



# RICHMOND POLICE DEPARTMENT GENERAL ORDER



Subject: <b>INCIDENT-BASED REPORTING (IBR)</b>		Chapter 6	Number 2	# Pages 8
References: CALEA Standards: 82.1.4, 82.2.1a-e, 82.2.2a, c-e, 82.2.3	Related Orders: VSP Incident-Based Guide Manual, IBR & MFR Training Manual, Supervisor's MFR Manual	Effective Date: 11/04/2024 Revised By: Review Prv. Rev. Date: 08/22/2019		
<b><i>If any provision of this General Order conflicts with any collective bargaining article, the collective bargaining agreement shall govern.</i></b>				
Chief of Police: <div style="text-align: center; margin-top: 20px;"></div>				

**I. PURPOSE**

The purpose of this directive is to establish the policy and procedure for submission and processing of Incident-Based Reports.

**II. SUMMARY OF CHANGE**

***This General Order is up for triannual review. The name for the Department of Emergency Communications Preparedness and Response has been updated. All changes are bold and italicized.***

**III. POLICY**

[CALEA 82.2.1a]

Members of the Richmond Police Department will complete and maintain an IBR on all incidents. Reports shall be entered into the Records Management System (RMS) by officers using Mobile Field Reporting (MFR). If computer equipment is unavailable and/or there has been a catastrophic system failure, then a report shall be completed on the appropriate hard copy reporting forms. When entered using MFR, the report will be checked against IBR rules, submitted to and approved by the appropriate supervisor electronically. All paper reports will be submitted to the appropriate supervisor for review. If approved, they will be forwarded to the reporting Precinct's Differential Police Response (DPR) Officer or Administrative ***Technician*** to be entered using MFR. If personnel are not available at the Precinct to input the paper report, it shall be forwarded to Data Operations to be entered into the Department's Records Management System (RMS). All validated reports will be submitted monthly to the Virginia Central Criminal Records Exchange. MFR and RMS are available to officers 24 hours a day. All RPD officers have access to the Virginia State Police Incident-Based Guide Manual, the IBR and MFR Training Manual, and the Supervisor's MFR Manual which are located on the [REDACTED] under [REDACTED].

[CALEA 82.1.4]

#### IV. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this General Order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or 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, with respect to 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. OVERVIEW/BACKGROUND

- A. In 1985, the Federal Bureau of Investigation (FBI) introduced a new method for reporting crime in the United States called the National Incident-Based Reporting System (NIBRS). In 1999, the Department changed its reporting practices from the Offense and Miscellaneous Reports (narrative in nature) to the IBR (statistical in nature). This allows the Department to accurately monitor the dimensions and trends in crime as a result of the collection of extensive data. In 2004, the Department started entering IBRs using MFR which enables officers to enter crime reports electronically.
- B. There are two types of reports, the IBR and the IBR Supplemental Report, which is used to collect additional information after the original IBR has been submitted. Detailed instructions on properly completing the paper or electronic reports are given in the Department's IBR and the MFR Training Manuals. [CALEA 82.2.1b]
- C. Missing Persons and Runaway Reports will be completed on paper forms to ensure that a signature(s) can be obtained. ***An electronic IBR submission shall accompany the paper report.***
- D. Additional forms may be required for other offenses such as: [CALEA 82.2.1b]
  1. Death Offenses require the completion of a Death Report Summary Form, to be completed electronically from the Death Investigation button on page 2 of the incident report in MFR.
  2. Domestic Assault Offenses require the completion of a Lethality Assessment Screen (PD-177). The form can be found [here](#).
- E. Every IBR requires a case status code. The Richmond Police Department uses eight status codes:
  1. Pending Initial – Every IBR needs to be reviewed and reclassified from the “pending initial” status within 10 days of receiving the report.
  2. Pending Active – IBR is subject to an active on-going investigation. The assigned detective shall make this determination and modification.

3. Pending Inactive – IBR investigation has been initiated, but cannot be completed (i.e., due to lack of victim response). The assigned detective shall make this determination and modification.
4. Pending Screened – IBR was reviewed, and there is no further avenue of investigation. The assigned detective shall make this determination and modification.
5. Cleared by Arrest – At least one individual has been arrested for the offense. The supplement must contain name, DOB, address, etc., of arrested party.
6. Pending Warrants Obtained – IBR resulted in a warrant placed on file.
7. Unfounded – The investigation indicates the incident did not occur. (NOTE: An incident can be classified as unfounded only when the preponderance of evidence through investigation determines that an alleged incident did not occur.) For a classification of “unfounded”, the reasons for the finding must be stated in the investigative summary. The assigned detective shall make this determination and modification.
8. Exceptional Clearance – Identity of the suspect is known, but something prevents the arrest (i.e., the suspect is known, but the victim refuses to cooperate in the prosecution, or the suspect is deceased). The assigned detective shall make this determination and modification. The following four criteria *shall* be met:
  - a. The investigation definitely established the identity of the offender, including full name, age, race, and sex.
  - b. There is enough information to support an arrest and to turn over to the court for prosecution.
  - c. The exact location of the offender is known such that *they* could be immediately taken into custody.
  - d. There is some reason outside police control that prevents the arrest, charging, and prosecution of the offender.

