



VIENNA POLICE DEPARTMENT  GENERAL ORDERS	SUBJECT: GENERAL ORDERS		NUMBER: 500	
	EFFECTIVE DATE: July 12, 2022	REVIEW: July 2024		
	TOPIC: OPERATIONAL ACTIVITIES			
CHIEF'S SIGNATURE: <i>James A. Moran</i>		<input type="checkbox"/> New Directive <input type="checkbox"/> Replaces <input checked="" type="checkbox"/> Revised		
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500 Operational Activities

- 501 Required Equipment, Vests, Uniforms/Appearance
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501 REQUIRED EQUIPMENT, VESTS, UNIFORMS/APPEARANCE

1. Required Operational Equipment

A. Every marked patrol vehicle will be equipped with the following items:

1. Spare tire;
2. Lug wrench;
3. Fire extinguisher;
4. Shotgun;
5. Jack;
6. Flares;
7. Traffic cones.
8. ICV Equipment

B. In addition to the items listed in A, the squad supervisor's car will also contain:

1. Crime scene barrier tape;
2. Jumper cables;
3. One box of extra flares.
4. Breach kit
5. Pepper ball system


2. Use of Seat Belts

- A. Use of seat belts by departmental personnel will be in accordance with the Code of Virginia, '46.2-1094.
- B. All passengers or prisoners being transported in departmental vehicles will use seat belts in accordance with State law.

3. Uniforms, Equipment, and General Appearance

A. Uniforms.

1. Sworn and civilian personnel who act in a uniformed capacity are issued an allotment of uniforms and equipment to perform their duties. Damaged, or otherwise inadequate equipment shall be immediately reported by memorandum to the division commander through the employee's supervisor.
2. Motorcycle officers and bicycle patrol officers are authorized a special duty uniform as determined by the division commander.
3. Dress Shoes/boots.
Any shoe worn with any police uniform shall be black in color. The following options are allowed: a plain toe lace-up quarter or three-quarter shoe, a plain toe lace-up high top or demi-boot, a plain toe slip-on high top or demi-boot, a plain toe high top boot with zipper on the inner side of the boot and leather flap to conceal the zipper.

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No shoe/boot shall be worn which has a buckle or strap. Motorcycle officers shall wear the issued riding boot.


4. Regulation uniforms and equipment are those approved by, or issued by authority of the Chief of Police. Only regulation uniforms and equipment may be worn or utilized by sworn or civilian personnel when in uniform. Division commanders or their designee, are authorized to modify or amend the prescribed uniform in the event of extreme weather conditions. The commander or designee must be able to articulate to the Chief of Police why the modification was made.

a. Shirts.

1. Unless otherwise directed by the Chief of Police or these regulations, the uniform shirt for sworn personnel will be the blue long sleeve or short sleeve shirt, and shall be worn with the badge, name bar, tie / clasp (with long sleeve shirt), and collar pins. Uniform shirts shall be marked with the appropriate rank insignia/chevron.
2. Command Staff Officers may wear white shirts when attending administrative functions, and will wear a white shirt with the dress blouse.
3. Long sleeve shirts shall be worn with the sleeves fully extended and the cuff buttoned at all times. Large chevrons are to be worn on the long sleeve shirt for appropriate ranks. A black turtleneck shirt may be worn under the long sleeve shirt without a tie during both the day and night shifts, or under the issued sweater. The turtleneck shirt shall not be worn in instances requiring more formal attire, i.e., court appearances, and appearances before public bodies.
4. In addition to the required accessories for the uniform shirt, departmental awards, and other insignia approved by the Chief of Police may be worn. Sworn employees may also wear a whistle and whistle lanyard.

b. Hats

1. The issued uniform hat shall be worn with the hat badge displayed. The hat may be covered with a rain cover as weather conditions necessitate. The hat shall be readily accessible during the officer's uniformed tour of duty, and will be worn while conducting traffic control and during special functions, ceremonies, or when otherwise directed by the shift supervisor or substituted as listed in the General Order.
2. The issued fleece hat or headband may be worn as weather conditions require. The issued fleece hat or headband shall not be worn while inside governmental buildings.
3. The issued baseball cap may be worn in lieu of the issued uniform hat during day and night shift for traffic control, road checks, special events / runs, and as needed during long periods of sun.

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At no time will the baseball cap be allowed during ceremonies, or inside governmental buildings and shall not be worn off-duty. Baseball caps shall be kept in a clean and presentable condition.

c. Blouse/Coat/Jacket/Raincoat/Traffic Vest


1. The badge, name bar and rank insignia shall be displayed on both the blouse and any jacket worn by uniformed personnel.
2. When wearing the blouse, it shall be fully buttoned. Command staff officers shall wear a long sleeve white shirt with tie when wearing the blouse and officers shall wear a long sleeve duty shirt with tie. When wearing a jacket or coat, it shall be zippered to a height no less than that of the buttons on the jacket breast pockets.
3. The raincoat shall be worn with the badge displayed. If it is the reversible type, the high visibility reversible lining must be displayed when conditions necessitate. The traffic vest shall be worn while conducting traffic control. The high visibility side of the rain coat may be used in lieu of the traffic vest, during in climate weather.

d. Sweaters

1. The issued sweater may be worn over the uniform long shirt or over a turtleneck shirt. When worn over a uniform shirt without the turtleneck shirt, the shirt collar shall be fastened and worn with the issued tie. The dispatcher cardigan sweater may be worn over the uniform shirt at any time, for personal comfort.

e. Duty belt.

1. Officers assigned to uniform field operations duties shall wear the issued Sam Browne style belt. The following items are mandatory for the Sam Browne belt: the holster with firearm, magazine pouch with magazines, and handcuff case with handcuffs, baton and holder, chemical agent holder and canister, portable radio holder with radio and glove pouch with gloves.
2. In addition to the mandatory equipment on the Sam Browne belt, officers may wear a black flashlight holder, black key holder, mini-mag light with black case, and second handcuff case and handcuffs, and a folding knife and black case. All cases for additional items must be black in color.
3. When attending court or when assigned to administrative duties, officers may wear the waist belt with an approved black holster and their firearm in lieu of the Sam Browne belt.

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f. Flashlights

1. Officers will utilize the plastic flashlight which is installed in all patrol vehicles while on duty. Motorcycle officers will utilize only the issued flashlight. No other flashlights, other than the mini-mag light, shall be carried.

g. Protective Vest Covers

1. The blue protective vest cover may be worn with all uniforms.

h. Socks

1. Sworn and civilian uniformed employees must provide socks to be worn with the uniform. When wearing the low-quarter shoe, only dark blue or black socks may be worn.

i. Whistle

1. If the whistle is not worn with a lanyard on the uniform shirt, the officer is required to carry a whistle so it is readily available when assigned to duties requiring such equipment.


j. Uniform for Surveillance or Stakeout

1. When a surveillance or stakeout operation is conducted within a structure for the apprehension of offenders for crimes in progress, sworn members shall be dressed in an issued police uniform, with the badge and shoulder emblem not covered. Such operations which do not involve an anticipated apprehension for a crime in progress, or which must be performed without officers being recognized as such, may be undertaken in appropriate clothing as determined section supervisor.

5. Maintaining the Uniform and Assigned Equipment

The care, maintenance and safekeeping of assigned uniforms and equipment is the responsibility of the employee to whom such items are issued. The issued uniforms and equipment, shall be subject to periodic inspections. Uniformed employees are provided an annual dry cleaning and shoe allowance to guarantee that uniforms are clean and well maintained.

It is the responsibility of the employee to ensure that a full complement of uniforms and equipment are maintained at police headquarters should the employee be called for duty. When stored in the employee's locker, uniforms should be spaced so as to prevent wrinkling.

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The officer's duty belt, and all items worn on the belt, must be maintained in such a manner that ensures a uniform black color. Boots/shoes shall be kept clean of dirt and grit, and shall be polished.

1. Civilian attire


Unless otherwise instructed by a supervisor or higher authority, civilian attire worn by all on-duty employees must be of a style and design which would be considered acceptable business attire for professionals in administrative government positions. Male employees shall wear a business suit with tie, or a sport coat with tie. Female employees shall wear a dress, skirt with blouse, or pant suit with jacket. When a supervisor has instructed that casual attire may be worn for a particular assignment, such attire shall be clean and in good taste. Slacks, open collar shirt, and presentable shoes and socks may be worn. Female employees may elect to wear a skirt of appropriate length, in lieu of trousers, and appropriate footwear in lieu of socks and shoes.

2. General Appearance and Grooming

Respect for the police is predicated upon the appearance and personal grooming of a police officer. For this reason, it is very important that each member of the Vienna Police Department adhere to the regulations of this general order. It is the responsibility of each supervisor that employees under their supervision maintain a clean, neat and well-groomed appearance.

A. Male Officers

1. Hair shall be tapered to the sides in such a manner that the ear is not covered from the front, side or rear. Hair shall be evenly trimmed. Hair in the back of the head shall be trimmed in such a manner that it does not extend over the shirt collar. Hair shall not be worn in braids, plaits, pigtails, or drawn together and pinned.
2. Sideburns may extend to the ear lobe and must be rectangular in shape. Sideburns must be neatly trimmed and shall not be unkempt in appearance.
3. Mustaches must be neatly trimmed with the growth limited to a quarter of an inch beyond the corner of the mouth. The ends of the mustache shall not be waxed or twisted.
4. No beards are permitted. Personnel with medical conditions which prevent them from shaving facial hair must submit a memorandum to their division commander signed by the treating physician. The memorandum shall state whether the condition may be treated with medication and the period of time that the officer will not be able to shave. During this period the officer's beard shall not exceed a quarter inch in length.
5. Earrings shall not be worn by any male member of the Department on duty.

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B. Female Officers

1. Hair shall not fall below the collar. Hair may be pinned against the head to meet this requirement. The style shall not prevent the uniform hat from resting properly on the head.
2. Earrings may be worn by female officers. Earrings must be small, plain, button or post type, and colored gold, silver, or pearl. Loop, ring or dangle style earrings shall not be worn.

C. All Officers

1. Visible necklaces shall not be worn.
2. The general appearance of an officer shall not be altered by personal fashion accessories.
3. Sunglasses may be worn, and must have undecorated frames. Mirrored sunglasses shall not be worn.

D. Civilian Employees

1. Hair styles shall be consistent with those worn by Town employees who work in a business office environment.
2. Employees shall maintain a clean, neat and well-groomed appearance.


E. Tattoos

1. No officer shall have a visible tattoo that is considered obscene or unprofessional.
2. No officer shall have a visible tattoo on their head / face or neck.
3. No officer shall have a tattoo on their hands with the exception of a ring tattoo on one finger that is no larger than 3/8 in width.

The Chief of Police after consultation with the Command staff and Town of Vienna Human Relations Department will make any final determination on what is considered a violation of this policy.

4. Protective Vests

- A. Protective vests are supplied by the Department to all officers. The vests are worn by the officers at their discretion. Wearing the vest while on duty is highly recommended by the Department.
- B. Only the following items are allowed to be worn on the exterior vest carrier.
 - a. Radio, Taser, ICV microphone, body worn camera, pocket knife, flashlight. TECC kit.

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- C. All personnel engaged in a pre-planned, high-risk situation shall wear a Department supplied protective vest. High-risk situations include, but are not limited to, execution of drug search warrants, operations involving hostages or barricaded suspect, or any operation, which the supervisor of the operation feels that use is necessary.

502 FCC AND COMMUNICATIONS

1. FCC Requirements

- A. All Vienna Police Department radio operations will be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements. The Department's FCC license will be posted in the communications center by the Administrative Services Division Commander.
- B. FCC regulations prohibit any obscene or profane language and require that all radio transmissions pertain to official police business.
- C. State and Federal privacy and security statutes prohibit broadcasting criminal history records. This does not prohibit broadcasting critical information to ensure officer safety, such as an individual's past tendencies or history of assaults, or that the individual is armed and dangerous, or that the individual's driving status is suspended or revoked. Communications technicians and officers shall exercise discretion before broadcasting a complainant's, suspect's, or juvenile's name.


2. Authority and Responsibility

A. Authority

Dispatchers issue directions that carry the authority of command staff. Their assignment of resources is made by classifying the information available on a situation, determining the time frame of the occurrence, and then applying the appropriate departmental procedures. Police supervisors may change a dispatcher's directions based on the supervisor's knowledge of a specific situation.

B. General Responsibility

1. Personnel shall think before speaking on the police radio. They shall attempt to eliminate errors, increase clarity and reduce the possibility of having to repeat the message. Plain language, appropriate codes, and the phonetic alphabet shall be used in accordance with the procedures set forth in this chapter.
2. Personnel shall not request services, give elaborate dispositions or transmit messages over the radio when they can be communicated by other means.
3. Personnel shall acknowledge radio messages which are understood without elaboration. Personnel should not acknowledge a message until it is fully understood


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and necessary information is noted. Addresses, names, and other pertinent data should be recorded when initially dispatched, so the information will not have to be repeated.

4. Supervisors should be informed in the event of major crimes or circumstances. If a supervisor or assistance is needed, the request shall be made as brief and clear as possible.
5. Instructions given by dispatchers will be followed. Officers assigned as backup on calls for service will respond as directed. Officers will resume normal patrol immediately when told to disregard.
6. Under normal circumstances, the assignment of patrol officers to complaints shall be directed by the priority and urgency of the event. High priority events (Priority 1 and 2) should be handled by the nearest units without regard to beat assignments. Complaints involving crimes against property or persons with no apparent potential for loss of life, continued loss of property, and in which the situation is stable should normally be handled by the first available unit. Routine reports of past criminal activity or requests for non-investigative police services should normally be handled by the unit assigned to the beat of its occurrence. In these instances, the dispatcher may assign complaints to units from other beats when it appears such action will provide a more efficient patrol response. In all cases, if another unit determines that they are closer to a complaint of an emergency nature, they shall advise the dispatcher of their proximity to the event as soon as the complaint is dispatched.
7. If additional units are required at the scene of an incident, the dispatcher shall assign the closest available officer.
8. It is the responsibility of each officer to keep the dispatcher advised of their status. Each officer is responsible for advising their status and location when leaving their vehicle. Upon returning to their vehicles, officers shall immediately update their status. Changes of notified locations by officers shall be updated upon any movement.
9. When contacting the dispatcher, officers shall state their unit number and await the acknowledgment. It must be taken into consideration because of various duties, dispatchers are not always prepared to record information without warning.
10. Points of law, policy or procedural decisions will not be made by dispatchers regarding operations performed by officers. If an officer needs advice or assistance, their immediate supervisor is to be requested.

