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		030170	... CO	2003 A. Heath Onthank Award Nominations	12/31/2003
		030169	... CO	FBI Briefing - Terrorism Indicator Guidelines	12/24/2003
		030168	... CO	Promotions/Transfers	12/20/2003
		030167	... IPSB	General Orders Fourth Quarter 2003 Revisions	12/18/2003
		030166	... CO	Employee Reporting of Use Use of Prescribed Medications	12/18/2003
		030165	... CJA	"Dip Stick" Course - New Employees	12/16/2003
		030164	... CIB	Detective Eligibility List - Major Crimes Division	12/15/2003
		030163	... CJA	CJA - Emergency Vehicle Operations Course Classes	12/11/2003
		030162	... CO	Valor Awards	12/11/2003
		030161	... CJA	CJA - Driver Training for Front Wheel Drive Vehicles	12/11/2003
		030160	... CJA	CJA - Precision Immobilization Technique Classes	12/11/2003
		030159	... CJA	CJA - Mandatory Emergency Vehicle Operations Classes	12/11/2003
		030158	... CJA	FR 300P - Training Announcement	12/10/2003
		030157	... CJA	CJA - Command Staff MEVO	12/9/2003
		030156	... CJA	CJA - Driver Training for SUV & Special Service Vehicles	12/9/2003
		030155	... CJA	Public Safety University - University of Richmond	12/4/2003
		030154	... CJA	Yearly Firearms Qualifications - Non Compliance	12/3/2003
		030153	... CJA	Command Staff MIR	12/3/2003
		030152	... IPSB	Revised FR300 (Police Crash Report)	12/2/2003
		030151	... IPSB	Uniform Crime Report Revisions	12/1/2003
		030150	... ASB	2004 Master Police Officer Process	11/24/2003
		030149	... CO	Promotions/Transfers	11/13/2003
		030148	... PRD	Position Vacancy - Administrative Assistant III	11/12/2003
		030147	... PRD	Position Vacancy - Police Citizen Aide	11/12/2003
		030146	... IPSB	PD Form 60, "Virginia Uniform Summons" Revision	11/12/2003
		030145	... PIO	Position Vacancy	11/3/2003
		030144	... CO	Fairfax County Decal Enforcement	11/6/2003
		030143	... CO	Falls Church Decal	11/6/2003
		030142	... PRD	Vacancy Announcement - Police Citizens Aide II	11/6/2003
		030141	... PRD	Position Vacancy - Administrative Assistant II	10/31/2003
		030140	... CJA	Building Search Techniques	10/29/2003
		030139	... ASB	2003 Influenza Vaccination Program	10/27/2003
		030138	... CO	Court Closings	10/17/2003
		030137	... CO	Meritorious Award Ceremony - November 19, 2003	10/27/2003
		030136	... PRD	Fairfax County Holiday Schedule, 2004	10/22/2003
		030135	... CO	Patrol Division III Pilot	10/15/2003
		030134	... ISD	Supplemental Crime Scene Units	10/15/2003
		030133	... PRD	Position Vacancy - Administrative Assistant I	10/7/2003
		030132	... CO	Emergency Staffing Plan	10/3/2003
		030131	... CO	Promotions/Transfers	9/30/2003
		030130	...	**DUPLICATE** of 09/25/03 Fall In Service Memo	
		030129	... CO	General Order Revision	10/2/2003
		030128	... CO	Mobile In Vehicle Video Program Policy Revision (MVR)	9/26/2003

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	030127	... CJA	Fall In Service	9/25/2003
	030126	... PRD	Vacancy Announcement - Police Citizens Aide II	9/25/2003
	030125	... CJA	Command Staff MIR	9/24/2003
	030124	... CJA	Mandatory In-Service Retraining (MIR) for 2003	9/22/2003
	030123	... TSB	2004 Calendar Orders	9/25/2003
	030122	... CJA	Mandatory Training and Fitness Assessment	9/4/2003
	030121	... OSB	Position Vacancy	9/4/2003
	030120	... CO	Promotions/Transfers	9/3/2003
	030119	... PRD	Updated Posters	8/29/2003
	030118	... ASB	Position Vacancy - Administrative Assistant II	9/11/2003
	030117	... ID	Position Vacancy	9/5/2003
	030116	... CO	Internal Investigations Policy Revision	8/26/2003
	030115	... ASB	Position Vacancy - Police Citizen Aide	8/14/2003
	030114	... CO	Promotions/Transfers	8/19/2003
	030113	... ASB	Position Vacancies	8/14/2003
	030112	... CPI	VASAP Law Enforcement Training	8/25/2003
	030111	... OSB	Child Safety Seat Inspection	8/19/2003

