

YORK-POQUOSON SHERIFF'S OFFICE	GENERAL ORDERS
SUBJECT: Records Administration	NUMBER: GO 2-49
EFFECTIVE DATE: July 1, 2020	REVIEW DATE: May 14, 2020
AMENDS/SUPERSEDES: GO 2-49, January 29, 2020	APPROVED:  Sheriff
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21 **POLICY**

- 22
- 23 The Records Section of the York-Poquoson Sheriff's Office is a component of the Administrative
- 24 Services Division. Records are maintained in compliance with applicable statutes and are kept
- 25 for public service, investigative, and administrative uses, and to provide statistical data. Sheriff's
- 26 Office records are confidential; upon approval, certain criminal records and arrest information
- 27 may be released to authorized agencies. In addition, the Sheriff's Office will provide certain
- 28 crime and traffic reports to other authorized persons. Sheriff's Office records functions include:
- 29 • Report entry,
- 30 • Report review,
- 31 • Report control,
- 32 • Records maintenance,
- 33 • Records retrieval,
- 34 • IBR Coding,
- 35 • Routing of reports,
- 36 • Release of information to the public, and
- 37 • Ensuring the status of follow-ups.

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PURPOSE

The purpose of this general order is to identify and explain various records, reports, files, and information collected, stored and disseminated by Sheriff’s Office personnel.

PROCEDURES

- Staff responsibilities
 - The Sheriff’s Office Network Administrator is assigned direct responsibility for the electronic records management function and IBR reporting.
 - The Administrative Services Division Commander shall be responsible for dissemination of records in response to the following:
 - Freedom of Information Act (FOIA) requests,
 - Subpoena’s
 - Court Orders.
 - ❖ Administrative assistants will normally handle all walk-in, requests for records.
 - ❖ The Sheriff’s Office Public Information Officer (PIO) will normally handle media requests for information and assist with FOIA requests.
 - The Investigations Division Commander shall be responsible for reviewing, routing, and determining the status of incident reports.
 - Direct coordination between supervisors or division commanders may be required to resolve any problems.
 - The Court/Civil Division Commander shall be responsible for the receipt, routing and/or assignment of civil process for service.
- Records
 - Access to all records whether paper or electronic shall be limited to only those persons authorized by the sheriff to access the records.
 - All paper files shall be kept in lockable filing cabinets or storage containers within in areas not accessible to the public without an escort.
 - Paper juvenile arrest records shall be kept separate from adult records.
 - Electronic juvenile arrest and incident records maintained by the Sheriff’s Office shall clearly denote the record involves a juvenile.
 - A central repository of records is maintained in the Records Section to include:
 - Incident Reports,
 - Arrest Reports,
 - Reportable and Non-Reportable Traffic Accident Reports,
 - Traffic Summons and Parking Citations,
 - CCRE and Criminal History Records,
 - Other administrative files as directed by the Sheriff.

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- All Sheriff's Office incident records shall be accessible 24 hours a day by those authorized to access and view the records.
 - Active and inactive case files are maintained by the Investigations Division.
 - The following files are maintained by each organizational component:
 - Administrative Services Division:
 - ❖ Applicant records,
 - ❖ Archive records,
 - ❖ Employee evaluations,
 - ❖ Issued equipment inventory,
 - ❖ County emergency operations plan,
 - ❖ Property and evidence records,
 - ❖ Expungement records,
 - ❖ Forms inventory,
 - ❖ Personnel records,
 - ❖ Promotion eligibility list,
 - ❖ Promotion selection records,
 - ❖ Skills, knowledge, ability inventory,
 - ❖ Training records,
 - ❖ Payroll and budget files,
 - ❖ Compensation board files,
 - ❖ Purchasing and accounts payable records,
 - ❖ Radar and vehicle calibration records,
 - ❖ Workers compensation records,
 - ❖ Sheriff's Office vehicle accident reports,
 - ❖ Communicable disease reports,
 - ❖ Solicitation permits,
 - ❖ Precious metals dealer's licenses.
 - ❖ Fingerprint files.
 - ❖ Vehicle towing files.
 - ❖ Reportable and non-reportable vehicle accident files,
 - ❖ Sheriff's Office issued DMV suspension notices,
 - ❖ Back ground check requests.
 - Chief Deputy:
 - Equipment inventory records,
 - Internal affairs records,
 - Grant records,
 - Division commander evaluations.
 - Civil/Court Division:
 - Records of civil process received/served,
 - File of civil process fees received,
 - Courthouse work order file,
 - Inspection files,