C. Supervisory Responsibility

1. Supervisors shall advise the Communications Section of personnel deployment and shall notify the dispatcher of any personnel deployment changes which affect patrol coverage.
2. It is the responsibility of the shift supervisor to monitor radio traffic to ensure that proper radio techniques are employed at all times and that excessive numbers of officers do not respond to calls.
3. Supervisors shall ensure that all officers under their command have access to a radio.

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D. Dispatchers Responsibility

1. Dispatchers will classify events in accordance with the event table listed in the computer-aided dispatch system (CAD). Criminal events which do not readily coincide with one of the listed event types are classified as "Suspicious Events." Noncriminal events in such cases are classified as "Miscellaneous." As soon as Practicable, dispatchers and/or officers shall re-classify these events to the most appropriate category once they obtain more information.
2. The dispatcher will determine, to the extent possible, the urgency of the complaint. For each event the urgency indicators assigned will be:
 - a. In progress - The event is in progress or occurred within five minutes of the call, or there is the possibility that the suspect may be present.
 - b. Just occurred - The event occurred within 30 minutes of the call and the suspect has left the scene, but still may be in the area.
 - c. Report - The event occurred more than 30 minutes prior to the call and there is no reason to believe that a suspect is in the area.
3. The urgency indicator alone will not determine the rapidity of response by the officer. Procedures for officers to apply in the operation of police vehicles in response to calls for service are set forth in General Order 800. Officers will decide how to respond to complaints based on the information conveyed by the dispatcher. It is imperative that this information be accurate. Every individual involved in the communication process shall exercise great care to obtain as much information as possible from the reporting source so that appropriate and correct decisions can be made.
4. The following radio traffic protocol shall be used when transmitting or requesting information:


Signal Codes:

- | | |
|----------|---|
| Signal 1 | Responder in immediate danger. |
| Signal 2 | Responder needs assistance/backup (followed by common language urgency indicator, i.e., urgent, non-emergency, etc.). |
| Signal 3 | Responder is taking or anticipates taking subject into custody. |
| Signal 4 | Responder/Dispatcher needs to convey sensitive, confidential, or safety information. |

Signal 600: Undercover Operation; Warrant Service; Stay clear of (specific) area.

The following common language phrases will be utilized. No slang or jargon is permitted.

<u>Common Language Phrase</u>	<u>Definition</u>
Copy or Direct	OK, acknowledged, copy, understood
In-Service	Responder is in service
Out of Service	Responder is out of service
En route	Responding to a call or location

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On scene	At a destination
Person Check	Wanted check of a person
License Check	Driver's license check
Registration Check	Vehicle registration/Stolen check - indicate by tag or by VIN number
Restrict Traffic	Limit radio transmissions, Restrict radio traffic
Resume Normal Traffic	Resume normal radio traffic
EDP	Emotionally disturbed person or mental person

Phonetic Alphabet:

All transmissions will utilize the Phonetic Alphabet

A – Alpha	J – Juliet	S - Sierra
B – Bravo	K – Kilo	T - Tango
C – Charlie	L – Lima	U - Uniform
D – Delta	M – Mike	V - Victor
E – Echo	N – November	W - Whiskey
F – Foxtrot	O – Oscar	X – X-ray
G – Golf	P – Papa	Y - Yankee
H – Hotel	Q – Quebec	Z - Zulu
I – India	R - Romeo	

EXAMPLE:

When using the phonetic alphabet, officers shall state, “NOVEMBER, ALPHA, CHARLIE, ONE, SEVEN, FIVE,” for the license plate of NAC-175. Officers shall not state, NOVEMBER, ALPHA, CHARLIE, ONE SEVENTY-FIVE.”

WANTED/PERSON CHECKS: Last name, First name. DOB. Race and Sex.

BONUS= SSN or OL


3. Operations

A. 24-Hour Operations.

The Administrative Services Division commander will ensure the Department operates a 24-hour Communications Section that provides continuous, toll-free telephone access for the public and radio communications for police operations.

4. Radio Specifications


A. The Vienna Police Department radio system must provide satisfactory radio transmissions between the Communications Section and officers on duty.

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- B. Every patrol officer in the field is provided with the means for constant radio communications through the use of portable radios and/or mobile radios.

5. Call for Service Information

- A. Employees that receive a call for service will obtain as much information as possible. The amount of information necessary will depend on the nature of the call. Employees shall gather sufficient information in consideration of officer safety and anticipating conditions to be encountered at the scene. In cases of a crime in progress, a crime that just occurred, or in any case where the caller may be able to provide additional information, the caller shall be held on the telephone while an officer is dispatched. The dispatcher shall continue to relay additional information to responding officers. If a call for service cannot immediately be assigned to an officer, the dispatcher shall immediately notify the supervisor. When information is received in the Communications Section which warrants dispatching an officer on an auto theft investigation, the dispatcher will broadcast a lookout for the stolen vehicle. The dispatcher shall make broadcast updates as soon as additional information is received.
- B. Every call for police service is automatically assigned a number. A call for service may be a request from a citizen by telephone, in person, by letter, or from a self-initiated report by an officer. The following information shall be recorded when a call for police service is requested:
1. Date and time of request;
 2. Name, address and phone number;
 3. Nature or type of incident;
 4. Location of incident reported;
 5. Time an officer is dispatched;
 6. Time the officer arrives on the scene;
 7. Time the officer returns to service;
 8. Disposition and status of the reported incident.
- C. Every call for police service will be assigned a case number. The case number begins with the four digits of the current year, followed by a dash and the number. The number is consecutive, beginning with 0001, January 1, every year.
- D. When an officer is dispatched or responds to assist a primary officer on a call, the dispatcher shall record that a backup officer is responding. The call number will be the same number that the primary officer is assigned.
- E. Back-up officers will be dispatched to calls for service whenever additional officers are required for the following reasons:
1. To ensure the safety of the primary officer;
 2. To adequately and effectively handle multiple tasks required at the scene of an incident;
 3. To control escalating situations;


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4. To assist with the apprehension of suspects;
5. When the primary officer requests backup.


- F. The primary officer may cancel backup after a careful appraisal of the scene and situation.
- G. When backup is required or requested, the officer closest to the location of the call shall acknowledge and respond if able to do so. Another officer may acknowledge a closer location at which time the original backup shall be canceled.
- H. Supervisors may alter these guidelines and assign backup officers as situations dictate or at their discretion.

6. Patrol Radio Procedure

- A. Operations are more efficient and officer safety is enhanced when dispatchers, supervisors and officers know the status and location of fellow officers, the nature of incidents, and developments in their investigation. All officers shall communicate with a dispatcher upon:
 1. Arrival at the scene of an incident;
 2. Clearing the scene;
 3. Making a vehicle or pedestrian stop;
 4. Reporting a self-initiated incident;
 5. Handling an assignment of administrative duty and leaving the vehicle.
- B. Members of the Department will utilize the police radio system only for proper transmission of police-related communications. Transmissions should be as professional, concise and complete as possible. At no time will members of the Department misuse or disrupt the radio systems with unauthorized transmissions.
- C. Patrol officers are responsible for maintaining contact with the dispatcher at all times during their tour of duty. Officers will respond promptly when called by the dispatcher over the police radio system. Officers will write down or otherwise record a message (i.e. addresses) when dispatched to a call for service.
- D. An alert tone is sounded by the dispatcher prior to broadcasting an emergency call for service. When the alert tone has been sounded, officers and dispatchers will limit broadcasts to emergency transmissions until the emergency call has been controlled.
- E. A single unit will be dispatched to handle routine calls for service. The nature of some calls may require additional units for the purposes of safety and efficiency in handling the situation. The secondary units on a call are to clear the scene as soon as it has been determined that their presence is no longer needed.
- F. The following calls will require that at least two officers be dispatched to the scene:
 1. Officer needs help;
 2. Crimes in progress;
 3. Arrest situations;

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4. Crimes having just occurred where there exists a need to check the area for suspects. The first unit shall respond directly to the scene while the secondary unit checks for suspects;
 5. Calls involving weapons;
 6. Domestic disputes;
 7. Mentally disturbed person investigations;
 8. Alarms;
 9. Open doors or windows;
 10. Any call where, in the judgment of the dispatcher, responding unit, or supervisor, additional units may be needed to ensure safety or efficiency in handling the situation. Justification for the decision may be required.
- G. When officers conduct activities other than calls for service, the dispatcher will record those activities as administrative tasks. Included in these entries will be nature, location, disposition and times of the activities. These activities include:
1. Follow-up investigations;
 2. Traffic stops;
 3. Foot patrol and physical stops;
 4. Warrant services;
 5. Breaks;
 6. Carwash, vehicle or equipment repairs;
 7. Any situation where an officer may leave their vehicle.
- H. Supervisory Response
1. Incidents of a serious nature often arise that require the presence of a supervisor who possesses the authority necessary to deal with the problem. Supervisors shall respond to and assume command of the following incidents:
 - a. Felonies against persons;
 - b. Injuries to police officers;
 - c. Traffic crashes involving police vehicles;
 - d. Emergency conditions, whether from natural or man-made causative factors
 - e. Any other incident where the supervisor is requested by a citizen, dispatcher or police officer.
 2. The supervisor shall initiate action to inform the Operations Division Commander and the Criminal Investigations Section supervisor of all serious crimes, including but not limited to the following:
 - a. Homicides;
 - b. Other deaths;
 - c. Robberies;
 - d. Rapes or other serious sex offenses;
 - e. Serious assaults;
 - f. Unusual numbers of business burglaries;
 - g. Barricade situations.

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3. In addition, the supervisor shall notify the Operations Division commander of all of the following:
 - a. Incidents in which the Town may incur liability;
 - b. Police vehicle crashes;
 - c. Officer injuries;
 - d. All major damage to Police property.

I. Radio and CAD (Computer Aided Dispatch) Designators


1. All departmental personnel shall use the Radio Designator System. The designators (Badge Numbers) are designed to identify the individual officer. Personnel must adhere to their exact radio designators.
2. The CAD designator will be the permanent Employee Badge Number assigned to the employee. This will be used to identify the employee in the computer.
3. Supervisors from Patrol, Traffic, and the Criminal Investigations Section shall submit daily line-ups to the Communications Section via email. This shall be done prior to the start of roll call. Supervisors in charge of a special detail shall submit a line-up to the Communications Section via email or in person prior to the beginning of the event. Supervisors are responsible for assigning and informing the Communications Section of the beat assignment for each officer working and any changes during the shift.

J. Radio Communication with Other Agencies

1. The Department utilizes “clear speech” procedures when communicating over the PMARS radio system. “Clear speech” procedures consist of concise, discernible phrases, in plain English, without using a numerical signal system prevalent in some police communications.
2. The Department is an active participating member in the Police Mutual Aid Radio System (PMARS). This system facilitates communication, coordination and cooperation between all police agencies in the area.
3. The use of the Vienna Police Department radio in communicating with another agency shall be in accordance with the guidelines and regulations established by PMARS.

7. Duty and Personnel Rosters/Maps/Emergency Services

- A. The lineup will be provided to the communication section prior to roll call. The shift lineup lists the on-duty personnel and their assignments. A current personnel roster will be posted in the Communications Section.
- B. The Administrative Services commander will maintain a large, to scale, current, and accurate map to the Town of Vienna in the Communications Section that is easily visible to all dispatchers. The map will also be divided into beat areas.

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8. Victim-Witness Requests

Communications personnel shall be alert to requests from persons who may be victims or witnesses to a crime. Personnel who receive such requests should first determine whether an emergency or non-emergency response is required. Personnel shall encourage the citizen to allow a police officer to speak with them. If the citizen will speak to an officer, then a call for service shall be initiated. If the citizen does not wish to speak to or see a police officer, they shall be referred to the Fairfax County Victim/Witness Assistance on-call counselor which is available 24-hours-a-day, seven days a week. See General Order 517.

9. Recording Equipment

- A. The Administrative Services Commander is responsible for the maintenance and operation of the Vienna Police Department's 24-hour digital recorder. The recorder shall have immediate playback capability and will record all radio transmissions and telephone line usage within the Communications Section. Recordings shall be retained for a minimum of 30 days.
- B. Only personnel authorized by the Administrative Services Commander may duplicate the 24-hour digital recorder recordings. Nothing in this section forbids the immediate playback of recorded conversations by dispatchers to verify information received.

10. VCIN and NCIC

The Department complies with the rules set forth in the Department of State Police VCIN Manual and the United States Department of Justice NCIC Operations Manual. The Department receives revisions and updates and retraining is given as needed and in accordance with the Department of Criminal Justice Services Standards. The Administrative Services Commander or his/her designee is responsible for maintaining and operating the Vienna Police Department VCIN/NCIC terminal. The Training Officer will ensure all dispatchers are trained and certified to operate this equipment.


11. Multi-channel Capabilities

The Administrative Services commander shall maintain in working order the following:

1. Department radio system;
2. Police Mutual Aid Radio System (PMARS) for interagency communications in the region;

12. Emergency Messages

- A. Emergency notification calls, either from citizens or public agencies, will be handled as a call for service. These calls will be judged on their own merit as to the priority they will receive. If communications personnel are unsure as to how to proceed with a call they shall notify the shift supervisor.

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- B. Emergency messages may be delivered subject to the availability of patrol officers. Any message pertaining to a death, serious injury, or serious illness will be delivered in person by an officer. The police chaplain may be contacted to accompany an officer on a notification whenever the chaplain is available. The message shall be delivered to an adult family member or close friend. The officer shall offer assistance in contacting close friends, relatives or clergy that can provide comfort. The officer must explain the means used in transmitting the notification to the Vienna Police Department so verification can be made by the citizen receiving the notification.

