



# Barre City Police Department

## Barre, Vermont

**Braedon S. Vail**  
*Chief*

### ADMINISTRATIVE PROCEDURES

<u>Subject:</u>	<u>Number:</u>	<u>Effective Date:</u>
<b>Contractual Agreements for Services</b>	<b>209</b>	<b>X/X/25</b>

**Note:** These Rules & Regulations, Operational Policies and/or Procedures are for internal use only and does not enlarge a member's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations 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.

**Policy:** When providing services to other entities, the Barre City Police Department shall enter into a written contractual agreement outlining the duties and responsibilities of all parties concerned.

**Purpose:** To establish procedures for implementing contractual agreements that provide services to other entities.

**Contents:**

- I. Assessment of Recipient Needs
- II. Written Agreements
- III. Cancellation

**I. Assessment of Recipient Needs**

When a request is made of the Barre City Police Department to provide contract services to an entity other than the City of Barre, the Chief will:

- A.** Analyze the problems of the entity requesting contract services.
- B.** Analyze the capabilities of the Department concerning the provision of services to the recipient.
- C.** Prepare an analysis of the costs.
- D.** Confer with the city manager concerning all of the above.

## **II. Written Agreements**

Any agreements to provide contract police services shall be in writing and signed by the city manager and the chief executive of the recipient entity. The agreement shall describe the following subjects:

### **A. Services Provided**

Any contract for services entered into by the Barre City Police Department will include a statement of the specific services to be provided. Services may include:

- Personnel requirements.
- Equipment and facilities to be used.
- Functions and activities to be performed.
- Responsibilities for planning, organizing and scheduling of services.
- Guidelines concerning legal authority of personnel.

### **B. Financial Agreement**

A detailed statement will outline all financial agreements between the parties when contracted services are provided.

### **C. Contract Duration, Modification and Termination**

All Contracts entered into for the provision of contract services shall contain specific information concerning the beginning, duration, modification and termination of the contract. Beginning date, termination date and conditions shall be specifically addressed. Procedures for suspension, termination, amendment, and renewal shall be addressed.

- Contracts for services will be reviewed annually by the Chief to ensure that services contracted are being provided, and to accommodate any necessary changes.

### **D. Legal Contingencies**

Contractual agreements for services will specify legal contingencies for lawsuit cases arising from the provision of services, provision for the payment of compensation in the case of a lawsuit, and procedures to be followed if legal action is taken against the department, department personnel or the City of Barre.

### **E. Personnel Control**

The Barre City Police Department will maintain authority and control over its personnel in any arrangement to provide contract services. The Department shall maintain responsibility for hiring, training, assignment, and disciplining of its personnel.

- All Department personnel engaged in carrying out agreed upon terms of a contract arrangement shall retain all the rights of Barre City Police Department personnel.

**F. Equipment and Facility Use**

Any use of Barre City Police Department equipment and/or facilities shall be clearly defined in agreements for contract services.

**III. Cancellation**

This written directive cancels and replaces any directives in conflict therewith.

AUTHORITY:

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Braedon S. Vail, Chief of Police

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, 2025

Index As:

Contractual Agreements for Services  
Dispatch Contracts



# Barre City Police Department

## Barre, Vermont

**Braedon S. Vail**  
*Chief*

### INVESTIGATIVE PROCEDURES

<b><u>Subject:</u></b> <b>Vice, Gang &amp; Organized Crime Investigations</b>	<b><u>Number:</u></b> <b>606</b>	<b><u>Effective Date:</u></b> <b>X/XX/25</b>
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**Note:** These Rules & Regulations, Operational Policies and/or Procedures are for internal use only and does not enlarge a member's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations 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.

**Policy:** Vice and organized crime degrade local quality of life and places residents at a heightened fear and risk of victimization. Therefore, the Barre City Police Department will work collaboratively with allied local, state and federal law enforcement agencies to investigate and pursue violators of vice and organized crime statutes.