- 130 ▪ Auction files.
- 131
- 132 ○ Investigations Division:
- 133 ▪ Asset seizure files,
- 134 ▪ Task Force quarterly and annual reports,
- 135 ▪ Investigative files,
- 136 ▪ Informant files,
- 137 ▪ Inspection files,
- 138 ▪ Warrant purge files,
- 139 ▪ Specialized investigative equipment inventory files.
- 140
- 141 ○ Uniform Patrol Division:
- 142 ▪ Sheriff's Office vehicle files,
- 143 ▪ Issued smart-tag transponder file,
- 144 ▪ Special event operations plans,
- 145 ▪ Inspection files,
- 146 ▪ ERT unit files,
- 147 ▪ Bike patrol unit files.
- 148
- 149 ○ 911 Emergency Communications Center:
- 150 ▪ Warrant/Wanted persons files,
- 151 ▪ Stolen property files,
- 152 ▪ Protective Order files,
- 153 ▪ VCIN/NCIC files.
- 154 ▪ Virginia Missing Children Information Clearinghouse Reports,
- 155 ❖ These reports are submitted to the 911 Emergency Communications Center by
- 156 Sheriff's Office personnel.
- 157
- 158 ▪ Missing person's files.
- 159 ❖ These reports are submitted to the 911 Emergency Communications Center by
- 160 Sheriff's Office personnel.
- 161
- 162 ● Incident Based Reporting
- 163 ○ The York-Poquoson Sheriff's Office is an active participant in both national and state
- 164 crime reporting programs, specifically the Incident Based Reporting (IBR) system.
- 165 ○ The Sheriff's Office Network Administrator is responsible for IBR data verification
- 166 and submission.
- 167 ▪ Crime data is collected and following review and approval by the Sheriff's Office
- 168 Network Administrator, reports are prepared and submitted monthly to the
- 169 Central Criminal Records Exchange Bureau of the Virginia State Police by
- 170 electronic format.
- 171
- 172 ● Community Policing Vehicle Stop Reporting Requirements
- 173 ○ The IT section of the Sheriff's Office Administrative Services Division shall be
- 174 responsible for compiling and submitting data regarding motor vehicle stops, in

175 accordance with Section [52-30.2C](#)., Code of Virginia, to the Virginia State Police in
176 the form and format determined by the VASP.

- 177
- 178 • Warrant/wanted persons file
- 179 ○ The warrant/wanted persons files consists of the following components:
- 180 ▪ Hardcopy file of warrants, capias, etc., are filed alphabetically by suspect's last
181 name.
- 182 ▪ Computer file-recorded as master name index which provides cross reference
183 capability with document file on a 24 hour basis.
- 184 ▪ Active VCIN/NCIC wanted person entry file.
- 185 ❖ Wanted persons are normally entered into VCIN/NCIC by 911 Emergency
186 Communications personnel.
- 187 ➤ Criteria and guidelines as listed in the VCIN and NCIC manuals will be
188 followed when making such entries.
- 189
- 190 ○ See [GO 2-48, Communications](#) and [GO 2-53, Warrant and Wanted Files](#).
- 191 ▪ VCIN/NCIC manual guidelines will also be followed when verifying and
192 canceling wanted person information and receiving information from another
193 jurisdiction.
- 194 ▪ Audits of wanted persons entered will be made monthly by the 911 Emergency
195 Communications Center.
- 196
- 197 • Sheriff's Records Management System (RMS)
- 198 ○ The Sheriff's RMS shall comply with IBR reporting requirements.
- 199 ○ The Sheriff's RMS designates a unique numerical number for each separate incident
200 report.
- 201 ○ Access to the Sheriff's Office RMS shall be available 24 hours a day by authorized
202 personnel.
- 203 ○ The Sheriff's RMS provides automated information retrieval.
- 204 ○ Through the use of different search fields, information can be obtained and cross-
205 referenced in various ways.
- 206 ○ The Sheriff's RMS is capable of maintaining and searching files by:
- 207 ▪ Incident type,
- 208 ▪ Offense,
- 209 ▪ Report/incident number,
- 210 ▪ Incident location, or
- 211 ▪ Any entered field within the RMS.
- 212
- 213 ○ The Sheriff's RMS is capable of maintaining and searching for several categories of
214 property including:
- 215 ▪ Stolen,
- 216 ▪ Found,
- 217 ▪ Evidentiary, and
- 218 ▪ Recovered property.
- 219
- 220 ○ RMS Modules

