



Alexandria Police Department

Directive 10.8



REPORTING GUIDE

Effective Date: 03-24-2021		Cancels: 01-09-09
Updated Date:	Section(s):	SME Review Date:
Updated Date:	Section(s):	2025
Updated Date:	Section(s):	

CONTENTS

	<u>Page</u>
10.8.01 PURPOSE AND POLICY	2
10.8.02 RESPONSIBILITIES	2
10.8.03 COMPLETING REPORTS (GENERAL)	4
10.8.04 OFFENSE/INCIDENT REPORT (APD-7)	7
10.8.05 DOMESTIC VIOLENCE SUPPLEMENT (APD-7F)	9
10.8.06 FIELD CONTACT/INTERVIEW CARD (APD-15A)	10
10.8.07 VA MISSING PERSON CLEARINGHOUSE REPORT (SP-67)	11
10.8.08 VIRGINIA MISSING CHILDREN INFORMATION CLEARINGHOUSE REPORT (APD-183)	12
10.8.09 VIRGINIA FIREARMS CLEARINGHOUSE REPORT (SP-187)	12
10.8.10 VIRGINIA LOST/STOLEN HANDGUN REPORT (SP-194)	13
10.8.11 VIRGINIA TERRORIST REPORT (SP-47 and APD-410)	13
10.8.12 LOST OR STOLEN EXPLOSIVE MATERIAL OR DEVICE	14

APPENDIX A: FIELD BASED REPORTING GUIDE 3.7

10.8.01 PURPOSE AND POLICY

The purpose of this directive is to establish guidelines to indicate when reports must be written, forms to be used for reporting, information required for reports, and procedures to be followed for completing, submitting, and processing reports. [82.2.1]

It is the policy of this department that an Offense/Incident Report (APD-7) will be initiated by the investigating officer upon receiving information, on-view or otherwise and regardless of the source, concerning criminal complaints. The report is a record of information received and will be used to document the incident, aid the investigating officer, determine appropriate follow-up, assist with prosecution, and assist in report writer performance evaluations.

10.8.02 RESPONSIBILITIES**[82.2.1.a]****A. Responsibilities of Report Writers:**

1. Conduct a complete and thorough investigation, documenting all steps taken.
2. Complete an Offense/Incident Report if assigned the preliminary investigation. Complete a supplemental report when assisting with an investigation, or when assigned a follow-up investigation, or whenever information that is related to the investigation and that should be recorded comes to your attention. **[41.2.5,a]**
 - a. All criminal offenses and reports of lost property require an incident report.
 - b. Incidents of lost or stolen passports will be referred to their embassy.
 - c. Unless otherwise authorized due to the need for confidentiality, all reports will be completed using the Field Based Reporting (FBR) program. Care will be taken to complete all applicable blocks as accurately as possible.
 - d. For original reports, the primary officer will request the generation of a report from DECC. See Appendix A: Field Based Report Guide 3.7 for step-by-step instructions on completing the necessary fields in the program.
 - e. Write the narrative.
 - i. Describe the elements of the offense in the first paragraph.
 - ii. Follow with a chronological, detailed and logically organized description of events.
 - iii. Include all investigative steps taken, even those producing negative results, to avoid duplication of efforts by later investigators.
 - iv. Include statements made by each person involved in the report.
 - f. Ensure the accuracy, legibility, correct grammar, spelling, sentence structure and completeness of the report.
 - g. Ensure all data is recorded correctly. Signing the report is an affirmation by the writer that the report is true, accurate, and correct to the best of his or her knowledge. **[82.2.1.e]**
 - h. Military time will be used whenever time is indicated.
 - i. Only standard abbreviations may be used.
 - j. The use of ten codes and police jargon in the narrative is prohibited except for direct quotes.
 - k. Opinions of a report writer concerning an investigation must not appear in an original report; they should be included in a separate supplement. Victims have the right to read an original report, but are not normally permitted to review supplements, which are considered confidential.
3. Contact a supervisor when a question arises as to the need for a report.
4. Maintain notes adequate for courtroom testimony.
5. Periodically during their tour of duty, check with their supervisor for the purpose of turning in completed reports. **[82.2.1,e]**
6. Ensure that all of their reports are completed and approved by a supervisor prior to the end of their tour of duty. Any notification to ISS regarding reports that will be turned in later must be routed to ISS through the *watch* commander (or other division commander if applicable) and will be limited to unusual circumstances. **[82.2.1.e]**

