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✓		Name	Originating Office	Subject	Date
	020147	...	CJA	Emergency Vehicle Operations Center, 2003 Driver Training Dates	12/31/2002
	020146	...	DCA	Annual Filing of Statement of Economic Interests Forms	12/23/2002
	020145	...	CO	Uniform Inspection	12/19/2002
	020144s	...			
	020144	...	ASB	New Payroll Manual	12/18/2002
	020143	...	CPI	Telephone Conference System	12/16/2002
	020142	...	ASB	Position Vacancy, Administrative Assistant I - Traffic	12/11/2002
	020141	...	CO	Valor Awards	12/10/2002
	020140	...	CO	Release of Police Reports	11/22/2002
	020139	...	IPSB	Uniform Crime Report Revisions	12/2/2002
	020138	...	ASB	Position Vacancy - Admin Asst. II, Animal Shelter	11/22/2002
	020137	...	TSB	Concealed Handgun Permits	11/21/2002
	020136	...	PB	Sworn Supervisory Position Vacancy - Field Training Coordinator	11/14/2002
	020135	...	CO	Line-of-Duty Deaths - Black Mourning Band	11/14/2002
	020134	...	CO	New Preliminary Hearing Procedure	11/12/2002
	020133	...	CO	Promotions/Transfers	11/12/2002
	020132	...	CO	Subpoenas - Misdemeanor Traffic Cases	10/31/2002
	020131	...	TSB	Position Vacancy - Warrant Officer	10/25/2002
	020130	...	CO	Fallen Officer's Memorial	10/25/2002
	020129	...	CO	Promotions/Transfers	10/24/2002
	020128	...	OSB	Flight Officer/Paramedic Position Announcement	10/24/2002
	020127	...	ASB	Position Vacancy - Administrative Assistant II - Internal Affairs	10/23/2002
	020126	...	CO	Patrol Rifle Initiative	10/22/2002
	020125	...	CO	Policy Change/Revision - General Order 520.1	10/16/2002
	020124	...	DCP	Position Vacancy - Administrative Assistant III	10/16/2002
	020123	...	CO	Promotions/Transfers	10/10/2002
	020122	...	CIB	Selection Process - Crime Scene Section Supervisor	9/26/2002
	020121	...	IPSB	Group Decision Support Center Results	10/8/2002
	020120	...	PB	Position Vacancy - Crime Prevention Officers, Sully	10/3/2002
	020119	...	PB	Position Vacancy - Auxiliary Officers, Sully	10/3/2002
	020118	...	TSB	2003 Calendar Orders	10/1/2002
	020117	...	CIB	Organized Crime & Narcotics - Position Vacancy, Task Force Position	9/25/2002
	020116	...	CO	Livescan Procedures	9/20/2002
	020115	...	PB	2003 Court Schedules	9/23/2002
	020114	...	ASB	Vacancy Announcement - Applicant Detective, Personnel Resources Division	9/19/2002
	020113	...	TSB	November 2002 Bond Referendum	9/18/2002
	020112	...	CO	Promotions/Transfers	9/17/2002
	020111	...	CO	Mobile In Vehicle Video Program	9/12/2002
	020110	...	IPSB	2002 State and County Code Index	9/10/2002
	020109	...	CJA	In-Service Firearms Training/VGIN Recertification	9/5/2002
	020108	...	OSB	Position Vacancy - Explosive Ordnance Disposal Section	8/28/2002
	020107	...	CO	Promotions/Transfers	8/28/2002
	020106	...	CO	Remembrance Activities	8/26/2002

<input checked="" type="checkbox"/>		Name	Originating Office	Subject	Date
	020105	...	ASB	Holiday Schedule CY 2003	8/28/2002
	020104	...	OSB	Position Vacancy - Traffic Division, Motor Section	8/22/2002
	020103	...	CO	Promotions/Transfers	8/22/2002
	020102	...	PB	Crime Prevention Vacancy - McLean	8/22/2002
	020101	...	CO	Designator Changes	8/21/2002
	020100	...	CO	School Resource Officer - Overtime	8/20/2002
	020099	...	OSB	Position Vacancy - Traffic Safety Services Section	8/16/2002
	020098	...	CO	General Order 340 Revision - Off Duty Employment	8/15/2002
	020097	...	CJA	Position Vacancy - Firearms Training Unit	8/13/2002
	020096	...	DCP	Position Vacancy, Sgt. Court Liaison	8/15/2002
	020095	...	OSB	Emergency Medical Care Program Survey	8/13/2002
	020094	...	TSB	Change in Cipher Lock Combinations	8/9/2002
	020093	...	CO	Promotions/Transfers	8/7/2002
	020092	...	CO	Procedures Governing Extradition Travel	8/6/2002
	020091	...	CIB	Death Investigations at Nursing Facilities	8/5/2002
	020090	...	PB	Vacancy - PCA II, Sully District Station	8/1/2002
	020089	...	PB	Vacancy - Administrative II and III, Sully District Station	8/1/2002

