



# Alexandria Police Department



## Directive 1.3

### ORGANIZATION

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#### 1.3.01 PURPOSE AND POLICY

The purpose of this directive is to establish the formal organizational structure of the Alexandria Police Department and to specify the functions of the various subdivisions.

[11.1.1]

#### 1.3.02 AUTHORITY AND BACKGROUND

The Alexandria Police Department was established pursuant to Virginia Code 15.2-1701 and 15.2-1704; the City Charter, Chapter 3 (Section 3.04.e) and Chapter 4 (Section 4.06); and City Code, Title 2, Chapter 3 (Section 2-3-1 through 2-3-4) and Title 4, Chapter 1 (Section 4-1-1).

**1.3.03 DEFINITIONS**

**Ancillary function** – A unit that performs a specific function on a part-time, as needed basis, using personnel from a variety of assignments within the Department.

**Bureau** – A major subdivision of the Department, it may consist of one or more divisions or sections.

**Chain of Command** – Organization of the Department by level of authority to ensure that information flows downward and upward through the organizational structure in a timely and uniform manner.

**Commander** – An employee in control of the Department, bureau, division, who has authority over all employees assigned thereto.

**Detail** – A specific task assignment of one or more employees who usually report to a unit supervisor; the assignment is usually temporary.

**Detective/Investigator** – Titles used to designate when investigatory assignments are performed by police officers.

**Division** – A major component of the Department. It may consist of two or more sections and/or units. For Patrol, each shift is a division.

**Effective time** – When any Department directive is to become effective on a given date, it will be effective at the beginning (0001 hours) of the 24-hour day unless otherwise specified.

**Elevation** – Assignment to a pay grade or pay step higher than the current grade or step in accordance with an existing career ladder program, such as the P-Program or D-Program. Elevation involves no change in authority, responsibility or seniority; elevation to any level within the P-Program or D-Program is not a promotion and is not cause for a change in the employee's annual evaluation date or seniority level.

**Employee** – An all-inclusive term to denote anyone, in any capacity, employed in a paid capacity by the Department.

**Limited-enforcement personnel** – Employees who have been granted restricted authority under city and/or state code to enforce certain laws or ordinances.

**Non-sworn personnel** – Employees who have no law-enforcement authority, including professional staff.

**Promotion** – Assignment to a higher rank as a result of an official, competitive promotional process. For sworn officers, promotion involves assignment to a higher (supervisory) rank designation on the public safety scale (e.g., police officer promoted to Sergeant). For non-sworn and limited-enforcement employees, promotion involves assignment to a higher grade on the general scale. In accordance with city pay policies, the promotion date does not impact the employee's annual evaluation date.

**Rank** – A level denoting authority relative to other employees. Employees are either promoted to higher ranks as a result of an official, competitive promotional processes or are elevated in rank due to progression through a career ladder program (e.g., Police Officer 1 elevated to Police Officer 2).

**Section** – A functional subdivision of an organizational entity reporting directly to an employee of the agency with the title of Chief of Police, sworn rank of Assistant Chief, Captain, or civilian Division Chief.

**Seniority** – Seniority is determined:

1. First by rank (sworn) or pay grade (civilian) with the Alexandria Police Department.
2. Second by continuous service within the rank or grade with the Alexandria Police Department. An employee just promoted has a lower seniority level than an employee of the same rank or grade with an earlier date of promotion. Prior service in another rank or grade within the Police Department, or prior service of any type with another city agency has no bearing on seniority within a given rank or grade.
3. Third by total continuous service with the Alexandria Police Department. If there is a break in service, (voluntary or involuntary) the employee's seniority suspends with the last payroll. Seniority resumes when the employee returns to work in a paid status in the same position.
4. Fourth by total continuous service with the City of Alexandria.

**Shift** – Hours of work during which an employee is on duty or required to be on the City's premises or at a prescribed workplace, as well as other time during which the employee is permitted to work for the employer. *[For patrol, shifts are defined as Days (0600-1800 or 0830-2030), Nights (1645-0445 or 1915-0715)].*

**Superior** – An employee higher in grade or rank than the position to which reference is made.

**Supervisor** – Employee with authority that oversees or manages others in the accomplishment of their tasks within a Section or Unit. A supervisor may not necessarily have span of control over all employees assigned to the Section or Unit.

