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✓		Name	Originating Office	Subject	Date
	950219	...	DCA	January Command Staff Meeting	12/28/1995
	950218	...	ASB	New P-Scale for P-11 through P-14	12/21/1995
	950217	...	CO	Peer Support Program Revision	12/21/1995
	950216	...	CO	Rotation of Assignment Pre-Academy New Hires	12/20/1995
	950215	...	P&R	Distribution and Use of Norton Antivirus Software	12/19/1995
	950214	...	CJA	Public Safety Building - Fitness Center	12/13/1995
	950213	...	CO	Valor Awards	12/12/1995
	950212	...	TSB	Turtleneck Shirt - Update of Authorized List	12/11/1995
	950211	...	CO	General Order Revision - General Order 601.5	12/8/1995
	950210	...	OSB	Auxiliary Police Graduation - December 13, 1995	12/5/1995
	950209	...	TSB	Parking Assignments Massey Building Parking Lot 6	12/4/1995
	950208	...	ASB	New Reimbursement Request Form - Petty Cash	12/4/1995
	950207	...	CO	Promotions/Transfers	11/30/1995
	950206	...	PSB	Position Announcement - Detective Professional Standards Bureau	11/30/1995
	950205	...	CO	Distribution of ?Privacy&Security of Criminal History Record Info?	11/29/1995
	950204	...	CO	Casualty Assistance Plan - Casualty Asst. Coordinator	11/29/1995
	950203	...	DCA	December Command Staff Meeting	11/29/1995
	950202	...	CO	Seventh Annual Santa's Ride for Children	11/28/1995
	950201	...	CIB	Evening/Standby Coverage Fugitive Squad	11/20/1995
	950200	...	PB	Detoxification Diversion of Persons Arrested for Drunk in Public	11/20/1995
	950199	...	CJA	Field Training Instructor Recognition Award	11/17/1995
	950198	...	CO	Promotions/Transfers	11/16/1995
	950197	...	CO	Continuance of Felony Circuit Court Cases	11/15/1995
	950196	...	CO	Policy & Procedure Update - Gang Intelligence	11/13/1995
	950195	...	CO	Revision of General Order 540.1 - Use of Force	11/13/1995
	950194	...	CO	Holiday Open House	11/13/1995
	950193	...	CO	Batching of Commitment Hearings - Court Order	11/9/1995
	950192	...	P&R	Uniform Crime Report Revisions	11/9/1995
	950191	...	CO	Repeat Offender Program - Department Policy	11/7/1995
	950190	...	CJA	1996 Command Staff M.I.R. Pending Schedule	11/7/1995
	950189	...	ASB	Vacancy Announcement-Police Communications Asst.	11/2/1995
	950188	...	CSB	Citizens' Advisory Committee Meeting	11/2/1995
	950187	...	CO	Executive Development Courses	11/2/1995
	950186	...	CJA	Academy Graduation	10/31/1995
	950185	...	CO	Administrative Suspension of Operator's License When Charged with DWI	10/30/1995
	950184	...	CSB	November Command Staff Meeting	10/27/1995
	950183	...	CO	Organizational Change - Emergency Services Section	10/26/1995
	950182	...	CSB	New Home Ownership Program for County Employees	10/26/1995
	950181	...	CO	Public Safety Communications Center Notification	10/23/1995
	950180	...	P&R	Fairfax County Prepayable Fines and Fees Schedule - PD61	10/20/1995
	950179	...	PB	C.O.G. Patrol Competition	10/18/1995
	950178	...	ASB	New Job Numbers	10/17/1995
	950177	...	CSB	Position Vacancy - Supr. Public Info Office	10/16/1995

