

Chapter 100 - Reporting/Investigative (IBR, Missing person, child, runaway, etc)

Form #	Title	Effective	Amended
	<u>Juvenile Criminal Complaint</u>		
	<u>Adult Criminal Complaint</u>		
	<u>Snowden HIPAA - Law Enforcement Form</u>		
SSO-100-001	<u>Incident Report - Offense</u>		
SSO-100-002	<u>Incident Report - Offender</u>		
SSO-100-003	<u>Incident Report - Property</u>		
SSO-100-004	<u>Incident Report - Vehicle</u>		
SSO-100-005	<u>Incident Report - Narrative</u>		
SSO-100-006	<u>Supplemental Deputy Assaulted/Use of Force Report</u>		
SSO-100-007	<u>Case Closure Request</u>		
SSO-100-009	<u>Lost Person Report/Checklist</u>		
SSO-100-010	<u>Ping Form</u>		
SSO-100-018	<u>Consular Notification</u>		
SSO-100-020	<u>Authority to Release Medical Information</u>		
SSO-100-030	<u>Certificate of Stolen Property</u>		
SSO-100-031	<u>ATF Trace</u>		
SSO-100-035	<u>Confidential Informant - Master List</u>		
SSO-100-040	<u>Confidential Source of Information</u>		
SSO-100-040S	<u>Confidential Source of Information (Supplement)</u>		
SSO-100-041	<u>Cooperating Individual Agreement</u>		
SSO-100-042	<u>Cooperation Agreement</u>		
SSO-100-043	<u>Juvenile Waiver Form for Confidential Informants</u>		
SSO-100-050	<u>Criminal Information Report</u>	01/01/2000	07/28/2015
SSO-100-051	<u>Custodian of Records - Certification of Authenticity</u>		
SSO-100-055	<u>Death Scene Checklist</u>		
SSO-100-056	<u>Decedent Information Sheet</u>	11/18/2014	

SSO-100-060	<u>Disposition/Certification of Evidence</u>
SSO-100-061	<u>DNA Genealogy Consent Search Form</u>
SSO-100-062	<u>Domestic Violence Lethality Screen Form (fillable)</u>
SSO-100-065	<u>Missing Children Information Clearinghouse Report</u>
SSO-100-066	<u>Missing Person Information Clearinghouse Report</u>
SSO-100-070	<u>Motor Vehicle Operator Intoxication Report</u>
SSO-100-080	<u>Oath Statement for Photos</u>
SSO-100-085	<u>Operations Plan - CID</u>
SSO-100-090	<u>Pawn Shop Inspection Sheet</u>
SSO-100-091	<u>Pawn Brokers Application and Affirmation</u>
SSO-100-092	<u>Pawn Broker License</u>
SSO-100-100	<u>Physical Evidence Recovery</u>
SSO-100-105	<u>Precious Metals or Gems License</u>
SSO-100-106	<u>Precious Metals and Gems Dealer Application</u>
SSO-100-110	<u>Property Received Form</u>
SSO-100-115	<u>Property Release Form</u>
SSO-100-120	<u>Property Release By Evidence Tech (60 Days)</u>
SSO-100-121	<u>Money Tally Sheet - Evidence</u>
SSO-100-121	<u>Evidence Money</u>
SSO-100-125	<u>Electronic Device Exam Request</u>
SSO-100-126	<u>Electronic Device Return</u>
SSO-100-130	<u>Sexual Assault Checklist</u>
SSO-100-135	<u>Statement Of</u>
SSO-100-140	<u>Statement of Release</u>
SSO-100-141	<u>Vehicle Inspection - CID</u>
SSO-100-145	<u>Warning and Consent</u>
SSO-100-150	<u>Witness Information Sheet</u>

SSO-100-455	<u>Courthouse Fingerprinting Log Livescan</u>
SSO-100-500	<u>Photo Line-Up Admonition</u>
SSO-100-500.1	<u>Photo Line-Up Admonition (Spanish)</u>
SSO-100-501	<u>Show Up Admonition</u>
SSO-100-601	<u>Polygraph Release Form (criminal)</u>
SSO-100-602	<u>Polygraph Release Form (pre-employment)</u>
SSO-100-603	<u>Polygraph Release Form (in Spanish)</u>
SSO-100-604	<u>Polygraph Standards of Practice</u>
SSO-100-605	<u>Transcription Request Form</u>
Test	<u>001 Test</u>

