



<b>WRITTEN DIRECTIVE</b>	No.	PD16-2012	Page:	1 of 7
	Subject:	Effective Date:	01-21-2016	
	POLICE INFORMATION DISSEMINATION	Supercedes/ Amends:	PD14-2012	
Reference:		41.1.2, 42.1.6, 46.3.2, 82.1.7		



**I. Purpose**

**42.1.6 A**

The purpose of this directive is to establish procedures for identifying, recording and disseminating information regarding potential and actual police hazards (i.e. criminal and homeland security activities or intelligence, safety issues, or general information), within this agency's service area.

**II. Policy**

It shall be the policy of the Lynchburg Police Department to ensure that information concerning any potential or actual police hazard is properly identified, recorded, and disseminated.

**III. Procedure**

**A. TRAINING AND COLLECTION OF INFORMATION**

1. Information concerning potential and actual police hazards will be continuously collected through various sources.
2. Information sources will include, but not be limited to:
  - a. police officers and other agency personnel
  - b. federal, state, and other local law enforcement agencies
  - c. community groups, such as neighborhood watches
  - d. the general public, through calls for service or reports made through the department's Crime Line
  - e. the regional "Crime Stoppers" system.

**42.1.6 I**

3. The Special Operations Captain will annually review the various procedures used to collect and disseminate police information to ensure that the practices are current, appropriate, and effective.

**42.1.6 C**

4. Agency employees will be trained to determine what information is considered relevant and/or suspicious.

- a. all employees should understand that they have a role in sharing criminal intelligence
- b. training can be done by way of policy review, eSign, or any other means deemed appropriate

**B. DISSEMINATION OF INFORMATION**

**41.1.2 / 42.1.6 G**

1. Police information will be disseminated by the division/unit supervisors through daily roll call sessions and various computer networks (e.g. - e-mail, access to the Police Server through computers, etc.)
2. Roll call will be conducted for the purposes of:
  - 1) briefing officers with information regarding daily patrol activity, unusual situations, status of wanted persons, stolen vehicles, etc.
  - 2) informing officers of daily assignments and assigned vehicles
  - 3) notifying officers of new or changed department directives
  - 4) evaluating an officer's readiness to begin their tour of duty
  - 5) providing training
  - 6) providing other related information.

**42.1.6 G**

3. Information will be disseminated by various means, including but not limited to the following:

a. Complaint Book

- 1) Information Desk personnel will be responsible for maintaining an electronic complaint book that is:
  - a. reviewed at unit roll call sessions
  - b. accessible for review through the departments IT network.

**42.1.6 B**

- 2) All employees will be responsible for ensuring that information concerning any potential or actual police hazard is documented in the Complaint Book.
- 3) Current information documented in the Complaint Book will be disseminated at all division/unit roll call sessions.

b. IBR Information Hot Sheet

- 1) The IBR Information Hot Sheet will be computer generated and available on the police server.
- 2) The IBR Information Hot Sheet will display report listings from reported crimes to include, but not be limited to:
  - a) homicide, rape and other forcible sexual assaults, aggravated assault, robbery, burglary, stolen vehicles, and larcenies where there is a high probability of recurrence based on previously monitored criminal activity
  - b) reports given investigative assignments
- 3) The Hot Sheet program will contain detailed information concerning each IBR listed to include, but not be limited to:
  - a) nature of offense
  - b) location of offense
  - c) date report submitted
  - d) reporting officer
- 4) Information contained in the current IBR Information Hot Sheet will be disseminated as needed at division/unit roll call sessions.

c. Radio Broadcast Messages

- 1) Information regarding potential and actual police hazards that become known after a roll call session will be disseminated by radio broadcast.
- 2) The officer making such broadcast will be responsible for the documentation of such information in the Complaint Book.

d. Department Bulletin Boards

- 1) Department bulletin boards may contain wanted fliers and information from other federal, state and local agencies.
- 2) Such bulletin boards will be maintained on each floor of LPD facilities within all employee common areas.

## e. Computer Access

- 1) Information can be obtained in reference to PD directives, personnel assignments, roster, etc. through computers maintained as part of the Police Department's network.
- 2) Computers are located at various locations in all areas of the department.

**46.3.1 / 46.3.2 / 42.1.6 B & G**

4. Any terrorism or domestic security-related information/intelligence will be forwarded to the IAB Deputy Chief and the Intelligence Unit. The IAB Deputy Chief will review the information and determine what action, if any, will be taken by the agency. Any valid or potentially valid information or intelligence will be forwarded to those agencies, jurisdictions, or task forces that are deemed to benefit from this information, as well as to the Virginia Fusion Center.
5. All information obtained, processed, or shared by this agency will abide by state and federal laws regarding the collection and handling, and the protection of this information.
  - a. Employees will ensure that criminal information is protected and that all privacy rights are adhered to.
  - b. Criminal information gathered by this agency shall be limited to criminal conduct or where the agency can articulate the collection of such information relates to activities that present a threat to our jurisdiction.