7. Notify ISS of any arrest other than misdemeanor traffic (exception: when traffic warrants have a Warrant/Capias Control Card attached, ISS must be notified of the arrest). In all cases notification must be in a timely manner and prior to the end of the shift.
 8. Notify ISS promptly upon verification of a grand larceny auto or recovery of a vehicle (including mopeds).
- B. Supervisors/Reviewers Will Ensure: **[82.2.1.e]**
1. Completed reports are retrieved from report writers periodically during the tour of duty.
 2. The report represents a complete and satisfactory investigative effort with a clear and concise description of events, before approving the report. Reviewers must electronically approve or reject completed reports. Rejected reports must be brought to the attention of the report writer.
 3. All appropriate blocks are completed with accurate information relevant to the type of offense. **[82.2.1.c]**
 4. Offenses listed are consistent with supporting facts or data in the report, according to elements of the offense stated in the Virginia Code or Alexandria City Code. **[82.2.1.c]**
 5. The report is complete.
 6. Persons named in the report are properly identified and their roles specified.
 7. All stolen, lost, and/or recovered property is fully and clearly described, with all weights estimated. Exact weight measurement, with the source of measurement noted, may be listed in the narrative.
 8. Any referrals have been completed and documented in the report.
 9. All supplemental forms applicable to the offense or incident are completed.
 10. Spelling, grammar, and sentence structure is correct, and the report is logically written.
 11. The report writer has completed an appropriate preliminary investigation of each incident or offense. **[82.2.1.d]**
 12. Follow-up is assigned as indicated by the contents of the report or the need for any further investigation. **[41.2.2.a]**
 13. Reports are promptly forwarded to ISS.
 14. Necessary attachments are forwarded with the reports to ISS (examples: teletypes, photographs of runaways, executed warrants served as summonses).
 15. All reports are submitted prior to the conclusion of the writer's tour of duty. Incorrect or incomplete reports will be corrected prior to the end of the writer's tour of duty. **[82.1.5]**
 16. ISS has been notified of all arrests and GLA reports and recoveries.
- C. ISS Responsibilities:
1. ISS personnel will
 - a. Verify that reports bear a supervisor's signature of approval.
 - b. Check reports for accuracy and completeness.
- D. The Case Review Officer Will:
1. Review all reports for completeness, accuracy, and legibility.
 2. Have final authority for the proper title of a report.

3. Assign follow-up on cases that contain investigative leads and/or need further investigation.
 4. The case review officer has the authority to set technical report style guidelines for areas not specifically covered in this directive. Such guideline decisions will be made available to the report writers.
- E. The Property Section supervisor will ensure that the forms listed in this directive are adequately stocked in the Report Room.

10.8.03 COMPLETING REPORTS (GENERAL)

- A. The Department's comprehensive reporting takes many forms, including but not limited to unit records, various internal police forms, electronic records of events, offense/incident reports, and traffic and parking citations. Every incident in one or more of the following categories must be reported in some manner if the incident is alleged to have occurred in Alexandria:
1. Citizen reports of crimes.
 2. Incidents resulting in an employee being dispatched or assigned.
 3. Criminal or non-criminal cases initiated by law enforcement employees.
 4. Incidents involving arrests, citations, or summonses. **[82.2.2,a-e]**
- B. Ordinarily, a sworn, uniformed officer answers complaints brought to the attention of the Department for investigation. Whether in the field, in person, via TRU, or other circumstances, the employee handling a call for a citizen complaint will conduct a thorough preliminary investigation of the offense or incident. This will involve an interview with the complainant and witnesses to obtain full details as to what happened. The investigating employee should complete all required reports and document each investigative step taken, even those with negative results, so other Department units do not duplicate efforts. Depending on the complexity or gravity of the incident being investigated, the report writer may be required to notify a supervisor and/or a follow-up investigator. Such notification will be promptly accomplished.
- C. Incident Report
1. An incident is defined for IBR reporting purposes as: one or more offenses committed by the same suspect or group of suspects acting in concert at the same time and place.
 - a. Acting in concert requires that the suspects actually commit or assist in the commission of the crime(s). The suspects must be aware of and consent to the commission of the offense(s). This is important because all of the suspects in an incident are considered to have committed all of the offenses in the incident. If one or more of the suspects did not act in concert, then there is more than one incident involved.
 - b. Same time and place means that the time interval between the offenses and the distance between the locations where they occurred were insignificant. Normally, the offenses must have occurred during an unbroken time duration and at the same or adjoining location(s). However, incidents can also be comprised of offenses, which by their nature involve continuing criminal

activity by the same suspect(s) at different times and places, as long as the activity is deemed to constitute a single criminal transaction. For example: over a period of 18 months, a computer programmer working for a bank manipulated the bank computer and systematically embezzled \$70,000. The continuing criminal activity constituted a single incident involving the crime of embezzlement.