<input checked="" type="checkbox"/>	Name	Originating Office	Subject	Date
	950176	... CO	Misdemeanor Warrants-VCIN Entry	10/13/1995
	950175	... CO	Recruit Officer Retention Policy	10/13/1995
	950174	... PB	Partial Shift Schedules - 1996	10/6/1995
	950173	... ASB	Don Smith EAC Award Nomination Forms	10/5/1995
	950172	... CO	Use of Cellular Telephones	10/5/1995
	950171	... PSCC	Pager Assignments	10/3/1995
	950170	... CSB	Violence in the Workplace	10/3/1995
	950169	... CSB	Neighborhood Watch Recognition Dinner	10/2/1995
	950168	... TSB	1996 Calendar Orders	10/2/1995
	950167	... CSB	Meritorious Awards - Ceremony Dates	9/29/1995
	950166	... OSB	Position Vacancy - Sgt. Canine Section	9/29/1995
	950165	... CJA	Command Staff Fall Requalification	9/28/1995
	950164	... IA	Laszlo G. Palmi	9/27/1995
	950163	... CSB	October Command Staff Meeting	9/26/1995
	950162	... CO	Unauthorized Use Cases	9/19/1995
	950161	... CJA	Wellness Program - Participation Requirements	9/15/1995
	950160	... TSB	Parking Assignments	9/15/1995

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	950159	...	CIB	Vacancy - Sgt. Narcotics Investigative Section	9/14/1995
	950158	...	CO	Promotions/Transfers	9/13/1995
	950157	...	CJA	Command Staff Training - Ethics	9/11/1995
	950156	...	OSB	Position Vacancy - Sgt Traffic Services Branch	9/11/1995
	950155	...	CO	State Police Audit Results	9/11/1995
	950154	...	CO	Position Vacancy - Helicopter Flight Officer	9/1/1995
	950153	...	PRB	Crime Victim and Witness Rights Act	8/31/1995
	950152	...	CSB	September Command Staff Meeting	8/30/1995
	950151	...	CO	FAST FAX and Computer Bulletin Boards	8/30/1995
	950150	...	CSB	Citizens? Advisory Council Mtg Fall Picnic	8/30/1995
	950149	...	IA	Threat Assessment - Laszlo G. Palmal	8/28/1995
	950148	...	CJA	Wellness Update - Annual Assess.	8/23/1995
	950147	...	TSB	Position Vacancy - NOVARIS	8/23/1995
	950146	...	ASB	School Related Overtime	8/21/1995
	950145	...	CO	Department Policy (SHOCAP)	8/21/1995
	950144	...	CO	Position Vacancy - Secretary I	8/17/1995
	950143	...	CO	Enforcement Procedures	8/17/1995
	950142	...	CO	Vacancy - Sgt. Organized Crime Division	8/16/1995
	950141	...	OSB	S.O.S. (Start of School) Program	8/14/1995
	950140	...	CO	Concealed Weapon Permit File	8/14/1995
	950139	...	CO	Promotions/Transfers	8/11/1995
	950138	...	DCA	Reimbursement Request Forms	8/11/1995
	950137	...	PSCC	Pager Assignments	8/10/1995
	950136	...	CJA	Fall 1995 In-Service Firearms Training	8/9/1995
	950135	...	CO	Changes in DWI Law, Ignition Interlock Systems	8/1/1995
	950134	...	CO	Promotions/Transfers	7/28/1995
	950133	...	CJA	Position Vacancy - Police Communications Asst.	7/26/1995
	950132	...	CO	Position Vacancy - Polygraph Examiner	7/26/1995
	950131	...	CO	1995 General Order Package	7/24/1995
	950130	...	CO	Fairfax Hospital Code Purple Policy E/R	7/20/1995
	950129	...	JMC	VCIN Purpose Code & New Dispatch Groups	7/18/1995
	950128	...	PSCC	Internet	7/18/1995
	950127	...	CJA	Position Vacancy - Travel & Tuition Specialist	7/10/1995
	950126	...	CO	Mentoring/Career Development	7/7/1995
	950125	...	PRB	1995 State and County Code Index	7/6/1995
	950124	...	ASB	Medical Authorization-Workers? Compensation Claims	7/6/1995
	950123	...	CO	Promotions/Transfers	6/30/1995
	950122	...	CO	Dress Down Friday	6/30/1995
	950121	...	CO	Clarification of Callback Time	6/29/1995
	950120	...	ASB	Time and Attendance Manual Update	6/28/1995
	950119	...	CO	Hepatitis B Vaccinations	6/27/1995
	950118	...	DCO	Legislative Changes - Juvenile Driver's Licenses	6/27/1995
	950117	...	CJA	Computer Training	6/27/1995