**Purpose:** To provide guidelines for the response to, and investigation of vice and organized crime.

**Contents:**

- I. Definitions
- II. Initial Response
- III. Investigative Procedures
- IV. Search Warrant Operations
- V. Records
- VI. Cancellation

**I. Definitions**

- A. Vice** – Immoral habits that threaten the peace and dignity of society, which includes but is not limited to the crimes of illicit drugs, prostitution and gambling.
- B. Organized Crime** – Any group of two or more persons involved in criminal activity who operate as a complete unit. Organized crimes may include but are not limited to retail theft rings, assault and robbery, and for purposes of this directive, criminal gang activity.
- C. Gang** - Any group or association of three or more persons that engages in criminal activity, including acts by juveniles that would be crimes if committed by adults, to create an atmosphere of intimidation, and whose members have a common identifying sign, symbol, or name. Gang members may be identified by meeting any two of the following criteria:

- The individual admits to being a member;
- The individual is identified by an informant as being a gang member;
- The individual is observed wearing gang colors, clothing, and symbols;
- The Individual frequents known gang related areas, establishments or locations;
- The individual is identified whose name appears on lists or graffiti from gangs;
- The individual possesses gang documentation, literature or related publications;
- The individual participates in a gang photo with known members;
- The individual has targeted victims who are members of a potential rival gang;
- The individual has been discovered with correspondence to gangs;
- The individual has been identified by other agencies as being a gang member;
- The Individual has been arrested or documented several times in the company of known gang members.

**D. Gang Associate** – An individual that does not meet the above listed criteria but may be identified as an associate based on investigative indications that a relationship with gang members exists.

**E. Graffiti** – Known as “the newspaper of the street”, graffiti is unique to each gang. The signs, symbols, markings and tags denote territory, memorialize members, threaten rivals and send messages. Upside down or crossed out graffiti indicates a threat or killing.

**F. Tattoos** – Also known as “Brands,” tattoos are markings on the body that serve as a public statement of gang membership and contempt for society. They may corroborate messages found in graffiti.

**II. Initial Response**

The Police Department frequently learns of vice, gang and organized crime activities from citizen complaints, other criminal justice agencies, a tip line or anonymous letters. Officers will receive complaints from any source and are also in a position to observe evidence of vice, gang and organized crime while on patrol, such as use and sales of illicit drugs, prostitutes soliciting business, and graffiti. Officers will attempt to identify these activities; the people involved and make an arrest when possible.

**A.** Officers making an arrest, and members receiving anonymous complaints about suspected vice, gang and organized crime activities will document the complaint in an appropriate Incident Report.

- Information received about these activities should be shared with the appropriate allied agencies with a relevant interest (i.e., DEA, ATF, area agencies with involvement, etc.).

**B.** When an Officer encounters what is suspected to be gang graffiti, they shall:

- Photograph the graffiti for evidence and further analysis.
- Contact the property owner to make arrangements for removal.
- Document the suspected gang graffiti in a detailed Incident Report in conformance with **Barre City Police Department Field Reporting Procedure #802, “Incident**

**Report.”**

- C. Vice, gang and organized crime information received by the Sergeant, Criminal Investigations Section will be reviewed and assigned to the appropriate investigator or retained for filing if appropriate.

**III. Investigative Procedures**

Depending upon the extent of information provided, further investigation will be assigned to an investigator. Once assigned, investigative steps include, but are not limited to, interviewing potential witnesses, allied criminal justice agencies, collecting available evidence, using surveillance techniques to verify the complaint, and;

**A. Use of Informant(s)**

Informants may provide valuable information toward the investigation and closure of vice, gang and organized crime investigations.

- Sources of Information may include persons who provide information to law enforcement during routine day-to-day activities and are not paid and do not require or desire anonymity.
- Use of a confidential informant must be approved by the Chief and conducted in accordance with **Barre City Police Department Investigative Procedure #601 “Criminal Investigations.”**

**B. Criminal History and Background Investigations**

Vice, gang and organized crime investigations frequently involve the need to conduct background investigations of persons suspected of participating in certain crimes, and to verify information obtained from confidential informants. These investigations will be conducted discretely and with special care given to safeguarding the information obtained. Copies of any personal background or criminal history information obtained shall be maintained within the Investigative Case File.