- 221 ▪ The Sheriff’s RMS has multiple modules for recording and searching information
 222 which include:
 223 ❖ Master names,
 224 ❖ Master vehicle,
 225 ❖ Incidents,
 226 ❖ Arrests,
 227 ❖ Case management,
 228 ❖ People,
 229 ❖ Vehicles,
 230 ❖ Property,
 231 ❖ Employee administration,
 232 ❖ Field contacts,
 233 ❖ Civil process,
 234 ❖ Warrants,
 235 ❖ Citations/Summons, and
 236 ❖ Specialized modules.
 237
 238 ○ Master Names Index
 239 ▪ The alphabetical master name index within the Sheriff’s RMS is automated and
 240 allows for the retrieval of information using any fields containing information.
 241 ▪ The master name index is a file that includes the names of persons identified in
 242 field reports and can cross-reference to all within the RMS except specialized
 243 Internal Affairs and Quartermaster modules.
 244 ▪ Juvenile records within the Sheriff’s RMS master names index shall be clearly
 245 designated “Juvenile” based on the date of birth at the time record was created.
 246
 247 ○ The Network Administrator is responsible for maintaining the hardware and software
 248 requirements of the Sheriff’s RMS.
 249
 250 ● Access to Sheriff’s RMS
 251 ○ Access to the Sheriff’s RMS shall be limited to only those Sheriff’s Office employees
 252 with a need to access the data within the system.
 253 ▪ Limited read only access to the incident, arrest and property modules in the
 254 Sheriff’s RMS may be granted to designated Commonwealth’s Attorney
 255 employees, at the Sheriff’s discretion.
 256
 257 ○ All access to the Sheriff’s RMS shall be controlled by use of a unique user name and
 258 password for each user.
 259 ▪ Sheriff’s RMS users who are in a suspended status due to a disciplinary action or
 260 pending criminal action, or who have left employment by the Sheriff’s Office for
 261 any reason shall have their access rights to the RMS suspended or terminated.
 262
 263 ○ Dissemination of information contained within the Sheriff’s Office RMS or
 264 information from pass-alongs or bulletins shall be limited to the following:
 265 ▪ Official law enforcement purposes;
 266 ▪ Only to those who have a legitimate or legal need to receive the information;

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- In accordance with the requirements of the Virginia Freedom of Information Act;
 - When the information released is for the purpose of identifying a criminal suspect, or locating a missing or wanted persons;
 - Information contained in a press release or social media post;
 - When disclosure is required in compliance with a Court Order or subpoena;
 - When disclosure is authorized by the Sheriff or his designee.
 - Under no circumstances shall the name or address of a crime victim be disseminated except:
 - With written consent of the crime victim;
 - In compliance with a Court Order.
 - Mobile Field Reporting
 - As a function of the Sheriff’s RMS, a mobile field reporting system, linked to the Sheriff’s RMS, is utilized for incident reports and follow up reports for deputies in the field.
 - A unique sequential report/incident number is electronically generated by either the deputy writing the report or through a report number request to the 911 Emergency Communications Center dispatcher.
 - The unique sequential report/incident number generated in the mobile field reporting module stays with the report/incident upon transfer into the Sheriff’s RMS.
 - Information entered via the mobile field reporting system transfers into the Sheriff’s RMS once approved via the mobile filed reporting system by a supervisor.
 - Unapproved reports in the mobile field reporting system can be accessed as a “Draft Copy” as necessary.
 - Unusual Occurrences Reports
 - Use of force, and pursuit reports are maintained in the Sheriff’s RMS Internal Affairs module.
 - Communicable disease exposure reports are maintained by the Administrative Services Division.
 - Workers compensation reports and files are maintained by the Administrative Services Division.
 - After Action Reports
 - After-action reports are incident driven and shall be submitted through the chain-of-command when required.
 - Line Inspection Reports
 - Line inspection reports shall be submitted monthly through the chain-of-command to the applicable division commander.
 - Staff Inspection Reports
 - Staff inspections shall be submitted annually to the Sheriff.