Chapter 200 - Operational (SWAT Plans, checking detail's)

Form #	Title	Effective	Amended
SSO-200-100	<u>Advice of Rights</u>		
SSO-200-1000	<u>UAS Flight Report</u>		
SSO-200-1050	<u>Vacation or Training Leave for Court Dates</u>		
SSO-200-200	<u>Bomb Threat Checklist</u>		
SSO-200-205	<u>National Tracing Center Trace Request</u>		
SSO-200-210	<u>Buy Sheet</u>		
SSO-200-250	<u>Canine Physical Capabilities Statement</u>		
SSO-200-251	<u>Canine Team Monthly Activity Report</u>		
SSO-200-252	<u>Canine Team Deployment Report</u>		
SSO-200-400	<u>Emergency Protective Order Protect Person Data Sheet</u>		
SSO-200-450	<u>Extra Checks/BOL</u>		
SSO-200-500	<u>False Alarm Letter</u>		
SSO-200-510	<u>Leave Request (Field Ops and Spec Ops)</u>		
SSO-200-600	<u>Lieutenant Daily Roll Call Report</u>		
SSO-200-650	<u>Performance Evaluation Checklist</u>		
SSO-200-700	<u>Permission to Search</u>		

SSO-200-700.1	<u>Permission to Search (in Spanish)</u>
SSO-200-701	<u>Permission to Search Electronic Device</u>
SSO-200-701.1	<u>Permission to Search Electronic Device (in Spanish)</u>
SSO-200-702	<u>Permission to Search - Search of a Person</u>
SSO-200-702.1	<u>Permission to Search - Search of a Person (in Spanish)</u>
SSO-200-705	<u>Phlebotomy Blood Draw Report</u>
SSO-200-706	<u>Intox Room Sterilization Log</u>
SSO-200-750	<u>Request for Service/Tracking Sheet (SPU)</u>
SSO-200-751	<u>School Pay Sheet</u>
SSO-200-800	<u>Shift Preference Questionnaire</u>
SSO-200-801	<u>Stat Sheet Grant 2019</u>
SSO-200-850	<u>Street Crimes Activity Report</u>
SSO-200-900	<u>SWAT Request Form</u>
SSO-200-901	<u>Take Home Car Memo</u>
SSO-200-910	<u>Video Intake Referral Complaint Form</u>

Chapter 300 - Training

Form #	Title	Effective	Amended
SSO-300-001	<u>Application for advancement in Career Development</u>	07/01/2011	
SSO-300-002	<u>Supervisor Recommendation for Career Development</u>	07/01/2011	
SSO-300-100	<u>Employee Administrative Rights Notification</u>	01/09/2012	
SSO-300-101	<u>Academy Progress Report</u>		
SSO-300-198	<u>Daily Observation Report Completion Instructions</u>		
SSO-300-199	<u>Daily Observation Report Critical Performance Tasks</u>		
SSO-300-200	<u>Daily FTO Observation Report</u>		
SSO-300-201	<u>Weekly FTO Observation Report</u>		
SSO-300-202	<u>FTO Nomination Form</u>		
SSO-300-301	<u>Lesson Plan Routing Form</u>		

SSO-300-310	<u>Simulator Request Form</u>
SSO-300-311	<u>Simulator Participant Release Form</u>
SSO-300-312	<u>Range Release Agreement</u>
SSO-300-320	<u>Firearms Training Participant Release From</u>
SSO-300-321	<u>Firearms Qualification Sheet</u>
SSO-300-350	<u>SWAT PFQ Score Card</u>
SSO-300-401	<u>Training Request Form</u>
SSO-300-402	<u>Training Orders</u>
SSO-300-410	<u>Range Request Form</u>
SSO-300-411	<u>Hosting Outside Agency Course Request</u>

Chapter 400 - Personnel (documents primarily required from PSU)

