

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

General Order: 1.06

Effective: 10/30/2017

Number of Pages: 3

DEPARTMENTAL ORGANIZATION: OFFICE OF THE CHIEF OF POLICE

A. The following positions and/or units compose the Office of the Chief of Police:

- a. Chief of Police
- b. Deputy Chief of Police
- c. Office of Professional Standards
 - 1. Investigators
 - 2. Accreditation Manager
 - 3. Body-Worn Camera Unit
- d. Public Information Office

B. Chief of Police

- a. The Chief of Police is the commanding officer of the Department and is directly responsible to the County Executive for all elements of the Department.
 - a. The Chief of Police of the Department is the final Departmental authority in all matters of policy, operations, and discipline.
 - b. The Chief of Police shall promulgate all orders, rules, regulations, and policy for the administration of the Department.
- b. The Chief of Police is responsible for ensuring that the Department enforces all laws and ordinances within its legal jurisdiction in a just and impartial manner.
- c. The Chief of Police is responsible for the planning, directing, coordinating, staffing, and control of all activities of the Department for its continued and efficient operation; for the completion and forwarding of such reports or programs as may be required by competent authority; and for the state of relations between the citizens of Prince William County, the County Government, other agencies and the Department.
- d. The Chief shall instill high standards of morale and confidence through his or her leadership and the provision of instruction and training for, and by, members of the Department.
- e. When the Chief of Police cannot be contacted, or is otherwise unavailable, the Deputy Chief will serve as the acting Chief of Police. When necessary, the line of succession thereafter will be the Assistant Chief for Operations and then to be determined by rank first and then time in grade. The only exception to this policy will be when the Chief of Police or County Executive designates another Assistant Chief for specific periods of time.

The acting Chief of Police will have, during the time while acting as Chief of Police, all powers and duties conferred upon the Chief of Police.

- f. The Chief shall maintain liaison with other law enforcement agencies in the adjoining jurisdictions by attending the local and regional Chiefs' meeting as scheduled.
- g. The Chief shall maintain liaison with the Chief of the Department of Fire and Rescue Services in order to develop plans and coordinate activities of mutual concern.

C. Deputy Chief of Police

The Deputy Chief of Police is the second highest ranking officer in the Department and reports directly to the Chief of Police. The Deputy Chief of Police shall have final Departmental authority in all matters of policy, operations, and discipline as designated by the Chief of Police. The Deputy Chief of Police also assumes all authority, duties, and responsibilities of the Chief of Police in his absence.

D. Office of Professional Standards

The Office of Professional Standards consists of Investigators, who are responsible for internal administrative investigations; the Accreditation Manager, who manages the accreditation program and policy management system; and the Body Worn Camera Unit.

- 1. The Office of Professional Standards Investigators duties include, but are not limited to, the following:
 - a. Responsible to the Chief and will coordinate and exercise staff supervision over investigations of complaints or allegations of misconduct against members of the Department.
 - b. Conduct internal investigations into serious allegations or complaints.
 - c. Coordinate and exercise staff supervision of case investigations of possible civil liability of members of the Department.
 - d. Administer the Department's Early Identification System (EIS) and Performance Review System. The purpose of such programs will be to reduce personal civil (and criminal) liability to members and the Department, and to assist members toward better performance.
 - e. Carefully review all Prisoner Incident reports to assure that the case has been thoroughly investigated and documented, and that only legally justified force was used.
 - f. Directly coordinate and supervise the investigation of all shootings by members.

- g. Immediately, by the quickest means possible, notify the Chief of Police of serious complaints against the Department or its personnel. Such serious complaints are those that threaten the protection of the public and/or jeopardize the integrity and security of the Department.
 - h. Ensure complainants are notified about the status of their complaints against the Department or its members.
 - i. Complete internal investigations within thirty (30) days. Extensions will be granted as necessary, refer to General Order 10.05
 - j. Maintain liaison with the County Attorney's Office in order to protect the integrity of the Department.
 - k. Annually review and analyze grievances occurring during the previous calendar year. Any trends or problems that are identified will be reported to the Chief of Police.
 - l. Conduct random audits of the Criminal Investigative Fund within the Special Investigations Bureau.
2. The responsibilities of the Accreditation Manager include, but are not limited to, the following:
- a. Coordinate and manage the Department's accreditation program.
 - b. Provide assistance and direction throughout the Department in support of accreditation matters.
 - c. Maintain the accreditation program's files.
 - d. Maintain liaison with the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) and other interested agencies and parties.
 - e. Tracks reports, reviews and other activities required by applicable accreditation standards through the accreditation log. The Accreditation Manager is required to create and maintain the accreditation log to ensure required activities are met and to correct any delinquent requirements. In addition, the Accreditation Manager will distribute an annual staff memorandum identifying the required report, review, or activity and the member responsible for completion.
 - f. Manages the Department's written directives, including General Orders and Standard Operating Procedures, in coordination with applicable Department staff, County Attorney and other key stakeholders.
 - g. Maintain the software applications responsible for tracking policy and procedures.

- h. Members assigned to the position of Accreditation Manager shall receive specialized accreditation manager training within one year of appointment.

E. Public Information Office.

The Department is committed to informing the community and news media of events within the public domain that involve this Agency. With that commitment in mind, the Department has created this office.

The unit will be responsible for developing and maintaining good relations with the media and coordinating the Crime Solvers Program. The members assigned to this office will be directly responsible to the Chief of Police. Their duties and responsibilities include, but are not limited to, the following areas:

1. Be the media's primary source of information in the Department.
2. Disseminate information to the public via the media as set forth in the Department's directives.
3. Initiate and coordinate press conferences as needed.
4. Represent the Department at media and Crime Solvers meetings.
5. Actively utilize the Crime Solvers Program to its fullest extent.
6. Monitor and update the Department's social media pages on a daily basis.