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 950116	... CO	Release of Invest. Reports in Domestic Violence Cases	6/26/1995
 950115	... CO	Removal of Illegally Parked Vehicles from Public Highways	6/21/1995
 950114	... CO	Reissuance of CSM 93-310, Removal of Illegal Parked Cars	6/21/1995
 950113	... CO	Promotions/Transfers	6/21/1995
 950112	... CO	General Order 440.1 Tele-Serv Operations	6/19/1995
 950111	... CO	General Order 501.3 Use of Radar	6/19/1995
 950110	... CO	Revision of 10-99 Accident Report Form	6/19/1995
 950109	... CO	Parking Enforcement Officer - Designator Change	6/16/1995
 950108	... CO	Revised Medical Status Report	6/15/1995
 950107	... CIB	SANE Relocation - Fairfax Hospital	6/15/1995
 950106	... CO	Notification of Position Vacancies	6/14/1995
 950105	... DCA	Pay Scales - FY 1996	6/14/1995
 950104	... TSB	Parking Lot Sweep - June 17, 1995	6/14/1995
 950103	... CSB	Merit Scholarship Program for Dependent Children	6/12/1995
 950102	... PSSC	Pager Assignments	6/9/1995
 950101	... TSB	Replacement PC's	6/9/1995
 950100	... TSB	Parking changes at the Public Safety Center	6/7/1995

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	950099	...	CO	FY 1996 Adopted Budget	6/2/1995
	950098	...	CO	FY 1996 Special Projects Request-Facility Improv.	6/2/1995
	950097	...	CO	Vacancy Announcement - PCA Mason	6/2/1995
	950096	...	CO	Vacancy Announcement - PCA McLean	6/2/1995
	950095	...	CO	Call Sign Designators	6/1/1995
	950094	...	CO	Position Vacancy in Criminal Justice Academy	5/30/1995
	950093	...	CO	Meritorious/Onthank Award Ceremony	5/26/1995
	950092	...	CO	Promotions/Transfers	5/24/1995
	950091	...	CO	Name Change - Ffx CO. Criminal Justice Academy	5/23/1995
	950090	...	CO	Citizens' Advisory Council Meeting	5/23/1995
	950089	...	PRB	Change in VCIN use policy	5/23/1995
	950088	...	DCO	Carrying Concealed Weapons in Court	5/22/1995
	950087	...	PRB	1995 General Assembly Legislation	5/18/1995
	950086	...	CO	Miranda Rights	5/17/1995
	950085	...	CO	Promotions/Transfers	5/16/1995
	950084	...	CO	Employee Dev. Opportunity Managing Work & Family	5/12/1995
	950083	...	CO	General Order Revisions 430.1	5/9/1995
	950082	...	CO	Graffiti Removal from Public Property	5/8/1995
	950081	...	PSCC	Computer-Aided Dispatch System Software	5/4/1995
	950080	...	CO	Vacancy Announcement CIB	5/4/1995
	950079	...	TSB	1995 Map Books	5/3/1995
	950078	...	PSCC	Operational Testing of Police & Fire Radios	5/2/1995
	950077	...	CO	Revision to General Order 320.1 Accessory Flashlights	4/28/1995
	950076	...	CO	Special Olympics Commemorative Badges	4/28/1995
	950075	...	CO	Community Anticrime Team	4/27/1995
	950074	...	PSCC	Position Vacancy - Second Lt. PSCC	4/27/1995
	950073	...	CO	Auxiliary Police Appreciation/Awards Dinner	4/26/1995
	950072	...	CO	FY 1995 Budget Closeout	4/26/1995
	950071	...	CO	Procedures for Requesting Automation Support	4/25/1995
	950070	...	CO	Scholarship Programs George Mason Univ.	4/25/1995
	950069	...	CO	Position Vacancy - Traffic Division - Motor Section	4/24/1995
	950068	...	CO	Vacancy Announcement - Applicant Investigator	4/21/1995
	950067	...	CO	1st Annual Top Gun Competition	4/20/1995
	950066	...	CO	Media Release of CY 1994 Stat. Summary	4/19/1995
	950065	...	CO	Eligibility list	4/19/1995
	950064	...	CO	Victim Rights Ceremony - 4/27/95	4/19/1995
	950063	...	CO	New VCIN Policy - Inquiries Restricted to Criminal Justice Use Only	4/18/1995
	950062	...	CO	Availability of the Mobile Command	4/10/1995
	950061	...	CO	Secretary I Vacancy	4/7/1995
	950060	...	CO	Legislative Proposals for the 1996 Session of the VA Gen. Assembly	4/7/1995
	950059	...	CO	Command Staff Training - Ethics	4/5/1995
	950058	...	DCO	National "Take Our Daughters and Sons to Work Day"	4/4/1995
	950057	...	CSB	Command Staff Meeting (April) Tour of WUSA - Channel 9	3/29/1995