Form #	Title	Effective	Amended
	<u>FY2020 Classification Titles and Grades</u>		
	<u>New FY2022 Payscale</u>		
	<u>Information Update Form</u>		
SSO-400-100	<u>Service Weapon, purchase of (Retirement)</u>	07/07/2015	
SSO-400-150	<u>Application for Off Duty Employment</u>		
SSO-400-151	<u>Secondary Employment Work Application - General Rate</u>		
SSO-400-152	<u>Secondary Employment Work Application - Holiday Rate</u>		
SSO-400-153	<u>Employee Administrative Rights Notification Memo</u>		
SSO-400-154	<u>Polygraph Examination Acknowledgement of Rights</u>		
SSO-400-160	<u>Written Reprimand</u>		
SSO-400-161	<u>Squad Level Counseling</u>		
SSO-400-162	<u>Formal Counseling</u>		
SSO-400-170	<u>Line-of-Duty Death</u>		
SSO-400-175	<u>Light Duty Request Form</u>		
SSO-400-180	<u>Performance Improvement Plan (PIP)</u>		
SSO-400-180	<u>Personnel Incident Report (Commend or Complain)</u>		

SSO-400-200	<u>Smoking Notice, New Hire's</u>	07/01/2015
SSO-400-210	<u>Ride Along Packet</u>	
SSO-400-215	<u>Worker's Compensation Packet</u>	
SSO-400-220	<u>Report of Communicable Disease Exposure</u>	
SSO-400-225	<u>Training Room Usage Form</u>	
SSO-400-230	<u>Personnel File Report of Incident</u>	
SSO-400-235	<u>Career Development Questionnaire</u>	
SSO-400-240	<u>Volunteer Statement of Accountability (Volunteer Liability)</u>	

Chapter 500 - Financial

Form #	Title	Effective	Amended
SSO-500-050	<u>Expenditure Form</u>		
SSO-500-075	<u>Purchase Request Form</u>		
SSO-500-100	<u>Per Diem Request</u>		

Chapter 600 - Equipment/Inspections

Form #	Title	Effective	Amended
SSO-600-100	<u>Vehicle Inspection (Operations)</u>		
SSO-600-101	<u>Vehicle Inspection (CID)</u>		
SSO-600-102	<u>Vehicle Inspection - Courts/Transport</u>		
SSO-600-200	<u>Confiscated Back-Up Weapon Request</u>		
SSO-600-205	<u>Personal Weapon Request</u>		
SSO-600-206	<u>Request to Modify Agency-Issued Weapon</u>		
SSO-600-210	<u>Radar & Calibration "How To"</u>		

Chapter 700 - Records (FOIA)

Form #	Title	Effective	Amended
SSO-700-001	<u>Arrest Record Request</u>		
SSO-700-005	<u>Freedom of Information Request (FOIA)</u>		
SSO-700-010	<u>Sound Permit Form and Instructions</u>		

SSO-700-015 [Duplicate Persons in Sheriff's Information System](#)

Chapter 800 - Crime Prevention (documents primarily required by Crime Prevention)

Form #	Title	Effective	Amended
SSO-800-100	<u>Request to Open POPP File</u>		
SSO-800-101	<u>POPP File Follow Up Form</u>		
SSO-800-102	<u>POPP Tracking Sheet</u>		
SSO-800-200	<u>Vandalism/Graffiti Referral</u>		
SSO-800-201	<u>Notice of Property Owners & Tenants to Remove Graffiti</u>		
SSO-800-300	<u>Donate a Phone Thank You Letter</u>		

Chapter 900 - Communications (documents primarily required by ECC)

Form #	Title	Effective	Amended
SSO-900-050	<u>Dispatch CAD Incident Sheet</u>		
SSO-900-100	<u>Correction Form for CAD</u>		
SSO-900-150	<u>Recording Request Form</u>		
SSO-900-151	<u>Certification of Authentication - Recording of Event</u>		
SSO-900-200	<u>Warrants Fax Cover Sheet</u>		
SSO-900-201	<u>Fax Cover Sheet</u>		
SSO-900-202	<u>Authorization Form for Warrants Entered into VCIN/NCIC</u>		