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- 314 • Budget, Fiscal and Compensation Board Reports
- 315 ○ Budget and fiscal management reports and records shall be submitted according to
- 316 schedules set annually by the County.
- 317 ○ Fiscal reports and records required by the state compensation board or other outside
- 318 agencies shall be submitted according to schedules set by those organizations.
- 319
- 320 • Investigative Reports
- 321 ○ Investigative reports shall be submitted to the deputy's/investigator's supervisor for
- 322 review prior to filing.
- 323
- 324 • Distribution of reports and records
- 325 ○ All incident reports shall be forwarded in the mobile field reporting system to a
- 326 supervisor, no later than the end of each shift, for approval.
- 327 ○ The Investigations Division Commander shall regularly review the incidents reports
- 328 in the Sheriff's RMS for determination of:
- 329 ▪ Assignment for follow up, and/or
- 330 ▪ Final disposition.
- 331
- 332 ○ Reports shall be assigned or closed according to case screening criteria found in [GO](#)
- 333 [2-14, Criminal Investigations](#).
- 334 ▪ Reports may be assigned to the Patrol Division for follow-up.
- 335
- 336 ○ The original report shall be filed in accordance with retention requirements and
- 337 maintained electronically.
- 338 ○ Internal affairs complaints shall be investigated and documented in accordance with
- 339 [RR 1-9, Complaints-Internal Affairs](#) and maintained by the Chief Deputy.
- 340 ▪ Copies of offense/incident reports may be obtained or purchased by certain parties
- 341 and/or insurance companies as allowed by law upon their request.
- 342 ▪ Domestic violence victims shall not be charged for the domestic violence incident
- 343 report that they were listed as the victim.
- 344 ▪ Insurance companies requesting copies of reports through Arson Immunity Act
- 345 shall not be charged for the reports.
- 346
- 347 ○ Vehicle accident reports by be obtained or purchased by certain parties and/or
- 348 insurance companies by either:
- 349 ▪ Requesting the copy of the report at the Sheriff's Office, or
- 350 ▪ Obtaining the copy of the report via CarFax.
- 351 ❖ All vehicle accident reports both reportable and non-reportable are uploaded
- 352 to Carfax through the Carfax for Police portal.
- 353
- 354 • Handling of funds/fees collected relating to reports
- 355 ○ The administrative assistants are authorized to accept money for copies of accident
- 356 and incident reports and criminal history checks.
- 357 ○ All monies received for accident or incident reports shall be handled in accordance
- 358 with [RR 1-23, Financial Management and Capital Assets](#).

- 359 ▪ A fee of \$5.00 shall be collected by CarFax for all vehicle accident reports
360 ordered through their service.
361 ▪ Funds collected by CarFax shall be remitted in the form of a check to the Sheriff's
362 Office monthly.
363