✓	Name	Originating Office	Subject	Date
	950056	... TRA	Tint Meters - Policy and Procedures	3/24/1995
	950055	... ASB	Revised Authorized Physicians/Facilities for Workers' Comp. Claims	3/23/1995
	950054	... ASB	Selection PrOcedure - 1995 MPO Eligibility List	3/21/1995
	950053	... TSB	Found/Confiscated Property	3/22/1995
	950052	... OSB	Departmental Pistol Team - Pistol Team Tryouts	3/17/1995
	950051	... ASB	Promotions/Transfers	3/16/1995
	950050	... ASB	Position Vacancy - Medical Liaison Detective/Personnel Div.	3/16/1995
	950049	... PSCC	Pager Assignments	3/15/1995
	950048	... CO	EAC Elections	3/13/1995
	950047	... PSA	Command Staff Spring Requalification	3/10/1995
	950046	... PB	Phillip E. Powell Award - For 2LTs	3/6/1995
	950045	... CSB	Scholarship Award - 1995 Powell Memorial Scholarship	3/3/1995
	950044	... CSB	1995 Crime Solvers Golf Tournament	3/2/1995
	950043	... ASB	Call Sign Designators	3/2/1995
	950042	... ASB	Promotions/Transfers	3/1/1995
	950041	... PSA	Speed Monitoring Awareness Radar Trailer (SMART System)	3/1/1995
	950040	... PSCC	Remote Terminal Replacement - Phase II ISDN Network	2/28/1995