Chapter 1000 - Courts

Form #	Title	Effective	Amended
SSO-1000-050	<u>Civil Process Manual - 2021</u>		
SSO-1000-100	<u>Eviction Notice</u>		
SSO-1000-150	<u>Notice of Legal Document</u>		
SSO-1000-200	<u>Returned/Filed Letter</u>		
SSO-1000-250	<u>Service Request</u>		
SSO-1000-300	<u>Prisoner Extradition Form</u>		
SSO-1000-301	<u>Transport/Extradition Form</u>		

SSO-1000-302	<u>Extradition Checklist</u>
SSO-1000-350	<u>Applicant Instructions to Obtain Solicitor/Peddler Permits</u>
SSO-1000-351	<u>Application for Solicitor/Peddler Certificate of Registration</u>
SSO-1000-352	<u>Guidelines and Information to Solicit in Stafford County</u>
SSO-1000-400	<u>Leave Request Form (Courts)</u>
SSO-1000-450	<u>Command Center Log</u>
SSO-1000-460	<u>Courthouse Roving Security Team - General Guidelines</u>
SSO-1000-500	<u>Notice of Forcible Entry</u>
SSO-1000-600	<u>Holding Cell Log Sheet</u>

Chapter 1100 - Animal Control

Form #	Title	Effective	Amended
SSO-1100-005	<u>Adopting Animals</u>		
SSO-1100-010	<u>Adoption Spay or Neuter Contract</u>		
SSO-1100-015	<u>Animal Custody Record</u>		
SSO-1100-020	<u>Animal Trap Agreement</u>		
SSO-1100-025	<u>Bite Report</u>		
SSO-1100-030	<u>Cat Information Sheet</u>		
SSO-1100-035	<u>Completed Training Record</u>		
SSO-1100-036	<u>Controlled Drug Disposition Record (Animal Control)</u>		
SSO-1100-037	<u>Daily Incoming Calls Sheet (Animal Control)</u>		
SSO-1100-040	<u>Dangerous Dog Certificate</u>		
SSO-1100-045	<u>Deemed Dangerous Dog</u>		
SSO-1100-046	<u>Disaster Inspection Sheet</u>		
SSO-1100-050	<u>Dog Information Sheet</u>		
SSO-1100-055	<u>Dogs Deemed Dangerous/Vicious by the Court</u>		
SSO-1100-060	<u>Emergency Notification</u>		
SSO-1100-064	<u>Eutthanasia Consent and Waiver of Liability</u>		

SSO-1100-065	<u>Euthanasia Proficiency Sheet</u>
SSO-1100-070	<u>Firearm Discharge Report</u>
SSO-1100-075	<u>Firearm Inspection Sheet</u>
SSO-1100-076	<u>Foster with Intent</u>
SSO-1100-077	<u>Fosters and Medication</u>
SSO-1100-078	<u>Foster Agreement</u>
SSO-1100-079	<u>Foster Contact Information</u>
SSO-1100-080	<u>Inspection Sheet</u>
SSO-1100-081	<u>Intake/Exam Form</u>
SSO-1100-083	<u>Lifeline Pet Incubator for Kittens and Puppies Agreement</u>
SSO-1100-085	<u>Lost and Found Reports</u>
SSO-1100-086	<u>Overtime Request Form</u>
SSO-1100-090	<u>Physical</u>
SSO-1100-095	<u>Possession and Title of Animal</u>
SSO-1100-100	<u>Pre-Employment Applicant Observation Sheet</u>
SSO-1100-105	<u>Report of Investigation</u>
SSO-1100-110	<u>Selective Enforcement Assignment</u>
SSO-1100-115	<u>Swear of No Conviction</u>
SSO-1100-120	<u>Vaccination Reimbursement</u>
SSO-1100-125	<u>Veterinarian Letter</u>
SSO-1100-130	<u>Euthanasia Consent & Waiver of Liability</u>
SSO-1100-135	<u>Warden's Daily Log</u>
SSO-1100-140	<u>Vehicle Inspection (Animal Control)</u>

Chapter 1200 - Administrative Services

Form #	Title	Effective	Amended
	<u>Search Warrant Forms</u>		
SSO-1200-050	<u>Search Warrant Documentation Form - Residence/Hotel/Abode</u>		
SSO-1200-051	<u>Search Warrant Documentation Form - Digital Items/Electronic Devices</u>		