**Span of Control** – Describes the number of subordinates that report to each supervisor.

**Sworn personnel** – Employees who have taken an oath of office to uphold all laws of the United States, Virginia State, and Alexandria City. These employees are authorized to carry weapons and have full arrest authority under state and city codes.

**Team** – A number of people organized to function cooperatively as a group.

**Transfer** – To reassign an employee from one organizational unit to another. Transfer to an assignment with different duties and responsibilities does not constitute an elevation or promotion; therefore, there is no change in annual evaluation date or seniority level.

**Unit** – A functional subdivision of a section comprised of an employee or group of employees organized to perform a specialized task.

<b>1.3.04</b>	<b>CHIEF OF POLICE</b>	<b>[12.1.1]</b>
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In accordance with Alexandria City Charter, Sec. 4.06, there is a single executive head of each City government department, who is an officer of the city and has direction and control of his or her department, subject to the supervision of the City Manager. In accordance with this authority:

- A. The Chief of Police is the chief executive officer of the Police Department and has exclusive control of the stationing and transfer of all employees in the Department, plus authority and responsibility for the fiscal management of the agency. The Chief of Police, with the approval of the City Manager, appoints all other police department employees. **[12.1.1]**
- B. The Chief of Police executes all directives of the City Manager and issues such orders to the Department as may be required for proper enforcement.
- C. The Chief of Police organizes, directs, and controls all resources of the Department in order to preserve the peace, protect persons and property, and observe and enforce all ordinances of Alexandria City, the laws of Virginia State, and the laws of the United States.

<b>1.3.05</b>	<b>SUCCESSION OF COMMAND</b>
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- A. In the event of the temporary absence or incapacity of the Chief of Police and lacking other written or oral instructions, the order of succession to Acting Chief of Police will be the Assistant Chief. If an Assistant Chief has not been designated, the

succession to Acting Chief of Police will be by seniority in the rank of Captain until otherwise appointed by the City Manager. [12.1.2.a]

- B. Superior ranking employees will not assume command outside their own organizational assignment except when failure to do so would seriously jeopardize the Department's ability to maintain law and order or cause a loss of public trust in the Department.
- C. The Commander of each bureau of the Department will establish the succession of command for such bureau and will provide a succession of command/emergency callback list to the Department of Emergency and Customer Communications (DECC) and the Accreditation and Directives Section biannually no later than January 15 and July 15 each year, or more often if significant changes have occurred. This procedure facilitates emergency notifications, as explained further in Police Directive 10.8B, Serious Incident Notifications. [11.3.1.a; 81.2.5.c]

<b>1.3.06</b>	<b>LINES OF AUTHORITY</b>
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- A. The duties and responsibilities of each of the ranks of authority, as well as civilian commanders, supervisors, and employees of the Department, as enumerated in this directive, are intended to be general, and not all-inclusive. Employees of equal authority assigned to the various entities of the Department may have different duties and responsibilities.
- B. Employees designated to act on behalf of superiors are granted authority commensurate with their acting positions and are accountable for the use of delegated authority, as well as for the failure to use it. [11.3.1.b]
- C. Commanders may, at their discretion, assign additional responsibilities to any employee of their subdivision.
- D. Each employee is accountable to only one supervisor at any given time. [11.2.1; 11.3.2]
- E. **Commanders and supervisors** are specifically charged with the following: [26.1.5]
  - 1. Promptly obeying and transmitting all lawful and applicable written directives, ensuring uniform interpretation and full compliance (see Police Directive 1.5, Written Policies for further information);
  - 2. Promptly obeying any lawful order of a superior, including any order relayed from a superior by an employee, regardless of rank; [12.1.3]
  - 3. Diligently enforcing the observance of high ethical values in the performance and conduct of the employees under their command;

4. Planning, organizing, and directing the activities of their command, and maintaining harmonious relationships with other segments of the Department or allied agencies;
5. Ensuring that employees under their supervision strive to accomplish the Department's mission, and the goals and objectives of the Departmental entity to which they are assigned;
6. Monitoring the quality and quantity of the duties and functions performed by their subordinates, in order to ensure maximum efficiency;
7. Ensuring that all procedures of the Department and all subdivisions are observed by their subordinates and themselves;
8. Maintaining proper discipline and efficiency of the employees under their command; and
9. Carrying out and being accountable for other duties as assigned by higher authority.