**C. Surveillance**

Surveillance is frequently used during vice, gang and organized crime investigations, as it is necessary to observe suspects or conditions in an unobtrusive manner. Surveillance will be approved by the Chief and conducted in accordance with **Barre City Police Department Investigative Procedure #601, “Criminal Investigations.”**

**D. Surveillance Equipment**

Surveillance equipment and accessories not otherwise available through this department can be acquired by loan on an as needed basis through the New England State Police Information Network (NESPIN) or allied law enforcement agencies.

- When surveillance and undercover equipment is received or issued for a particular investigation, the Sergeant, Criminal Investigations Section will insure the secure

storage, maintenance and control of the equipment. All use of the equipment must be approved by the Chief. The Sergeant will also be responsible for:

- The distribution and tracking of the specialized equipment;
  - Obtaining training for members tasked with use of the surveillance equipment prior to its release;
  - Maintaining a written documentation of where the equipment is stored, or whom it is assigned to;
  - Inspecting the equipment upon return to insure it is in good working order.
  - Body wires, body microphones and other devices capable of intercepting oral communications will be used in a manner consistent with the laws of the State of Vermont. An exception would be equipment used in a joint investigation with a federal law enforcement agency, where federal laws may apply.
- E. Recording Control - Any audio and/or video recording made during the course of a vice, gang and organized crime investigation will be submitted in accordance with current process procedures and maintained in the investigative case file.
- F. Investigators will report investigative progress in a Supplemental Report.
- G. **Imprest Funds** - The Barre City Police Department utilizes confidential funds in support of vice, gang, drug or organized crime investigations.
- All expenses associated with the use of the imprest fund in support of vice, gang, drug or organized crime investigations will be accomplished in accordance with **Barre City Police Department Administrative Procedure #207, "Fiscal Management" and Investigative Procedure #601, "Criminal Investigation."**
  - The Washington County State's Attorney's Office will be consulted on the appropriateness of the support of any undercover or decoy operation requiring the purchase of contraband items, substances or services.

#### IV. **Search Warrant Operations**

- A. **Planning** - The primary case officer handling the search warrant operation shall coordinate with the Sergeant, Criminal Investigations Division for planning and coordinating the necessary resources for completing all raid operations whether during the execution of search warrants or situations which do not legally require a search warrant. Prior to execution, the residence/warrant location and any target individuals must be deconflicted as appropriate. The planning process shall include:
- Analysis of the crimes and suspects to determine the nature and scope of personnel, and the equipment and activities required to safely and effectively conduct the operation;

- Identification of probable offenders, their habits, associates, methods of operation, and any other pertinent information that may affect the manner of surveillance, or prosecution of the offender(s);
- A familiarization of the neighborhood or target area for officers and other law enforcement personnel involved in the surveillance operation;
- Identification of routine and emergency communication resources;
- Assessment of equipment needs for attainment including, but not limited to, specialty vehicles, weapons, entry tools, surveillance equipment, communications and audio-visual monitoring equipment, etc.
- Assessment of resources for attainment; including, but not limited to, uniformed personnel from the Patrol Division or allied law enforcement agencies, tactical team support, K-9 teams, etc.
- Assessment of resources for attainment; including, but not limited to, uniformed personnel from the Patrol Division or allied law enforcement agencies, tactical team support, K-9 teams, etc.

**D. Raid/Search Warrant Execution Operations** - The primary case officer will conduct a briefing with all available participants before the raid occurs, ensuring that participating personnel understand assignments, dangers, suspects, location characteristics and the evidence to be preserved.