NOTE: A case status change to exceptional clearance must include the name of the Commonwealth’s Attorney that has approved the IBR status change in the notes field.

- F. The right to modify offense codes on incident reports is restricted to detectives, detective supervisors, and data operations personnel. Any changes to offense codes shall be completed within 30 days of the inception of the report. The reason for the change of offense classification shall be appended to the officer’s narrative. The ability to change the wording in any report narrative is restricted. Users will only be permitted to append information within report narratives.
- G. Case status shall be modified, when applicable, in case management. Modifying case status shall be restricted to detectives, detective supervisors, and data operations

personnel. Case status shall not be modified on the first page of an incident report unless the incident has not been assigned in case management.

## VI. DEFINITIONS

- A. **INCIDENT** – An incident is defined as one or more offenses committed by the same offender or group of offenders acting in concert and at the same time and place, as well as non-criminal matters or activities for which a police report is required.
- B. **INCIDENT-BASED REPORT** – The IBR provides for the recording of information describing the incident, offense, victim, suspect, vehicles, property, public narrative, *and* officer’s narrative. Virginia State IBR Guidelines determine the offense classification(s) and types of information required based on the circumstances of the incident. [CALEA 82.2.1c]
- C. **IDENTIFYING INFORMATION** – Includes but is not limited to: (1) name; (2) date of birth; (3) social security number; (4) driver’s license number; (5) address; (6) passport; (7) any other numbers or information that can be used to access a person’s financial resources, obtain identification, act as identification, or be used to obtain goods or services. [CALEA 82.2.1c]

## VII. PROCEDURES

- A. Responsibilities of the Reporting Officer(s): [CALEA 82.2.1d]
  - 1. The *Department of Emergency Communications, Preparedness and Response (DECPR)* will provide the officer with an incident identification number, by marking the officer out of service on that call regardless of whether or not the officer was dispatched by *DECPR*. This includes situations when the officer effects an arrest while working off-duty, working at the Warrant and Information Services Unit, DPR, or in any situation where the incident was not assigned by *DECPR*. [CALEA 82.2.2a, c-e]
    - a) *DECPR* will provide the officer with a twelve (12) digit (YYYY-MMDD-####) incident number. The officer will enter the number in the appropriate field(s) on the IBR. The officer shall complete the IBR form using MFR. The officer, when clearing from the call, must use the disposition code of ■ as the first code given. [CALEA 82.2.3]
    - b) In situations where an officer is investigating one incident and discovers or is informed of other offenses that are occurring or have occurred, and the offenses are not related to the original incident, the officer must obtain a separate computer aided dispatch (CAD) number and complete a separate IBR. [CALEA 82.2.2a, c-e]
    - c) An IBR shall be completed for all executed search warrants. If the search warrant is a secondary incident, it shall be listed as a subsequent offense on the IBR (i.e., incidents involving arrests or search warrants obtained at

crime scenes). The incident code for all drug-related search warrants, including documents, cellular phones or any other warrant used in support of a narcotics investigation, is [REDACTED]. All other search warrants will be entered as [REDACTED]. [CALEA 82.2.1a]

- d) When a complainant/victim arrives in person at Police Headquarters or a precinct or otherwise personally seeks to report an incident that occurred in the City of Richmond, regardless of the precinct where the incident allegedly occurred, and it requires an IBR, the officer/civilian at that police facility or who was approached directly by the complainant/victim shall take the report and complete the IBR. The supervisor of the officer/civilian taking the report shall notify a supervisor at the precinct where the incident occurred for a determination whether immediate follow-up is needed and whether it is necessary to send an officer and/or detective to speak with the complainant/victim. Depending on the nature of the incident, other required notifications shall also be made by the officer/civilian taking the report.
2. When an officer responds to the location of the complainant/victim, the officer will conduct a preliminary investigation. The officer will attempt to locate and identify the victim(s), identify and arrest the suspect(s), and record the required information. [CALEA 82.2.2a, c-e]
3. If an officer is unsure if a crime has occurred, *they* will consult with a supervisor before submitting a report. If a supervisor is unavailable, the officer will record all information necessary for completion of the report in their notebook and submit the report after consulting with a supervisor. At no time, will the submission of a report be delayed beyond the officer's completion of *their* tour of duty.
4. Officers shall use discretion in determining whether an IBR report shall be taken when the jurisdiction of offense cannot be determined. In most cases, when the jurisdiction of offense is unknown, information regarding the offense will be placed in the "Append Note Section" of the CAD call by the officer using I/Mobile on the mobile data computer (MDC). The complainant shall be given the CAD number of the call if no IBR is taken. [CALEA 82.2.1a]
5. Procedure for Jurisdiction of Origin of Fraud Crimes:
  - a) If a person's identifying information has been fraudulently used without authorization, the transaction or use of information transpired in the City of Richmond, and the person is deemed a victim of Identity Theft in the City of Richmond, an IBR will be taken, and the case will be investigated.
  - b) If a person's identifying information has been fraudulently used without authorization, the victim is a city resident, and the transaction occurred outside the City, an IBR report will be taken and screened as inactive.