F. **SWORN PERSONNEL**

1. **Chief of Police** – exercises command over all employees within the Police Department and has the powers and duties enumerated in section 1.3.04 above.
2. **Assistant Chief** – subordinate to the Chief of Police and superior to all other Department employees; shall perform such duties as may be assigned by the Chief of Police; ensure that the laws and regulations governing the Department are properly observed and enforced and that discipline is maintained; advise the Chief of Police concerning all matters of importance and apprise the Chief of Police of conditions in the organizational elements under the Assistant Chief's command; assists the Chief of Police in carrying out the Department's mission. An Assistant Chief commands the Field Operations Bureau, Criminal Investigation Bureau, and the Administrative and Technology Bureau.
3. **Captain** – subordinate to Assistant Chief and superior to the rank of Lieutenant and below; commands a division.
4. **Lieutenant** – subordinate to Captain and superior to the rank of Sergeant and below; may command a section or unit.
5. **Sergeant** – subordinate to Lieutenant and superior to the rank of police officer and below; may supervise a section or unit.
6. **Police Officer** – appointed from an eligibility list derived from an entrance process conducted by the Recruitment and Training [Section](#) of the Police



Department under the guidance of the City Human Resources Department, a police officer is subordinate to the rank of Sergeant. Police officers will not exercise supervisory authority under ordinary circumstances except when permitted to do so by higher authority or by Department policy. When such authority is delegated to police officers, they are accountable for performing the duties of the rank assigned. Police officers will perform such other duties as required by higher authority. [1.2.1; 11.3.1.a]

#### **G. NON-SWORN PERSONNEL**

1. **Division Chief** – subordinate to the rank of Assistant Chief or Chief of Police and superior to all employees under his or her command; commands a division.
2. **Supervisors** – subordinate to a Division Chief; may report to a Division Chief, Lieutenant, or Sergeant; commands one unit, supervises line staff only - no subordinate supervisors in their chain.
3. **Professional Staff** – will perform such duties as required by competent authority.
4. **Volunteer** – will perform such duties as required by authorized personnel.

[11.3.1.a]

#### **H. LIMITED-ENFORCEMENT PERSONNEL**

1. **Parking/Enforcement Officers** – non-sworn personnel authorized to enforce city code sections related to parking and city vehicle license violations.
2. **Special Conservator of the Peace (SCOP)** – appointed by a Circuit Court Judge and serve at the discretion of the Chief of Police. They possess general peace powers prescribed by Virginia Code, enforceable where designated below.
  - a. **Special Police Officers (SPOs)** – assigned to the Traffic Safety Section, are full time, special conservators of the peace appointed by a Circuit Court Judge and serve at the discretion of the Chief of Police. They possess general peace powers prescribed by Virginia Code and have enforcement powers on the property of the Alexandria Police Department, the adjacent building, grounds, and parking areas. While on duty, SPOs may carry the issued sidearm and other weapons, and may use them as required for the completion of their duties. SPOs wear special law enforcement uniforms, different than regular police officers, and supplement the Department's day-to-day delivery of law enforcement services. [1.2.1]
3. **Animal Control Officers** – contractual employees authorized to enforce animal control ordinances. [11.3.1.a]
4. **Hack Inspectors** – appointed by the City Manager and serve at the discretion of the Chief of Police. Hack Inspectors perform the duties necessary to investigate

applicants for Certificates of Public Convenience and Necessity, and for Public Vehicle Operator's Licenses, as set forth in Title 9, Chapter 12 of the Alexandria City Code.