- All personnel assigned to raid operations will wear issued body armor.
- Non-uniformed personnel will be required to wear appropriate clothing identifying them as a law enforcement officer during all raid operations.
- At least one (1) uniformed officer will be utilized as the first officer visible on all raids, excluding tactical entries conducted by an organized tactical team belonging to an allied law enforcement agency.
- One member of the raid team will announce, in a voice that can be clearly heard inside the raid target that police officers are present, and they have a warrant to search the premises. Example: “Police! Search Warrant.”
- When admission to the premises is denied, and immediate entry is justified:
  - When possible, entry should be accomplished by non-forceful means or the use of an available key.
  - Any damages incurred during forceful entry must be photographed, documented in the appropriate report and forwarded through the chain of command to the Chief. This includes the practice of “raking” or “porting” windows, etc.
- A single person, often the lead investigator/primary case officer, shall have sole responsibility for coordinating the search for, and seizure of evidence and



contraband. The investigator will assign others to assist in the search; however, there will generally be one seizing officer for all evidence.

- Searches for evidence will be conducted in a thorough and systematic manner, notifying the investigator responsible for coordinating the search and seizure of evidence and contraband of the item and its location.
- Video equipment and cameras will be used to record the raid and the locations of evidence, including the condition of the location prior to the search.
- Officers assisting in the search will be requested to submit a Supplement Report.
- Arrestees will be taken into custody, transported and booked in accordance with **Barre City Police Department Operational Procedure #407, “Arrest, Custody & Transport.”**
- Barre City Fire Department medical services may be requested to stage, and/or provide medical assistance for any serious injuries to officers, suspects or others as necessary
- All raid activities, including evidence collected, suspect statements and unusual occurrences will be fully documented in the Incident Report in conformance with **Barre City Police Department Field Reporting Procedure #802, “Incident Report”.**

## V. **Records**

All **confidential** vice, gang and organized crime complaints received, investigated and conveyed to allied agencies will be locked/sealed in the Valcour Records Management System as/if necessary. Any paper files will be maintained in a separate, locked file.

- A. Official reports and case notes that are not classified will be filed with the Incident Report and investigative case file at the conclusion of the investigation or following adjudication of criminal charges.
- B. The Chief is to be briefed regularly on investigative updates for ongoing investigations.

**VI. Cancellation**

This written directive cancels, replaces and supersedes any directives in conflict therewith.

AUTHORITY:

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Braedon S. Vail, Chief of Police

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, 2025

Index As:

Gang  
Graffiti  
Organized Crime  
Prostitution  
Raid  
Surveillance Equipment  
Vice



# Barre City Police Department

## Barre, Vermont

**Braedon S. Vail**  
*Chief*

### INVESTIGATIVE PROCEDURES

<b><u>Subject:</u></b> <b>Crime Analysis &amp; Intelligence</b>	<b><u>Number:</u></b> <b>607</b>	<b><u>Effective Date:</u></b> <b>X/XX/25</b>
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**Policy:** The Barre City Police Department uses the Data-Driven Approaches to Crime and Traffic Safety (DDACTS) model in an effort to better inform and plan the operational development of personnel allocation, directed patrol, and enforcement priorities. The department collects, analyzes and shares suspicious incident, crime and criminal intelligence information relating to criminal and homeland security activities, making the information available to agency personnel and allied agencies

**Purpose:** To establish guidelines for the collection, analysis and dissemination of criminal intelligence and crime data.

**Contents:**

- I. General
- II. Definitions
- II. Crime Analysis Procedures
- III. Criminal Intelligence
- IV. Cancellation

**I. General**

Crime analysis is a system using regularly collected information on reported crimes and criminals to prevent and suppress crime and to apprehend criminal offenders. Crime analysis involves the collection of valid and reliable data, employs a systematic technique of analysis, and seeks to determine for predictive purposes, the frequency that events occur and the extent to which they are associated with other events. Collecting and analyzing readily available data and distributing the information on a regular basis allow officers and investigators to perform their tasks more efficiently.

**II. Definitions**

- A. Administrative Analysis** – Examining crime data and comprehensive crime information

to support administrative decisions relating to budget, policy, staffing, and intra and interagency relations.