1 - 60 



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✓		Name	Originating Office	Subject	Date
	020088	ASB	Procurement Manual	7/29/2002	
	020087	CIB	Selection Process - Eligibility List - Street Crimes Unit	7/26/2002	
	020086	CJA	Roll Call Training	7/23/2002	
	020085	CO	Family Support Policy - Extended Leave	7/18/2002	
	020084	CJA	Physical Fitness Assessment, Make up Dates	7/18/2002	
	020083	CJA	Mandatory Emergency Vehicle Operations Classes	7/18/2002	
	020082	CO	Policies and Practices, Prisoner Care and Custody	7/12/2002	
	020081	CJA	Instructor Position Vacancy, Criminal Justice Academy	7/10/2002	
	020080	ASB	Vacancy - Polygraph Examiner	7/12/2002	
	020079	OSB	Position Vacancy, Canine Section, Special Operations Division	7/8/2002	
	020078	PSCC	Protective Orders, Legislative Changes	7/2/2002	
	020077	CJA	Selection Process - Eligibility List, Driver Training	7/2/2002	
	020076	IPSB	General Orders Second Quarter 2002 Revisions	7/1/2002	
	020075	DCP	Re-affirmation of CSM re Detoxification Diversion of Persons Arrested for Drunk in Public	6/28/2002	
	020074	TSB	Requests for Accommodation	6/26/2002	
	020073	CO	Promotions/Transfers	6/27/2002	
	020072	CIB	Selection Process - Eligibility List, Organized Crime & Narcotics Division Sergeant	6/24/2002	
	020071	CO	Police Sergeant Eligibility List	6/21/2002	
	020070	OSB	Position Vacancy - Traffic Division, Motor Section	6/19/2002	
	020069	CO	Promotions/Transfers	6/14/2002	
	020068	IPSB	2002 Selected Acts	6/20/2002	
	020067	PB	Selection Process - Eligibility List, Rape Aggression Defense Instructor	6/17/2002	
	020066	DCP	Sully Station Transfer Requests	6/14/2002	
	020065	CO	Altaris CAD - Personnel Information Database	6/13/2002	
	020064	CO	School Resource Officer - Overtime	6/11/2002	
	020063	CIB	Selection Process Eligibility - Criminal Intelligence Unit	6/10/2002	
	020062	OSB	Position Vacancy, Supplemental Tactical Team	6/11/2002	
	020061	ASB	Voluntary Hepatitis C Testing	6/4/2002	
	020060	CO	VA Dept. of State Police Criminal Firearms Clearinghouse Form SP-187	6/4/2002	
	020059	ASB	Authorized Physicians' Panel	6/4/2002	
	020058	DCA	Position Vacancy, Crime Solvers Coordinator	6/3/2002	
	020057	PB	Policy on Declination of Prosecution	5/22/2002	
	020056	PB	Eligibility List - Gang Investigations Unit	5/20/2002	
	020055	CO	Promotions/Transfers	5/17/2002	
	020054	ASB	Compensation Plans	5/16/2002	
	020053	CO	Legislative Proposals for the 2003 Session of the Virginia General Assembly	5/15/2002	
	020052	CO	National Police Week	5/2/2002	
	020051	OSB	DWI Recognition Awards	4/26/2002	
	020050	CO	Accountabilities and Duties	4/26/2002	
	020049	CO	Lost or Stolen Passports	4/17/2002	
	020048	ASB	Hepatitis C Training	4/17/2002	
	020047	CO	FOIA Requests	4/16/2002	
	020046	DCP	National Law Enforcement Officers Memorial Commemorative Pin	4/15/2002	

✓	Name	Originating Office	Subject	Date	
	020045	...	CO	Promotions/Transfers	4/12/2002
	020044	...	PSCC	VCIN Recertification	4/11/2002
	020043	...	CO	Camp Greenway - Madeira School - Complimentary Day Camp Opportunity	4/9/2002
	020042	...	TSB	Position Vacancy - Director of NOVARIS	4/9/2002
	020041	...	ASB	Promotional Announcement - 2002 Police Sergeants Process	4/8/2002
	020040	...	CO	Procedures for Requesting Automation Support through FY 2004 Budget Process	4/6/2002
	020039	...	TSB	Criminal Record Checks	4/2/2002
	020038	...	ASB	FY 2002 Budget Closeout	4/2/2002
	020037	...	OSB	National Police Week	4/2/2002
	020036	...	CO	Police Uniforms	3/27/2002
	020035	...	IPSB	General Orders First Quarter 2002 Revisions	4/1/2002
	020034	...	ASB	Reporting Personal Injuries	3/27/2002
	020033	...	CO	IT Project Development Procedure	3/22/2002
	020032	...	CO	Mediation of Civil Disputes	3/22/2002
	020031	...	OSB	Child Passenger Safety Seats	3/20/2002
	020030	...	CIB	Position Vacancy - Admin Asst. II, CIB	3/12/2002
	020029	...	OSB	Hostage Negotiation Unit	3/12/2002