13. Misdirected Emergency Calls

In the event that the Department receives a call for service that should be directed to another agency, it will first be determined if the call is an emergency. If the call is an emergency, the caller shall be instructed to remain on the line and the call taker shall promptly relay all information to the appropriate agency. If the call is not an emergency, the caller will be given the appropriate agency's telephone number or transferred at the call taker's discretion.

14. Alarms

- A. The Vienna Police Department will respond to alarms in an organized fashion. A controlled response affords the greatest possibility for apprehension of offenders, while offering the greatest measure of safety for the responding officer and the employees or residents of a protected location.
- B. No private alarms will be connected to the Vienna Police Department Communications Section. Alarms may be transmitted to the Vienna Police Department by commercial alarm companies, by automatic dialing devices from homes or businesses, by citizens which have knowledge of an alarm and transmit this to the Department, or by officers who may discover them while on patrol.
- C. The call taker is responsible for obtaining sufficient information on reported alarm activations to ensure officer safety and the proper classification of the event. Should the alarm company advise that they have confirmed with the protected premises that an actual criminal action has taken place, the call taker shall record the event as the actual event, rather than as an alarm. Alarms may be classified as:
1. Unknown Alarm;
 2. Bank Burglary Alarm;
 3. Bank Robbery Alarm;
 4. Commercial Burglary Alarm;
 5. Commercial Robbery Alarm;
 6. Residential Burglary Alarm;
 7. Residential Panic Alarm;
 8. Phone Monitor Alarm;
 9. School Alarm;
 10. Vehicle Alarm.

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D. Burglary Alarm

Upon receipt of a burglary alarm, the call taker shall record all available information. The dispatcher shall dispatch at least two officers to a burglary alarm and attempt to make contact with the location via the telephone.

E. Bank Robbery Alarm

Upon receipt of a bank robbery alarm, the call taker shall record all available information. Communications personnel shall immediately attempt to make telephone contact with the protected location for the purpose of determining the actual situation. The dispatcher shall dispatch at least two officers and notify the supervisor of the call. Officers shall set up a perimeter outside the bank. By telephone, the dispatcher shall instruct a bank employee to meet the officer outside. Officers shall only enter the bank if it has been established that the suspects have fled the scene or that it is an accidental alarm.

F. Commercial Robbery Alarm


This shall be handled the same as a bank robbery alarm.

G. Residential Panic Alarm

This shall be handled the same as a bank robbery alarm.

H. General Officer Response to Alarms

1. Utilization of emergency equipment during response will be in compliance with General Order 800- Vehicle Operations.
2. The first officer to arrive at the scene of an alarm will approach the protected premises carefully, being observant for lookouts and getaway vehicles, and will take a position to cover the entrance without being seen from inside, unless it has been established that the suspects have left. If it has been determined that the suspects have left, the officer will enter and obtain information for a radio lookout.
3. The first backup officer to arrive at the scene will take a position to cover the second most likely exit. Unless the suspects are known to have left, the backup officers will attempt to position themselves to avoid being seen from within the protected premises. Backup officers will advise communications as soon as they are in position.
4. In cases of a verified robbery alarm, all other patrol officers will proceed as follows until given other assignments or instructed to resume normal patrol activity. Patrol units not dispatched to, but near the scene of the alarm, will begin moving toward positions from which to observe possible escape routes or areas where robbery suspects might switch vehicles. Upon confirmation of a robbery, patrol officers not otherwise engaged in cases warranting their immediate attention will proceed to the closest point which will afford the opportunity to observe an escape route or effect interception of fleeing suspects.

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I. Detective Response to Robberies

Once a robbery is confirmed, all available CIS officers will proceed toward the victim's location unless engaged in other emergency work or directed to disregard. Responding detectives will utilize possible escape routes and be alert to suspicious activity. Any detectives near the residence of known robbery suspects will proceed to that address and then to the robbery location by a route most likely to be used by that subject.

J. Review of Alarms


The Operations Division Commander or designee shall be responsible for monitoring and documenting incidents of consistently malfunctioning alarm systems. If the Operations Division Commander or designee determines that a possible abuse of police services has occurred due to a malfunctioning alarm, the commander or designee shall contact the subscriber of the protected premises, as well as the alarm company, in order to conduct a review of the system's effectiveness. Officers are encouraged to bring to the attention of their supervisor any alarm activation that has a history of frequent activations which are the result of malfunctions.

15. Facilities and Equipment

A. Communications Access

1. As a general rule, only members of the Administrative Services Division should be in the Communications Section. At no time will there be unapproved visitors or unauthorized persons in the Communications section. Access is restricted to the following personnel:
 - a. Chief of Police;
 - b. Division Commander;
 - c. Communications Personnel;
 - d. Records and Administrative Personnel;
 - e. Officers serving as dispatchers;
 - f. Equipment services technicians;
 - g. Observers approved by the Administrative Services Commander;
 - h. Other personnel when essential to their duties.
2. Members of the public must be escorted by departmental employees when entering the secured area of the police facility. Communications/Records personnel shall receive all members of the public at the front counter or by speaking with them on the lobby telephone.

- B. The Administrative Services Commander shall ensure that all transmission lines, antenna lines, antenna towers, and radio and base station equipment are secure from unauthorized access.

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- C. The Administrative Services Commander shall maintain the Vienna Police Department radio system and ensure that the backup system is in proper working order. All dispatchers will be trained in the utilization of the primary and backup systems.

16. Generator

The Administrative Services Commander or designee will inspect and test the backup generator on a weekly basis. The generator shall automatically activate when the commercial power supply ceases. The generator provides power to the Communications Section, the radio and telephone systems, the 24-hour recorder, VCIN/NCIC computer, and key locations in the police facility.

17. Telephone, Radio, Teletype and Computer Procedures

The Communications Supervisor will ensure that the Communications Section is equipped with a copy of the Dispatcher's Guide to Crimes/Incidents in Progress, Desk Reference Manual. The Communications Supervisor shall also maintain user manuals on file for the radio console, teletype machine and computer terminals. All personnel shall follow the guidelines set forth in these manuals. Vienna Police Department General Orders will supersede the preceding manuals. Manuals will be filed in the Communications Section for immediate accessibility by dispatchers. Teletype messages shall be read as soon as possible after they have been received in the Communications Section. Applicable information therein will be relayed immediately, if necessary.


503 INCIDENT MANAGEMENT

1. Planning


The Chief of Police is the Emergency Services Coordinator for the Town of Vienna and is responsible for the development of unusual occurrence plans.

2. Scene Management

- A. To assure the preservation of evidence critical to the successful identification apprehension and prosecution of offenders, it shall be the policy of the Vienna Police Department to stringently limit access to the scenes of crimes or disasters. Only those persons immediately and directly connected to the investigation of the event for which the scene was established shall be granted access.
- B. This order is issued to provide specific guidance for the control of scenes, which can only be successful when each member of the department, from the moment of notification, exercises sound judgment to ensure the preservation of such scenes. The presence of personnel who wish to observe a scene to satisfy their personal curiosity is contrary to the best interest of the department and cannot be tolerated.

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- C. Regardless of the location, nature and extent of the crime/disaster scene, the first officer to arrive shall have command and control authority and shall:
1. Determine jurisdiction of the incident and request, if appropriate, an officer from the affected jurisdiction.
 2. Render medical assistance to injured persons, as needed.
 3. Provide for the security of the scene until the arrival of a supervisor, or until responsibility for security is assigned to other personnel.
 - a. No physical object shall be moved or evidence collected for any reason, other than safety or for the prevention of the destruction of evidence, until directed by the investigating officer.
 - b. Scenes involving establishments open to the public shall be closed if access to any portion of the establishment interferes with the security of the scene.
 4. If support is necessary, the supervisor shall be notified.
- D. The supervisor notified by the first officer at a crime/disaster scene shall review the information in order to determine the feasibility of the support requested and whether or not the resources directly under his/her supervision are sufficient, with limited support, to effectively control the scene. In scenes which require the presence of the supervisor for effective control, he/she shall be designated the Incident Commander.
- E. The responsibilities of the Incident Commander shall include:
1. Command of the crime/disaster scene unless specifically relieved by an officer of superior rank or by relief at the termination of tour of duty.
 2. All measures to prevent any unauthorized access within the perimeter of the scene or any other secondary perimeter required to assure police and Fire and Rescue Services personnel operations may proceed effectively.
 - a. No persons shall be permitted within a crime scene unless their presence will directly further the investigation being conducted, except personnel involved in a lifesaving role. All persons shall report to the Incident Commander before entering the scene.
 - b. All persons permitted within a crime scene shall submit a supplemental report providing details of their activity and function at the scene.
 - c. Fire and Rescue Services personnel shall be assisted in performing any lifesaving effort if injured persons are found at the scene and shall not be hampered until their task is concluded. At the time they have completed their duties, the Incident Commander shall re-establish restricted access to the scene, limited only to those actively involved in the investigation.
 3. Assure that no physical object is moved or collection of evidence occurs, unless at the direction the investigating officer.
 4. Request assistance from the Criminal Investigations Section, or any other needed support elements.
 5. Notify and brief the Chief of Police and/or the on-call staff officer.

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6. Assist the investigating officer and support elements in the conduct of the investigation. Assistance shall include expediting all reasonable requests for additional resources for conduct of the investigation.
 7. Establish a command post, as needed.
 8. Shall control and limit the communications with the dispatcher originating from the officers at the scene, and also ensure that the dispatchers are given adequate information so that they may provide sufficient assistance.
 9. Assure that civilians denied passage through the area are, whenever possible, given a reasonable explanation of the reason for the denial, are provide directions on how alternatively they may reach their destination and, in case of residents of the area, provide controlled egress to their homes whenever such egress will not impede or damage the conduct of the investigation, or disrupt the crime scene.
- F. The responsibilities of the investigating office, whether uniform or plainclothes, shall include:
1. Requesting all support necessary for adequate investigation through the incident commander.
 2. Directing all personnel assigned within the scene that are involved in the investigation or processing being conducted.
 3. Identifying or causing to be identified and recorded all personnel within the scene together with their assigned function.

3. **Civil Disturbances**

- A. The Department actively participates in the Northern Virginia Law Enforcement Mutual Aid Agreement. This contract includes the following agencies: Fairfax County Police Department, Loudoun County Sheriff's Office, Arlington County Police Department, Prince William County Police Department, Alexandria Police Department, Fairfax City Police Department, Falls Church Police Department, Manassas Police Department, Manassas Park Police Department, Leesburg Police Department, Vienna Police Department, Herndon Police Department, Purcellville Police Department.

1. Requesting Assistance

This agreement allows an agency to request assistance in the event of an actual or imminent state of emergency. The assistance will normally be of short duration not to exceed four hours. The Chief of Police or designee is authorized to request assistance or approve requests for assistance which arise from a state of emergency. Any dangerous or hazardous situation that greatly exceeds an agency's present or cumulative capabilities to control it shall be considered a state of emergency. Requests for assistance for short durations shall be made by telephone or the Police Mutual Aid Radio System. Requests for assistance during states of emergency must be verified by teletype message initiated by the official authorized

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to make the request. When assistance is required for more than four consecutive hours, the requesting jurisdiction shall gain the approval of the Chief of Police of the assisting jurisdiction. Without this approval, the personnel of the assisting jurisdiction shall cease activity after four hours in the requesting jurisdiction. Participating agencies shall alert other jurisdictions of the need to stand by for possible assistance.

Requests for assistance shall include:

- a. The name and position of the official making the request;
- b. The nature of the emergency or unusual occurrence, and location;
- c. The number of personnel requested, and whether specialized personnel are essential to the assistance;
- d. The type of equipment needed for assistance;
- e. The name and rank of the officer to which the assisting personnel shall report. The authorized official of the assisting jurisdiction shall evaluate all requests for assistance and shall promptly notify the requesting jurisdiction of the number of personnel, specialized units and equipment which will be provided.

2. Deployment


When possible, assisting personnel shall be deployed as a unit with supervision from members of their command. Assisting personnel shall be deployed as supporting units when possible. Assisting personnel shall carry out all lawful orders issued by the ranking officer of the requesting jurisdiction. Any orders contrary to law, or to the rules and regulations of the assisting agency shall not be recognized. Notification shall be given upon withdrawal.

3. Use of Deadly Force

Deadly force by personnel of assisting jurisdictions shall be used only when necessary to prevent death or serious bodily harm. Supervision of the specialized unit shall be completely controlled by the command of the unit. Continuous communication shall be maintained between the commander of the specialized unit and the officer in charge of the jurisdiction.

4. Mass Arrests

Alternatives to mass arrests should be sought; close communication and cooperation with the Fairfax County Sheriff's Office must be maintained. When situations exist that may lead to mass arrests, the Fairfax County Sheriff's Office must be notified immediately by the officer in charge. The Vienna Police Department facility will not be used for detention of prisoners. All prisoners must be detained by the Fairfax County Sheriff's Office. When possible, Vienna officers will process prisoners prior to transporting them to the detention facility. Once processed, the prisoner shall be transported to the Fairfax County Adult


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Detention Center. If overcrowding exists and the prisoner cannot be processed immediately at the Vienna Police Department facility, the prisoner shall be taken to the Adult Detention Center for processing. Once a prisoner is accepted at the detention facility, the prisoner is no longer the responsibility of the Vienna officer.