- c) If a person's identifying information has been fraudulently used without authorization, and the victim is not a city resident **and** the transaction occurred outside the City, an IBR will not be taken and the complainant will be referred to the appropriate agency.
  6. If the officer determines that the offense, other than fraud crimes as described in the previous section, did not occur in the City of Richmond, a report will not be taken, and the officer shall append notes to the CAD call by using the MDC. The officer shall direct the complainant to the appropriate reporting agency.
  7. All officers must complete IBRs prior to marking off their assigned tour of duty including on and off-duty assignments.
  8. After completing the preliminary investigation and the IBR, the officer shall check the report for errors, and, if error free, mark the report "Ready to be Submitted" (RTBS) and submit the report for supervisory review. The officer shall notify a precinct supervisor via radio that a report has been submitted for review. The supervisor, at the earliest possible time, shall review the IBR, and approve or deny it electronically. If the report was done on paper the officer shall contact their immediate supervisor and arrange a time to review the IBR. The supervisor shall review and sign the paper report in the appropriate field and provide their code number. Once the supervisor electronically approves or signs off on the report, **they are** stating that the report is complete and correct.
  9. If the supervisor has denied the report, it is the officer's responsibility to make all necessary corrections and/or additions, check the report for IBR errors, mark it RTBS, and re-submit the report for supervisory review. The officer shall notify the supervisor when the corrected report has been submitted.
- B. Responsibilities of the Officer's Supervisor: [CALEA 82.2.1e]
1. All IBRs (Mobile Field Reporting and hand-written Missing Persons and Runaways) must be approved by a supervisor prior to the officer marking off their assigned tour.
  2. If an IBR is rejected or denied by the supervisor, the supervisor shall contact that officer and notify **them** of the denial of the report immediately. The report shall be corrected prior to the officer marking off their assigned tour of duty.
  3. The supervisor will approve the report electronically or sign the paper report and legibly write their code number in the appropriate place. Once the supervisor electronically approves or signs off on the report, **they are** stating that the report is complete and correct.
  4. If a paper report is submitted, the supervisor will ensure that the completed paper IBR is given to the DPR officer or the Precinct's **administrative Technician** to be entered using the MFR. If neither of these is available to enter the report, it shall be forwarded to Data Operations to be entered. The standard for ensuring timely delivery of the report to the Warrant and Information Services Unit is two (2) hours.

C. Responsibilities of the Investigative Supervisor:

1. Reviews the IBR for accuracy and completeness;
2. Assigns the Incident Report in RMS for follow-up investigation;
3. Monitors the progress of the investigations and evaluate the results of the case; and,
4. Monitors the investigating officer's updates of the case in RMS to ensure that all investigating information on the case is available in RMS Case Management System.

D. Responsibilities of Investigative Personnel:

1. If the detective makes an arrest as the result of the follow-up investigation, the arresting detective will prepare a case folder for the Commonwealth's Attorney's Office.
2. In cases where a uniformed officer makes an arrest, the detective will perform the necessary follow-up to find out if the arrestee has committed any other offenses.
3. Update the incident in RMS to ensure that all pertinent information, including related names, property, and vehicles are entered on the report and the case status is up-to-date and accurate.

E. Responsibilities of Off-Duty Officers:

1. If the off-duty officer has access to the MFR application and Department equipment, the officer shall enter the report using MFR and it shall be submitted for supervisory review electronically. If the officer does not have access to the MFR application, then the officer shall call for an on-duty officer to enter the report electronically.
2. If a supervisor is not available, the off-duty officer will notify **DECPR** to contact the nearest available supervisor. That supervisor will review the report, sign it and forward to the appropriate unit for entry.

F. Responsibilities of DPR Officers:

Follow the guidelines for entering reports using MFR.

G. Responsibilities of *Administrative Technicians*:

May enter approved IBRs using MFR.

VIII. FORMS

A. IBR

B. Supplemental IBR Form