**C. STOLEN VEHICLE INFORMATION**

1. Entry criteria for NCIC, VCIN Vehicle Files includes the following:
  - a. A stolen vehicle may be entered in the computer files as soon as a theft has been verified by a law enforcement agency and an IBR has been filed.
  - b. A loaned, rented or leased vehicle that has not been returned to the lawful owner may not be entered into this file unless:
    - 1) an official police report verifies such, *or*
    - 2) a warrant has been issued charging embezzlement, theft, etc.
2. Before a stolen vehicle can be entered into NCIC/VCIN files, the investigating officer must submit a copy of the incident report to the on-duty Information Desk officer.

- a. Information Desk officers will:
  - 1) make the required entry in the computer file, *and*
  - 2) attach a copy of the entry message to the copy of the report, to be filed in the Information Desk office.
- b. Upon recovery of a stolen vehicle, the recovering officer will, as soon as possible:
  - 1) notify the on-duty Information Desk officer to initiate removal of the vehicle information from NCIC/VCIN computer files
  - 2) initiate notification of the vehicle's recovery to all department officers by means of radio broadcast, Complaint Book entry, etc.

82.1.7 / 42.1.6 D

D. CONFIDENTIALITY OF INFORMATION

1. Employees of this department will treat all criminal justice, criminal history and Department of Motor Vehicles related information with strict confidentiality in accordance with Code of Virginia, Sections 9.1-136, 16.1-301 and 16.1-309.
2. All criminal justice, criminal history, or Department of Motor Vehicles related information will be used for official law enforcement purposes *only*.
  - a. Such information will *not* be released without verifying the authorization of the receiving authority
  - b. This information can come from, but will not be limited to, sources such as:
    - 1) National Crime Information Center (NCIC)
    - 2) Law Enforcement Information Exchange (LInX)
    - 3) Virginia Criminal Information Network (VCIN)
    - 4) Virginia Fusion Center
    - 5) Department of Motor Vehicles (DMV)
    - 6) LPD PISTOL Program
  - c. Copies of such information will be destroyed by burning or shredding:
    - 1) by the employee receiving the information

- 2) after the information has served the purpose for which it was obtained.
3. Employees of this department will treat certain medical information pertaining to any person (i.e., being infected with HIV, AIDS, Hepatitis B, or Tuberculosis) with strict confidentiality.
  - a. It is certainly appropriate for members of this department to keep information on victims of communicable diseases for purposes of enabling employees to take proper precautions when providing medical care, etc., to such persons.
  - b. This information, however, must be treated in a confidential manner and will not be disclosed to anyone who does not have an absolute need to know.
4. High Profile Intelligence
  - a. High Profile Intelligence will be defined as information that alleges or indicates the possibility of involvement in the planning, organizing, financing or commission of any form of criminal activity on the part of the following:
    - 1) any LPD employee
    - 2) any City of Lynchburg employee
    - 3) any elected official
    - 4) any person known or believed to be a member of an LPD employee's, a City employee's, or an elected official's family
    - 5) any prominent community member.
  - b. LPD employees who receive information that meets any high profile intelligence criteria will be responsible for:
    - 1) notifying their supervisor as soon as possible
    - 2) documenting the information in detail in *Memorandum* format under the heading "High Profile Intelligence"
    - 3) turning the Memorandum over to their supervisor for review and approval
    - 4) not discussing the high profile intelligence information in any fashion with anyone except their supervisory chain of command.

- c. Supervisors notified of high profile Intelligence information will be responsible for:
    - 1) ensuring that the information is strictly controlled
    - 2) overseeing immediate documentation of the information by the employee who initially received it
    - 3) reviewing the documentation for accuracy and completeness
    - 4) immediately notifying their supervisor that the information has been received, and immediately forwarding the documentation through their chain of command to the Office of the Chief.
  - d. Command staff members who are forwarded high profile intelligence information will be responsible for:
    - 1) ensuring that the information is strictly controlled
    - 2) ensuring that the information is delivered to the Chief of Police within two days of receipt.
  - e. The Chief of Police will direct dissemination of, LPD use of, and LPD response to high profile intelligence information.
4. FAX messages
- a. All FAX documents received on a department FAX machine will be handled as confidential documents while being delivered to the intended recipient.
  - b. All FAX documents transmitted on a department FAX machine will be preceded by form LPD-2021 (*FAX Cover Page*), which will include a City approved confidentiality statement.
5. The Chief of Police or his designee may disclose information related to juveniles in accordance with Code of Virginia 16.1-301.

*Original Signed*

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Raul M. Diaz  
Chief of Police

January 21, 2016

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Date