SSO-1200-052	<u>Search Warrant Documentation Form - Electronic Records</u>
SSO-1200-053	<u>Search Warrant Documentation Form - Motor Vehicles</u>
SSO-1200-054	<u>Search Warrant Documentation Form - Blood/DNA/Hair/Fingerprints</u>
SSO-1200-060	<u>Technology Acquisition Form</u>
SSO-1200-100	<u>Indictment Information</u>
SSO-1200-200	<u>Policy Suggestion and Change Request</u>
SSO-1200-210	<u>U Visa Form Letter</u>
SSO-1200-300	<u>Equipment Disposition/Transfer/Receipt Authorization Form</u>

Chapter 1300 - Medical

Form #	Title	Effective	Amended
SSO-1300-001	<u>Report-Communicable Disease Exposure</u>		
SSO-1300-002	<u>Report-NARCAN Use</u>		
SSO-1300-003	<u>Report-Automated External Defibrillation Use</u>		
SSO-1300-004	<u>Inventory-NARCAN</u>		
SSO-1300-005	<u>Inventory-AED</u>		
SSO-1300-006	<u>Inventory-AED/CPR/First Aid Training Equipment</u>		
SSO-1300-007	<u>Inventory-TECC</u>		
SSO-1300-008	<u>Infection Control-Medical History Form</u>		
SSO-1300-009	<u>Infection Control-Hepatitis B Vaccine Declination Form</u>		

Chapter 1400 - Traffic Safety

Form #	Title	Effective	Amended
SSO-1400-001	<u>DMV Stat Sheet</u>		
SSO-1400-002	<u>Crash Exchange Form</u>		
SSO-1400-004	<u>Driver Transcript Request</u>		
SSO-1400-005	<u>Checking Detail Form</u>		
SSO-1400-006	<u>Motor Vehicle Intoxication Report Form</u>		
SSO-1400-007	<u>Law Enforcement Requested Towing Report of Complaint Form</u>		

SSO-1400-008	<u>CIU-Crash Report</u>	
SSO-1400-009	<u>CIU-Medical Examiner Form</u>	
SSO-1400-010	<u>CIU-Fatal VCIN Entry Form</u>	
SSO-1400-011	<u>CIU-Workflow Status Checklist</u>	
SSO-1400-012	<u>CIU-CDR Cover Page</u>	
SSO-1400-013	<u>TSU Escort Page 1</u>	
SSO-1400-014	<u>TSU Escort Page 2</u>	
SSO-1400-015	<u>Stat Sheet Grant 2019</u>	
SSO-1400-016	<u>Traffic Death Scene Checklist</u>	07/16/2024
SSO-1400-016	<u>Vehicle Tow Record/Inventory</u>	
SSO-1400-017	<u>Radar Equipment Repair Form - Stalker Radar</u>	

Chapter 1500 - Homeland Security & Emergency Management

Form #	Title	Effective	Amended
SSO-1500-001	<u>IAP-Incident Briefing</u>		
SSO-1500-002	<u>IAP-Incident Objectives</u>		
SSO-1500-003	<u>IAP-Organization Assignment List</u>		
SSO-1500-004	<u>IAP-Assignment List</u>		
SSO-1500-005	<u>IAP-Communications Plan</u>		
SSO-1500-006	<u>IAP-Medical Plan</u>		
SSO-1500-007	<u>IAP-Traffic Plan</u>		
SSO-1500-008	<u>IAP-Safety Plan</u>		
SSO-1500-009	<u>IAP-Resource Plan</u>		
SSO-1500-010	<u>IAP-Demobilization Plan</u>		
SSO-1500-011	<u>Command Board-Incident Command Board-1</u>		
SSO-1500-012	<u>Command Board-Incident Command Board-2</u>		
SSO-1500-014	<u>IMT-MCC-Deployment Form</u>		
SSO-1500-015	<u>IMT-MCC-Inventory Form</u>		

SSO-1500-
016 [**Special Event-Permit**](#)

SSO-1500-
017 [**Special Event-VDOT Permit**](#)

SSO-1500-
018 [**Special Event-Credential Form**](#)