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	030110	... IPSB	MBO Annual Report for Calendar Year 2002	8/19/2003
	030109	... CO	General Order 501.1, Operation of Police Vehicles	8/15/2003
	030108	... ASB	Employee Assistance Program (EAP) - Revised Policies and Forms	8/6/2003
	030107	... ASB	Position Vacancy - Admin Asst III, IPSB	8/5/2003
	030106	... CO	Employee Assistance Program (EAP) Participation	8/4/2003
	030105	... ASB	Position Vacancy - PCA, Sully	7/31/2003
	030104	... CO	Promotions/Transfers	7/29/2003
	030103	... ASB	Promotional Announcement - 2003 Police Lieutenant's Process	7/30/2003
	030102	... CO	Juvenile Drug Court Program - Program Description	7/28/2003
	030101	... ASB	Promotional Announcement - 2003 Police Captain's Process	7/23/2003
	030100	... CIB	Person Domestic Violence Alarms	7/22/2003
	030099	... PB	Position Vacancy - Court Liaison Section	7/22/2003
	030098	... ASB	Vacancy - Polygraph Examiner, Polygraph Section - Personnel Resources Division	7/18/2003
	030097	... IPSB	Revisions to the Report Writing Manual	7/17/2003
	030096	... IPSB	Procedural Memorandum 02-07; Policy and Procedure on Harassment	7/16/2003
	030095	... TSB	Fingerprint Submission - FBI Fingerprint Card	7/16/2003
	030094	... ASB	Promotions/Transfers	7/9/2003
	030093	... ASB	Position Vacancy - Administrative Assistant II, Internal Affairs Bureau	7/9/2003
	030092	... ASB	Position Vacancy - PCA, Mason	7/2/2003
	030091	... CJA	NVCC Associates Program Fall Semester Course Offering	7/2/2003
	030090	... CJA	Mandatory In-Service Retraining (MIR) for 2003	7/1/2003
	030089	... CO	Police Department History - Cruiser Preservation	6/30/2003
	030088	... ASB	Travel Policies and Procedure	6/27/2003
	030087	... TSB	Procedural Chagnes - Automated Fueling System	6/26/2003
	030086	... ASB	Authorized Physicians' Panel	6/24/2003
	030085	... CO	Peer Support - New Nextel Telephone Contact Option	6/23/2003
	030084	... IPSB	IPSB - PI-Technician Coordinator	6/23/2003
	030083	... DCI	Residential Permit Parking District Decals/Visitor Passes	6/20/2003
	030082	... CO	Promotions/Transfers	6/19/2003
	030081	... CO	Pay for Performance Evaluation Process	6/19/2003
	030080	... ASB	Position Vacancy - Administrative Assistant II, Organized Crime Division	6/18/2003
	030079	... CO	FCPS Property, Estimates and Restitution for Damaged or Stolen Property	6/13/2003
	030078	... CJA	Dress Code - MIR Training at Academy	6/12/2003
	030077	... CJA	Anticipated Instructor Vacancies, Driver Training Facility, CJA	6/11/2003
	030076	... ASB	Position Vacancy - PCA, Sully	6/5/2003
	030075	... CO	Level III and IV Auxiliary Police Officers Duties Related to Animal Cases	6/3/2003
	030074	... PB	Position Vacancy - Sgt., Gang Investigation Unit	5/30/2003
	030073	... PB	Medical Questionnaire - Respirator Fit Testing Protocol	5/30/2003
	030072	... ASB	Compensation Plans - FY 2004	5/30/2003
	030071	... CO	Peer Support - New Nextel Telephone Contact Option	5/29/2003
	030070	... CO	Promotions/Transfers	5/29/2003
	030069	... OSB	Position Vacancy - Traffic Division, Motor Section	5/23/2003
	030068	... CO	Procedural Change, G.O. 520.7, Bias Crime Policy	5/22/2003

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	030067	... CJA	Command Staff MIR	5/20/2003
	030066	... PB	Vacancy - PCA, Franconia	5/13/2003
	030065	... CO	Legislative Proposals for the 2004 Session of the VA General Assembly	5/9/2003
	030064	... TSB	Position Vacancy - Uniform Property Section	5/7/2003
	030063	... EM	ROAM Secure	5/6/2003
	030062	... OSB	Bloodhound Program	5/5/2003
	030061	... ASB	Tuberculosis Skin Test	5/5/2003
	030060	... CO	Promotions/Transfers	5/1/2003
	030059	... ASB	Position Vacancy - PCA, Reston	4/30/2003
	030058	... CJA	Instructor Position Vacancy - CJA	4/29/2003
	030057	... IPSB	Organization Chart	4/28/2003
	030056	... CO	Procedures for Requesting Automation Support through FY 2005 Budget Process	4/25/2003
	030055	... CO	Promotions/Transfers	4/23/2003
	030054	... CJA	In-Service Firearms Training/Fitness Assessment	4/21/2003
	030053	... DCA	Police Radio Procedures	4/21/2003
	030052	... CO	National Law Enforcement Officers Memorial Commemorative Pin	4/18/2003
	030051	... CO	Promotions/Transfers	4/11/2003

