports shall be generated by personnel in order to document and/or report incidents occurring in the City of Virginia Beach under the following conditions:

- Citizen reports of crimes;
- Citizen complaints that may require city services (Reference Training Bulletin #18-35);
- Incidents resulting in a sworn officers or ancillary personnel being dispatched or assigned;
- Criminal and non-criminal cases initiated by law enforcement employees; and
- Incidents involving arrests, or the issuance of summonses.

Field Reporting System (CALEA 82.2.1 A, C, E, 82.2.4)

The department utilizes numerous forms and types of reports, both on paper and in electronic format. A complete list of available police department forms is located in the forms directory on the police network. A list of non-police department forms is also available.

Forms are created to simplify the process of reporting and to ensure that relevant information is gathered. Many forms are simple and do not require instruction beyond that which is included on the form. For those forms requiring instructions for completion, the Reporting Field Guide serves as a guide to be adhered to for proper report preparation.

All members are responsible for properly and adequately documenting official investigations and actions in the appropriate format as the circumstances may dictate. This includes personnel not directly assigned as the case officer (*e.g.*, back up officers, investigators, forensics personnel, *etc.*)

All official reports shall be completed with the most complete and accurate information available to the officer at the time of its preparation. Reports shall be completed and submitted by the end of the shift in which the report is started, unless otherwise approved by a supervisor.

Upon completion of data entry, Incident Reports (PD-18) are available for appropriate follow-up investigation. Personnel responsible for reviewing, assigning, monitoring, and/or analyzing cases perform routine queries to manage and conduct crime analysis for incoming cases. At the option of the 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 by CRU or by a designated person from the investigative unit or precinct command who will initiate a daily query that retrieves and prints reports.

Computer Aided Dispatch System (CADS) (CALEA 82.2.3)

Citizen initiated or officer initiated events requiring a report will be recorded in the Computer Aided Dispatch System (CADS.) Calls for service and officer initiated events 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/Juvenile Detention incident (PD-180), Notice of Vehicle Tow/Impoundment/Seizure/Abandoned (PD-50-6), or Traffic Crash Report (FR-300) is given a unique computer generated report number from 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 (DF-157-2), and Field Contact/Observation (PD-81A) do not require a report number from CADS.

Contents of the Reporting Field Guide (CALEA 82.2.1 B, E, 82.2.4)

1. Incident Reports (PD-18)

The Incident Report captures categorized criminal activity in accordance with the Virginia Incident-Based Reporting program. Completed Incident Reports are forwarded to the Support Division/Records Unit at the end of each shift for data entry. IBR reports will be available in RMS for follow-up investigation and/or crime analysis upon completion of data entry. See Chapter 1 of the Field Reporting Manual for detailed instructions on when and how to complete a PD-18.

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

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 the Jail Central Booking Officer or other designated booking facility personnel, usually a Precinct Desk Officer (PDO), for data entry into the Records Management System.

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 PD-180 is routed to Juvenile Intake for further follow up.

See Chapter 2 of the Reporting Field Guide for detailed instructions on how to complete a PD-180.

3. Virginia Uniform Summons

The Virginia Uniform Summons captures arrest data for traffic enforcement and selected criminal violations. 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 for data entry. 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. Additional information may be found in General Order 4.01 (Records Management). Uniform Summonses are routed to the Virginia Beach Courts for additional processing. Parking tickets are forwarded to the City Treasurers Office for additional processing.

See Chapter 3 of the Field Reporting Manual for detailed instructions on how to complete a Virginia Uniform Summons.

4. Police Crash Report (FR-300) and Police Crash Report Imaging

Police crash reports document investigations conducted by members into traffic crashes. Police Crash Reports are forwarded to the Records Unit for bar-coding and imaging. Officers complete crash reports using a state provided application (Report Beam). Supervisors review, approve, and electronically submit reports to the state using the application. Supervisors are responsible for printing a hard copy and routing the report to Precinct Desk Officers for data entry. After entry into the RMS, the report is forwarded to the Support Division/Records Unit for bar-coding and imaging. In the case of Hit and Run reports, Hit and Run detectives search RMS in either the accident module (DMV reportable) or the incident module (all). Companion FR-300s and/or PD18s are routed for follow up investigation from the Hit and Run detectives. In the case of accidents involving Police vehicle, companion FR-300s are routed to Risk Management for additional follow-up. All reportable accidents documented on a FR-300 are routed to the Department of Motor Vehicles.

See Chapter 4 of the Field Reporting Manual for detailed instructions on how to complete a FR-300.

5. Investigative Reports and Case Files (PD-3, PD-3A, PD-3B)

Investigative Reports document follow-up investigations conducted by sworn members into reported criminal offenses. Completed case files and/or investigative reports are submitted to the Records Unit for physical storage in a secured area. Investigative reports that are generally related to felony criminal prosecution or adult Domestic Violence prosecution are forwarded to the Commonwealth Attorney's Office for prosecutorial follow up.

See Chapter 5 of the Field Reporting Manual for detailed instructions on how to complete a Case File.

Quality Control (CALEA 82.2.1 E)

Supervisors shall be responsible for the review of all reports prepared by their subordinates. Supervisors shall ensure that any corrections or additions needed are promptly attended to by their subordinates, and that all reports are completed in a timely fashion.

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 prior to data entry. Special attention should be given to IBR compliance and any reports containing a narrative section. After review, the supervisor's initials and code number shall be placed in the designated area on the report. If there is no such designated area, initials and code number shall be placed in the lower right-hand corner of the report.

Each command and/or unit shall identify a Quality Control supervisor. The Office of Planning and Analysis will generate and distribute a weekly error report for to those supervisors. This two-part report lists 1) the Incident-based Reporting (IBR) errors and 2) miscellaneous errors involving data integrity

and/or other data issues identified by the department. Error reports are sent to the detective bureau steno pool for correction.