2. The incident report will be used for all reportable events and for those otherwise non-reportable events in which charges may be pending and/or further investigation is necessary. An incident report should also be written for a non-reportable event in which important information needs to be documented or shared with other agency members. Title these reports as “Police Information (Suspected [insert offense]).” “Police Information” reports will only be taken when no offense can be confirmed.
3. The incident report form is comprised of *six* (6) segments. These segments describe the incident, offense, victim, suspect/arrestee, vehicles and property. Each incident report must have at least one incident, and one offense submitted along with the supplement (narrative) page. Each incident report must have at least one victim segment, except when the officer is the reporting party. *In those cases, the victim is listed as “Society/Public”.* Depending on the circumstances of each offense, other segments may be required. For every incident involving more than one offense, victim, and suspect/arrestee, a separate segment should be submitted for each.
4. Shaded areas on the report forms represent elements required by the FBI and Virginia. It is important that report writers complete all shaded areas that are relevant and for which information is available.
5. Codes (check off boxes)
 - a. For situations in which only one code can be used, but two or more codes would be appropriate, use the most specific code. For example, in reporting the robbery of a 7-Eleven store, the location code could be Office Building, Convenience Store or Grocery/Supermarket. Since Convenience Store is the most specific descriptor, it should be used.
 - b. For situations in which more than one code may be used, the maximum number of codes that may be used is listed. For example, in reporting the manufacture and selling of drugs, the type of criminal activity codes would be both cultivate/manufacture/publish and distribution/selling.

D. Follow Up Report

1. After a preliminary report is taken, additional information is often obtained, requiring the adding to, modifying or deleting of information recorded earlier. For Virginia Incident Based Reporting System (VIBRS) purposes, a report would need to be updated only if the change would substantially alter the report's statistical significance. However, a report may need to be updated for police purposes that would not affect VIBRS.
 - a. Examples requiring an update: discovery of an additional unreported offense, victim and/or suspect; subsequent arrest or exceptional clearance; discovery of a significant amount of unreported property loss; recovery of stolen

property; incorrect entries such as the offense codes, victim's or arrestee's race or sex, or other important data.

- b. Example of circumstances not requiring updating: the true value of stolen property (\$958) is learned after an estimate (\$1000) was reported.

E. Case Status Definitions

1. Open: The case will continue to be investigated.
2. Pending: The case has been investigated, with all relevant information gathered and leads exhausted, all of which have been documented in the report.
3. Terminated: The investigation of a non-criminal incident has been brought to a conclusion, with enough information to determine conclusively the details of the incident and that a criminal offense had not been committed.
4. Unchanged: The case's previous status has not changed.
5. Arrest: An arrest was made relating to the original reported incident and the case has not previously been closed. An offense is "cleared by arrest" or solved for IBR reporting purposes when at least one person is arrested and charged with the commission of the offense. This includes citing adults or juveniles (including booking on information) with direction to appear in court at a future date. The investigation may be completed at this point or it may be continuing. Check arrest, unfounded, or exceptional only once; after that, check the unchanged block.
6. Unfounded: Investigation conclusively shows that the report is found to be false or baseless, or further investigation reveals that the offense did not occur or is reported under another case number. Recovering property or the lack of prosecution does not necessarily unfound a case.
7. Exceptional: In certain situations, police are not able to follow the steps outlined under "clearance by arrest" to clear offenses known to them. In many instances, police have exhausted all leads and have done everything else possible to clear a case.
 - a. To close exceptional, all the following questions must be answered "yes:"
 - i. Has the investigation definitely established the identity of the offender, including the suspect(s) name, DOB or age, sex, and address?
 - ii. Is there enough information to support an arrest? The Commonwealth's Attorney or an assistant should be consulted in felony cases.
 - iii. Do you know the exact location of the offender so that you could take him or her into custody?
 - iv. Is there some reason outside police control that stops you from arresting, charging, and prosecuting the offender?
 - b. Examples of exceptional clearances include, but are not limited to:
 - i. The offender is dead.
 - ii. Extradition is denied, preventing arrest and prosecution.
 - iii. The incarceration of the suspect in another jurisdiction and unavailability for trial on this case.
 - iv. The unavailability or unwillingness by the victim or witnesses to testify in court, or the victim otherwise refuses to cooperate in the