364 **LEGAL PROCESS RECORDS**

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- 366 • Criminal process
 - 367 ○ Upon receipt of criminal process, the Sheriff's Office creates a record within the
368 Sheriff's RMS that provides for:
 - 369 ▪ Date and time entered/received,
 - 370 ▪ Warrant number
 - 371 ❖ Court docket number, and
 - 372 ❖ RMS assigned system ID number.
 - 373 ▪ Type of process,
 - 374 ▪ Nature of document
 - 375 ❖ Felony, or
 - 376 ❖ Misdemeanor.
 - 377 ▪ Source of document, issued by,
 - 378 ▪ Name of defendant,
 - 379 ▪ Name of Complainant if available,
 - 380 ▪ Deputy assigned for service,
 - 381 ▪ Date of assignment,
 - 382 ▪ Method of service,
 - 383 ▪ Date of service and/ or return.
 - 384 ▪ Location of Service,
 - 385 ▪ Reason for non-service.
 - 386 ○ The Sheriff's Office shall maintain a records system that provides twenty-four (24)
387 hour service for criminal warrants.
 - 388 ○ All members of the York-Poquoson Sheriff's Office who are responsible for the
389 control and service of warrants shall be aware of all laws, rules and procedures for the
390 recording, tracking and proper service of warrants.
 - 391 ○ All warrants received by the Sheriff's Office shall be documented and service shall be
392 attempted as soon as practically possible.
 - 393 ○ See [GO 2-4A, Arrest Warrants](#).
- 394 • Motions for Discovery
 - 395 ○ The Attorney for the Commonwealth decides from time to time to not be involved in
396 the prosecution of certain minor criminal and traffic related offenses being prosecuted
397 in General District or Juvenile and Domestic Relations District Court. In cases where
398 the Attorney for the Commonwealth is not involved, the Sheriff's Office will be
399 responsible for complying with Motions for Discovery submitted by defense
400 attorneys.
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- Nothing in this policy shall prevent a deputy sheriff or supervisor from requesting the Commonwealth Attorney’s involvement in these types of cases.
 - ❖ In the event the Attorney for the Commonwealth agrees to be involved in the above type cases, the Commonwealth Attorney’s Office and not the Sheriff’s Office will be responsible for the Motions for Discovery.
 - Motions for Discovery received by the Sheriff’s Office for felony cases or any misdemeanor to traffic infraction case, where the Attorney for the Commonwealth is prosecuting the case, shall be forwarded to the Commonwealth Attorney’s Office forthwith for compliance.
 - The following shall be considered a valid Motion for Discovery:
 - ❖ A formal Motion for Discovery order issued by the court,
 - ❖ A Motion for Discovery request filed with the court in a formal motion format containing the requesting attorney’s signature.
 - Email requests, unless one of the above is attached, and informal letters, even if on the requesting attorney’s letterhead, shall not be considered a valid Motion for Discovery request but may be processed at the discretion of the Administrative Services Division Commander or his/her designee.
 - In accordance with the Rules of the Supreme Court of Virginia, [Rule 7C:5\(d\)](#), Motions for Discovery are required to be received by the Sheriff’s Office at a minimum 10 days prior to the trial date.
 - ❖ Motions for Discovery received by the Sheriff’s Office less than 10 days prior to the trial date may be processed and provided if time permits.
 - The following procedures shall be used when a Motion for Discovery is received by the Sheriff’s Office for cases not involving the Commonwealth Attorney:
 - Once received the Motions for Discovery shall be recorded in the Sheriff’s Office RMS civil module,
 - The Motion for Discovery shall be forwarded to the Administrative Division Commander or his/her designee who shall:
 - ❖ Review or assign for review the incident report, attachments and property and evidence module for:
 - Exculpatory evidence,
 - ✓ Exculpatory evidence is:
 - * Any evidence or statements which casts any doubt what so ever on the accused guilt for the incident charged,
 - * Any evidence or statements which casts doubt on the believability of any witness involved in the incident.
 - * Any evidence or statements which mitigates a defendant’s culpability in an incident charged.
 - Any Written Statements made by the attorney’s client,
 - Any Written Statements of an exculpatory nature made by others,
 - Any DC-233A (Breath/Blood Test Refusal) forms if applicable,
 - Any Breath Test worksheet if applicable,

- 451 ➤ Any Marijuana Field Test worksheet if applicable,
452 ➤ Any Requests for Laboratory Analysis,
453 ➤ Any Certificates of Analysis,
454 ➤ Any Criminal History Convictions for the attorney's client,
455 ➤ Any Driving Transcript History for attorney's client,
456 ➤ Any evidentiary video of the incident.
457
- 458 ❖ Review or assign for review the Sheriff's Office in car and/or body camera
459 recording storage system for the following:
460 ➤ In Car or Body Camera video for all deputies involved in the incident,
461 ➤ Any evidentiary video recordings that contain:
462 ✓ Statements made by the attorney's client,
463 ✓ Exculpatory statements made by others involved in the incident.
464
- 465 ❖ Email the involved deputy(s) requesting a copy of any of the above
466 information not already located as well as a copy of any officer notes which
467 contain any exculpatory information.
468 ➤ The deputy(s) shall be directed to scan and attach any pertinent documents
469 to the incident report in the Sheriff's Office RMS.
470
- 471 ❖ Scan or add any provided or attached documents to the pertinent Motion for
472 Discovery folder on the Sheriff's Office shared drive.
473
- 474 ○ Once the above review has been completed the person completing the review shall:
475 ▪ Create a folder in the Motion for Discovery folder located on the Sheriff's
476 Office's shared drive listing the following:
477 ❖ Case number,
478 ❖ Attorney's name.
479
- 480 ▪ Copy any documents to be provided in response to the motion, except for criminal
481 and driving history, into the folder.
482 ❖ NCIC/VCIN/CJIS regulations prohibit the 3rd party disclosure of complete
483 criminal and driver transcript histories.
484 ➤ Create a separate document listing only the following criminal and/or
485 driving history information for the attorney's client:
486 ✓ Date of criminal or traffic convictions only,
487 ✓ Crimes or traffic offenses convicted of only,
488 ✓ Jurisdiction where criminal conviction or traffic offense conviction
489 occurred.
490
- 491 ▪ Complete the [YPSO Motion for Discovery Letter](#) located in the forms folder in
492 Power DMS.
493 ▪ Notify the Sheriff's Office designated IT personnel of the Motion for Discovery.
494 ▪ The Sheriff's Office designated IT personnel shall do the following:
495 ❖ Create a case file within the Sheriff's Office in car/body camera storage
496 system/software.