**1.3.07 ADMINISTRATION****[11.1.1]**

**OFFICE OF THE CHIEF** – responsible for the administration of all functions within the Police Department.

- A. Office of Professional Responsibility** – reports directly to the Chief of Police; conducts internal investigations, inquiries and disciplinary reviews of complaints against Department employees. **[26.2.3]**
- B. Public Information Office** – reports to the Chief of Police; serves as primary point of contact for media representatives; duties are further described in Police Directive 10.21, Media Relations. **[54.1.1.a]**
- C. Fiscal Management** – reports to the Chief of Police; develops the Department's fiscal policies and procedures; provides administrative support to the Chief of Police; has primary responsibility for development, implementation and oversight of the Department's budget, expenditures, receipts, financial statements; internal audits; and the procurement and maintenance of Department vehicles; assists the Chief of Police in other areas as assigned. **[17.2.1]**
- D. Chief of Staff** – reports directly to the Chief of Police, and is charged with researching, developing, and operationalizing an array of law enforcement programs and services. The Chief of Staff is responsible for the coordination of long-term strategic planning as well as research and analysis of various police functions, including gathering assistance from public and private research entities.

**1.3.08 FIELD OPERATIONS BUREAU****[11.1.1]**

Headed by an Assistant Chief who reports directly to the Chief of Police, the Field Operations Bureau (FOB) performs the police mission to preserve the peace, protect persons and property and enforce city ordinances and laws of Virginia State. It has primary responsibility to safeguard the community by preventing crime, suppressing criminal activity, apprehending criminals, and preserving peace. Police officers conduct preliminary and certain follow-up investigations, and they provide traffic law enforcement and accident investigation services. Officers provide these services 24 hours a day, 7 days a week and are assigned to one of [two](#) Patrol Divisions.

- A. PATROL** – [Patrol assignments for the City of Alexandria are divided into two sectors. East Side services the Historic District of Old Town Alexandria and its surrounding residential areas, communities North of the George Washington](#)



Masonic Memorial, including Rosemont, Del Ray, North Ridge, Warwick Village, Hume Springs, Lynhaven and Arlandria. **West Side** covers the West-End of the City, consisting of a diverse mix of residential neighborhoods and business districts.

**B. SPECIAL OPERATIONS DIVISION** – The division provides additional resources to Patrol to assist in crime enforcement utilizing specialized tactics and trained personnel.

**1. Traffic Safety Section** – headed by a Lieutenant, who reports to the Patrol Division Two Commander, responsible for the traffic safety initiatives and the deployment of all enforcement and educational efforts.

**a. Crash Investigation Unit** – an ancillary function staffed by police officers specially trained to investigate serious motor vehicle crashes. Oversight for this function is managed by the Traffic Safety Section.

**b. Motors Unit** – patrol and traffic enforcement utilizing use of officers on motorcycles.

**c. Photo Red Light Unit** – capture of images at intersections associated with red lights.

**d. Parking Enforcement Unit** – primarily responsible for enforcing parking regulations including meters, residential parking districts, City decal enforcement, disabled parking restrictions, tour bus parking restrictions, 72-hour parking complaints, and numerous other parking regulations. Parking Enforcement Officers also detect vehicles with excessive unpaid parking fines. Vehicles with excessive unpaid parking fines are immobilized with a "Boot" device or towed.  
[61.1.12]

**e. Telephone Reporting Unit** – administers public telephone and on-line reporting systems and processes for qualifying incidents. Provides follow-up and ensures the required documentation are processed with the Records Management System.

**f. K-9 Unit** – responsible for the care, training, and deployment of the Department's canine teams; performs functions outlined in Police Directive 10.19, K-9 Operations.

**C. COMMUNITY ENGAGEMENT DIVISION** – is headed by a Captain who reports to the Assistant Chief of the Field Operations Bureau. The mission of the Community Engagement Division (CED) is to actively build positive relationships with the members of our communities and develop partnerships with all the stakeholders of the City of Alexandria.