- prosecution, AND the answer is "yes" to the first three questions above in section "a."
- v. An opinion from the commonwealth's attorney that the case is chargeable but would not be successfully prosecuted because of evidentiary or other concerns.
 - vi. The handling of a juvenile offender by notice to parents either orally or written, in instances involving minor offenses. No referral is made to Juvenile Court as a matter of publicly accepted police policy.
8. Detox: The suspect was transported to a detoxification facility and was accepted by the facility.
9. Mental TDO: The suspect was served with a mental detention order
10. Transfer to Other Jurisdiction: The suspect was arrested by an Alexandria officer for a charge in a neighboring jurisdiction. The officer transferred custody of the suspect to an officer from the neighboring jurisdiction.

F. Case Closures

- 1. VIBRS guidelines permit cases to be closed only once and by one of only three means: arrest, unfounded or exceptional clearance. This does not necessarily mean that the investigation is complete.
- 2. The recovery of property is not sufficient to clear a case.

10.8.04 OFFENSE/INCIDENT REPORT (APD-7)

- A. The Offense/Incident Report (APD-7) is the basic report form used to collect data for most offenses.
- B. When the APD-7 is used as a supplement, the following blocks **MUST** be completed: Original/Supplement, Case Number, Offense, Date/Time Reported (date of supplement, not the original report) and Name (the original victim's name). Use additional name blocks for added names of witnesses. Complete any other blocks as needed.
- C. For recovery of a vehicle previously reported stolen in Alexandria, an APD-7 must be completed to supplement the original report. The vehicle section of the form must be completed along with the blocks mentioned above. Recovery of vehicles stolen from another jurisdiction requires an original report, and all blocks necessary to a basic report must be completed. *Out of Town GLA Recovery reports will be closed "Terminated" if there is no arrest.*
- D. For runaway, missing juvenile, missing person, suicide and attempt suicide reports, the victim will be listed in the NAME block using the appropriate involvement code (I-Code), not in the suspect section. The Virginia Missing Children Information Clearinghouse Report (APD-134) will be completed when taking runaway or missing juvenile reports. The Affidavit for Missing Persons Age 18 or Over Report will be completed when taking adult missing persons reports. See Directive 10.36, Missing Persons, for more information.

- E. **BLOCK DESCRIPTIONS:** Items below are numbered in the order in which they appear on the form as of this writing. The blocks are not numbered on the form itself.
1. **Juvenile Arrest:** check this block if a juvenile arrest is made.
 - a. Reports about a juvenile or his/her property will list the juvenile as the victim or owner.
 - b. The parent or guardian making the report, if any, will be the reporting party.
 2. **Original/Supplement:** check the appropriate block.
 3. **Property Number:** *include* the property number if applicable, *in the narrative*.
 4. **Case Number:** Enter the case number supplied by the dispatcher.
 5. **Date(s) of incident: Date(s) of occurrence:** If the offense occurred between two dates, enter from date-to-date, e.g., 01/01/00 - 01/10/01.
 6. **R:** This indicates a broad range of time that cannot be determined at the reporting time, such as the discovery of ongoing criminal activity for which the start time is not clear. In such instances, this block is checked and the fields of **Date(s)** and **Time(s)** are left blank. Only the **Report Date** and **Time Received** blocks are filled in.
 7. **Time(s) of incident:** The time(s) of occurrence, use the same format as in block 5, using military time.
 8. **Report date:** The date the report was received in Communications. Enter month, day, year (01/01/97).
 9. **Time received:** The time the report was received in Communications. Use military time (1300 as opposed to 1:00 PM).
 10. **Domestic:** Check yes if it is a domestic-related offense (not necessarily involving violence), otherwise check no. Also complete an APD-7F in all cases involving domestic violence.
 11. **Gang related:** Check the appropriate box.
 12. **Offense #:** (7 sets) sequential numbers correlating to offenses listed in block 14, below. Check the "A" block if the offense was attempted, or the "C" block if it was committed.
 13. **UCR Code:** (7 sets) For ISS use only.
 14. **Offense(s) name:** The name of the offense(s) or incident(s) being reported. List these in the same order as the offense numbers.
 - a. The elements of each crime being reported must be clearly stated in the narrative.
 - b. When more than one offense is involved in the same incident, the most serious offense must be listed first. Other offenses are then listed in no particular order. Every offense that occurred must be listed.
 - c. If an APD-7 is used as a supplement, the offense listed will be the current offense title, which may differ from the original title if the report has been reclassified.
 15. **Complainant's Name:** The full name of the primary victim, either a business or person (**mandatory: last name, first, middle initial or middle name**).
 - a. Use the person's legal name, not a nickname.
 - b. Confirm the correct spelling of the name.

