



WRITTEN DIRECTIVE	No. VI 16-1001	Page: 1 of 3
Subject: Handling of Internal Unit Reports	Effective Date:	04-04-16
	Supersedes/ Amends:	VI11-1001
	Reference:	42.1.6, 43.1.1, 43.2.1 43.1.2, 82.1.5, 82.3.5



43.1.1 A

I. Purpose

The purpose of this directive is to establish procedures for the handling of reports related to, complaints, intelligence, and special services expenditures.

II. Policy

It shall be the policy of the Narcotics and Vice Unit to process complaints, intelligence, and special services expenditures related to the investigation and follow-up investigation of illegal services defined in Directive *PD-0903, Vice and Narcotics Raids* and *PD-0902, Criminal and Special Purpose Investigations*.

III. Procedure

A. Definitions

43.1.1 A and C

1. Complaints and Intelligence or information gathered from any source related to, but not limited to, the illegal services defined in *PD-0903 Vice Raids*.
2. Special Services expenditure reports will document funds expended from the Special Services account for informant pay, purchases of contraband or evidence, and other operational and investigative expenses deemed appropriate by the Deputy Chief of the Investigations and Administration Bureau.

43.1.1 A, 82.1.5, 42.1.6 G

B. Processing of reports and intelligence

1. Assignment of Internal Control Numbers
 - a. All reports pertaining to special services expenditures will be designated with a "SS" prefix, followed by two digit year code and the appropriate report number.

Example: (Prefix, Year, and Number)

SS-98-001

- b. A list of available "SS" control numbers will be posted in the Narcotics and Vice Unit office.
- c. Detectives will assign the appropriate "SS" control number when applicable to reports and note the number on the report, then distribute to appropriate files upon approval by the Unit supervisor.
- d. Upon completing a report the Detective will submit the report for approval by the Unit supervisor. The Unit supervisor will be responsible for review, assignment, and management of cases for follow-up based on available information in accordance with *PD-0902 Criminal and Special Purpose Investigations*.
- e. Intelligence information will be maintained in the RMS System through field contact entries and special services expenditure report information.

42.1.6 B, 43.1.1 B & C, 82.3.5**C. Maintenance of Files****43.1.2**

- 1. All reports generated by Narcotics and Vice Unit Detectives will be maintained in the Narcotics and Vice Unit office rather than routed through report review with the following exceptions:
 - a. Incident reports related to the execution of search warrants or arrests.
 - b. Any other report deemed appropriate by the Narcotics and Vice Unit supervisor.
- 2. Access to all information stored in the Narcotics and Vice Unit files shall be controlled and limited to only those persons authorized by the Deputy Chief of the Investigations and Administration Bureau.
- 3. Monthly files will be maintained for the filing of:
 - a. Special services expenditure reports.
- 4. All intelligence and complaint reports will be maintained for a minimum of five years.
 - a. The Narcotics and Vice Unit supervisor will when deemed necessary by the IAB Deputy Chief, purge intelligence and complaint information in accordance with the records retention and disposition schedule authorized by the Virginia State Library and Archives.
 - b. Purging of intelligence and complaint information will be accomplished in such a manner as to avoid unauthorized dissemination of the information, e.g., burning, shredding, or supervised burial at the City landfill.

42.1.6 H

- d. The Narcotics and Vice Unit supervisor will be responsible for notifying the Chief of Police through the chain of command of any intelligence information that has been determined to be incorrect. Upon approval such intelligence will be destroyed as outlined in III, C, 4-c.

Original Signed

Major J.P. Stokes
Investigations and Administration Bureau

April 04, 2016

Date