


<b>YORK-POQUOSON SHERIFF'S OFFICE</b>	<b>GENERAL ORDERS</b>
<b>SUBJECT: Field Reporting</b>	<b>NUMBER: GO 2-50</b>
<b>EFFECTIVE DATE: March 1, 2021</b>	<b>REVIEW DATE: December 3, 2018</b>
<b>AMENDS/SUPERSEDES: GO2-50, November 1, 2006</b>	<b>APPROVED:</b>  Sheriff
<b>VLEPSC: ADM.25.01, ADM.25.06, ADM.25.07</b>	

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18   **POLICY**

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20   Field reports and written documentation concerning Sheriff's Office activities are essential in

21   meeting the management, operational, and informational needs of the York Poquoson Sheriff's

22   Office. All employees must be aware of, and properly complete in a timely manner, all required

23   reports and paperwork.

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25   **PURPOSE**

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27   The purpose of this general order is to establish procedures and identify when reports are

28   required and how information is to be received, recorded, and documented.

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30   **PROCEDURES**

- 31
- 32    • Reporting
- 33      ○ The Sheriff's Office requires the reporting of incidents in any of the following
- 34      categories that occurs within York County. Mobile field reports (MFR) and
- 35      appropriate modules or documentation will be required for:
- 36      ▪ Citizen reports of crime.

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- Citizen complaints or other calls for service where law enforcement action is taken or the deputy or patrol supervisor believes documentation for the incident is needed.
  - When a deputy is dispatched to a crime or other call for service where the deputy or patrol supervisor believes documentation of the incident is needed.
  - Criminal and non-criminal cases initiated by deputies when law enforcement action is taken.
  - Incidents involving arrests, or issuance of criminal summonses.
  - When the jurisdiction of the offense cannot be determined and the citizen is a resident of this jurisdiction, an incident report will be written.
- The York-Poquoson Sheriff's Office uses an electronic reporting system referred to as Mobile Field Reporting (MFR).
  - The MFR system has the following modules that require supervisors review and action:
    - Incident.
    - Field Contact.
    - Summons.
    - Arrest.
    - P&E Property Collection.
    - Supplements.
    - Tow/Impound.
- Deputies who respond to calls for service shall:
    - Obtain from the 911 Communications Center an incident/report number for incidents where a MFR is required.
    - Initiate an incident report in MFR completing all necessary and required fields and modules to include:
      - Case Number
      - Dates and Times the incident occurred.
      - Location where the incident occurred.
      - Offense
      - Names and identifying information, address and contact information of all parties associated to the incident to include:
        - ❖ Complainant if different from the victim.
        - ❖ Victim.
        - ❖ Suspect/Offender(s).
        - ❖ Witnesses.
        - ❖ Mother and or Father or Legal Guardian if offender is a juvenile.
        - ❖ Involved others.
        - ❖ Involved others are other individuals not directly associated to the incident as a victim, witness or suspect/offender.
          - An example of an Involver Other would be a friend of a victim who comes to pick up the victim from the incident scene.

- 82           ▪ List of associated property along with property status such as Stolen, Recovered,  
83           Seized, etc.
- 84           ▪ Identifying vehicle information if applicable to include registered owners name,  
85           address and identifying information if a vehicle license plate number or vehicle  
86           identification number (VIN) is available and returnable from DMV.
- 87
- 88           ○ Complete an arrest module any time an arrest is made or criminal summons is issued.
- 89           ○ Complete a narrative describing the following:
- 90           ▪ Clear and concise description of the incident in as much detail as possible.
- 91           ▪ Summary of statements made by victims, witnesses or offenders/arrestees.
- 92           ▪ Document any actions taken by the deputy completing the report.
- 93           ▪ Document use or non-use of Body Worn Camera (BWC).
- 94           ▪ For arrests, document that the back seat of the patrol was or was not searched  
95           prior to and following the transportation of the arrestee.
- 96
- 97           ○ Complete a supplemental report and or narrative if not the initial deputy but  
98           performed any activity in relation to reported call for service.
- 99           ○ Submit completed reports, arrest modules, supplements or field contacts through  
100          MFR for approval by the patrol supervisor.
- 101          ▪ Deputies shall complete and submit for approval the MFR reports as soon as  
102          possible following the call for service but no later than the end of their respective  
103          tour of duty for that day.
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- 105          ○ Make necessary corrections or additions and resubmit for approval reports that are  
106          denied by a supervisor as soon as possible upon being notified the report was denied.
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- 108          ● Field Contact Entries
- 109          ○ Complete a field contact entry as appropriate.
- 110          ▪ Field Contact entries may be made for the following:
- 111          ▪ Officer initiated citizen contacts not resulting in a criminal incident.
- 112          ▪ Documentation of warning given for traffic infractions.
- 113          ▪ Documentation of suspicious circumstances, persons or vehicles when not  
114          associated with a criminal incident.
- 115          ▪ Documentation of individuals who are associated with a criminal gang when the  
116          contact is not related to a current or previously reported criminal incident.
- 117          ▪ Field Contact entries shall not be used for:
- 118                  ❖ Documentation of criminal incidents.
- 119                  ❖ Documentation of trespassing incidents where a person is banned by the  
120                  property owner or representative of the property owner.
- 121                  ❖ In lieu of a supplemental report for a previously reported incident.
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- 123          ▪ Field Contact entries shall be filled out as completely as possible with a  
124          description of the following in the notes section:
- 125                  ❖ Reason or circumstances for the contact/encounter.
- 126                  ❖ Description of the circumstances surrounding the suspicious person or vehicle.