16. Location of Offense/Incident: The exact street address where the offense took place; if the incident did not occur at an exact address, then enter the block number and street where it occurred. Any other descriptors serving to pinpoint the location (e.g., street in front of, sidewalk in front of; alley behind) will be included in the narrative.
 - a. Do not list intersections for location unless the offense actually occurred in the street at an intersection.
 - b. If the offense occurs on a business property, indicate the business name as well as its address.
 - c. Only one location per report.
 - d. For recovery of vehicles stolen in the city:
 - i. Insert the jurisdiction of recovery (i.e., Fairfax County, VA or Montgomery County, MD) if the vehicle was recovered in another jurisdiction, along with the exact street address, if known.
 - ii. Use a street address if the recovery was in Alexandria.
17. Apartment Number: The apartment number of the offense location, if applicable.
18. Bias motivated crime: Check the appropriate box(es).
19. Weapon or force used: Check the appropriate box(es). Place an "A" next to the box if the weapon was fully automatic.
20. Type Criminal Activity: check up to three boxes as appropriate.
21. Location code: Check the one most appropriate box.
22. Suspect used: Check the most appropriate box(es).

10.8.05 DOMESTIC VIOLENCE SUPPLEMENT (APD-7F)
--

- A. This form is required for all domestic violence cases, in addition to the APD-7, regardless of whether an arrest is made.
- B. This form is used to capture additional information that will assist in preparing the case for prosecution; in some cases, prosecution will go forward without testimony from the original complainant, and the information captured in the APD-7F may very well determine whether the case is prosecuted.
- C. Report writers should use the back of the form as a checklist to ensure that all necessary tasks are completed and articulated in the report.
- D. BLOCK DESCRIPTIONS: Items below are numbered in the order in which they appear on the form as of this writing. The blocks are not numbered on the form itself.
 1. Original/Supplement: Check the appropriate block.
 2. Case No.: The case number supplied by the dispatcher or on the APD-7.
 3. Original Offense: The offense indicated on the APD-7.
 4. Original Complainant's Name: The name of the complaint as it is listed on the APD-7.
 5. Date this report: The date this form is completed.
 6. Defendant Profile: Fill in the blanks or check appropriate blocks and add a concise description of the suspect's statement.
 7. Victim Profile: Fill in the blanks or check appropriate blocks and add a concise description of the victim's statement.

8. Corrected offense: Enter the corrected offense title, if the supplement addresses an error or change to the report title.
9. Corrected Compl. Name: Enter the corrected primary victim/reporting party (01), if the supplement addresses an error or change to that information.
10. Officer: Report writer's name.
11. Ser. No.: Report writer's serial number.
12. Div.: Report writer's assigned division, patrol shift or unit.
13. Supv. Approval: The name of the supervisor approving the report.
14. Status: A supervisor will check the appropriate block. Status definitions can be found in section 10.8.04.E.71 (page10).
15. Dist.: For ISS use only.
16. Rev.: For ISS use only.
17. Page (x) Of (y): The page number of that particular page plus the total number of pages in the report.