1. **Juvenile Services Section** – headed by a Lieutenant who reports to the Community Engagement Captain.
  - a. **School Resource Unit** – coordinates the activities of school resource officers in the specifically designated schools. The school resource officers are responsible to maintain a liaison between the Department and the schools. They are charged with ensuring order and safety within the designated schools.
  - b. **Youth Resource Unit** – establishes and maintains relationships and partnerships and develops and implements programs to positively impact the lives of youth in the community.
  - c. **School Crossing Guards (SCG)** – are selectively posted at points around each of the City's elementary schools to ensure the safety of children and pedestrians crossing streets as they report to and depart from school each day.
2. **Community Services Section** – headed by a Lieutenant who reports to the Community Engagement Captain.
  - a. **Neighborhood Resource Unit** – provides tailored services and protection for residents, property owners, businesses and non-governmental organizations within geographically designated communities in the City.
  - b. **Neighborhood Initiatives Team** – provides additional manpower and resources, as well as investigative support, to address identified crime trends within the city.
  - c. **Community Affairs Unit** – coordinates special event planning and coverage for City events; liaison position which plans and implements crime prevention education, outreach, training and programs; and the Co-Response Program (ACORP).

**1.3.09****CRIMINAL INVESTIGATIONS BUREAU****[11.1.1]**

Headed by an Assistant Chief who reports directly to the Chief of Police, the Criminal Investigation Bureau (CIB) provides operational and administrative support throughout the Department as well as direct service to the public.

- A. **CRIMINAL INVESTIGATIONS DIVISION** – is headed by a Captain who reports to the Assistant Chief of the Investigations Bureau.

1. **Violent Crimes Section** – the Section Commander reports to the Captain of the Criminal Investigations Division; investigates and prepares for prosecution certain felony and misdemeanor cases related to the following units.
  - a. **Homicide Unit** – Investigates death cases except those in which an attending physician has agreed to sign the death certificate, serious felonious assaults, suicides and near fatal attempts, and missing persons.
  - b. **Robbery Unit** – Investigates robberies, abductions, home invasions, and non- contact shootings.
  - c. **Criminal Apprehension/Special Investigations Unit** – Perform duties involving the apprehension of criminals with outstanding warrants, criminal surveillance for the CID, the execution of search warrants, extraditions assistance, and other duties as assigned. SIU detectives may be deputized to maintain a partnership with federal agencies, i.e. the Federal Bureau of Investigations and/or the U.S. Marshals Service. When requested, the SIU may assist these federal agencies with the surveillance and/or criminal apprehension of individuals.
2. **Special Victims and General Assignment Section** – the Section Commander reports to the Captain of the Criminal Investigations Division; investigates and prepares for prosecution certain felony and misdemeanor cases related to the following units.
  - a. **Special Victims Unit – Youth** – investigates Internet Crimes Against Children (ICAC) and all sex related crimes in which the victim or perpetrator is a juvenile, and any other youth related offenses or incidents as deemed appropriate by the unit supervisor; assists Child Protective Service (CPS) with investigating child abuse/neglect cases; assists other Department units in youth related matters; and serves on various committees regarding youth welfare.
  - b. **Special Victims Unit – Adult** – Coordinates activities involving sex offenses of adults and domestic violence-related crimes. Investigates and follows up on felony sexual assaults, stalking, death threat, and domestic violence incidents. Is a member of the Domestic Violence Intervention Project (DVIP) and the Sexual Assault Response Team (SART) of the City of Alexandria.
  - c. **Financial and Property Crimes Unit** – investigates and prepares for prosecution certain felony and misdemeanor cases related to crimes against property, stolen vehicles, financial, and fraud cases.
  - d. **Intelligence Unit** – develops, accepts, analyzes, and distributes domestic/international terrorism and public security intelligence for this



agency. Liaise with other local, state, and federal intelligence function units and have one member attached to the FBI's Joint Terrorism Task Force.

- e. **Polygraph Unit** – administers polygraph tests to new employment candidates, officers, victims, suspects and witnesses involved with police investigations.

**B. SPECIAL INVESTIGATIONS DIVISION** – is headed by a Captain who reports to the Assistant Chief of the Investigations Bureau.