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- ❖ Add all documents located on the pertinent Motion for Discovery folder on the Sheriff's Office shared drive to the case file.
 - ❖ Add all in car and/or body camera video from the incident to the case file.
 - ❖ Add any evidentiary video located in Property and Evidence to the Sheriff's Office in car/body camera storage system/software and include this video evidence in the case file.
 - ❖ Provide an email link (Preferred) to the case file or create a DVD(s) with the above evidence and forward to the requesting attorney.
 - ❖ Attach a copy of audit log from the Sheriff's Office in car/body camera storage software showing the items provided to the Motion for Discover civil module RMS entry and clear the RMS entry as Complied With.
- In the event the attorney filing the motion for discovery is unable to receive an email link to the case file and the information to be provided is so voluminous, that creating a DVD(s) would be impractical, the Administrative Services Division Commander or his designee shall schedule an appointment with the requesting attorney to view the video evidence gathered and copy or provide a copy of any requested documents.
 - For Motions for Discovery not received 10 days prior to the scheduled trial which cannot be processed the Administrative Services Division Commander or his/her designee shall:
 - ❖ Notify the requesting attorney that the Motion for Discovery was not received in a timely manner and the information requested cannot be provided, and
 - ❖ Notify the primary Deputy for the case that the Motion for Discovery was not received in a timely manner and could not be processed, this notification shall include the date the Motion for Discovery was received by the Sheriff's Office.
- Civil Process Records
 - For guidance on civil process requirements, see [GO 2-38, Civil Process](#).
 - Arrest Information for CCRE Reportable Offenses
 - An incident report shall be generated and a case number shall be assigned for each person arrested on warrants for offenses originating in York County or the City of Poquoson if arrested by a York-Poquoson Sheriff's deputy.
 - Deputies shall complete an incident report documenting each CCRE reportable offense, upon making an arrest.
 - Photographs shall be taken of arrestees charged with CCRE reportable offenses.
 - Fingerprinting shall be conducted for arrestees charged with CCRE reportable offenses.
 - Adult arrest photographs and fingerprinting shall normally be conducted by Virginia Peninsula Regional Jail personnel.
 - Juvenile photographs and fingerprinting will normally be conducted by Civil/Court Security Division personnel at the courthouse utilizing the Courthouse Live Scan system.
 - For additional information, see [GO 2-4, Arrests](#).

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Other Law Enforcement Information Systems

- Law Enforcement Information Exchange (LInX)
 - The LInX system is a data base that contains information from each contributing agency’s records system.
 - This data base is not intended to be an official repository of original records.
 - The intent is to provide participating Law Enforcement agencies with the ability to share information between jurisdictional boundaries as a tactical and analytical tool.
 - The LInX system was designed to allow authorized users access to Law Enforcement sensitive information.
 - There are several rules that must be followed prior to and when utilizing this resource that can be found in the user agreement for this data base.
 - These rules are not all inclusive and the user agreement must be followed.
 - LInX information alone does not constitute probable cause for an arrest.
 - Records must be kept accurate and up to date in the Sheriff’s Office RMS.
 - Usage of this system will be conducted as per the rules and guidelines of the LInX Operational Rules.
 - The security of this data base will be the same as the security of the Sheriff’s Office RMS data base.
 - ❖ Information contained in the LInX database shall only be used for criminal justice purposes.
 - Audits shall be conducted by the designated Security Administrator in accordance with the agency user agreement.
 - Training for users of this system shall be conducted by the individual designated by the Sheriff’s Office Security Administrator.
 - The designated Security Administrator has the responsibility for immediately disabling the account for any user who:
 - ❖ Fails to meets the requirements for access, or
 - ❖ Is under criminal investigation,
 - ❖ Retires,
 - ❖ Resigns,
 - ❖ Is terminated, or
 - ❖ Leaves the agency for any reason.

