

**PRINCE WILLIAM COUNTY POLICE DEPARTMENT  
MANUAL OF GENERAL ORDERS**

<b>General Order: 1.01</b>	<b>Effective: 04/20/2020</b>	<b>Supersedes: 08/15/2018</b>	<b>Number of Pages: 6</b>
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**DEPARTMENTAL ORGANIZATION: GENERAL GUIDELINES**

- A. The purpose of this order is to describe the organizational structure of the Prince William County Police Department, to define the responsibilities and functions of our members, and to clarify the chain of command within the agency. A graphical representation of the organizational structure, in the form of organizational charts, will be maintained by the Chief's Office and the Divisions. The organizational charts will be reviewed and updated as needed.
- B. The information and structure described provide a means for planning the police task, for executing it, and for ensuring that the desired results are obtained. The enumerated duties and responsibilities are general in nature. To fully delineate each position is not feasible. Also, the structure herein described is not the ultimate of the Department's organization since it will undergo further change as conditions mandate and expansion takes place.
- C. **Definitions and Terminology:** In order to establish common terminology and encourage full understanding, the following organizational definitions and terminology are adopted by the Department:
1. **Administrative Review** - A documented review of an incident or occurrence prepared by or for the Chief of Police, or their designee. The review should indicate whether policy, training, equipment, or disciplinary issues should be addressed.
  2. **All Hazard Equipment** - Equipment designated for use in support of the Emergency Operations Plan/Critical Incident response.
  3. **All Hazard Plan** – See Emergency Operations Plan.
  4. **Analysis** - A systematic, structured process for dissecting an event into its basic parts to identify any patterns or trends. Analysis should reveal patterns or trends that could be predictive or could indicate program effectiveness, training needs, equipment upgrade needs and/or policy modification needs.
  5. **Audit** – A documented review of financial records and/or practices to verify conformity with established standards; Also applies to a documented accounting of agency owned or controlled property to ensure what is supposed to be in the possession of the agency is accounted for and to verify conformity with established standards.

6. **Authority/Responsibility** – Applies to the principle that supervisory responsibility be accompanied by commensurate authority to make decisions necessary for the execution of that responsibility. It is departmental policy that when a member is promoted or appointed to a supervisory position, the appropriate authority is delegated to permit the supervisor to carry out their duties. A supervisor is accountable for the performance of members under their direct control. Each supervisor is responsible for remaining familiar with, and ensuring their unit's compliance with all applicable departmental directives and accreditation standards. All personnel (regardless of whether or not they hold supervisory position) are held accountable for their use of delegated authority, or their failure to use such authority.
7. **Bureau** – A section with Countywide or Department-wide coverage and usually subordinate to a Division Commander or higher authority.
8. **Command Protocol** – Applies to the broad principle of unity of command. It is departmental policy that, on a general basis, the ranking supervisor at the location of an incident is the overall scene commander. However, it is realized that in certain types of situations, it may be necessary to designate a person of lesser rank to maintain control. In some situations, outlined within specific departmental directives, the command protocol is clearly outlined. Also, in situations where patrol and investigative personnel are jointly involved, the ranking supervisor or senior member involved in the incident is in charge, unless specified otherwise within departmental directives.
9. **Conflicting Orders** – Upon receiving an order conflicting with any previous order, the member receiving the order will so advise the supervisor issuing the second order. Responsibility for countermanding the first order will then lie with that supervisor; the member will obey the second or countermanding order if so directed (even if the order is relayed by a lesser ranking member). The supervisor countermanding the first order will then assume full responsibility for the first and second order.
10. **Critical Incident** - An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response, such as major planned events and law enforcement incidents.
11. **Delineation of Responsibility** – Applies to the principle that each organizational component and each member of the Department has their duties and responsibilities generally described in written format. Such format may be contained within written position descriptions, the County classification plan, or the departmental directives system.
12. **Department** – The Prince William County Police Department

13. **District** – The primary geographical subdivision of the Operations and Criminal Investigations Divisions composed of two or more areas.
  - a. Eastern District
  - b. Western District
  - c. Central District
  
14. **Division** – The largest functional subdivision within the Department.
  - a. Support Services Division
  - b. Criminal Investigations Division
  - c. Operations Division
  - d. Financial and Technical Services Division
  
15. **Emergency Operations Plan (EOP)** - Commonly referred to as an “All Hazard” or “Critical Incident” plan. An EOP is a written plan containing general objectives reflecting the overall strategy for responding to and managing critical incidents. The plan defines the scope of preparedness and incident management activity required of the agency, and is flexible enough for use in all emergencies.
  
16. **Evaluation** - A careful appraisal and study to determine the significance and/or worth or condition, and to draw conclusions pertaining to an item, project, or undertaking.
  
17. **Goal** - A relatively broad statement of the end or result that one intends ultimately to achieve. Goals are broader than objectives and therefore may be too broad to be measured.
  
18. **Holding Facility** - A confinement facility where detainees are housed, receive meals, and can be detained for periods involving days and overnight stays.
  