◀ 61 - 120 ▶



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✓	Name	Originating Office	Subject	Date
	020028	IPSB	Concealed Handgun Permit Recognition	3/11/2002
	020027	DCP	Creation of Citizen Reporting Unit	3/7/2002
	020026	CO	Promotions/Transfers	2/28/2002
	020025	ASB	Vacancy - PCA II, Warrant Desk - Central Records	2/28/2002
	020024	CO	Legislative Change to Section 18.2-308 Code of Virginia	2/25/2002
	020023	ASB	Improvement to Recreation Center Check-In Process	2/26/2002
	020022	CO	Promotions/Transfers	2/23/2002
	020021	PB	Vacancy Announcement - PCA, Mason	2/19/2002
	020020	CO	Promotions/Transfers	2/19/2002
	020019	CO	Virginia Department of State Police Criminal Firearms Clearinghouse-Form SP-187	2/19/2002
	020018	DCA	Records Management System Project Status	2/13/2002
	020017	CO	Property Room - Purge of Evidence/Recovered Property	2/7/2002
	020016	DCP	Position Vacancy - Sgt., Court Liaison	2/5/2002
	020015	CO	Traveling Armed on Air Carriers	2/4/2002
	020014	OSB	Position Vacancy - Traffic Division, Accident Reconstruction Unit	2/4/2002
	020013	CJA	DWI-Detection Training	2/2/2002
	020012	CJA	Emergency Vehicles Operations Center Courses	2/1/2002
	020011	CJA	Mandatory In-Service Retraining (MIR) for 2002	2/1/2002
	020010	CO	Promotions/Transfers	1/25/2002
	020009	CO	Policy on Mobile Security Devices	1/23/2002
	020008	OSB	Elimination of Third Party Parking Ticket Reviews	1/16/2002
	020007	ASB	Vacancy - PCA, Warrant Desk - Central Records	1/15/2002
	020006	DCA	DMV Mini-Grant (Under \$1500) Procedures	1/10/2002
	020005	CJA	Open Range Dates	1/8/2002
	020004	ASB	Vacancy - PCA, CIB	1/8/2002
	020003	CO	Valor Awards	1/8/2002
	020002	CO	Promotions/Transfers	1/4/2002
	020001	CJA	Spring 2002 In-service Training	1/2/2002

121 - 148

020047

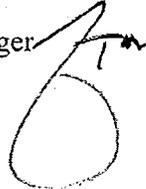
FAIRFAX COUNTY, VIRGINIA

MEMORANDUM

TO: Command Staff

DATE: April 16, 2002

FROM: Colonel J. Thomas Manger  
Chief of Police



SUBJ: FOIA Requests

REF: Processing by Inspections Division

Effective April 15, 2002, processing of requests for documents under the Virginia Freedom of Information Act will be handled by the Inspections Division of the Internal Affairs Bureau. Previously the Public Information Office processed these requests. Any requests received should be immediately forwarded to the Inspections Division. In certain instances faxing the request will be required. The fax number is 703-383-9085.

Please remember these requests are time sensitive and the law requires a response within five days. Your attention to this matter is appreciated. Should you have any questions please contact Lieutenant Pamela K. Minnich at 703-246-2564.

JTM/pkm

FAIRFAX COUNTY, VIRGINIA

MEMORANDUM

TO: Command Staff DATE: November 22, 2002

FROM: J. Thomas Manger, Colonel   
Chief of Police

FILE: 02-226

SUBJ: Release of Police Reports

REF: Revision Command Staff Memorandum Dated January 19, 1995

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

- Field Investigation Reports/Supplemental Reports: All police investigative reports are not excluded from the Virginia Freedom of Information Act (Chapter 37, Code of Virginia). As such, other than their release to a law enforcement officer for investigative purposes, as directed by a court order, or as specified herein, all requests for the release of police investigative reports shall be forwarded to the Inspections Division of the Internal Affairs Bureau for processing. 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 to the Internal Affairs Bureau for processing.
- Copies of investigative reports documenting instances of domestic violence will be forwarded to the Victim Services Section by the entity taking the report.
- 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 to the Internal Affairs Bureau for processing and 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 made to the Central Records Section for approval and release.

2. Copies of investigative reports documenting adult and juvenile felony arrests will be forwarded to the Commonwealth Attorney's Office as directed by those commanders whose subordinates effect such arrests.
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 violations regulated by the County Office of Consumer Affairs will be forwarded to that office by the entity taking the report. Central Records employees may release a copy of investigative reports to an investigator with the Office of Consumer Affairs which pertains to an investigation they are conducting. Consumer Affairs investigators shall make this request, in person, at the Central Records Section.
6. Copies of investigative reports documenting arson or suspected arson will be forwarded to the Fire and Rescue Department, Fire Marshal, 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 the provisions of this code.

Command Staff  
November 22, 2002  
Page Three

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.

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 supercedes previous command staff memorandums regarding the release of police reports. Please ensure that all personnel involved with the release of information are aware of the policy contained herein.

JTM/rea