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		030049	... OSB	Position Vacancy - Traffic Division, Motor Section	4/8/2003
		030048	... CJA	Command Staff MIR	4/4/2003
		030047	... PB	Program Announcement and Schedule - First Line Supervisor Training	4/4/2003
		030046	... ASB	FY 2003 Budget Closeout - Calendar of Year-End Activities	4/3/2003
		030045	... IAB	Internal Affairs Case Management Log Form and Appeal Management Form	4/2/2003
		030044	... CJA	Mindleaders On-Line Training Program	4/1/2003
		030043	... CJA	Role Call Training - Alzheimer's Disease	4/1/2003
		030042	... CO	Policy on E-mail Responses	4/1/2003
		030041	... CO	Limited English Language Proficiency	4/1/2003
		030040	... CO	Administrative Resource Team Conference - 4/25/03	3/26/2003
		030039	... CJA	NVCC Associates Program Summer Semester Course Offering	3/7/2003
		030038	... ASB	Position Vacancy - PCA, McLean	3/21/2003
		030037	... ASB	Position Vacancy - PCA, Mason	3/19/2003
		030036	... CO	Promotions/Transfers	3/19/2003
		030035	... CIB	Medical Examiner Notification - Daylight Hours	3/17/2003
		030034	... CO	Patrol Staff Plans - US/Iraq War Contingency	3/17/2003
		030033	... PSCC	VCIN Recertification - Class Schedule	3/12/2003
		030032	... CO	Park Authority Regulations	3/11/2003
		030031	... PB	Position Announcement - Criminal Investigations Section Detective	3/10/2003
		030030	... CJA	Command Staff MIR	3/7/2003
		030029	... CO	Homeland Security Group	2/20/2003
		030028	... CO	Release of Police Reports	2/28/2003
		030027	... ASB	Position Vacancy - Admin Asst II, McLean	2/24/2003
		030026	... CO	Court Security	2/24/2003
		030025	... CO	Promotions/Transfers	2/20/2003
		030024	... OSB	Position Vacancies - Search & Rescue Unit	2/19/2003
		030023	... CO	Valor Award Luncheon - March 11, 2003 - McLean Hilton	2/20/2003
		030022	... CO	Promotions/Transfers	2/13/2003
		030021	... CO	Section Designation Change - Accident Reconstruction Unit	2/13/2003
		030020	... CO	Disturbing the Peace	2/7/2003
		030019	... ASB	Promotional Announcement - 2003 Police Second Lieutenant's Process	2/6/2003
		030018	... PB	Position Vacancy - Sgt., SRO Coordinator	2/5/2003
		030017	... CIB	Position Vacancy - Child Services Section	2/5/2003
		030016	... ASB	Position Vacancy - Administrative Assistant III, McLean	2/4/2003
		030015	... CJA	Command Staff MIR	2/4/2003
		030014	... CO	Promotions/Transfers	2/4/2003
		030013	... CO	Camp Greenway at Madeira School	2/3/2003
		030012	... TSB	New Security Procedures - Massey Building Roof Top	1/30/2003
		030011	... ASB	Position Vacancy - Administrative Assistant III, Emergency Management Office	1/27/2003
		030010	... TSB	Arrest of Concealed Handgun Permit (CHP) Holders	1/24/2003
		030009	... PB	Vacancy - PCA II, Sully	1/24/2003
		030008	... ASB	Authorized Physicians' Panel	1/17/2003

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<input type="checkbox"/>	 030007	... TSB	Radio Call Signs, Technical Services Bureau	1/13/2002
<input type="checkbox"/>	 030006	... CO	Promotions/Transfers	1/11/2003
<input type="checkbox"/>	 030005	... CO	2002 A. Heath Onthank Award Nominations	1/10/2003
<input type="checkbox"/>	 030004	... CIB	Eligibility List - Sgt., Organized Crime and Narcotics Division	1/6/2003
<input type="checkbox"/>	 030003	... PB	Vacancy - PCA, Fair Oaks	1/7/2003
<input type="checkbox"/>	 030002	... TSB	Parking Assignments - Massey	1/7/2003
<input type="checkbox"/>	 030001	... IPSB	General Orders Fourth Quarter 2002 Revisions	1/6/2003

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FAIRFAX COUNTY, VIRGINIA

MEMORANDUM

TO: Command Staff **DATE:** February 28, 2003
FROM: J. Thomas Manger, Colonel 
Chief of Police
FILE: 02-226
SUBJ: Release of Police Reports
REF: Revision of Command Staff Memorandum Dated January 19, 1995

The Fairfax County Police Department receives numerous requests from other agencies concerning the release of our police reports for investigative purposes. In order to facilitate these requests, employees shall familiarize themselves with this policy. Police reports shall be released under the following conditions:

- **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.

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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 affect 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 regarding who is allowed access to criminal history record information. All employees shall strictly adhere to the provisions of this code.

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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.
12. Fairfax County Department of Housing: The Fairfax County Housing Authority Agents have been granted access to our police reports involving incidents at Fairfax County owned public housing complexes. The request for information is usually made after the investigating officer/detective is completed with the case.
13. Hoarding Incidents: Patrol officers observing extreme incidents of "hoarding" should forward a copy of their report to the Fire Marshal's Office.

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/rwi