5. Hostage/Barricade Situations

A. Tactical Unit

1. Unless immediate action is necessary to protect life, the officers of the Vienna Police Department shall summon the Fairfax County Police Department Tactical Unit and Hostage Negotiations Team when confronted with hostage or barricaded person situations. Patrol officers will be concerned primarily with the safety of bystanders, hostages and other police officers. Initially, deployed officers will only attempt to contain the scene until the Tactical Unit arrives. Negotiations, arrests and ransoms are to be handled by the Tactical Unit. Patrol officers must remember that demands for weapons will not be considered.
2. The first officer on the scene must:
 - a. Protect life above all else. If there is no immediate threat, contain and stabilize the scene;
 - b. Notify the Communications Section of the situation, giving as much detail as possible. The Communications Section will ensure the supervisor is notified.
3. Sufficient manpower shall be summoned to the scene to establish a perimeter to prevent the escape of the suspect and to keep unauthorized persons from entering the area. If there are not enough on-duty Vienna Police officers, the Fairfax County Police Department shall be summoned to provide additional officers. Other resources as needed may be summoned to the scene.
4. Citizens in the immediate vicinity of the suspect should be moved to a safe location, provided such movement can be accomplished without exposing the citizens to danger. Any movement which exposes a citizen to the suspect's field of fire must be avoided.
5. Mobilization of the Tactical Unit
 - a. When the situation is stabilized and no immediate action is necessary to protect life, the Fairfax County Police Department Tactical Unit shall be requested by calling the Fairfax County Public Safety Communications Center. Any sworn supervisor shall have the authority to request that the Tactical Unit be mobilized.
 - b. The Fairfax County Department of Public Safety Communications (DPSC) must be informed in detail of the situation and location so a staging area can be determined for the tactical unit.

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6. Command of Scene


- a. The ranking supervisor on the scene shall have the Operations Division commander and Chief of Police notified of the mobilization of the tactical unit.
- b. The ranking supervisor will establish a command post, out of view of the suspect, for the purpose of coordinating the activities of units involved and exchanging information with the Communications Section. The command post may act as a staging area for the response of rescue, fire, or surveillance units; for the evacuation of injured persons; for the coordinating of media personnel; and for the briefing and debriefing of units participating in the incident.
- c. Overall command of the scene will rest with the ranking Vienna supervisor. If the Operations Division commander or the Chief of Police responds to the scene, they may at their discretion assume command or leave command with the on-scene supervisor.
- d. Overall command shall extend to the direction of patrol units and their supervisors as well as Fairfax County officers that have been brought in as support units.
- e. The Tactical Unit commander will report to the commander of the scene. After being apprised of the situation, the Tactical Unit Commander will decide whether to commit the Tactical Unit.
- f. The Tactical Unit chain of command shall have exclusive authority for tactical decisions involving deployment and movement of the unit. Policy decisions concerning demands of the suspect shall rest with the commander of the scene. The Tactical Unit commander's role shall be advisory on policy decisions.
- g. The decision to use deadly force shall be consistent with General Orders.
- h. The pursuit of motor vehicles during such incidents shall be in accordance with General Orders.

B. After Action Report

An after-action report which summarizes the hostage/barricade event shall be prepared by the Operations Division Commander at the conclusion of the incident. The report shall be in memorandum form and be submitted to the Chief of Police for review.

6. Bomb Threats and Disposal

- A. Officers shall make all possible efforts to prevent the detonation of explosive devices. The safety of citizens and police may require that devices be permitted to explode, if in the opinion of police bomb technicians, the time to expected detonation is insufficient to disarm or dispose of the device. A police bomb technician shall be called to the scene as soon as practicable after an explosive device has been found. A bomb technician shall also be notified of bomb threats of a serious nature or detonated

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explosive devices. Any sworn supervisor may request a Fairfax County Police Department Bomb Technician by calling the DPSC. The Virginia State Police shall be summoned when a Fairfax County bomb technician is unavailable.

B. Responsibilities

1. The Vienna Police Department shall have command responsibilities and undertake all activities required in cases involving bomb threats or bomb incidents. Assistance may be obtained from the Fairfax County Police Department through their Criminal Investigations Section and their bomb technicians. If there is an explosion, the Arson Investigation Division of the Fairfax County Fire and Rescue Department will have responsibility for the investigation with the cooperation of the police. The Bureau of Alcohol, Tobacco, and Firearms (ATF) will also be notified by the police commander of any explosion. ATF will enforce any applicable federal laws with the cooperation of the police. If there is an injury or death connected with an explosion, the Vienna Police Department, with assistance from the Fairfax County Police Department Criminal Investigations Bureau, will handle the investigative responsibilities with cooperation from the Arson Investigation Division. ATF will enforce any applicable Federal laws.
2. Assessment of the nature of any device found in the investigation of a bomb threat or bomb incident will be the responsibility of the bomb technician. Assistance from outside agencies such as the Bureau Alcohol Tobacco and Firearms (ATF), the Virginia State Police, or the U.S. Army at Ft. Belvoir is available.
3. The disarming and disposal of explosive devices or materials will be the responsibility of the bomb technician.

C. Communications Section


1. The person receiving a bomb threat call shall:
 - a. Complete as much information as possible on the complaint screen;
 - b. Attempt to identify the origin of the call and the location of the caller;
 - c. Attempt to determine the caller's sex, age, voice characteristics, accent, type of language and demeanor;
 - d. Listen for background noises;
 - e. Attempt to ascertain the location of the bomb, time of detonation, type of bomb or explosive device, and the physical characteristics of the bomb;
 - f. Attempt to learn how the caller has obtained information about the case;
 - g. Notify the ranking supervisor on duty of the call;
 - h. Notify Fire and Rescue of the call;
 - i. Preserve all notes taken while speaking with the caller. True bomb threats are usually more detailed than those which are a hoax. There is no exact method for determining authenticity.
2. The person receiving a bomb threat report shall attempt to determine if the complainant is the perpetrator. If the complainant is not the perpetrator, an attempt will be made to obtain information about the perpetrator and how that information came to the attention of the complainant
3. All bomb threats will be assigned to the nearest available officer.

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4. When a bomb threat is received the Vienna Police Department dispatcher must notify the Fire dispatcher at the DPSC. The Fire dispatcher will then advise the affected fire company for notification purposes only. There is no response to the scene. If the threat is directed at a school or any other institutional occupancy, the fire company will respond and stand by. The police may summon fire units to stand by at any time.

D. Investigating Officer

1. When officers are dispatched to a bomb threat, they shall proceed to the scene immediately. All radio transmissions shall be discontinued within 300 feet of the threatened facility or area.
2. The investigating officer should interview the complainant in order to ascertain any information which might be beneficial in locating the device or determining a time element which might be vital. If the call was received by communications personnel, the officer shall telephone communications from the scene and interview the recipient of the call.
3. The supervisor at the scene shall coordinate with the facility management to determine the possible need for evacuation. Whether to evacuate or not is a decision to be made by the facility management. The police shall act in an advisory capacity. All information available must be given to the facility management so the decision to evacuate is made based on all the facts. In cases where an explosive device is located, the police shall evacuate all affected personnel. In these instances, the facility management will only be acting in a support role and evacuation will be mandatory.
4. If the facility is to be evacuated, the evacuation routes should be searched prior to use.
5. The investigating officer shall be responsible for an exterior search of areas that are easily accessible. A search of the exterior areas shall be conducted regardless of whether the facility is evacuated or searched. The investigating officer should solicit the help of the management to select their own personnel to assist in conducting the search. The civilian personnel are more familiar with the facility and what may be suspicious in nature.
6. Responsibility for an interior search of a threatened facility will rest with the management of that facility. If the management requests police assistance for an interior search, assistance will be provided.
7. If a bomb dog is to be utilized, the on-scene supervisor must contact the DPSC with the request. The threatened facility must be evacuated prior to an interior search by the dog. If the Fairfax County Police Department are unavailable the Virginia State Police may be summoned for assistance. The investigating officer will complete the F.B.I. Bomb Data Center Form on any actual or attempted bombing, discovery of a hoax device, or recovery of an explosive device. The form may be obtained through the Senior Dispatcher.

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E. Search Procedure


1. The following search guidelines and procedures should be addressed with search personnel during a briefing prior to beginning a bomb search:
 - a. If time is an element of the threat, searching should be discontinued 30 minutes prior to the time of detonation and not resumed until 30 minutes thereafter;
 - b. When possible, searchers should work in pairs to ensure a thorough inspection;
 - c. The search should begin on an outside perimeter and work toward the inside. Once inside, the search should begin at the lowest floor level and work up to the top floor. Utility and service areas will be considered prime target areas for suspects that want to shut down a business;
 - d. All search personnel should look for anything unfamiliar or out of place. Suspicious or unfamiliar packages or containers should not be touched or disturbed;
 - e. Elevators should be run through at least one cycle. This may prevent injury if an explosive device is set to be activated by the action of the elevator;
 - f. If the building or area searched fails to disclose any suspected devices or bombs, the decision to allow employees to return to work areas rests with the facility management. No officer will state to anyone that no explosive device or bomb exists.
 - g. When a device is located, a command post should be set up at least 300 feet from the device. The command post must have the capability of communicating with all involved personnel and the decision-making authority to bring the incident to an efficient, safe conclusion.
 - h. The investigating officer and support units will be responsible for evacuating the immediate area in which the device is located. A minimum distance of evacuation will be 300 feet. Officers will be posted by the commander of the scene along a perimeter to keep all unauthorized persons out of the area.

F. Bomb Technician

1. If a device is located a Fairfax County Police bomb technician shall be requested through the Police Liaison Commander at DPSC. If the County does not have a technician available, advice should be requested on where to obtain one.
2. On arrival, the technician will contact the command post to be briefed.
2. Scene supervisor shall consult with the technician and provide any needed support.

7. **Special Equipment Inspection**

The Support Services Division commander shall ensure that equipment to be used in support of emergency operations during an unusual occurrence will be inspected at least semi-annually and maintained in a state of readiness.


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8. Emergency Mobilization

The on-duty supervisor shall notify the Chief of Police, Operations commander and/or the Support Services commander of any unusual or emergency occurrence, at the time of the occurrence or as close thereafter as possible. The Chief of Police or Operations commander will, at his/her discretion, notify or have notification made to other section personnel for immediate response or stand-by duty.

9. VIP Security (Very Important Person)

- A. All requests for special security for any dignitary, famous personality, notorious person, or any other person in need of special security will be directed to the Operations Division commander. The Operations Division commander will meet with the security representative for the VIP and prepare the necessary plans for security provisions for the visit. Visits are categorized into three types:
1. Private visit with no or limited public activity. Requires little or no police security;
 2. VIP known by name or position, but not by physical presence. Requires little security prior to appearance, considerably more after appearance;
 3. Recognizable VIP making public appearance, police security required.
- B. The Operations Division Commander may designate an officer to coordinate and supervise the VIP visit. Security provisions by the officer in charge of the VIP visit shall include:
1. Planning for the appropriation of the necessary equipment to provide the proper security. Vehicles, weapons and bullet resistant vests for officers and the VIP security personnel will be planned for by the officer in charge of the detail. The Support Services Division commander shall be contacted with any necessary equipment requests as soon as possible in the planning stage;
 2. Planning and reconnoitering travel routes with at least two alternate routes to determine the safest, most expedient route;
 3. Advanced on-site inspections including an aerial overview, when available, with the Fairfax County Police Department helicopter. A final inspection of the area which the VIP will occupy just prior to the VIP's arrival;
 4. Research to obtain information concerning possible sources of trouble or problems. Threats received or persons who may cause problems shall be investigated prior to the VIP arrival;
 5. Contacting the Fairfax County Police Department if requests for additional police personnel will be necessary. The Fairfax County Police Department and the Fire and Rescue Department will be notified of a VIP visit to place them on a standby status in case of medical or police emergencies;
 6. At least one member of the VIP staff should have access to police communications.


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10. Special Events

- A. Special events shall include activities such as parades, celebrations, festivals, demonstrations, or athletic contests that result in the need for control of traffic, people, or crimes.
- B. Unless otherwise designated by the Chief of Police, the Operations Division Commander, or designee will be responsible for the special event detail.
 1. The commander of the detail will determine what personnel are needed to effectively oversee the event.
 2. The commander of the detail shall meet with any outside committees and other Town departments, such as Public Works, to coordinate plans and exchange information. A written estimate of traffic and crowd projections shall be included in the memorandum for the special event.
 3. The commander of the detail shall address logistical issues such as number of barricades, position of barricades, fixed post assignments, traffic and pedestrian flow, and any other relevant considerations that will assist in an effective and efficient operation.
 4. The commander of the detail shall research the anticipated crime problems and address proactive measures to be taken by officers involved with the special event.
- C. After Action Report.
 1. An After-Action Report, which summarizes the special event, shall be prepared by the Operations Division commander at the conclusion of the incident. The report shall be in memorandum form and be submitted to the Chief of Police for review.

504 PRELIMINARY/FOLLOW UP INVESTIGATION RESPONSIBILITY

- A. Patrol officers shall conduct preliminary investigations on all dispatched calls. A detective may be called to complete the investigation depending on the seriousness of the crime and personnel availability. The patrol officer must do a follow-up investigation on any open case that the Criminal Investigations Section (CIS) does not follow-up. Once assigned, the officer or detective receiving the assignment shall be responsible for the follow-up investigation.
- B. All officers must maintain contact with their crime victims. Contacts may be made by telephone or in person. The officer must determine if any further information can be obtained from the victim. Notification of any change in the case status must be made to the victim at the time of the status change. All contacts shall be documented in official Department reports to ensure changes in designation or status, and follow-up information, can be entered in the records system.
- C. Follow-up investigations are assigned to detectives by the Criminal Investigations Section supervisor. Once assigned, that detective shall be the officer accountable for bringing the case to a satisfactory closure. CIS is responsible for, but not limited to, follow-up investigations involving:


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1. Abduction;
2. Abortion;
3. Auto Theft;
4. Bigamy;
5. Blackmail/Extortion;
6. Bribery;
7. Check cases (Felony);
8. Child Abuse;
9. Embezzlement/Fraud;
10. Felonious Assaults;
11. Grand Larceny;
12. Homicide;
13. Missing Person;
14. Rape/Sex Offenses;
15. Robbery;
16. Vice Narcotic Offenses;
17. Breaking and Entering;

505 CRIMINAL INVESTIGATIONS

1. Criminal Investigation Procedures


- A. Detectives will fairly and impartially investigate all cases assigned to them. Investigations shall be conducted in a discreet manner mindful not to endanger the reputation of the person under investigation. Detectives will contact victims and witnesses promptly upon receiving a case and will contact the complainant within 72 hours of any change in the status of their cases. This notification shall be documented on the PD 2. Upon the conclusion of an active police case, the complainant shall be notified of the final disposition.
- B. Interviews may be conducted with persons who may have knowledge about a certain aspect of a criminal case. Interrogations may be used to question persons that may be involved in the criminal activity that is being investigated. Interviews and interrogations will be conducted in conformance with General Order 505.
- C. Physical evidence will be searched for, collected and preserved when investigating any crime scene in conformance with policy. Detectives will be deliberate in their development of physical evidence and its use as an investigative tool.
- D. Surveillance may be used in the investigation of a crime when it is necessary to observe suspects or conditions in an unobtrusive manner. This intelligence gathering tool shall be conducted according to General Order 505.
- E. Non-employment background investigations will only be conducted in conjunction with an ongoing criminal investigation. Some sources to be utilized are:
 1. Financial institutions;
 2. Business associates;
 3. Former employers;

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4. Utility companies;
 5. Public records;
 6. Criminal history files;
 7. Other law enforcement agencies;
 8. Friends and acquaintances.
- F. The information obtained in a background investigation will become part of the respective criminal case file. The records will be retained until the conclusion of the case investigation. If no criminal activity was noted, these records will be purged by the Criminal Investigations Section supervisor prior to the case file being sent to the Records Section.