19. **Inspection** - A careful and critical examination, to include for operational readiness of resources, supplies, and equipment; a formal review of all components of a particular requirement and an examination of their application;
  
20. **Inventory** - A detailed, itemized list, report, or record of agency owned or controlled property in possession of the agency, or the process of making such a list, report, or record.
  
21. **Lawful Order** – Any written or verbal command, direction or instruction issued to any subordinate or group of subordinates in the course of job related duty which is not in violation of any law, ordinance, or any departmental directive.
  
12. **Line Inspection** - Inspection conducted by personnel in control of the persons, facilities, procedures, or other elements being inspected.

13. **Manual of General Orders and Departmental Directives** – The official repository of the Department’s policies, procedures, and rules and regulations. Appropriate components and staff will have an opportunity to be involved in the formulation, revision, and review process of these orders prior to their promulgation.
14. **May/Should** – Indicates that the action is discretionary.
15. **Member** – Any person appointed to the Department as either a part-time or full-time salaried employee.
16. **Sworn Member** – Any person appointed to the Department as a full time, regular, salaried, sworn position.
17. **Obedience** – Members will be subordinate to and will obey all lawful orders from supervisors, unless specifically outlined in their duties and responsibilities. If the lawful order is relayed through a member of the same or lesser rank than the receiving member, the order will be followed as if it came directly from the issuing supervisor.
18. **Objective** - An end or result that one intends to attain in order to achieve partial fulfillment of a goal. An objective is a subgoal or an element of a goal, and therefore, requires a shorter time to accomplish than does a goal. Objectives should be **Specific, Measureable, Attainable, Relevant, and Timely.**
19. **Organizational Component** - A subdivision of the agency, such as a bureau, division, section, unit, or position that is established to provide a specific function.
20. **Plan** - Documented identification of methods to achieve desirable goals or conditions.
21. **Processing** - Includes pre-booking activities involving detainees in custody, after which detainees may either be released from custody or be transferred to a holding facility.
22. **Ranking system for members:**
  - a. Chief of Police (Colonel)
  - b. Deputy Chief of Police (Lieutenant Colonel)
  - c. Assistant Chief of Police (Major)
  - d. Captain
  - e. Lieutenant
  - f. First Sergeant
  - g. Sergeant
  - h. Detective/Officer
23. **Review** - To examine or study; less formal than an analysis.
24. **Sector** – A geographical subdivision of a district to which one or more members are assigned for patrol purposes.

25. **Seniority** – Seniority in the Department is established first by rank and second by aggregate time served in rank, whether on a regular, assigned, or temporary basis. In situations requiring decision or control where the members are of equal rank, the senior member will make the decision or exercise control unless otherwise directed by a higher ranking member.
26. **Shall/Will/Must** – Indicates that the action is required.
27. **Span of Control** – Applies to the number of members under the immediate control or direction of a single supervisor. It is the Department's desire to stay within the limits established by organizational theorists. The limit is generally agreed to be six (as the figure goes higher, the level of efficiency tends to decrease). While the Department strives to stay within this generally accepted limit, there may be exceptions due to the varied functions and responsibilities of certain departmental components.
28. **Specialized Assignment** - A sworn assignment to an organizational component, which provides specific focus beyond the patrol function and requires advanced training or expertise.
29. **Specialized Training** - Training which focuses on the unique knowledge, skills, and abilities particular to a specialization. This may include supervisor development training, as well as other technical and job-specific subjects such as for Crime Scene Technicians or Patrol Rifle Operators. Such training includes detailed classroom instruction, performance oriented training, and/or continuous on-the-job training.
30. **Staff Inspection** - Inspection conducted by personnel who do not have control of the persons, facilities, or procedures being inspected.
31. **Squad** – A section composed of a group of officers performing related line functions.
32. **Supervisor** – Every person employed by the Department appointed or promoted to a position whereby they are responsible for overseeing, directing, or managing the work related activities of other members.
33. **Temporary Detention** - Temporary detention is measured in hours and does not involve housing or feeding detainees except in extenuating circumstances.
34. **Unit/Section** – A subsection of a bureau.
35. **Unit Number** - A unique number assigned to every member of the Department for radio identification. The numbering system is based upon rank and assignment.
36. **Unity of Command** – Applies to the principle that each member is accountable to only one supervisor at a given time. These orders and the Department's organization chart clearly detail the established chain of command.

37. **Volunteer** – Every person affiliated with the Department on a part-time, uncompensated basis. Volunteers, with the exception of Volunteers in Police Services, as defined in General Order 43, are non-sworn and volunteer their services because of their interest in contributing in a support role.
38. **Volunteers in Police Services (VIPS)** – Volunteer citizens, acting without compensation serving in a support role to the Department. The scope of the VIPS program is outlined in General Order 43.
39. **Watch** – A tour of duty covering a period of time (usually eight to ten hours) within a twenty-four hour day:
  - a. Police service is provided on a twenty-four hour basis.
  - b. Normal office hours are 8:00 A.M. to 5:00 P.M.