



RICHMOND POLICE DEPARTMENT GENERAL ORDER



Subject: **REPORTING ACTS OF TERRORISM AND HATE
CRIMES**

Chapter
7

Number
25

Pages
3

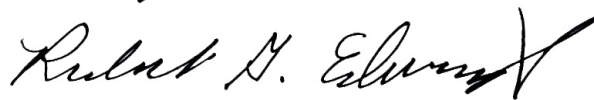
References:
CALEA: 46.3.1
VA State Code: §§ 18.2-30, 18.2-38, 18.2-46.4,
18.2-47, 18.2-51, 18.2-58, 18.2-58.1, 18.2-61, 18.2-
67.5:3, 18.2-77, 18.2-79, 19.2-297.1, 52-8.5

Related Orders: N/A

Effective Date: **04/06/2026**
Revised By: Review
Prv. Rev. Date: 03/23/2023

*If any provision of this general order conflicts with any collective bargaining article,
the collective bargaining agreement shall govern.*

Chief of Police:



I. PURPOSE

The purpose of this directive is to establish the policy and procedure for reporting hate crimes and acts of terrorism, including those committed with biological and chemical weapons.

II. SUMMARY OF CHANGE

This General Order is due for triannual review. Updated information has been added to both the Definitions section and the Procedures to ensure clarity and accuracy. All new language is bold and italicized throughout the directive.

III. POLICY

Homeland security, including the prevention of hate crimes, is of the utmost importance to all law enforcement agencies, particularly since September 11, 2001. As such, and according to state law, it is the policy of the Richmond Police Department to investigate and report to the Federal Bureau of Investigation – Joint Terrorism Task Force (FBI-JTTF) and the Virginia State Police, any situation or act defined as a hate crime or act of terrorism.

[CALEA 46.3.1]

IV. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines outlined in this General Order. Responsibility rests with the division commander to ensure that any violations of policy are investigated and appropriate training, counseling, and disciplinary action is initiated.

This directive is for internal use only and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, concerning third-party claims. Violation of this directive, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

V. DEFINITIONS

A. HATE CRIME:

1. A criminal act committed against a person or their property, with the specific intent of instilling fear or intimidation to the individual against whom the act is perpetrated because of race, religion, **gender, disability, gender identity, sexual orientation**, or ethnic **or national** origin, or that is committed to restraining that person from exercising their rights under the Constitution or laws of the Commonwealth or the United States;
2. Any illegal act directed against any persons or their property because of those persons' sexual orientation, race, religion, **gender, gender identity, disability**, or **ethnic 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, **gender, gender identity, disability, sexual orientation** or **ethnic or** national origin. (VA Code § 52-8.5).

B. ACT OF TERRORISM:

An act of violence, as defined in *VA Code* §19.2-297.1(A)(i), committed with the intent to:

1. Intimidate the civilian population at large; or
2. Influence the conduct or activities of the government of the United States, a state, or a locality through intimidation. (VA Code §§ 18.2-46.4, 19.2-297.1).
3. ***Qualifying acts of violence include the commission, conspiracy to commit, or violation as a principle in the second degree or accessory before the act of any of the following offenses:***
 - a) First and second-degree murder and voluntary manslaughter under Article 1 (VA Code §18.2-30 et seq.);
 - b) Mob-related felonies under Article 2 (VA Code §18.2-38 et seq.);
 - c) Any kidnapping or abduction felony under Article 3 (VA Code §18.2-47 et seq.);
 - d) Any malicious felonious assault or malicious bodily wounding under Article 4 (VA Code §18.2-51 et seq.);

- e) Robbery under VA Code §18.2-58 and carjacking under VA Code §18.2-58.1;
- f) Except as otherwise provided in VA Code §18.2-67.5:2 or VA Code §18.2-67.5:3, criminal sexual assault punishable as a felony under Article 7 (VA Code §18.2-61 et seq.); or
- g) Arson in violation of VA Code §18.2-77 when the structure burned was occupied or a Class 3 felony violation of VA Code §18.2-79;

VI. PROCEDURE

[CALEA 46.3.1]

- A. Officers shall report any incident that, as defined above, suggests criminal conduct and relates to activities that present a threat to the community, whether expressed or implied, **by compiling an Incident Based Report (IBR) and submitting through normal channels for investigation. The approving supervisor shall notify the** Homeland Security/Criminal Intelligence (HSCI) Unit regardless of whether a criminal offense has been committed or not.
- B. The supervisor shall determine whether the HSCI Unit should respond to the scene. This may occur if there are cooperating witnesses or if the scene is so large as to require additional investigators.
- C. The HSCI Unit shall review the **IBR, conduct** an appropriate investigation, if necessary, and **submit the IBR data** to the Virginia State Police.
- D. **The HSCI Unit shall share terrorism/hate related intelligence through channels to the Chief of Police or designee, the Virginia Fusion Center, and other agencies, as appropriate.**

VII. FORMS

- A. Incident Based Report (IBR)