2. Preliminary Investigation Procedures

- A. All complaints of a criminal nature received by the Vienna Police Department which occurred within the Town will be documented with an incident report, even if the reporting person does not want to prosecute or make a report.
- B. Preliminary investigations begin when the officer arrives at the scene of an incident, first makes contact with a complainant, or becomes aware that a crime has been or is being committed. The preliminary investigation continues until a postponement of the investigation or transfer of responsibility occurs. Officers conducting preliminary investigations shall:
1. Observe all conditions, events and remarks surrounding the event;
 2. Summon and provide medical attention if needed;
 3. Locate and identify witnesses;
 4. Determine whether a crime has been committed, and if so, the exact nature of the offense;
 5. Maintain the crime scene and protect evidence;
 6. Provide information through radio communications to other officers regarding descriptions, method, direction of travel and all relevant information concerning suspects or their vehicles.
 7. Interview the complainant and witnesses;
 8. Interrogate suspects if appropriate;
 9. Call an evidence technician to the scene if necessary;
 10. Arrange for the arrest of the suspect in conformance with all procedures and laws;
 11. Record all pertinent information on proper departmental forms in an accurate, complete and timely manner;
 12. Relay vital information to the Communications Section personnel to ensure accuracy in data entries in NCIC, VCIN, or departmental records;
 13. Complete any other action which may aid in resolving the situation, solving the crime or as directed by a supervisor.
- C. The information supplied by a victim or witness to the first officer on the scene is frequently the most important factor in solving a crime. Generally, the first patrol officer on the scene will conduct the preliminary investigation of most crimes. The supervisor will decide when to call in a Criminal Investigations detective or an

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evidence technician on the preliminary investigation. This will be done on a case-by-case basis as appropriate under the circumstances. Patrol officers will continue to assist in the preliminary investigation of the incident as appropriate.

3. Follow-Up Investigation Procedures


This guideline is provided to assist the officer in addressing the many variables of the follow-up investigation. The officer shall:

1. Review and analyze all previous reports prepared in the preliminary investigation;
2. Conduct additional interviews and interrogations;
3. Review departmental records;
4. Gather additional information from other officers or informants;
5. Review any laboratory examinations;
6. Arrange for dissemination of the appropriate information;
7. Plan, organize and execute necessary searches;
8. Prepare cases for court;
9. Assist the prosecutor as necessary;
10. Identify and arrest suspects;
11. Collect physical evidence;
12. Determine the involvement of suspects in other crimes;
13. Examine the criminal history of all suspects;
14. Conduct follow-up interview with the principals of an investigation within five days of the initial contact. Further contacts often lead to additional information being obtained, and perhaps aid victims in their attempts to recall events. These follow-ups often reassure victims that efforts are being made to solve the crime.

4. Investigation Checklist

The Vienna Police Department "Incident Report" in most cases serves as the checklist for the officer. Also available to assist the officer are the following forms:

1. Vehicle Tow-In and Inventory;
2. Property Record;
3. Missing Person Information;
4. Warning and Consent;
5. Physical Evidence Recovery;
6. Crime Scene Diagram;
7. Anatomy Chart;
8. Firearms Information;
9. Death Scene Checklist.

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5. Roll Call Attendance

Criminal detectives will attend patrol roll call meetings daily, when available. Attendance of detectives at these meetings will enhance working relationships between detectives and patrol officers. Detectives will provide information to help supplement the efforts of the patrol force.

6. Task Forces

Whenever a Vienna Police officer is involved in a joint agency task force, the following procedures shall apply:


1. The initiating agency will be responsible for establishing the purpose and goals of the task force;
2. Jurisdictional limitations shall be clearly defined and understood;
3. Vienna Police officers shall be supervised by the supervisory staff of the task force, but they shall keep their Vienna supervisor informed of their activities and are still bound by the regulations and general orders of the Vienna Police Department;
4. The Vienna Police Department will offer personnel, equipment, money and time to enhance joint agency task forces as long as the delivery of services to the citizens of Vienna are not affected;
5. A time schedule shall be established at the inception of any task force for the purpose of evaluating the effectiveness of the resources dedicated. A decision to continue or discontinue the effort will be reached at the time of evaluation.

506 ON CALL SCHEDULING

- A. The Criminal Investigations Section supervisor shall maintain an on-call schedule for providing investigative services when personnel are not scheduled to otherwise be on duty. The name of the on-call detective shall be posted in the Communications Center. Schedules are posted a month in advance.
- B. The patrol supervisor will decide, on a case-by-case basis, as to whether a detective will respond to the call out.

507 CASE SCREENING/ASSIGNMENT

- A. Officers that handle the preliminary investigation will be responsible for the follow-up investigation, unless the case is assigned to the Criminal Investigations Section. The supervisor of the Criminal Investigations Section shall assign all follow-up investigations based on the individual detective's documented expertise, previous experience of the Department, previous experience of neighboring departments, research conducted in this


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field of expertise, and their present workload.

- B. All criminal cases will remain active and follow-up investigations will be pursued until all leads are exhausted, regardless of solvability factors. Case screening will only apply to cases where all resources have been explored and further investigative efforts would be futile.
- C. All incident reports are reviewed by supervisory personnel to determine if additional follow-up efforts should be implemented. All available resources to accomplish the police purpose may be utilized.
- D. Officers are encouraged to investigate all crimes to the fullest extent possible. If advice or expertise is needed to assist in an investigation, officers shall notify their supervisors. Detectives are available to assist patrol officers in needed areas of expertise whenever requested.
- E. The criteria for suspending investigative efforts of a criminal case shall include at a minimum the following:
 1. Absence of further leads;
 2. Unavailability of investigative sources;
 3. Seriousness of the crime;
 4. Probability of closure.

508 USE OF INFORMANTS

- A. The term "informant", for the purposes of this section, is not used to describe routine sources of information or persons who are contacted and interviewed as potential witnesses during the course of an investigation. This section refers to informants that require special attention and who are non-law enforcement persons who, by reason of their familiarity or close association with criminals, regularly supply information about criminal activities to a police officer.
- B. The Criminal Investigations Section supervisor will maintain a master file of informants. This file is kept secure in the Criminal Investigations Section safe. Informant files are subject to inspection by the Support Services Division commander and the Chief of Police. These files are not required to be made available to other personnel. During the course of a criminal investigation, officers may request a review of an informant file through the Criminal Investigations Section supervisor. A review of any file will be at the approval of the Criminal Investigations Section supervisor.
- C. Informant files will contain:
 1. Biographical and background information;
 2. Criminal history record, if any;
 3. Information received from the informant and the veracity of the information;
 4. The informant's involvement in any police operation;


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5. Payments made to the informant;
 6. The code name and number of each informant.
- D. The Chief of Police and the Support Services Division commander will control access to the funds utilized to pay informants.
- E. Precautions and Censuring.
1. Informant contacts will be made by two officers when possible and practical. All contacts will be documented in the informant file.
 2. An informant of the opposite sex of the officer shall only be contacted with a second officer covering or in attendance.
 3. An officer shall not tolerate any illegal or improper conduct by an informant.
 4. Any information revealed from an informant relating to violations of law which would be of interest to another officer or agency will be disseminated as soon as practical.
 5. Authorization must be received from a parent or guardian prior to the use of a juvenile informant. The parent or guardian shall be kept fully informed as to the use of the informant. Officers shall be diligent and keep the juvenile from any involvement that may lead to physical or emotional harm.
 6. Censuring an Informant.
 - a. In the event continued use of an informant would be detrimental to the Vienna Police Department goals, or to the public safety, or the informant has become unreliable, or the officer who is accountable for the informant feels the informant should not be utilized further, the informant shall be "censured."
 - b. The responsible officer shall write a report stating the reasons for the censorship.
 - c. Upon approval by the Criminal Investigations Section supervisor, the informant's file shall be marked as "censured" and dated. All officers and agencies that could be affected shall be notified of the censoring.
- F. The cultivation and use of informants by patrol officers is an important aspect of the job. Valuable information concerning criminal activity and community response to the police effort can be obtained on a regular basis through informants. Generally, the patrol officer's informant is not paid and does not demand anonymity.
- G. If the patrol officer develops a confidential informant who would necessitate payments or anonymity, then the informant would be managed according to guidelines described above.


509 CRIMINAL INTELLIGENCE

1. Criminal Intelligence Function

- A. The Criminal Investigations Section supervisor is responsible for the criminal intelligence function. Essential activities, the responsibility for which rests with the Criminal Investigations Section supervisor, include but are not limited to the following:

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1. Serving as the central point for the receipt of raw data from police reports, field interview files, informant files and other sources;
 2. Maintaining a secure records system in which evaluated data are properly cross-referenced to reflect relationships and to ensure complete and rapid retrieval;
 3. Conducting analysis which allows for developing intelligence from both the records system and other data sources;
 4. Disseminating the information compiled to the appropriate Department components, and providing analysis of organizations prone to criminal activity.
- B. Criminal intelligence is also gathered by officers during follow-up investigations with citizens or organizations.
- C. Investigations shall avoid indiscriminate collection and distribution of information pertaining to criminal intelligence. All investigations shall:
1. Ensure the anonymity of all informants in accordance with General Order 508;
 2. Ensure that information collected is limited to criminal conduct and activities that present a threat to the community. These include but are not limited to organized crime activity, terrorist activity, subversive activity, vice activity, narcotics activity, and white-collar crime;
 3. Ensure that the use of personnel and equipment is restricted to the collection of raw data, strategic intelligence, or tactical intelligence. Raw data is information from various sources that alone may not support allegations of criminal activity, but when combined with other information may then support an inference of such activity. Investigation of a known problem may result in the collection of strategic intelligence. Tactical intelligence is the obtaining of information to support police operations that are focused on a specific person or location;
 4. Ensure that all collected information is included in the intelligence report and the information is of an appropriate quality pertaining to criminal intelligence.
- D. The Criminal Intelligence File shall be the responsibility of the Criminal Investigations Section supervisor. This file will be kept separate from other agency records and secured in the Criminal Investigations safe. The files are subject to inspection by the Support Services Division commander and the Chief of Police. Files will be classified as active, inactive or closed.
1. Active files pertain to cases that are still being investigated. These will be kept in the safe in the Criminal Investigations Section. Once the case is brought to a conclusion the file shall be forwarded to the Records Section for classification and storage.
 2. Inactive files pertain to cases that are no longer being investigated because all leads have been exhausted, but that may be reopened upon the discovery of new information. An inactive file may be stored in the Criminal Investigations


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Section safe for up to 12 months and then it shall be forwarded to the Records Section for classification and storage.


3. Closed files pertain to cases that need no further investigation. These files shall be forwarded to the Records Section for classification and storage as soon as practical after any prosecution efforts have been completed. The Records Section shall purge all files in accordance with the Virginia Public Records Act.
4. Access to intelligence records shall be limited to the Chief of Police, the Support Services Division commander, and the Criminal Investigations Section supervisor.