- B. Crime Analysis** – A method of identifying criminal trends and crime patterns within specific geographic areas and by specific types of planning directed towards predicting criminal trends for the purpose of reducing crime.
- C. Criminal Intelligence** – The collection and dissemination of information relating to specific crimes, terrorist activities and criminal intelligence.
- D. Data-Driven Approaches to Crime and Traffic Safety (DDACTS)** – A law enforcement operational model that integrates location-based traffic crash, crime, calls for service, and enforcement data to establish effective and efficient methods for deploying law enforcement resources. By identifying areas through temporal and spatial analysis that have high incidences of crashes and crime, DDACTS employs highly visible, targeted traffic enforcement to affect these areas. (National Highway Traffic Safety Administration)
- E. Strategic Analysis and Planning** – Analysis and planning that is intended to address crime trends, crime patterns, crime trend forecasting, resource allocation and situational analysis based on given geographical locations, specific crime type, seasonal fluctuation, and special events.
- F. Tactical Analysis and Planning** – Analysis that is intended to address crime series/pattern detection, suspect crime correlation, target/suspect profiles, and crime potential forecasts based on specific areas, crime series, modus operandi, specific times, and suspect information. Examples include directed patrol projects, undercover campaigns, and raids.

## **II. Crime Analysis Procedures**

Crime data is generally compiled from source documents using the computer aided dispatch/records management system (CAD/RMS), other databases, and deductive reasoning. The goal of the analysis is to provide current, useful information to aid personnel in meeting their crime control and prevention objectives.

- A.** Specification of source documents – crime analysis data elements are extracted from the following sources:
  - Incident/offense reports;
  - Field interview reports;
  - Reporting officer;
  - Uniform Crime Reports/National Incident-Based Reporting System;
  - Accident reports;
  - Supplemental investigative reports;
  - Intelligence sources from other agencies;
  - Any other useful source.

**B.** The information gathered will be analyzed to identify potential and actual crime trends within the City of Barre. These trends may vary by the hour, day, week, month, and may be seasonal. The analysis of crime data will include:

- A comparison of incident characteristics with similar data on file
- The identification of developing patterns or trends

**C.** A printout of the crime trends for an enforcement area may include, but are not limited to:

- Crime bulletins
- Crime analysis bulletins
- Crime specific memoranda
- Responses to special requests
- Frequency of crime by type
- Geographic location of crimes
- Time of day/day of week
- Modus operandi data
- Victim and target descriptors
- Suspect descriptors
- Suspect vehicle descriptors
- Physical evidence information

**D. Dissemination**

Crime analysis reports will be disseminated to department personnel on an as needed basis through the following:

- Shift briefings/roll calls
- Discussion at supervisor staff meetings
- Email distribution

**E.** Information that is relevant to the operational and/or tactical plans of any specific division will be immediately distributed to all personnel within that division.

**F. National Incident-Based Reporting System**

The Barre City Police Department participates in the Uniform Crime Reporting program administered by the State of Vermont and Federal Bureau of Investigation by reporting consistent with the National Incident-Based Reporting System (NIBRS). The Emergency Communications Dispatcher acting as a NIBRS Auditor has the responsibility for meeting the reporting requirements of the NIBRS System.

**G.** Crime analysis information may be released to media representatives as approved by the Chief of Police or designee and in accordance with **Barre City Police Department Operational Procedure #426 “Media Relations.”**

### **III. Criminal Intelligence**

**A.** There are several principal sources of intelligence:

- Incident reports prepared and submitted by officers;
- Investigative work and other activities conducted by the Criminal Investigations Division;
- Information provided by citizens; and
- Bulletins and confidential investigative reports provided by local, state or federal agencies regarding criminal or terrorist activities.

#### **B. Information Gathered**

Information gathered pertains to actual or potential criminal and terrorist activity, including the identification of suspects, vehicles, methods of operation, and other related matters.

- Officers submitting information will make every attempt to ensure and verify the accuracy of the information, including questioning providers as to the sources of their information.
- The information is used primarily to establish relationships among persons and events which leads to a better understanding of the criminal conduct in the City and an improved ability to fight crime.