1. **Technical Investigation Section** – the Section Commander reports to the Captain of the Special Investigations Division; supports other units in the Department with specialized investigative expertise in the areas of evidence collection, processing and analysis as well providing data analysis support.
  - a. **Crime Scene Investigations Unit** – supports criminal investigations by collecting, classifying, searching and filing fingerprints; examining objects and crime scenes for latent fingerprints and other evidence; preparing fingerprint evidence for court presentation; taking, developing, and printing photographs; aids other units in the identification, apprehension, and prosecution of criminals, supports the Information Services Section, when needed, for public fingerprinting, processes applications for and conduct license investigations on solicitors, trains and supervises crime scene investigators.  
[83.2.4. a-d]
  - b. **Digital Forensics Unit** – assists detectives and officers in identifying, collecting, preserving, analyzing and reporting digital evidence in criminal investigations. The Unit conducts digital forensic tasks such as cell phone data extractions, computer hard drive imaging, and other digital forensic data preservation functions.
  - c. **Crime Analysis Unit** – uses analytical processes to identify and analyze crime patterns and trends. Provides timely and accurate information to assist in crime prevention, criminal investigations and strategic decision making.
2. **Vice/Narcotics Section** – the Section Commander reports to the Captain of the Investigations Division; investigates violations of vice, gambling, alcohol, organized crime and narcotics laws and gathers intelligence data concerning these activities.  
[43.1.2]
  - a. **Administration Unit** – supports detectives and officers through the utilization of high-technology investigative methods for the purpose of gathering evidence to identify and prosecute those suspected of committing a criminal act or assisting to locate missing or endangered individuals. Task Force Officers from the Unit are assigned to federal and regional narcotics task

forces. Maintains secure storage area for vice and narcotics related investigative records.

- b. **Operations Unit** – Investigates violations of gambling, alcohol, vice, organized crime and narcotics laws. Maintains liaison with similar investigative units of local, state and federal law enforcement agencies.

**1.3.10****ADMINISTRATIVE AND TECHNOLOGY BUREAU****[11.1.1]**

Headed by an Assistant Chief who reports directly to the Chief of Police, the Administrative and Technology Bureau (ATB) provides operational and administrative support throughout the Department as well as direct service to the public.

**A. SUPPORT SERVICES DIVISION** – is headed by a Division Chief who reports to the Assistant Chief of the Administrative and Technology Bureau, acts as the liaison to the Department of Emergency Communications; provides informational services to the Department and provides direct services to the public.

1. **Facilities and Security Management Section** – provides facilities management support services, administers property leases, plans space and furnishings, coordinates renovations, repairs and space reconfiguration; and administers the fire evacuation plan. Included are tasks associated with space allocation and security for the police building.
  - a. **Facilities Maintenance Unit** – performs routine maintenance and custodial services for police facilities and satellite offices. Maintains a facilities maintenance liaison with General Services and leased space landlords; administers facilities maintenance and repair contracts. Maintains a liaison with the Office of Sheriff for the Public Safety Center and other police facilities.
  - b. **Facilities Security Unit** – manages the police facilities access control, video surveillance, copiers, and office telephone systems including maintenance and repair of devices. Maintains a liaison with the Office of Sheriff for security issues at the Public Safety Center.
2. **Property and Evidence Section** – maintains stored agency property in a state of operational readiness; maintains inventory control of and distributes expendable supplies; stores lost, found, recovered, and evidentiary property and maintains inventory control over these items; maintains records of equipment, clothing, and weapons issued and in stock. **[17.5.2]**
3. **Accreditation and Directives Section** – assists with researching and formulating Department policies and procedures and implements them by means

of the written directives system; oversees forms design and control; performs duties necessary to ensure compliance with accreditation standards and serves as the Department's accreditation manager; provides planning and research assistance to all components of the Department. Maintains accessibility to all levels of the Department and to appropriate persons outside of the Department to ensure access to necessary information resources, to enhance the ability to collect data and make programmatic recommendations. [15.1.1]

4. **Capital Projects Unit** – represents the Department regarding a modification, improvement, or renovation for which funding has been identified and for which a schedule has been established and acts as the liaison to the Department of General Services (DGS).
5. **Fleet Management Unit** – responsible for ensuring the readiness of all departmental vehicles, which includes purchase orders, repairs, tracking maintenance schedules and operating costs. The unit also provides administrative and planning support activities including locating vendors, researching vehicle type options, energy efficient options, etc.