2. Safeguards and Distribution of Criminal Intelligence


- A. The Criminal Investigations Section supervisor shall store all criminal intelligence files in the supervisor's locked safe, except for those files maintained by the Gang Coordinator. The safe shall be locked unless the supervisor is present.
- B. The Criminal Investigations Section supervisor is responsible for the decision to disseminate information from these files. That decision shall be made after the following questions have been answered:
 1. Is the information needed in an active criminal investigation;
 2. Has it been determined that the information can be released on a "need-to-know" basis;
 3. Has the Criminal Investigations Section supervisor reviewed all material prior to release;
 4. Has the Criminal Investigations Section supervisor approved the release of all the information?
- C. The Criminal Investigations Section supervisor will maintain liaison with Federal, State, and local criminal justice agencies for the purpose of facilitating exchanges of information relative to the law enforcement effort. Contacts with individual members of other agencies are established at the regional meetings attended by detectives.
- D. Classification, Verification and Dissemination of Gang Intelligence.
 1. Because the predominant type of gang activity in a neighborhood may change from year to year or month to month, and because the level of gang motivated criminal activity tends to occur inconsistently, effective intervention strategies must be built on continuously updated information. A Gang Coordinator, with the specific duties and responsibilities as listed in this order, shall be appointed by the Support Services Division commander.
 2. The Gang Coordinator is charged with the responsibility of performing the following intelligence related functions:

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- a. Collecting and maintaining information on known gang members, suspected gang members, associate gang members and on any suspected criminal activity they are involved in;
 - b. Disseminating information on a timely basis to members of the Department as appropriate;
 - c. Establishing and maintaining liaison with federal, state and local law enforcement gang units as well as committees, groups and associations representing the law enforcement gang intelligence community;
 - d. Providing specialized investigative support to police operations when requested;
 - e. Critiquing departmental investigative reports to distinguish trends and/or patterns in gang related criminal activity;
 - f. Conducting periodic meetings with Department personnel to allocate information regarding gang related criminal activity and trends;
 - g. Reading and reviewing information relating to gang activity;
 - h. Maintaining a gang membership book which contains information applicable to the Department;
 - i. Assisting with the investigation of criminal acts committed by gang members when requested;
 - j. Assisting officers, detectives, and the community resource team with the identification and verification of gang members;
 - k. Providing training on identifying and verifying gang members and/or gang graffiti;
 - l. Providing educational seminars for civic groups, schools and business.
3. The Gang Coordinator could be called to the scene of a serious violation by the Criminal Investigations Section supervisor if:
 - a. There is reason to believe the violation is gang related and the information provided could possibly assist with an immediate apprehension of a suspect.
 - b. The urgency of the situation mandates immediate access to the Gang Coordinator for investigative direction, or to assist with the collection of any relevant physical evidence that could possibly be overlooked by someone unfamiliar with the method of operation of the assorted gangs.
4. Gang Intelligence Files.
 - a. The Gang Intelligence Files will be maintained by the Gang Coordinator. These files are confidential in nature and are not for public dissemination and are exempt from any Freedom of Information Act request. They are available to law enforcement personnel upon request.
5. Classification/Definitions.
 - a. A gang is defined as a group of people who form an allegiance for a common purpose who engage in criminal activity and follow one or more of the listed criteria:
 1. Have a common name, or
 2. Structured dress style, or
 3. Common symbol, or

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4. Frequently congregate and claim geographic location, or
 5. Associate on a regular or continuous basis.
- b. It is necessary to categorize gangs for intelligence purposes by their affiliations, location, or preferred criminal activity. It is imperative to monitor the activity of certain delinquent groups.
1. Traditional: This type of gang is nationally recognized and usually well organized and established.
 2. Neighborhood Gang: This type of gang is less formal in organizational structure and has no national affiliations.
 3. Asset-Oriented Gang: This is a loosely structured group of people who repeatedly engage in criminal activity mainly for economic gain. There may be no name or symbols associated with this type of gang, and membership may be based on cultural or ethnic tradition.
 4. Delinquent Groups: A group of people gathering for social purposes. This group may have a name and may claim turf but its main function is that of a social group. Individuals of this group may occasionally be involved in criminal activity, independently from the group, but their criminal acts are not involved in promoting any type of group or gang. A delinquent group will be reclassified as a gang when a criminal act is committed to enhance the image of this group within the gang subculture.
- c. Gang membership involves very different levels of commitment and participation. Such commitment must be delineated to establish a level of membership of each identified participant. A person will be identified as a gang member based on meeting any two of the following criteria. A person will be identified as a suspected gang member when any one of the following criteria is met:
1. When an individual admits membership to a group which meets the Department's criteria of a gang;
 2. When a reliable informant identifies an individual as a gang member;
 3. When an informant of previously untested reliability identifies an individual as a gang member and this is verified by independent information;
 4. When an individual resides in or frequents a particular gang=s area and inspires their trait of dress, use of hand signs, symbols or tattoos, and/or affiliates with known gang members;
 5. When an individual has been arrested several times in the presence of identified gang members for offenses which are consistent with usual gang activity;
- NOTE: When there are strong indications that an individual has a close relationship with a gang, but does not fit the above criteria, they shall be identified as a gang associate.
- d. The objective of classifying gang related crimes is to show the frequency of gang related criminal activity and how the criminality impacts the


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community. Any of the following criteria shall determine if a criminal incident is gang related:

1. When an incident involves participants, suspects, or victims who are identified as gang members as described in section c, above, and the activity contributes or favors a gang in some way;
 2. When a reliable informant identifies an incident as gang activity;
 3. When an informant of previous untested reliability identifies an incident as gang related, and it is corroborated by other independent information.
- e. When a criminal incident meets the above listed criteria, a second event Gang Activity shall be noted on the preliminary and supplemental reports. Officers completing reports on incidents that are not confirmed gang activities, should classify the event normally and transmit a copy of their report to the Gang Coordinator for verification and reclassification as Gang Activity by the Gang Coordinator, if necessary.


510 WARRANTLESS SEARCH

- A. The Fourth Amendment of the Constitution protects the "right of the people to be secure in their persons, houses, papers and effects, against unreasonable searches and seizures." In the absence of exigencies, which would justify its initiation, a warrantless search may only be conducted as defined under the Code of Virginia, '19.2-59. It is the policy of the Vienna Police Department to conduct voluntary field interviews, investigative stops, frisks and searches in accordance with mandates prescribed under federal and state law. Documentation of these contacts shall be initiated and maintained for the purposes of suspect, witness, or victim identification, intelligence gathering, crime prevention and crime analysis.
- B. Search by Consent - Officers do not violate the Fourth Amendment by approaching a person and asking if he or she is willing to answer questions, or by asking questions if the person is willing to listen, or by offering into evidence in a criminal prosecution the person's voluntary answers to such questions. An officer may conduct a consent search of a person or their property when such consent to search is given by the person to be searched, or when such consent is given by the person with sole or common authority (standing) of the property to be searched. Officers will complete a case report (PD1) on all consent searches.
- C. Investigative Stop, Frisk and Search Beyond the Person.
1. A law enforcement officer may temporarily detain a person in a public place if reasonable suspicion exists that a crime has been committed, is being committed, or is about to be committed; or the officer reasonably suspects at a person is illegally carrying a concealed weapon in violation of Code of Virginia, '18.2-308. The United States Supreme Court ruled in the 1968 case of Terry v. Ohio, 392, U.S. 1, that a temporary detention is a seizure under the Fourth Amendment. The Court, however,


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recognized that police officers must be able to make such stops when probable cause to arrest may not exist. The Virginia Supreme Court supported the necessity of an investigative stop in a 1977 case, *Simmons v. Commonwealth*, 231S.E. 2d, 218, when it state: "The Fourth Amendment does not require a policeman who lacks the precise level of information necessary for probable cause to arrest to simply shrug his shoulders and allow a crime to occur or a criminal to escape. On the contrary, Terry recognizes that it may be the essence of good police work to adopt an intermediate response. A brief stop of a suspicious individual in order to determine his identity or to maintain the status quo momentarily while obtaining more information may be reasonable in light of the facts."

2. Investigative Stop - The temporary detention of a subject when the officer has reasonable suspicion that a criminal activity has occurred, is occurring, or is about to occur. The courts have ruled that the following factors may be considered in building a foundation to stop a person (all of the factors need not be present to establish such a foundation):
 - a. The officer has valid knowledge that a person has a prior felony record;
 - b. A person fits the description of a wanted notice;
 - c. A person has exhibited furtive conduct such as attempting to conceal an object from the officer's view, or reaching under the seat of a car;
 - d. Clothing worn by a person is similar to the suspect's clothing described in a lookout for a known offense;
 - e. A person exhibits unusual behavior, such as staggering or appearing to be in need of medical attention;
 - f. The area and time of day, such as a person observed in a public area which has a history of recurring crime during the same time period as the time of the stop;
 - g. Hearsay information is acceptable. The use of hearsay information is dependent upon both the content of information possessed by officers and its degree of reliability. Officers must corroborate some of the information provided by citizens or from anonymous tips when developing reasonable suspicion to conduct an investigative stop.
3. Frisk - If an officer reasonably believes that a person may be armed and constitutes a danger to the officer or other person, the officer may conduct a limited search of the person's outer clothing. The courts have held that, in the case where the subject was wearing a heavy overcoat, the officer was proper in having the subject remove the coat so that he may be patted down.
4. Search Beyond the Person - The United States Supreme Court held in *Michigan v. Long*, (1983) that although *Terry v. Ohio* involved the stop and subsequent pat-down search for weapons of a person suspected of criminal activity, it did not restrict the protective search to the person of the detained suspect. The Court recognized that protection of police and others can justify protective searches when there exists reasonable suspicion that the suspect poses a danger. Thus, an officer can search an area within the person's reach where a weapon may be found. A lawful protective search for weapons, which extends to an area beyond the person in the absence of probable cause to arrest, must have all of the following elements present:
 - a. A lawful investigative stop of a person or vehicle;

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- b. Reasonable suspicion that the suspect poses a danger, as defined by the Court in Michigan v. Long:" specific and articulable facts, which taken together with the rational inferences from those facts, reasonably warrant the officer to believe that the suspect is dangerous and the suspect may gain immediate control of weapons;"
 - c. The search must be limited to those areas in which a weapon may be placed or hidden;
 - d. The search must be limited to an area, which would ensure that there are not weapons within the subject's immediate grasp. The Court added in Michigan v. Long that although the subject was under the control of two officers during the investigative stop, it did not render unreasonable a belief that he could injure them.
 - e. Period of Detention - Courts have generally held that the period of detention is a brief intrusion upon a person's movement. Once the detaining officer determines that the basis for reasonable suspicion no longer exists, the person detained should be immediately released. Reasonable suspicion should be reinforced with diligent, active investigation. Should the investigation reveal additional information, which strengthens reasonable suspicion, then the detention period may be continued. If probable cause does not develop in a reasonable time period, the officer should immediately release the person.
- D. Vehicle Stops and Searches (Carroll Doctrine) - When probable cause exists that a vehicle in a public place contains contraband or evidence of a crime, a warrantless search of the vehicle may be conducted. The scope of the search is defined by the object of the search and the places in, which there is probable cause to believe that the object of the search may be found. If probable cause justifies a search of the vehicle, an officer may search, without a warrant, the vehicle and any containers in the vehicle, which may conceal the object of the search. If probable cause justifies only a limited search of a vehicle for a particular container, the container itself may be searched without a warrant.
- E. Numerous federal cases have recognized that the Fourth Amendment does not bar police officers from making warrantless entries and searches when they reasonably believe that a person within is in need of immediate aid. It has been ruled that "the need to protect or preserve life or avoid serious injury is justification for what would be otherwise illegal absent an exigency or emergency." Wayne v. United States. But a warrantless search must be "strictly circumscribed by the exigencies which justify its initiation." Terry v. Ohio, and where there are no exigent circumstances which would indicate the need for immediate aid, or that evidence would be lost, destroyed, or removed during the time required to obtain a search warrant, a warrantless search may only be conducted as defined under Code of Virginia, '19.2-59.
- F. Absent the consent of the person with sole or common authority (standing) of such property to be searched, or such exigent circumstances as outlined above, officers shall proceed as defined in Code of Virginia, '19.2-59, as to the search of a crime scene. When possible, and absent exigent circumstances, the Commonwealth's Attorney shall be contacted to determine the need for obtaining a search warrant to search a crime scene. A twenty-four


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hour telephone number is available through the Fairfax County Magistrate's Office when the need arises for after-hours contact with a Commonwealth's Attorney.


- G. Procedures for inventory searches of towed vehicles and acquired property are outlined under General Order 600.
- H. Investigative detentions, traffic stops, arrests, searches, and property seizures by officers will be based on a standard of reasonable suspicion or probable cause in accordance with the Fourth Amendment of the U.S. Constitution. Officers must be able to articulate specific facts and circumstances that support reasonable suspicion or probable cause for investigative detentions, traffic stops, arrests, nonconsensual searches, and property seizures. Except as provided below, officers shall not consider race/ethnicity in establishing either reasonable suspicion or probable cause. Similarly, except as provided below, officers shall not consider race/ethnicity in deciding to initiate request consent to search. Officers may take into account the reported race or ethnicity of a specific suspect or suspects based on trustworthy, locally relevant information that links person or persons of a specific race/ethnicity to a particular unlawful incident(s). Race/ethnicity can never be used as the sole basis for probable cause or reasonable suspicion. Except as provided above, race/ethnicity shall not be motivating factors in making law enforcement decisions.

511 WARRANT CONTROL

- A. All warrants will be received by the Dispatcher assigned to warrant control, for service within the Town. A Warrant Control Form (PD7) will then be filled out. If no related case report exists, the PD 7 becomes the original case report. The PD 7 is then entered into the computer as an incident report. The warrant is entered into the computer in the warrant module. If a case already exists, the PD 7 becomes a supplement to the report. The supplement is entered as an update to the original report. The warrant is entered into the computer warrant module. The warrant number will always be the same number as the case number. When a warrant is recalled it is logged out as a recall in the same manner as a served warrant with the appropriate notations on the PD7, and the computer's incident module and warrant module. The warrant is then returned to court.
- B. All warrants which are not immediately served, which meet the requirements for entry into VCIN/NCIC, shall be forwarded to the Dispatcher for entry. A PD 13 shall be filled out by the officer requesting a warrant entered into VCIN and/or NCIC. The officer would make sure, if a case number already exists, that the case number is on the warrant and any special instructions for warrant service (i.e. send to Fairfax County PD, hold for service, etc.) in case where there is no officer who is responsible for the warrant (i.e. capiases, citizen warrants, etc.) the Dispatcher will make VCIN entries without an officer's request. This information will then be forwarded to the dispatcher assigned to warrant control.
- C. The Dispatcher assigned to warrants shall enter the information in the computerized warrant file for each document received.