- 127                   ❖ Description of the traffic violation for which a warning was given.  
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- 129     • Review of Reports
    - 130       ○ Prior to the end of each patrol shift, the on-duty patrol supervisor shall review  
131       incident reports, and other modules submitted through MFR for the following:
      - 132           ▪ Accuracy.
        - 133               ❖ Does the narrative match the offense or incident reported?
        - 134               ❖ Is the narrative of the incident clear and concise?
    - 135       ○ Completeness.
      - 136           ▪ Are all necessary and appropriate fields and or modules associated with the  
137           reported incident completed?
      - 138           ▪ Were all actions taken properly documented in the report narrative?
      - 139           ▪ Were arrest modules completed in incidents where an arrest was made or criminal  
140           summons issued?
      - 141           ▪ Were supplemental reports submitted by all deputies who were involved in the  
142           incident?
      - 143           ▪ Were all necessary fields to include notes documenting the interaction completed  
144           in field contact entries?
    - 145       ○ Upon completion of the report review in MFR the supervisor shall:
      - 146           ▪ Approve the report, submitted module in MFR.
      - 147           ▪ Deny the report, or submitted module in MFR, providing, through the MFR denial  
148           process, the reason for the denial along with an explanation of the corrections or  
149           additions that need to be made.
      - 150           ▪ Approve or deny corrected reports or modules re-submitted through MFR for  
151           approval.
      - 152           ▪ If a corrected report or module is denied, the same process shall be followed as  
153           above.
    - 154       ○ Reports may be reviewed by the Sheriff, Chief Deputy, Investigations Division  
155       Commander or Patrol Commander at their discretion.
  - 156     • Name Candidating
    - 157       ○ Unless the deputy completing a MFR or associated module selects names from the  
158       existing Sheriff's Office Records Management System (RMS) data base, the names  
159       that are entered or imported into the name fields of reports or associated modules  
160       must be Name Candidated in the RMS prior to the report or module being available in  
161       the live RMS data base.
    - 162       ○ The Administrative Services Division shall have the primary responsibility for  
163       performing the Name Candidating on a daily basis during normal business hours.
    - 164       ○ Patrol and Investigations Division supervisors may also perform Name Candidating  
165       when necessary.
  - 166     • Daily Records Review
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- The Sheriff's Office RMS has a daily records review module that allows for the review of all MFR and associated modules.
  - The Investigations Division Commander or his/her designee shall at a minimum conduct a daily records review on a regular basis of the following modules:
    - Incident Reports.
    - Arrest Modules.
    - Field Contacts.
    - Supplemental Reports.
  - The Investigation Division Commander or his/her designee shall assign reports reviewed in Daily Records Review or clear the reports in accordance with [GO 2-14, Criminal Investigations](#).
  - Types of Reports
    - The York-Poquoson Sheriff's Office utilizes electronic and pre-printed forms for other reporting to include, but not limited to:
      - Non-reportable Accident Report (Pre-printed)
      - Electronic Reportable Vehicle Accident Report - Traffic Records Electronic Data System (TREDS)
      - Virginia Missing Children Information Clearinghouse Report (Pre-printed)
      - Electronic Summons (eSummons)
      - Virginia Uniform Summons (Pre-printed)
      - Evidence/Property Custody Document (Pre-printed)
      - Electronic Evidence Voucher (eVoucher)
      - Notice of Vehicle Impoundment/Immobilization
      - Request for Laboratory Examination (Pre-printed)
      - Criminal Firearms Clearinghouse Report
      - Incident Reports
    - The Incident Report has been designed to accomplish the following:
      - To provide a means whereby deputies can conduct and record a preliminary investigation of a criminal offense.
      - To provide complete and accurate information for follow-up investigation and prosecution.
      - To provide deputies with certain decision-making criteria, that will enable them to identify follow-up investigative needs.
      - To provide a means for recording non-criminal incidents that are brought to the attention of the Sheriff's Office.
      - To provide a means of recording any information that a deputy feels should be brought to the attention of any shift supervisor or division commander.
      - To improve control of the report flow process within the Sheriff's Office thereby improving report access and statistical recording while reducing the need to type or reproduce offense reports.
      - To aid crime analysis personnel in the collection of data relating to crimes, patterns, suspect information, etc.

- 217           ○ The Incident Report is a permanent and public record. It will be scrutinized at times  
218           by Sheriff's Office administrative personnel, attorneys, judges, the media, and may be  
219           used in court as evidence.  
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- 221       • Case Numbering
    - 222           ○ All incident reports initiated by Sheriff's Office personnel will be assigned a case  
223           number.
    - 224           ○ The report numbering system utilized by the York-Poquoson Sheriff's Office ensures  
225           that a unique number is assigned to every identified incident.  
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  - 227       • Report Retention and Distribution
    - 228           ○ Reports will be maintained and retained electronically.
    - 229           ○ Copies of incident reports and traffic accident reports may be purchased by certain  
230           parties and/or insurance companies as allowed by law upon their request through the  
231           Records Section of the Sheriff's Office see [GO 2-49, Records Administration](#).
    - 232           ○ A domestic violence victim will not be charged for an incident report if he/she was a  
233           victim in that case.
    - 234           ○ The Commonwealth Attorney shall have access to reports stored in RMS for use in  
235           case prosecution.  
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  - 237       • Supplemental Reports
    - 238           ○ The Supplemental Report has is used to provide a means of adding investigative or  
239           follow up information to a preliminary report normally written by another deputy.
    - 240           ○ The supplemental report is used to properly document the follow-up efforts of the  
241           assigned deputy or investigator. The case number on supplemental reports shall  
242           remain the same as the original report.