**C.** Liaison with local, state and federal organizations to garner and share intelligence information by exchange of advisory bulletins, participation in data communication networks, and attendance at regular scheduled meetings of the:

- Vermont Intelligence Center (VIC),
- FBI Joint Terrorism Task Force (JTTF),
- Homeland Security Information Network (HSIN),
- New England High Intensity Drug Trafficking Area (NEHIDTA),
- New England State Police Information Network (NESPIN),

**D.** Inquiries of the above systems may not be made without reasonable suspicion of criminal activity. Telephone, e-mail, and facsimile requests for criminal intelligence information will be addressed only after the requester's level of authorization is determined.

- If online electronic access is allowed, confirmation may be through the use of passwords or other security devices.
- In the event of telephone inquiries, release of the intelligence information shall be made on a call-back basis only after verification of the identity of the requesting law enforcement officer or official is determined.

**IV. Cancellation**

This written directive cancels, replaces and supersedes any directives in conflict therewith.

AUTHORITY:

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Braedon S. Vail, Chief of Police

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, 2025

Index as:

Crime Analysis  
Criminal Intelligence  
Uniform Crime Reporting System  
National Incident-Based Reporting System



# Barre City Police Department

## Barre, Vermont

**Braedon S. Vail**  
*Chief*

### FIELD REPORTING SYSTEM

<u>Subject:</u>	<u>Number:</u>	<u>Effective Date:</u>
<b>Criminal Case Submission</b>	<b>805</b>	<b>X/XX/25</b>

**Note:** These Rules & Regulations, Operational Policies and/or Procedures are for internal use only and does not enlarge a member’s civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations 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.

**Policy:** Timely, accurate and thorough criminal case submission provides for victim support and aids in the efficiency of prosecution of criminal offenses. Members of the Barre City Police Department will submit criminal cases for prosecution as described herein.

**Purpose:** To establish procedures for the submission of criminal cases for prosecution.

**Contents:**

- I. General
- II. Officer Responsibilities
- III. Supervisor Responsibilities
- IV. Communications/Administrative Assistant Responsibilities
- V. Special Instructions
- VI. Cancellation

**I. General**

Criminal casework is submitted to the Washington County State’s Attorney Office electronically through the Valcour CAD/RMS system via the “Submit for Prosecution” tab within the Incident Review-Status section of the incident report.

- A.** Cases shall be submitted for prosecution within fourteen (14) days prior to the date of arraignment.
  - Exceptions to this include DUI’s, lodgings and/or flash-cites.
    - DUI’s may be submitted up to the Monday of the week of arraignment.
    - Lodgings and flash-cites should be submitted as soon as possible, but allowable up to the date of arraignment.



- B. Once submitted for prosecution, hard copies of criminal cases are filed within the centralized records management system in accordance with Barre City Police Department Administrative Procedure #213 “Records Management.”

## II. Officer Responsibilities

- A. The officer listed as primary officer on the incident will be responsible to ensure all relevant entries are completed in the Valcour incident.
- B. Ensure all relevant digital evidence such as photographs, audio files, etc. are uploaded and attached to the incident.
- Any item that is not a standard case item listed in section V. Communications/Administrative Assistant Responsibilities is the officer’s responsibility.
  - Multiple photos uploaded to Valcour shall be uploaded as on zip file.
  - Videos should not be uploaded to Valcour and should be submitted on a disc. Two copies should be created; one copy of the disc remains with the hard case file and the second copy is submitted to the State’s Attorney Office.
  - Once all relevant items are attached to the incident, the officer will then make an additional entry by adding a “Field note” in the Incident Detail section of the incident report advising all discovery materials are attached to the case, or note that there are other items such as additional discs that were provided to the prosecutor when the case was submitted, or to be provided at a later date.
  - If videos or audio recordings are needed from the Public Safety building such as processing room and/or holding cell video, the officer must request the recordings from the Deputy Chief (or another Tech Liaison). The Deputy Chief (or other Tech Liaison) will provide the officer with a link to the document on the Sync application. It is the officer’s responsibility to burn the video to a disc and keep it with the case file. The prosecutor’s office will receive the link to download the video.
- C. Once the incident is completed, the status in the Incident Review – Status section of the incident is to be changed to “Ready for Approval.” please click on “NIBRS Results” to ensure you have no NIBRS errors.
- The officer should click on the “NIBRS Results tab to ensure there are no NIBRS errors, any errors should be corrected accordingly.