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- D. Information is entered as detailed from the warrant, information from the officer, and valid information received from any other resources (i.e., DMV files CCH files or previous department records). Any information from the Clerk of Court on a withdrawal should be passed on to the Dispatcher assigned to warrants. The active paperwork needs to be pulled from the active files immediately to prevent unauthorized service of recalled warrants. The dispatcher will also make sure that any active VCIN/NCIC entries are canceled. The dispatcher will also make appropriate notations in the computer warrant file. All action taken by the dispatcher will be passed on to the Dispatcher assigned to warrant control.
- E. Prioritized Warrant Service/Warrant Service Records/Warrant Service in Foreign Jurisdictions.
1. The Vienna Police Department will serve all outstanding arrest warrants without delay and in accordance with General Order 603. Officers shall prioritize warrant services as follows:
 - a. Felony Warrants.
Because of the serious nature of felony offenses, all felony warrants should be served as expeditiously as possible;
 - b. Capias and Fail to Appear Warrants.
Consideration shall be given to the quick service of these warrants due to a greater likelihood that those who willfully fail to appear frequently do not remain in the area;
 - c. Misdemeanor Warrants.
In the absence of felony, capias or F.T.A. warrants, misdemeanor warrants should be served beginning with the most serious misdemeanors;
 - d. Traffic Warrants.
Due to these warrants being of a less serious nature, they may be served as time permits. Quick action on the part of all officers in serving outstanding warrants will significantly increase the likelihood of apprehension.
 2. Officers may only be issued warrants from the active warrant file by the shift supervisor or dispatcher. At the time of issuance the officer must sign out the warrant using the warrant log book. The warrant log book tracks the warrant at all times. If the warrant is not served, the respective PD 7 will remain on the warrant until it is served. Attempts to serve active warrants shall be documented on a PD 7. The PD 7 shall record the following:
 - a. Address where service was attempted;
 - b. Date and time;
 - c. Person contacted if any;
 - d. Name of officer;
 - e. Results of any other actions taken (Post Office forwarding address, rental office information, DMV information, neighborhood canvass).
 3. Service of all warrants shall be documented by submitting a PD 7, Virginia Uniform Summons or CCRE form, whichever is appropriate, and a PD 2 if the warrant was a Vienna warrant. All documentation shall be submitted prior to the end of the shift. The applicable report shall include the following:


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- a. Date and time served;
 - b. Name of arresting officer;
 - c. Name of person arrested;
 - d. Method of service;
 - e. Location of service;
 - f. Or explanation of nonservice by following the guidelines in paragraph B,, above. In instances where an officer other than the officer who obtained the warrant has served the warrant, the warrant control clerk shall send correspondence detailing the arrest to the officer responsible for the case.
4. A warrant that must be sent to another agency for service will be appended to the PD 22, "Request for Service". A copy of the PD 22 will be retained with a copy of the original warrant to show the present status and location of the warrant. The status and location will also be noted in the computerized warrant file. Upon return of the warrant, the PD 7 will be completed by the Dispatcher assigned to warrant control indicating the disposition of the document. A message will be forwarded to the officer responsible for the case. The warrant will be placed in the inactive Warrant File pending further information and the computer is then updated to indicate the location of the warrant. An audit of the Inactive Warrant File will be conducted monthly by the Dispatcher assigned to warrant control. A warrant that may be served outside the boundaries of Virginia will only be placed in NCIC. The name of the attorney authorizing extradition shall be included in the computer entry.
 5. Officers who physically transports a warrant to another jurisdiction for service shall conduct such service in accordance with General Order 603.

512 CASE STATUS/FILE MAINTENANCE

Criminal cases will be assigned a status of active, inactive, closed or unfounded.

- A. Criminal cases that are actively being investigated will be classified as active.
- B. Criminal cases will be classified as inactive after all available leads have been exhausted, cases may be resumed pending the discovery of additional leads. Inactive status also includes those instances where a warrant is on file but not served.
- C. Criminal cases will be classified as closed when one of the following conditions has been satisfied:
 1. Closed Exception.
The investigation has established the identity of the offender, the location of the offender is known, and there is a reason outside law enforcement control that precludes arresting, charging, and prosecuting the offender;
 2. Closed Arrest.
A person has been charged with the crime and the legal document has been served.


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- C. Criminal cases will be classified as unfounded if the incident did not occur or was not attempted.
- D. Cases assigned to detectives by the Criminal Investigations Section supervisor will be recorded and tracked by the CIS supervisor.
- E. An investigative case file will be maintained on all cases in which investigative activities are ongoing. Case files contain original materials which will be part of departmental records. Case files should contain:
 - 1. A copy of preliminary investigative reports;
 - 2. Records of statements;
 - 3. Results of examinations of physical evidence;
 - 4. Case status reports;
 - 5. Other reports and records needed for investigative purposes. Only active investigative case files shall be kept out by detectives. When a case becomes inactive or is closed, the investigative case file shall be maintained in the Criminal Investigations Section files and all supplemental reports shall be turned in to the Records Section for consolidation.
- F. Each detective shall keep active case files current and filed in the assigned administrative area. When the detective is off duty, another detective or the Support Services Division commander shall be able to refer to the case file if required to do so.
- G. The case files of the Department are maintained and purged in accordance with the "Virginia Public Records Act."

513 EVIDENCE PROCESSING/HANDLING

1. Administration

- A. Special Processing Availability
 - 1. It is the responsibility of the first officer at the scene of a crime to secure the scene and prevent the loss of evidence. The officer securing the scene must initiate a log documenting the time, name and reason for all personnel who enter the crime scene. All personnel at the scene are responsible for not disturbing, touching or handling physical evidence unless there is a threat to the officer's or another's safety or there is a danger that evidence will be lost or destroyed before it can be processed. If evidence must be handled, it becomes the responsibility of the officer handling the evidence to mark, seal, tag, preserve and properly take custody of that evidentiary item. The first officer on the scene shall notify their supervisor if they determine that crime scene processing will require specialized skills and techniques.

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2. If the supervisor determines that a detective or evidence technician will be needed, and there is not one on duty, the requesting supervisor shall decide on the personnel that will respond to the scene. When the scene is processed by a patrol officer or detective, all evidence obtained will be marked, sealed, tagged and placed in the property room by that officer or detective. Evidence technicians responding to a crime scene or incident will be responsible for photographing, collecting, preserving, transporting and submitting all evidence to the property room. If a Vienna detective or evidence technician is not available, a supervisor may request a Fairfax County Police Department evidence technician. These technicians are available daily on a 24-hour basis.
3. Detectives and evidence technicians shall respond to all off-duty call outs within one hour. If the one-hour response time cannot be adhered to, the detective or evidence technician shall advise the requesting supervisor immediately. The supervisor shall decide at their discretion whether to notify other personnel to respond to the scene.
4. Procedures for requesting the Fairfax County Accident Reconstruction Team, 24 hours daily, are detailed in General Order 600, Traffic Accident Investigation.


B. Collection of Known Samples

1. The laboratory can only compare a known item with an item showing similar characteristics. Sufficient specimens and controls must be submitted for comparisons of such items as hair, blood, fibers, paint, glass, wood, metal, soil, tool marks, footwear, handwriting and voice samples.
2. The investigating officer assigned the case will be responsible for obtaining any required known specimens, following legal procedures, proper packaging of the evidence.


2. Operations

A. Evidence Processing


1. Collection of blood for DWI investigations
 - a. In any arrest or investigation for DWI due to alcohol or drugs, the State DWI collection kit will be utilized. Blood must be withdrawn by a physician, registered nurse, qualified technician or chemist.
 - b. Blood containers must be sealed with a tape or label that displays the following information:
 1. Name of suspect;
 2. Date and time of collection;
 3. Name of persons collecting and sealing the vial.
 - c. All vials not mailed immediately will be placed in the property room.
 - d. If the blood sample requires a drug analysis, the vial should be mailed with a laboratory request form specifying the drug for which to be tested. The envelope should be padded and labeled "Infectious Material". Vials for blood and drug analysis will be sent to the State designated facility.

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2. Collection of blood and other body fluids
 - a. Blood, urine, semen and other body fluids will be collected at a crime scene where they are found by evidence technicians or detectives trained in collection procedures established by the Division of Forensic Science.
 - b. All specimens collected in liquid form will be maintained in the Evidence Technician room refrigerator until transferred to the property room refrigerator.
 - c. All specimens collected will be marked, sealed and tagged as appropriate to identify and preserve them for analysis.
3. Latent Prints
 - a. The following guidelines will be adhered to when processing a crime scene for latent prints:
 1. Latent processing should be attempted by the investigating officer at all crimes where latents may be recovered. If the owner of the property requests no processing, officers shall consider their requests;
 2. During the investigations of major crimes, latent impressions developed with fingerprint powder may be photographed on the original object. After being photographed, the latent should be lifted;
 3. The lifted print is to be placed on a latent fingerprint card and the card shall be completed by the officer;
 4. All latents will be placed in the Northern Virginia Regional Identification Section (NOVARIS) envelope, tagged, sealed and placed in the property room. Latents will be transferred to NOVARIS by a CIS detective or other designated officer under the direction of the property officer.
 - b. When requesting NOVARIS to compare latent prints with fingerprints of a known suspect, the requesting officer will include the suspect's fingerprint classification number or a set of known fingerprint cards, if available.
4. Other Evidence
 - a. Wet clothing collected as evidence should be air-dried in a secure area. Upon drying, the evidence will be marked, sealed and tagged.
 - b. Wet documents collected as evidence should be handled in the same manner as wet clothing.
 - c. Perishable evidence is to be submitted as detailed in General Order 513.
 - d. Firearms shall be submitted to the property room packaged or tagged separate from other property. All firearms submitted shall be unloaded and made safe. The submitting officer shall query the firearm through VCIN/NCIC.
 - e. Dangerous drugs submitted to the property room shall be packaged in a lock seal envelope.


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- f. All money submitted to the property room will be counted by the submitting officer and their supervisor. Money shall be tagged and packaged separate from other property. The property/evidence card must identify the amount of money, who submitted it, and who verified the count.
 - g. No explosives, dangerous chemicals, nuclear material, volatile fluids, or ammunition greater than .50 caliber will be submitted to the property room. The responsible supervisor shall contact the Fairfax County Fire Department when such material is recovered. All such items shall be photographed. Handling of the items shall be accomplished by the agency trained in the appropriate area of specialization.
 - h. Hypodermic needles submitted to the property room shall be packaged in a biohazard sharp objects container. This container shall then be placed in a lock seal envelope. The envelope shall be lettered in red ink, "Hypodermic Needle - Caution."
5. Processing Stolen Vehicles
- a. Stolen vehicles recovered by the Department shall be processed at the location of the recovery by the officer assigned the case. If additional expertise is needed a supervisor may request an evidence technician or detective. The officer assigned the case shall ensure the originating agency and the vehicle owner are promptly notified of the recovery
 - b. Vehicles reported stolen to the Department but recovered outside of the Town may be processed by the recovering agency. All physical evidence recovered will be handled in accordance with the guidelines of this chapter. For towing procedures see General Order 600.
6. Submitting Physical Evidence.
- a. All physical evidence collected by an officer shall be documented immediately. The evidence should be placed in an evidence envelope when size permits and a property tag utilized if an envelope is not practical.
 - 1. All envelopes shall be sealed, with officers placing their initials and date on the seal.
 - 2. All requested information on the face of the envelope will be completed by the submitting officer.
 - b. When a property tag is used an indelible pen must be utilized to mark the case number on the tag and it shall be securely attached to the physical evidence taken into custody.
 - c. When submitted evidence requires further processing either by the crime lab or departmental personnel, the submitting officer will be responsible for ensuring the processing request is accomplished.
 - d. All physical evidence or property collected by an officer shall be listed on a property/evidence card and on the incident report. Officers shall complete all pertinent information requests concerning the property or evidence on both reports


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B. Photography/Video Taping

1. The photographing of a crime scene, traffic accident, or other incident, is the responsibility of the investigating officer. Officers should request supervisory assistance or a supervisor may request a detective or evidence technician to photograph the scene or incident. The officer assigned to photograph the scene shall maintain a record of photographic data that shall include:
 - a. Date and time pictures were taken;
 - b. Location;
 - c. Case number;
 - d. Camera, lens and lighting used;
 - e. Suspect information;
 - f. Type of complaint;
 - g. Photographer's information.
2. The above information should be noted on the incident report. The incident report and film shall be submitted to the evidence technician. The evidence technician shall ensure the prompt development of the film by forwarding it to the crime lab. The Property/Evidence Officer shall maintain the departmental photography file with negatives and photographs filed by case number. Officers shall document on their report of investigation that photographs were taken at the scene. Request from complainants, legal firms, insurance companies, or outside agencies for copies of photographs shall be forwarded to the Criminal Investigations Section supervisor.
3. The following situations should normally be photographed:
 - a. Felonies against persons;
 - b. Burglaries;
 - c. Arsons or suspected arsons;
 - d. Serious traffic accidents;
 - e. Any crime scene upon request of the investigating officer;
 - f. Excessive force investigations;
 - g. Investigations of discharge of firearms by police officers;
 - h. Traffic accidents involving Town property;
 - i. Injuries to citizens or police officers during an arrest;
 - j. Injuries to departmental personnel on duty.
4. When a life-size or 1 to 1 photograph of an item may be required, the item will first be photographed without scale and then be photographed with a scale to add dimension and aid in development. During court testimony it may be required that photographs in which nothing has been introduced into the field of view are presented as evidence.
5. If the evidence to be photographed is a fixed object, the dimensions of that object should be measured to provide an accurate scale of reference.
6. Video Tapes
 - a. Video tapes shall be marked by the officer who operates the video recorder. Tapes should be marked on their label with the following information:
 1. Officer's name;

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2. Case number;
 3. Date and time of recording.
 - b. Video tapes shall be stored in properly marked evidence envelopes, included on the property/evidence card, and stored in the property room.
- C. Fingerprints
1. Fingerprinting
 - a. The Department will provide fingerprinting services to Vienna residents and citizens who work within the jurisdiction. Services are provided for identification, pre-employment, and other purposes. Those requesting such services shall provide their own fingerprint cards. Services will be provided during a designated time period during the work week, and by a designated officer, as assigned by the Support Services Division commander.
 - b. Criminal fingerprinting shall be conducted as required in General Order 600, and in accordance with guidelines prescribed by the F.B.I., and CCRE.
 2. Processing for Latent Fingerprints.
 - a. Collection and processing of latent fingerprint evidence by the investigating officer, detective, or evidence technician shall be in compliance with procedures outlined in lesson plans during basic academy training, and with Northern Virginia Regional Identification System procedures (NOVARIS) or the Division of Forensic Evidence.
 - b. Latent fingerprint evidence will be stored in NOVARIS fingerprint evidence envelopes, or Department evidence envelopes if the evidence is too large for the NOVARIS envelope. All latent evidence will be forwarded to the property room for storage, until it is signed for and transported to NOVARIS, by a Vienna officer.
 3. Death Scenes
 - a. Officers that investigate any death shall check the deceased's name with the Central Criminal Records Exchange (CCRE) and obtain a set of the deceased's fingerprints. The fingerprints and a copy of the report of investigation will be forwarded to the Criminal Investigations Section supervisor who will file the fingerprints and the State form SP-172, "Death Notice," with the CCRE. The CCRE will then match the deceased's fingerprints and purge their files.
- D. Processing Equipment.
1. All evidence technicians will be equipped with a latent print processing kit and evidence collection containers. Supervisors will be responsible for the resupplying of this equipment to their officers. Evidence Technicians will maintain a camera in their cruiser to be utilized to photograph crime or accident scenes for patrol officers.
 2. The Criminal Investigations Section will be responsible for maintaining an adequate supply of photography and evidence processing equipment for the

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Department. Supplies will be stored in the evidence technicians' room and will be accessible to all supervisors and evidence technicians.