B. **TECHNOLOGY SERVICES DIVISION** – is headed by a Division Chief who reports to the Assistant Chief of the Administrative and Technology Bureau. Approves and oversees all operational technology implementations, enhancements and maintenance; acts as the liaison to the city's department of Information Technology Services (ITS) with a focus on collaboration, standardization, and information security; coordinates CJIS compliance; provides information and data services to the Department; provides direct service to the public.

1. **Technology Management Section**

- a. **Tactical Computers Unit** – develops and maintains the Department's fleet of mobile computers and the related software (CAD, FBR). Coordinates training on use of the Departments mobile computer systems. Seeks out new technologies for the mobile environment. Administers the department's License Plate Reader (LPR) hardware and software. Administers electronic citation (eCitation) hardware and software. Administers the department's mobile phones and related mobile apps. Administers regional databases (LINX).
- b. **System Operations Unit** – develops and maintains the Records Management System (RMS) and various other automated systems. Coordinates training on the computer systems that access the RMS. Facilitates numerous state and federal data reporting requirements. Seeks out new technologies for information management.
  - i. **Technical Support Unit** – acts as the primary technical help-desk for the police department, maintains the Department's



local area network (LAN); performs installation of hardware and software and general computer maintenance; maintains up-to-date records of computers, LAN users, and computer equipment; and develops short and long-range plans for network and personal computer use in the Department.

## **2. Technology Operations Section**

- a. **Field Technology Unit** – develops and maintains the Department's fleet of various mobile and trailer camera systems. Administers the hardware and software systems that support real time information gathering. Responds to citizen and internal requests for camera technology deployment.
- b. **Body-Worn Camera (BWC)/In Car Camera (ICC) Unit** – responsible for managing and administering the BWC and ICC program, including all associated equipment and software. Issues BWC equipment and conducts training for end-users. Coordinates BWC maintenance, provides technical assistance, and repair and replacement of systems. Liaison with courts reference camera evidence and technology. Responds to public records requests and redacts BWC files as required by law. Assists with on-scene uploads, file restriction, and forensic review of BWC files.

- 3. **Information Services Section** – maintains all Department records except personnel records, the working files of departmental units, and the records of Intelligence Section and the Office of Professional Responsibility.

### **[82.1.4]**

- a. **Records Unit** – receives, reviews, classifies, duplicates, and distributes offense and supplementary reports; maintains master name index files, case files, arrest files and other documents; distributes mail, and other official publications; responds to and prepares Virginia Criminal Information Network/National Crime Information Center (VCIN/NCIC) messages; prepares and submits the Uniform Crime Report/Incident Base Reporting system report (UCR/IBR); and performs other administrative support for the Department, as directed.
- b. **Police Operations Desk** – Receives and fulfills Freedom of Information Act (FOIA) requests and receives, processes and files warrants, protective orders and other court papers; conducts criminal history record checks.

- C. **HUMAN RESOURCES AND LABOR RELATIONS DIVISION** – reports to the Assistant Chief of the Administrative and Technology Bureau. This Division oversees the activities of human resources; acts as liaison with various City agencies; makes recommendations to the Chief of Police on personnel issues. Commands the personnel and performance evaluation systems; manages the career development and counseling program; coordinates internal transfers and promotion processes;

maintains personnel records of all employees; maintains attendance records, manages the payroll; maintains a master file of Special Directives; coordinates grievance procedures; prepares and implements personnel policies and procedures based on Administrative Regulations, Police Directives, and accreditation standards, coordinates civilian recruiting, background investigations and hiring. [31.1.1; 22.4.2]