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	950039	...	PB	General Order Revisions - GO 501.1, Reg. 201.13	2/24/1995
	950038	...	TSB	Turtleneck Shirt - Addition to Authorized List	2/24/1995
	950037	...	OSB	Position Vacancy - Tactical Section	2/24/1995
	950036	...	TSB	Exit Light Relocation - Public Safety Building	2/24/1995
	950035	...	ASB	Tint Meters - Policy and Procedures	2/24/1995
	950034	...	ASB	Resume Attachment Form - Replacement of County Application Form	2/23/1995
	950033	...	P&R	MBO Annual Report for Calendar Year 1994	2/21/1995
	950032	...	ASB	Detective Eligibility List - CIB, Major Crimes Div.	2/15/1995
	950031	...	P&R	Policy & Procedures for Submission of PD Board Items	2/13/1995
	950030	...	PSA	FAA Mandated Training	2/10/1995
	950029	...	P&R	Warrant Control Form Procedures PD Forms 93 & 93CG	2/9/1995
	950028	...	TSB	State Identification Number (SID) - Format Change	2/6/1995
	950027	...	CO	Valor Awards	2/6/1995
	950026	...	CSB	Madeira School - Camp Greenway	2/2/1995
	950025	...	CSB	Fairfax County Volunteer Service Awards	2/1/1995
	950024	...	ASB	2 Lt. Assessment Center - 1995 Promotional Process	2/1/1995
	950023	...	DCO	Arrest Procedures - Arrest of Military Personnel	1/30/1995
	950022	...	TSB	Position Vacancy - Crime Scene Detective	1/30/1995
	950021	...	PB	Privately Sponsored Parties, Events - Police Planning and Resp.	1/26/1995
	950020	...	PSCC	Release of Police Reports - Addendum to CS Memo of 9/9/94	1/26/1995
	950019	...	CSB	Firearms Training - Police Auxiliary Unit	1/25/1995
	950018	...	P&R	Patrol Area Wall Maps Distribution	1/25/1995
	950017	...	P&R	Report Writing Manual - Distribution	1/24/1995
	950016	...	ASB	Vacancy Announcement - 2Lt. CIB	1/23/1995
	950015	...	DCO	Release of Police Reports	1/19/1995
	950014	...	CSB	Citizen's Advisory Council Meeting	1/19/1995
	950013	...	ASB	Promotions/Transfers	1/18/1995
	950012	...	CIB	Policy Regarding Custodial Interrogation of Juveniles	1/13/1995
	950011	...	TSB	Collection and Preservation of Physical Evidence	1/13/1995
	950010	...	ASB	Career Development	1/12/1995
	950009	...	TSB	Current PROFS Users	1/12/1995
	950008	...	PB	General Order Revisions - 540.1, 540.2, 601	1/11/1995
	950007	...	TRA	Traffic Repeat Offender Program	1/10/1995
	950006	...	CO	Promotions/Transfers	1/9/1995
	950005	...	PSCC	Mobile Data Terminals - Coded DXT20 Replacement Terminals	1/9/1995
	950004	...	PSA	Spring 95 in-Service Firearms Training Scheduling	1/9/1995
	950003	...	PB	Stakeout/Surveillance Procedures - New GO 501.6	1/5/1995
	950002	...	ASB	PCA Vacancy Announcement	1/5/1995
	950001	...	CO	Peliminary Hearings	1/4/1995

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FAIRFAX COUNTY, VIRGINIA

MEMORANDUM

TO: COMMAND STAFF

DATE: November 13, 1995

FROM: M. Douglas Scott, Colonel
Chief of Police

MDS

FILE: 95-511

SUBJ: General Order Revision

REF: General Order 540.1, Use of Force

The following changes to General Order 540.1, Use of Force, are effective immediately:

IV. REGULATIONS

B. Non-Deadly Use of Force

11. Baton/Flashlight

- a. ~~Batons and flashlights~~ shall be issued or approved in accordance with General Order 320.1, Police Uniforms, Personal Equipment and Civilian Clothing.
- b. Operational Procedures
 - The ~~baton/flashlight~~ may be used to strike the subject in designated target areas of the body; i.e. torso, legs, arms. Intentional strikes to the subject's head, kidneys or groin shall be avoided, whenever possible.
 - The ~~baton/flashlight~~ may be used as a lever to induce sufficient pressure to cause the subject to cease aggressive action. Utilization of the ~~baton/flashlight~~ in a manner constituting a choke hold is prohibited except when officers reasonably believe there is an imminent threat of serious physical injury or death to an officer or other person, and that it is the only reasonable means of protecting an officer and/or other person.
 - The ~~baton/flashlight~~ may be used to block strikes or attempted strikes initiated by the subject and directed at an officer or other person.

These revisions will be incorporated into the next edition of the General Orders. Commanders shall ensure that all personnel are aware of the above changes. Any questions regarding the revisions should be directed to the Planning and Research Bureau at 246-3190.