## III. Supervisor Responsibilities

- A. It is the responsibility of the officer’s supervisor to ensure the officer completed the case in its entirety, all evidence is attached as appropriate, and no NIBRS errors exist.
- Supervisors will return the case for correction and ensure corrections are completed in a timely manner to avoid court delays and/or having to recite offenders.

- B. Once the case is approved by the supervisor, Communications/Administrative Assistant will submit the case for prosecution.
  - If the officer’s supervisor is not available to approve the case and the case needs to be submitted promptly, another supervisor must approve the case prior to being submitted for prosecution.
  - If no supervisor is available (Deputy Chief and Chief inclusive), the case shall be submitted traditionally by providing three (3) hard copies of the case to the State’s Attorney Office.
- C. Cases will not be provided to Communications/Administrative Assistant for submission until the case is approved by a supervisor. If a juvenile is entered into the system, the “juvenile” checkbox shall be checked.
- D. The supervisor will ensure the case is set to remain in the supervisor’s work queue by checking the “Keep in Sup Q” box in the Incident Review – Status section of the incident.
  - The supervisor will only remove the incident out of their work queue once they have confirmed the case has been successfully submitted for prosecution.

#### **IV. Communications/Administrative Assistant Responsibilities**

- A. Communications personnel will run the appropriate criminal record checks on the offender and all witnesses as appropriate.
  - The record checks should be printed to PDF and saved as a file for attachment into the incident without the need to print to paper then having to scan into a file (see section V Special Instructions).
  - The record checks will be attached as a separate file and the “Confidential” box will be checked for all criminal record check files.
- B. Communications/Administrative Assistant will scan all other case documents into the case file and attach to the incident under the Incident Detail section of the incident.
  - The documents should be scanned into one PDF document in the following order
    - Court copy of citation
    - Conditions of Release/Bail Order (if it is a lodging/flash cite)
    - Officer’s original affidavit of probable cause
    - Any supplemental affidavits by assisting officers
    - Original DUI processing/affidavit form (DUI cases)
    - DRE form (DUI/DRE cases)
    - Bail statement
    - Offender’s motor vehicle record (motor vehicle offenses, i.e., DUI, etc.)
    - Arrest Custody report
    - Witness statements, if any
    - Abuse Prevention Orders, if any and relevant

- Accident reports, if any and relevant
  - Evidentiary documents, i.e. DMT tickets for DUI cases, etc.
  - Miscellaneous documents
  - Witness list
  - Washington County case prep form/case checklist
- Once all relevant documents have been added by Communications/Administrative Assistant, the case will be submitted by clicking the “Submit for Prosecution” tab at the bottom of the Incident Review – Status section of the incident.
  - Once submitted for prosecution, the supervisor will be notified that the case was submitted.
  - After submission, the State’s Attorney Office will receive notification whenever there is a change to the case. If the State’s Attorney Office asks for additional items such as statements, files, etc., the officer will upload the necessary documents.
    - The State’s Attorney Office will receive automatic email notification that the files have been uploaded.

**V. Special Instructions**

- A. Printing to PDF** – To print to PDF click print and choose “Microsoft print to PDF” or “Adobe PDF” for the printer. Then save the document to a location on the computer; choose desktop to save the document so it can be easily located. If you are printing criminal record checks to PDF please ensure to delete the file after it has been uploaded to Valcour.
- B. Saving multiple items to a zip file** – Hold “Ctrl” button on keyboard and left click with mouse on each item to be added to the zip file. Once items have been highlighted, right click with mouse and select “Send to” then select “Compressed (zipped) Folder.” This will create a zip file with the selected items in the same location the files were originally located. Rename the zip file to make it easily identifiable.

**VI. Cancellation**

This written directive cancels, replaces and supersedes any directives in conflict therewith.

AUTHORITY:

Index as:

Criminal Case  
 Criminal Record Checks  
 Submit for Prosecution

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Braedon S. Vail, Chief of Police

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, 2025