1. **Workers Comp/FMLA** – involves the implementation of City, State, and Federal laws related to providing injured employees benefits as defined by the Virginia Workers' Compensation Commission; provides employees time off to address medical conditions as defined under the Family Medical Leave Act; and administers various employee benefit programs such as the Sick Leave Bank, Paid Parental Leave, and Leave Donations.
  2. **Payroll** – completes thorough review of departmental timecards; enters PTO pay, OT and leave; completes spreadsheets on OT charged for special events; provides Kronos training to new users and as a refresher course; processes historical OT/Leave requests to Finance; pays out retiree or resigning personnel their leave balances.
  3. **Civilian Recruiting** – hires candidates with the best skills, experience, and personality to fit the job; develops job descriptions and announcements, coordinates talent search, reviews applications, leads/coordinates interviews, oversees the evaluation of candidates; schedules all pre-employment testing and background checks; facilitates higher salary requests; and coordinates all required hiring documentation to successfully bring on new talent.
  4. **Background Investigations** – Conducts interviews, schedules interviews, coordinates logistics for interview date(s), proctors any practical(s).
  5. **Collective Bargaining** – Works with employee bargaining unit officials, department leadership, and City officials to negotiate a contract to determine the terms of employment, including pay, benefits, hours, leave, job health and safety policies, work conditions, etc.
- D. **EMERGENCY READINESS AND TRAINING DIVISION** – reports to the Assistant Chief of the Administrative and Technology Bureau. This Division oversees the activities of training, recruitment, and the Emergency Readiness Section; makes recommendations to the Chief of Police on training, emergency readiness and recruitment issues. Serves as Administrative Coordinator for Off-Duty Employment.
1. **RECRUITMENT AND TRAINING SECTION** – is headed by a Section Commander who reports to the Emergency Readiness and Training Division Commander. Oversees the activities of the Training and Development Section;

acts as liaison with various City agencies; makes recommendations to the Chief of Police on training issues.

- a. **Recruitment and Hiring Unit** – manages the selection and recruitment process of entry-level police officers.
- b. **New Officer and Field Training Unit** – oversight and management of pre-Academy training, recruit officers at the Academy during Basic Training, and Field Training Officer (FTO) program. Supervises instructor staff assigned to the Northern Virginia Criminal Justice Academy.

## 2. **EMERGENCY READINESS SECTION**

The Emergency Readiness Section provides unique skills, tactics, and asset-based assistance in support of planned and unplanned events and emergencies. The overall goal is to ensure agency emergency preparedness and effective response to planned and spontaneous events and incidents. The units and teams in this division exercise critical judgment regarding a broad spectrum of policies, training, fiscal oversight, program management, long-term asset purchases, and community outreach. [15.1.2; 46.1.1]

- a. **Tactical Training Unit** – responsible for providing training to all sworn officers in police tactics and survival skills and fitness. TTU is responsible for managing the Department's Taser program, the Fitness program, Defensive Tactics and Control Tactics training, all issued weapons other than firearms, conducting and maintaining proficiency records on annual training (covering less lethal weapons, non-lethal weapons, and lethal force), and conducting reality-based training consistent with current training trends.
- b. **Range Operations Unit** – manages the firearms range, ensures that safety rules and other safety procedures are followed, assists with Firearms instructor and Instructor Re-Certification courses.

### 1.3.10

### **COMMUNICATION AND COORDINATION WITHIN THE DEPARTMENT**

The Police Department encourages and supports the exchange of information between Department components for the purpose of coordinating performance. All divisions, sections, and units shall coordinate their activities and maintain open lines of communication. Procedures include but are not limited to:

- Procedural updates and revisions will be forwarded to all of the Police Department.
- Staff meetings are to be used to facilitate coordination. Attendance by all components at Department staff meetings is encouraged.

- The Mobile Data Browser can be used to facilitate information sharing with operations personnel.
- An e-mail system linking all Police Department computer network stations system is an additional tool with which to communicate information to all Department personnel; it should be used to promote free flow of information.
- Supervisors in the Field Operations, Criminal Investigations, and Administrative and Technology bureaus conduct daily shift briefings with personnel under their command as applicable to their function.
- The Department is equipped with a voicemail system. The voicemail system can be a tool with which to communicate information to a majority of Department personnel.

**[12.1.4]****BY AUTHORITY OF:**

**Raul Pedroso**  
**Chief of Police, Interim**