Criminal Justice Information Systems (CJIS) Compliance

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- Criminal Justice Information (CJI) is information regarding crime information and the identity of individuals obtained through the following:
 - Criminal History Files,
 - DMV Files,
 - Incident Reports,
 - Traffic or Parking Summonses,

- 589 ○ Vehicle Accident Reports,
- 590 ○ Law Enforcement Data Bases,
- 591 ○ Subscription Based Data Bases used in Criminal Investigations.
- 592
- 593 ● The Sheriff shall designate the following CJIS positions within the Sheriff's Office,
- 594 which shall be reported to Virginia State Police CJIS Division.
- 595 ○ Local Agency Security Officer (LASO)
- 596 ▪ This designation will typically be the Commander of the Administrative Services
- 597 Division.
- 598 ▪ The LASO shall maintain, at a minimum, VCIN Level B certification.
- 599 ❖ The LASO shall be responsible for the following:
- 600 ➤ Administration of York-Poquoson Sheriff's Office CJIS compliance,
- 601 ➤ Determinations of Access levels or restrictions based on state and national
- 602 fingerprint background checks,
- 603 ➤ Review and referral of access level restrictions to the Virginia State Police
- 604 CJIS Division Criminal Justice System Security Officer (CSO) as needed,
- 605 ➤ Maintain a list to include Security Awareness Training completion proof
- 606 of Sheriff's Office personnel, York County personnel, contractors and
- 607 vendors authorized un-escorted access to Sheriff's Office facilities and
- 608 areas.
- 609
- 610 ○ Terminal Access Coordinator (TAC)
- 611 ▪ This designation will typically be the Sheriff's Office Training Officer.
- 612 ▪ The TAC shall maintain, at a minimum, VCIN Level B certification.
- 613 ❖ The TAC shall be responsible for the following:
- 614 ➤ Coordinate VCIN and or CJIS security training and biennial recertification
- 615 training requirements for Sheriff's Office personnel, other York County
- 616 employees, contractors and vendors requiring un-escorted access to
- 617 Sheriff's Office facilities and areas.
- 618 ➤ Serve as liaison between the York-Poquoson Sheriff's Office and Virginia
- 619 State Police CJIS Division training personnel.
- 620
- 621 ● Levels of access for CJIS proposes.
- 622 ○ Un-escorted Access.
- 623 ▪ Personnel with un-escorted access may enter all areas within Sheriff's Office
- 624 facilities.
- 625
- 626 ○ Escorted Access.
- 627 ▪ Personnel not permitted un-escorted access shall be escorted by a representative
- 628 of the Sheriff's Office at all time while within Sheriff's Office facilities or areas.
- 629
- 630 ● Fingerprint Based Background Checks
- 631 ○ A State and National fingerprint background check shall be conducted prior to
- 632 employment of the following individuals:
- 633 ▪ Sheriff's Office sworn employees,
- 634 ▪ Sheriff's Office auxiliary personnel,

- 635 ▪ Sheriff's Office civilian employees,
- 636 ▪ Sheriff's Office volunteers and interns.
- 637 ❖ Access to CJI shall be rescinded, which may result in suspension or
- 638 termination of employment, for any Sheriff's Office personnel for the
- 639 following:
- 640 ➤ Decertification as a law enforcement officer, regardless of reason,
- 641 ➤ Any Felony charge,
- 642 ➤ Any Felony conviction,
- 643 ➤ A pending serious Misdemeanor charge or conviction involving crimes of
- 644 moral turpitude, computer trespass or identity theft,
- 645 ➤ Being wanted on a Felony or serious Misdemeanor charge.
- 646 ✓ Continued access or reinstatement of access to CJI may be granted for
- 647 Misdemeanor offenses upon review by the LASO in consultation with
- 648 the Virginia State Police CSO.
- 649
- 650 ○ A State and National based fingerprint background check shall be conducted on the
- 651 following individuals prior to being granted un-escorted access to Sheriff's Office
- 652 facilities and areas:
- 653 ▪ York County building/facilities maintenance personnel,
- 654 ▪ York County Information Technology (IT) personnel,
- 655 ▪ Contractors of the Sheriff's Office or York County required to work in Sheriff's
- 656 Office facilities or areas,
- 657 ▪ Vendors contracted by the Sheriff's Office or York County.
- 658 ❖ Un-escorted access shall be denied to any of the above listed individuals for
- 659 the following:
- 660 ➤ A pending Felony charge,
- 661 ➤ Any Felony conviction,
- 662 ➤ A pending serious Misdemeanor charge or conviction involving crimes of
- 663 moral turpitude, computer trespass or identity theft,
- 664 ➤ Being wanted on a Felony or serious Misdemeanor charge.
- 665 ✓ Continued access or reinstatement of un-escorted access may be
- 666 granted for Misdemeanor offenses upon review by the LASO in
- 667 consultation with the Virginia State Police CSO.
- 668
- 669 ❖ The above listed personnel or their department shall immediately report any
- 670 arrests or convictions to the LASO as soon as practicable.
- 671 ❖ The above listed personnel shall undergo subsequent fingerprint based
- 672 criminal background checks every five (5) years if continued un-escorted
- 673 access is required.
- 674 ❖ The above listed personnel shall be issued a Sheriff's Office identification
- 675 card identifying if they have escorted or un-escorted access to Sheriff's Office
- 676 facilities and areas.
- 677 ➤ The issued Sheriff's Office ID card shall be displayed at all time while in
- 678 Sheriff's Office facilities or areas.
- 679 ➤ The Sheriff's Office ID card shall be surrendered:
- 680 ✓ Upon demand by the Sheriff, the LASO or their designee,