MDS/SLB/mlk
flashlig:slb

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Community Services Bureau Commander
Public Information Office
Community Liaison Unit

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Personnel Resources Division
Human Resources Division
Recruiting & Testing Division
Criminal Justice Academy Director
Planning and Research Bureau Director
Public Safety Communications Center Director
PSCC Emergency Operations Commander
Emergency Services
Technical Services Bureau Commander

DEPUTY CHIEF-OPERATIONS
Criminal Investigations Bureau Commander
Major Crimes Division
Organized Crime & Narcotics Division
Victim/Witness Services Director
Victim/Witness Unit Director
Operations Support Bureau Commander
Helicopter Division
Special Operations Division
Traffic Division
Patrol Bureau Commander - Division I
Fair Oaks District Station
McLean District Station
Reston District Station
Patrol Bureau Commander - Division II
Franconia District Station
Mason District Station
Mt. Vernon District Station
West Springfield District Station
Staff Duty Officers - 2

FROM: William J. Heffron, Director **DATE:** 11/15/95
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General Order 540.1 Revision

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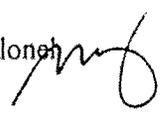
FAIRFAX COUNTY, VIRGINIA

MEMORANDUM

TO: Command Staff

DATE: January 19, 1995

FROM: Michael W. Young, Colonel
Chief of Police



FILE: 95-226

SUBJ: Release of Police Reports

REF: Revision of Warrant Information Guidelines

In order to provide uniform policy for release of police reports, the guidelines herein shall be effective immediately:

- Field Investigative Reports/Supplemental Reports: All police investigative reports are excluded from the Virginia Freedom of Information Act (Chapter 21, Code of Virginia). In this regard, such reports will be released only to law enforcement officers, for investigative purposes, as directed by a court order, or as specified herein. A computer generated verification letter may be provided to complainants and/or victims, upon request.
- Court orders directing the release of investigative reports will be forwarded via the Internal Affairs Division to the County Attorney's Office with the requested reports.
- Requests for investigative reports from agencies other than law enforcement must be in writing with the specific reason for the request clearly stated. The written request will then be forwarded, via the Internal Affairs Division, to the County Attorney's Office for final determination as to the release of the requested report. Exceptions are noted as follows:
 1. Requests from Adult Probation and Parole for copies of investigative reports will be forwarded to the Criminal Investigations Bureau for approval and release.
 2. Copies of investigative reports documenting adult and juvenile felony arrests will be forwarded to the Commonwealth's Attorney's Office as directed by those commanders whose subordinates effect such arrests.

Command Staff
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3. Copies of investigative reports documenting any death which the State Medical Examiner assumes jurisdiction will be forwarded to the Office of the Chief Medical Examiner by the Criminal Investigations Bureau.
4. Copies of investigative reports documenting the abuse/neglect of a child will be forwarded to Child Protective Services as mandated by General Order 603.2.
5. Copies of investigative reports documenting soliciting violations will be forwarded to the County Office of Consumer Affairs by the entity taking the report.
6. Copies of investigative reports documenting arson or suspected arson will be forwarded to the Fire and Rescue Department, Fire Marshall, by the entity taking the report.
7. Accident Reports: The release of accident reports is governed by Section 82-8-7, Code of Fairfax County, as well as Sections 46.2-409, 410, Code of Virginia. All requests for such reports will be handled in strict accordance with these laws.
8. Photographs: Photographs pertaining to a criminal investigation shall not be released except to a police officer or as directed by a court order. Traffic accident photographs may be released to those persons entitled by law to receive a copy of the accident report. Photographs taken at the morgue or showing a close-up of a deceased person will not be released except to a police officer or as directed by a court order.
9. Criminal History Record Information: The release of this information is governed by Section 19-2-389, Code of Virginia. This law is very explicit in regards to who is allowed to access Criminal History Record Information. All employees shall strictly adhere to provisions of this code.
10. Requests for Warrant Information: Information regarding the existence of any warrant may be released without restriction. Personnel receiving such inquiries shall confirm the existence of a warrant based upon information obtained from the requestor. It remains the responsibility of the arresting officer to confirm the identity of any subject prior to arrest.