10.8.06 FIELD CONTACT/INTERVIEW

A. The Field Contact/Interview is used to:

1. Record field contacts, interviews, and observations of suspects, known criminals, suspicious persons, and others whom an officer feels should be brought to the attention of the Department for official documentation. Probable suspects to a reported crime should be listed as part of the incident report or supplement. The Field Contact is intended only for documenting true field contact/interview situations and not for circumventing the normal reporting process.
2. Record contacts with persons ascertained to be in a probation or parole status, as confirmed by a wanted check through AJIS. Officers will record the person's probation or parole status, and note all pertinent circumstances of the contact, for review by CIS and possible forwarding to the Office of Adult Probation and Parole. These contacts may be useful in determining violations of parole or probation conditions or restrictions.
3. Record when an officer encounters a juvenile listed in SHOCAP under circumstances indicative of possible criminal activity. Officers will immediately bring to the attention of the SHOCAP Coordinator any known or possible candidate for SHOCAP status (see Police Directive 10.17A).
4. Record field observations when some information required on contacts will not be available. In such instances, the narrative must indicate contact between the officer and the person was not made.

B. Completion of the Field Contact/Interview

1. The Field Contact/Interview will be completed using the Field Based Reporting program. Appendix A contains step-by-step instructions on completing these entries.
2. Do not use police jargon or 10-codes in the Field Contact/Interview narrative.
3. When the Field Contact/Interview entry is completed on possible suspects, it is important to note:
 - a. What brought the suspect to your attention?

- b. A description of the offense. When the offense has been reported to the police describe it as well as possible (e.g., Park Fairfax rapist, King Street burglary suspect, Sizzler Steak House robbery suspect, etc.) This should be noted in the narrative. Include the case number if known. If information is substantial enough to indicate that the suspect was probably involved in a particular offense, a supplement to the original offense report should be completed instead of an APD-15A.
 - c. In what way does the suspect match a description (if applicable)?
- C. Officer Responsibilities
- 1. Officers will ensure that all available information is included in the Field Contact/Interview entry.
 - 2. Completed Field Contact/Interview entries will be sent electronically using the Field Based Reporting program.
- D. Supervisor Responsibilities
- 1. A supervisor will ensure the Field Contact/Interview entry is complete before electronically signing off on the entry using the Field Based Reporting program.
 - 2. Supervisors will periodically conduct roll call training on the use, completion, and review of the Field Contact/Interview.

10.8.07	VIRGINIA MISSING PERSON CLEARINGHOUSE REPORT (SP-67)
----------------	---

- A. In addition to the required APD-7, any employee taking a Missing Person (Adult) report will complete form SP-67 (VA Missing Person Clearinghouse Report) and have the complainant sign it. This is required to capture information needed for entry into VCIN/NCIC, and to ensure the agency has signed documentation supporting the stated conditions under which the person is declared missing. For adults declared emancipated as defined by the laws of his/her state of residence, the written documentation must be signed by a source other than the Department, such as a parent, legal guardian, next of kin, physician, or other authoritative source including a friend or neighbor in unusual circumstances (see the NCIC Operating Manual for further information).
- B. ISS and/or Criminal Investigations staff will determine whether to enter the missing person into VCIN/NCIC based on all available information, and upon technical requirements of the computer system. Employees should not inform the reporting party or other interested person that the missing person will be entered into the system until that determination has been officially made.
- C. Completed SP-67 forms will be turned into ISS within two hours of the Missing Person report being made.
- D. Supervisors will ensure that a form SP-67 accompanies all adult missing person reports before approving the report for submission.

10.8.08 VIRGINIA MISSING CHILDREN INFORMATION CLEARINGHOUSE REPORT (SP-183)

- A. In addition to the required APD-7, any employee taking a Missing Person (Juvenile) report will complete a Virginia Missing Children Information Clearinghouse Report (SP-183) and have the complainant sign it. This is required to capture information needed for entry into VCIN/NCIC, and to ensure the agency has signed documentation supporting the stated conditions under which the person is declared missing.
- B. Additional information on the use of this form and handling Missing Person (Juvenile) cases may be found in Police Directive 10.17, Juvenile Procedures (see 10.17.08).
- C. Completed SP-183 forms will be turned into ISS within two hours of the Missing Person report being made.