- 681 ✓ Upon termination, resignation or retirement from employment by
682 York County or a contractor or vendor of the Sheriff's Office or York
683 County,
684 ✓ Upon termination or expiration of a contract with the Sheriff's Office
685 or York County.
686
687 ❖ Sheriff's Office personnel shall challenge anyone within a Sheriff's Office
688 facility or area not displaying an ID indicating they are permitted un-escorted
689 access and not being escorted by a Sheriff's Office employee.
690 ❖ In the event the person is unable to produce an ID indicating they are
691 permitted un-escorted access, the Sheriff's Office employee shall:
692 ➤ Escort the person from the Sheriff's Office facility or area,
693 ➤ Report the infraction along with the name of the person and their employer
694 or County department to the LASO who will notify the employee's
695 supervisor or department head or York County contract administrator of
696 the infraction.
697
698 • CJIS Security Awareness Training
699 ○ VCIN Level A & B Certification.
700 ▪ CJIS Security Awareness Training Levels 1 through 3 is incorporated in VCIN
701 Level A and B certification training.
702 ❖ VCIN Level A certification shall be completed by Sheriff's Office personnel
703 who may be required to make entries in the VCIN/NCIC system directly.
704 ❖ VCIN Level B certification shall be completed by Sheriff's Office personnel
705 who are required to make computerized DMV, VCIN or NCIC inquiries
706 through a VCIN/NCIC terminal, Mobile Data Computer or Handheld Mobile
707 Device.
708
709 ▪ The Sheriff or his designee shall identify any Sheriff's Office personnel requiring
710 VCIN Level A certification.
711 ▪ All sworn Sheriff's Office personnel issued Mobile Data Computers or with
712 access to VCIN/NCIC shall complete VCIN Level A or B certification within 6
713 months of employment if not currently certified.
714 ❖ No Sheriff's Office personnel shall access DMV, VCIN or NCIC files except
715 under the direct supervision of a certified VCIN Level A or B operator until
716 properly certified.
717
718 ▪ All Sheriff's Office personnel with VCIN Level A or B certification shall
719 complete re-certification training biennially for their required level of
720 certification.
721
722 ○ There are four (4) levels of CJIS Security Awareness Training.
723 ▪ All Sheriff's Office personnel, York County employees, contractors and vendors
724 who require un-escorted access to Sheriff's Office facilities or areas shall undergo
725 the appropriate level of CJIS Security Awareness Training based on the level of
726 access required by their position.

- 773 ❖ The following shall complete Level 3 Security Awareness Training.
- 774 ➤ Sheriff's Office sworn personnel who do not possess VCIN Level A or B
- 775 certification but who have direct or remote access to the Sheriff's Office
- 776 Records Management System or other law enforcement data bases.
- 777 ➤ Sheriff's Office civilian employees who have direct or remote access to
- 778 the Sheriff's Office Records Management System or other law
- 779 enforcement data bases,
- 780 ➤ Sheriff's Office civilian IT employees,
- 781 ➤ Sheriff's Office contractors and vendors with direct or remote access to
- 782 the Sheriff's Office Records Management System.
- 783
- 784 ○ Level 4 Security Awareness Training
- 785 ■ Required for all Information Technology personnel who perform the following
- 786 roles regarding the Sheriff's Office computer network, computers, mobile data
- 787 computers or handheld computing devices such as tablets and smart phones:
- 788 ❖ Systems Administration,
- 789 ❖ System Security Administration,
- 790 ❖ Network Administrators,
- 791 ❖ Network technicians.
- 792 ➤ The following shall complete Level 4 Security Awareness Training:
- 793 ✓ Sheriff's Office civilian IT personnel,
- 794 ✓ York County IT personnel,
- 795 ✓ Contractors for the Sheriff's Office or York County IT Department
- 796 with network access.