Any officer who wishes to restrict the disclosure of the existence of a warrant for public safety or investigative reasons shall inform the Warrant Control Desk of the restriction at the time the Warrant Control Number is issued.

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11. Departmental Information: Any report initiated by the Police Department, which contains the name of a victim and/or defendant, shall not be disseminated outside this agency except as previously noted. Copies of the Daily Activity Report, generated by PSCC, will be distributed only within the Department.

This memorandum supersedes previous command staff memos regarding the release of police reports. Please ensure that all personnel involved with the release of information are aware of the policy contained herein.

MWY/rgc

Command Staff
January 26, 1995
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- The CAD System records the computer transactions of every calltaker, dispatcher, and MDT equipped unit. These transactions may contain information pertinent to the initiation of police investigative reports, actual investigative reports, and confidential DMV, VCIN, and NCIC information. They are also exempted from the provisions of the Virginia Freedom of Information Act (Chapter 21, Code of Virginia).
- On-line reports such as Unit Histories, Event Histories, Premise Histories, and Location of Interest Files may be retrieved from MDTs and Administrative CAD terminals by personnel whose CAD security level permits access to those files. Information from on-line files may not be released by the requestor except as directed by a court order, or to law enforcement personnel for investigative purposes. The various histories are available on-line for up to 90 days, with the exception of Premise Histories which may contain as many as ten of the most recent events occurring at an address over the last 56 days.
- Off-line reports such as Message Logs are available for 30 days. Off-line reports shall not be released except as directed by a court order, to law enforcement personnel for investigative purposes, or for supervisory/management purposes.

A request for a copy of a PSCC voice communications tape, or a request to place a tape on hold as evidence in a case, shall be directed through the requestor's Division or Station Commander to the Commander of Emergency operations within 30 days of the event. In exigent circumstances, an investigative supervisor may request that the PSCC supervisor provide access to, and copies of, PSCC communications tapes. The requestor's Division or Station Commander shall then forward a memorandum identifying the circumstances surrounding the emergency request, and to whom the tape was delivered, as soon as possible to the Commander of Emergency Operations. If no request is made to hold a tape beyond 30 days of the event, the original tape recordings will cease to exist.

In addition, PSCC supervisors are authorized to review and record PSCC communications tapes as required to conduct effective quality assurance, supervision, and training. These tapes shall not be released to anyone without the written concurrence of the Commander of Emergency Operations.

The generation of off-line CAD reports requires the assistance of the CAD System operators, privately employed civilian contractors,

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through the CAD System Manager. Requests for off-line reports shall be made through the requestor's Division or Station Commander to the Commander of Emergency Operations. The request will be forwarded to the CAD System Manager who will coordinate production of the report.

In exigent circumstances, an investigative supervisor may request that the CAD System Manager, or the PSCC Supervisor in her absence, coordinate with the CAD System operators to generate off-line reports. The requestor's Division or Station Commander shall then forward a memorandum identifying the circumstances surrounding the emergency request, and to whom the off-line report was delivered, as soon as possible to the Commander of Emergency Operations.

If no request is made to hold off-line files within 30 days of the related event, the original CAD System Message Logs will cease to exist. On-line files, with the exception of Unit Histories and Event Histories, will cease to exist after 90 days. After 90 days, Unit Histories and Event Histories are converted to tape storage format and stored at the PSCC for six months. Searches of CAD System files will only be made upon request to the CAD System Manager through the Commander of Emergency Operations. After six months, data can only be retrieved from the CCC Mainframe. CCC Mainframe search requests must be directed to CCC through the Planning and Research Bureau.

PSCC supervisors are authorized to request from CAD operators the Message Logs and Transaction Summaries of their subordinates as required to conduct effective quality assurance, supervision, and training. These reports shall not be released to anyone without the written concurrence of the Commander of Emergency Operations.

MWY/jmc