3. Officers or detectives shall always attempt to photograph major crime scenes and attempt to recover all available physical evidence. If no photographs can be taken or no evidence can be collected, the assigned officer or detective shall document in the report of investigation the specific causative factors that inhibited or curtailed these attempts. For this directive, major crimes are: homicide, suicide, robbery, rape, arson, felonious assaults, burglary, breaking and entering, and serious injury or fatal traffic accidents.

E. Crime Scene Reporting

1. An accurate record of events that transpire at a crime or motor vehicle accident scene, in connection with the investigation, is required at the time of trial. It is the responsibility of the officer who processes the scene to submit detailed reports describing the sequence of events associated with actions taken in collecting and processing evidence. In addition to the requirements in General Orders 500, the processing officer shall document the following with an evidence supplement report:
 - a. Date and time of arrival at the scene;
 - b. Location of the crime;
 - c. Name of the victim;
 - d. Name of the suspect;
 - e. Narrative of the officer's processing actions at the scene, including the number of photographs taken, whether measurements were taken, and a listing of physical evidence recovered.
2. If a Fairfax County Police Department evidence technician is called to the scene, the officer making the request shall document the date and time of the request and the name of the requesting officer. If the Fairfax evidence technician prepares their own report, a copy of the report shall be obtained by the requesting officer. All information obtained by the evidence technician will be documented with a copy of their report. The requesting officer is responsible for the documentation of this information.

F. Interagency Coordination.

1. The detective and evidence technician positions are a support service of the Patrol Section. The specialized training and equipment of the detective and evidence technician are an asset to crime scene processing and crime solving. The detectives are supervised by the Criminal Investigations Section supervisor. The evidence technicians are supervised by their squad supervisors, but their evidence processing work is supervised by the Criminal Investigations Section supervisor.
2. The Criminal Investigations Section supervisor shall ensure the detectives and evidence technicians are properly trained for their positions. All problems or concerns in these areas should be brought to the attention of the Criminal Investigations Section supervisor.

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3. When requested to respond to a crime scene, detectives have the responsibility to direct and supervise both the evidence technician and patrol officer in the processing of the crime scene. At all other times this responsibility lies with the shift supervisor.


3. Evidence Handling

A. Transfer of Evidence

1. No item shall be released from the property room without the property officer recording the transaction on the property/evidence card. All transfers shall be documented with the date and time of transfer, officer that received or relinquished the property, and location or destination of the property. Officers shall document laboratory actions, court actions, and all dispositions of property with a supplemental report.

B. Submitting Evidence to the Laboratory

1. All evidence is to be submitted to the property room as soon as practical to preserve the chain of evidence. Non-perishable evidence will be secured in the property room until it is transferred to the crime lab.
2. Perishable evidence is defined as fresh blood, blood-stained objects, other physiological stains and tissues, and biological materials.
 - a. Fresh blood. If possible, submit one tube of unclotted blood per specific analysis request. Identify and seal the sample. Submit the sample the same day, or refrigerate it until it can be transferred to the laboratory.
 - b. Dry blood. Submit the item if possible. If not possible, scrape crusts onto clear paper. Wrap each item separately and seal it to retain all sample material. Submit it the same day or refrigerate it until it can be transferred to the laboratory.
 - c. Physiological stains, tissues, and biological materials should be submitted in the same manner as blood. All wet blood, wet tissue, or wet stains and secretions will deteriorate unless cared for properly. When submitting these items to the laboratory, indicate to the laboratory personnel that these types of samples are enclosed. See also the Division of Forensic Science, Physical Evidence Collection Guide.
3. In the event perishable evidence is delayed in submission to the laboratory, it will be documented on the lab request and the report of investigation.
4. The detective at the scene, should take custody of the evidence and is responsible for submission of a laboratory examination request form.
5. In cases where more than one officer has processed the scene, the officer or detective actually assigned the case shall take custody of all evidence collected and be responsible for the submission of the evidence to the Property room.
6. All officers submitting evidence to the laboratory for examination shall complete the State form, "Request for Laboratory Examination." The following information is required:
 - a. Name of officer last having custody of the item;
 - b. Date and time of submission or mailing and method used for transmission;

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- c. Date and time of receipt in the laboratory;
- d. Name and signature of the person in the laboratory receiving the evidence.
- 7. Officers shall maintain a copy of the, "Request for Laboratory Examination" form with their case file.
- 8. When a "Request for Laboratory Examination" form is filed, officers will receive written results from the State lab regarding the laboratory examinations requested.


514 PROPERTY CONTROL

1. Acquisition Records of Property/Property Disposal.

- A. All property obtained by the Department through the execution of the legal process will be documented pursuant to General Order 514. The property officer is responsible for maintenance of the Property Record Keeping System as outlined in General Order 514.
- B. All property acquired by the Department through the execution of the legal process is disposed of pursuant to the Code of Virginia, '15.2-1719.
- C. Weapons which have been taken from arrestees who were legally carrying the weapons pursuant to the Code of Virginia, 18.2-308, shall be secured in accordance with General Order 513.

515 POLYGRAPH EXAMS

- A. Polygraph examinations may be utilized during the investigation of any criminal case, but it should not be mentioned during the initial stage of the investigation. When inconsistencies or conflicts appear, all alternate methods of checking leads must be exhausted prior to using the polygraph.
- B. If a polygraph examination must be utilized to clarify inconsistencies, the investigating officer must request one through the CIS supervisor. The investigating officer must make arrangements based on the examiner's schedule. The examiner will provide the date and time of the test.
- C. Polygraph examinations should not be scheduled for victims or suspects immediately following the offense or interrogation. Accurate results cannot be obtained if the subject is distraught or emotionally exhausted. The decision of the examiner as to the suitability of the subject will be final.
- D. Investigating officers shall contact the subject to be tested one day prior to the examination to confirm the appointment. The examiner shall be notified immediately of any cancellation.

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Officers who have scheduled polygraph examinations will be present on the date of the examination.

- E. All polygraph examinations conducted on behalf of the Vienna Police Department shall be administered by a polygraphist who has received training from a State approved school and has been licensed by the Virginia Department of Commerce.

516 PUBLIC AND SOCIAL SERVICES AGENCIES

The Support Services Division Commander will maintain a current guide of various public and social service agencies in Fairfax County. The guide will be kept in the Communications Section and will be available to dispatchers and officers. Personnel shall familiarize themselves with these agencies and utilize their services with appropriate referrals.


517 VICTIM SERVICES

1. Victim/Witness Rights

- A. The General Assembly has determined that aid, care and support will be provided by the Commonwealth as a matter of moral responsibility to innocent persons or their dependents who suffer personal physical injury or death as a result of criminal acts or in their efforts to prevent crime or apprehend persons committing or attempting to commit crimes. The Vienna Police Department recognize the rights of victims and witnesses, and it is required of all employees to treat victims and witnesses of crime with fairness, compassion and dignity. The Department is committed to the development, implementation and continuation of appropriate victim/witness assistance programs and activities. The Department coordinates with and is afforded all the services of, the Fairfax County Department of Victim Services. This program provides services to crime victims and witnesses at each stage of the criminal justice process.
- B. The authority and responsibility for administering and coordinating the Department's role in victim/witness assistance rests with the supervisor of the Criminal Investigations Section. The Criminal Investigations Section supervisor coordinates efforts with the civilian director of Victim Services who in turn works directly with police detectives assigned to crimes against persons and also with patrol officers through training and periodic program updates.

2. Analysis of Victim/Witness Needs and Services

- A. The Vienna Police Department is afforded the assistance of, and all of the services of, the Fairfax County Department of Victim Services. Victim witness assistance program, V/WAP was adopted by the Fairfax County Board of Supervisors in 1986

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as a result of efforts by the League of Women Voters, the Office of the Commonwealth's Attorney, the Fairfax County Sheriff's Office, and the Fairfax County Police Department. After completing an analysis of victim/witness assistance needs within Fairfax County, it was determined that the victim/witness population which would benefit most from services were victims who suffer most physically, emotionally and financially. This includes victims of:

1. Sexual assault (juvenile and adult);
2. Robbery;
3. Assault (misdemeanor, felony and domestic); and
4. Survivors of homicide.

- B. The following services are provided to crime victims and witnesses through V/WAP:
1. 24-hour on-call crisis intervention, which includes identification, information and referral, and management;
 2. Court-related victim/witness services;
 3. Information, referral and community networking;
 4. Assistance with restitution and compensation;
 5. Support groups;
 6. Victim impact statements;
 7. Parole alert and victim input;
 8. Victim/witness protection;
 9. Public awareness, education and outreach; and
 10. Appropriate monitoring and evaluation of the program to assess the needs of victims/witnesses, and to determine program effectiveness.

3. Policies and Procedures

- A. The implementation and delivery of victim/witness assistance services by agency personnel are ensured by the Criminal Investigations Section supervisor who monitors all applicable investigations, and who forwards referrals for service to Victim Services. Department personnel are trained and updated on procedures as necessary. Officers provide victims with the "Victim/Witness Assistance Form", which describes victim/witness compensation procedures and outlines other useful victim/witness information.
- B. Requests for 24-hour, on-call crisis intervention services are initiated by an officer or detective through the duty supervisor. The supervisor will instruct the dispatcher to contact the DPSC who will then contact the on-call victim services counselor.
- C. The release of victim/witness information will be governed by the procedures set forth in General Order 300.
- D. The Public Information Officer will periodically apprise the media of victim/witness services. Changes or updates in victim/witness procedures or

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services will be brought to the attention of the media immediately by the Public Information Officer.


- E. The Criminal Investigations Section supervisor is responsible for maintaining a liaison with the Fairfax County Department of Victim Services, and related organizations such as the Fairfax County Domestic Violence Coalition. This is necessary to:
 - 1. Ensure that victim/witness referrals are based on accurate and current knowledge of the services offered;
 - 2. Maintain lines of communication for offering and receiving suggestions for improving the effectiveness of services.
- F. The recruitment officer shall ensure that all sworn and nonsworn employees, when hired, receive victim/witness training during orientation and recruit training.
- G. The training officer shall conduct victim/witness retraining for all sworn and nonsworn personnel directly involved in victim/witness assistance efforts annually. Such training shall be coordinated with the Director of Victim Services and reflect the findings of the periodic analysis conducted in accordance with General Order 500.

518 LIAISON WITH CRIMINAL JUSTICE AGENCIES

The Vienna Police Department will not be capable of effective law enforcement services to the community without the assistance and cooperation of all criminal justice agencies. Assistance and cooperation can only be achieved by a positive exchange of information with the courts, prosecutor, probation and parole, and the correctional agencies. Departmental personnel are encouraged in the course of their duties to establish contact with the various criminal justice agencies when such contact will aid either the criminal justice agency or the Department.

A. Court Liaison

- 1. The Operations Commander will provide the Clerk of Court the schedule of court days for the Vienna Police Department. Scheduling conflicts are inevitable but they are manageable. Officers shall notify their supervisor and the prosecuting attorney when conflicts develop. The prosecutor's office will seek a continuance of the case when appropriate. Unresolved conflicts shall be brought to the attention of the officer's supervisor. When an officer is unable to attend a trial due to illness, the officer shall notify the prosecutor's office and the clerk of court promptly, so that a continuance may be granted and witnesses notified to cancel their appearance. In the event the officer is unable to make the required notifications, the officer shall notify the on-duty supervisor. The supervisor shall then notify the prosecutor's office and the Clerk of Court. Officers are urged to communicate with

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court personnel and the prosecutor's office so that when conflicts develop, action is taken promptly and the criminal justice system operates more efficiently.

2. The Support Services Division Commander or designee shall communicate with the Clerks of Court and ensure all appropriate documents are exchanged and forwarded between the Vienna Police Department and the court system. Problems or conflicts shall be brought to the attention of the Support Services Division Commander.

B. Prosecutors Liaison

1. Officers shall meet with the appropriate prosecutor prior to trial on every contested case. Officers shall coordinate their appointments in advance, be on time, have subjects for discussion planned in advance, and keep conversations brief.
2. During any police investigation, or during prior planning for arrest, or pretrial stages, any questions of law or criminal procedure shall be addressed to the Commonwealth's Attorney or the Town's Attorney.
3. Criminal cases referred to the Commonwealth's Attorney which result in a decision not to prosecute, or which are dismissed due to departmental mishandling, will be reviewed by the officer's supervisor and division commander. Corrective action will be taken in an attempt to prevent similar occurrences.

C. Probation Parole Liaison

1. The Support Services Division Commander is responsible for all probation and parole activities. The Fairfax County Probation and Parole Office periodically will provide informational documents to the Department indicating people who are to be released into the community. These documents will be posted on the information board and supervisors shall discuss them at roll call. Questions or problems concerning probation or parole shall be brought to the attention of the Support Services Division Commander.

D. Correctional Agency Liaison

1. The Support Services Division Commander is responsible for liaison with the Fairfax County Juvenile Intake and Fairfax County Sheriff's Office. All documents received from these agencies will be reviewed by the Division commander.