10.8.09 VIRGINIA FIREARMS CLEARINGHOUSE REPORT (SP-187)

- A. When a firearm is seized, forfeited, found, or otherwise comes into the possession of an employee of this Department, and when such firearm is believed to have been used in the commission of a crime, the employee will complete a Virginia Firearms Clearinghouse report (SP-187). This requirement is pursuant to the creation of the Firearms Clearinghouse under Virginia Code Section 52-25.1.
- B. The SP-187 is a blue form consisting of two pages: the original (top copy) will be forwarded to the Virginia State Police by ISS; and ISS will send the second page (bottom copy) to the Property Section.
- C. Instructions for the proper completion of the SP-187 are on the back of each page.
- D. Any employee who takes possession of a firearm under the prescribed circumstances will:
 - 1. Complete blocks #1 through 35 (except blocks #2, #3, #5 and #21) on the form.
 - 2. Complete as much of the remaining portions of the form as possible. (Block #20, L/E Possession Date - stands for the date the firearm came into law enforcement possession. Block #38, FFL Number - stands for the federal firearms license number of the original purchase dealer, which should be on the purchase papers if the owner still has them.)
 - 3. Note on the Property Sheet (APD-39) whether the SP-187 has been completed or is not needed.
 - 4. Deliver the firearm to the Property Section in accordance with Police Directive 10.28, Property and Evidence.
- E. The approving supervisor will attach the SP-187 to the Police Incident Report (APD-7) and forward to ISS.

- F. ISS personnel will make the VCIN entry based on the information contained in the SP-187 and complete blocks #2, #3 and #5.
- G. ISS will forward the SP-187 to the Property Section for retention until the disposition of the firearm.
- H. When the firearm is disposed of, Property Section personnel will complete block #21, and forward the SP-187 to the police chief (or designee) for signature (block #74).
- I. After signing the form, the police chief (or designee) will forward the completed SP-187 to ISS.
- J. ISS will send the original to Virginia State Police and file the copy with the APD-7.

10.8.10 VIRGINIA LOST/STOLEN HANDGUN REPORT (SP-194)

- A. When an employee of this Department takes a report of a lost or stolen handgun, the employee will also complete a Virginia Lost/Stolen Handgun Report (SP-194). Virginia Code Section 18.2-308.2:2 restricts any person who is not a licensed firearms dealer to only one handgun purchase every thirty (30) days. An exception to this is when a handgun is lost or stolen, and the owner deems it essential to replace the weapon.
 - 1. The SP-194 only needs to be completed if the victim is reporting the firearm as lost or stolen within thirty (30) days of purchasing the weapon and he/she is attempting to purchase a replacement for the lost or stolen weapon.
- B. The SP-194 has instructions on the back for completing the form. The form is relatively simple and should be completed by the person taking the report.
 - 1. The employee will complete the SP-194, and then give the original form to the complainant for delivery to the applicable firearms dealer as documentation of the lost or stolen handgun.
 - 2. The employee will note in the police report the fact that an SP-194 was completed and given to the victim and document the unique number from the upper right corner of the form.

10.8.11 VIRGINIA TERRORIST REPORT (SP-47 and APD-410)
--

- A. Pursuant to Virginia Code §52-8.5, the SP-47 form is used to report terrorist acts and hate crimes.
- B. The SP-47 is self-explanatory and must be completed when the following incidents are reported:
 - 1. A criminal act committed against a person or his/her property with the specific intent of instilling fear or intimidation in the individual against whom the act is perpetrated because of race, religion, ethnic origin, or which is committed for the purpose of restraining that person from exercising his/her rights under the Constitution or laws of this Commonwealth or of the United States,

2. Any illegal act directed against any persons or their property because of those persons' race, religion, or national origin, and
3. All other incidents, as determined by law-enforcement authorities, intended to intimidate or harass any individual or group because of race, religion, or national origin.

10.8.12 LOST OR STOLEN EXPLOSIVE MATERIAL OR DEVICE

- A. Communication and Coordination Within the Department
 1. The Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF), in the U.S. Department of Justice, is raising awareness among local law enforcement of the federal requirements for the storage of explosive materials and for the reporting of materials that have been lost or stolen.
 2. Federal Law, 18 U.S.C. 842(k) states that any person who has knowledge of the theft or loss of any explosive materials must report such theft or loss within 24 hours of discovery to ATF and appropriate local authorities. State and local law enforcement officials should be sure to contact ATF whenever they have a report of a theft or loss of explosive materials or device.
 3. Officers are to make a report (APD-7) whenever a loss or theft of explosive materials or explosive device is discovered or reported to them. It is the responsibility of the officer taking the report to notify the local office of The Bureau of Alcohol, Tobacco, Firearms and Explosives. The address for their local office is 7799 Leesburg Pike, North Tower, Suite 1050, Falls Church, VA 22043. Their phone number is 703-287-1110.
 4. Officers are to document the name of the person notified and the time of notification in the narrative of the report.

By Authority Of:

Michael L. Brown
Chief of Police