

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

<b>General Order: 1.08</b>	<b>Effective: 05/12/2020</b>	<b>Supersedes: 08/28/2018</b>	<b>Number of Pages: 12</b>
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**DEPARTMENTAL ORGANIZATION: CRIMINAL INVESTIGATIONS  
DIVISION**

A. The purpose and function of the Criminal Investigations Division is to support Operations personnel by providing investigative support on all major or assigned offenses. At the discretion of the Chief of Police, or designee, investigative support in any particular case may include the follow-up investigation and/or the handling of the entire investigation from the preliminary report through such time that the case is completed.

B. Division Organization

For administrative purposes and the delegation of authority, the Criminal Investigations Division will be organized as follows:

1. Violent Crimes Bureau

- a. Homicide Unit
- b. Robbery Unit
- c. Intelligence Unit
- d. Missing Persons Unit
  - 1) Habitual Missing Juvenile Program
  - 2) Human Trafficking
- e. Crime Analysis Unit

2. Special Victims Bureau

- a. Physical Abuse Unit
- b. Special Victims Unit
- c. Domestic Violence Coordinator
- d. Internet Crimes Against Children (ICAC Taskforce)

3. Youth Services Bureau

- a. School Resource Officers Unit

4. Property Crimes Bureau

- a. Digital Forensics Unit
- b. Property Crimes Unit – East
- c. Property Crimes Unit – West

5. Special Investigations Bureau

- a. Narcotics Unit
- b. Street Crimes Unit
- c. Gang Unit

C. Assistant Chief for Criminal Investigations (Major)

The Assistant Chief for Criminal Investigations is the Division's Commander and will be directly responsible to the Deputy Chief of Police for all matters pertaining to all elements of the position's command. Duties and responsibilities include, but are not limited to, the following:

1. Responsible for planning, organizing and directing the activities of personnel assigned to the division. Submit an annual report detailing the Division's goals and objectives for the upcoming year.
2. Participating in the preparation of the Department's annual budget.
3. Meet frequently with subordinate supervisors and transmit orders and those from higher authority and ensure uniform interpretation and compliance of such orders.
4. Maintain hours of duty in accordance with the needs of the division, but will be available for duty at all times in case of special need or emergency.
5. Familiarize themselves with administrative policy, rules and regulations of the Department, and promote adherence thereto within their division.
6. Endeavor to keep him or herself informed of the affairs of their division and the performance of subordinates.
7. Be diligent in promoting high ethical standards in the operations of conduct of their division and assigned personnel.
8. Collaborate and cooperate with other division heads and staff officers for the purpose of:
  - a. Organizing and conducting a continuing progressive program of personnel training and development.
  - b. Improving working conditions for optimum member efficiency and morale.
  - c. Adequately recognizing outstanding personnel performance.
  - d. Improving the quality of performance in areas of common responsibility.
  - e. Advancing a sound program for earning community confidence and support to include participation from both citizens and other County agencies.
9. Periodically submit reports required by higher authority to accurately reflect the problems, activities and accomplishments of their division.

10. Be alert to the grievances of personnel within their division and ensure that they are handled promptly at the lowest appropriate level in the chain of command. Grievances that cannot be resolved within the division will promptly be forwarded to the Chief of Police.
11. Take the initiative to meet annually with the director of the police crime laboratory, the Commonwealth's Attorney, and judges of the courts as a group or on an individual basis to discuss the latest information concerning the abilities of the detectives and the laboratory in developing information for prosecution and to discuss other investigative and procedural concerns as may be appropriate.
12. Design and promote policies and procedures that advance the Department's emphasis on community and problem solving policing.

D. CID Deputy Division Commander(s) (DDC)

The Deputy Commander(s) of the Criminal Investigations Division (**Captain**) will be responsible to the Assistant Chief for Criminal Investigations for all matters pertaining to the elements of their command. If more than one DDC is assigned, the responsibilities of command over the various Bureaus of the Division will be divided at the discretion of the Division Commander. Duties and responsibilities of the Deputy Commander(s) include, but are not limited to, the following listed areas:

1. Responsible for planning, organizing and directing the activities of personnel assigned to their command.
2. Develop and promote programs designed to foster cooperation with other elements of the Department and other County agencies and citizens where possible.
3. Meet frequently with subordinate supervisors and transmit their orders and ensure uniform interpretation and compliance of such orders.
4. Maintain hours of duty in accordance with the needs of their command, but will be available for duty at all times in case of special need or emergency.
5. Familiarize themselves with administrative policy, rules and regulations of the Department, and promote adherence thereto within their command.
6. Endeavor to keep themselves informed of the affairs of their command and the performance of subordinates.
7. Be diligent in promoting high ethical standards in the operations of conduct of their command and assigned personnel.
8. Collaborate and cooperate with the bureau commanders and staff officers for the purpose of:

- a. Organizing and conducting a continuing progressive program of personnel training and development.
  - b. Improving working conditions for optimum member efficiency and morale.
  - c. Adequately recognizing outstanding personnel performance.
  - d. Improving the quality of performance in areas of common responsibility.
  - e. Advancing a sound program for earning community confidence and support to include participation from both the citizens and other County agencies.
9. Periodically submit reports as required by higher authority to accurately reflect the problems, activities and accomplishments of their command.
  10. Be alert to the grievances of personnel within their command and ensure they are handled promptly at the lowest appropriate level in the chain of command. Grievances that cannot be handled within the division will promptly be forwarded to the Chief of Police.
  11. Assume other duties and assignments as directed by the Criminal Investigations Division Commander.
  12. Will assume the duties of the Criminal Investigations Division Commander in his absence.

E. Violent Crimes Bureau Commander

The Bureau Commander (**Lieutenant**) will be responsible to their assigned Deputy Division Commander of the Criminal Investigation Division for all matters pertaining to the elements of their command. Their duties and responsibilities include, but are not limited to, the following listed areas:

The Violent Crimes Bureau is divided into five units: Homicide, Robbery, Intelligence, Missing Persons, and Crime Analysis. Each unit will be directed by a supervisor, who is directly responsible to the Bureau Commander for all elements of their command. Duties and responsibilities of each unit supervisor include, but are not limited to, the following listed areas. As such, each supervisor will:

1. Be responsible for planning, organizing and directing activities of their command.
2. Familiarize themselves with administrative policy, rules and regulations of the Department, and shall promote adherence thereto within their command.
3. Submit to the Division Commander, through the chain of command, such reports as may be required to accurately reflect the problems, activities and accomplishments of their unit.
4. Be alert to the grievances of personnel within their unit and ensure they are handled promptly at the lowest level in the chain of command. Grievances that cannot be resolved at their level will be forwarded promptly to the Commander of the Criminal Investigations Division.

5. Provide around-the-clock service to the Department whereby investigative support is available when needed. The need may be satisfied during certain hours by personnel who are on-call.
6. Ensure the required press releases are issued in a timely fashion.
7. Respond to the scene of major crimes; consult with the patrol supervisor, case investigator and coordinate the investigative activities of the personnel assigned to the case.
8. Assure that a thorough and professional investigation is conducted at the crime scene.
9. Notify appropriate command level staff of major crimes as soon as possible.

#### F. Special Victims Bureau Commander

The Bureau Commander (**Lieutenant**) will be responsible to their assigned Deputy Division Commander of the Criminal Investigation Division for all matters pertaining to the elements of their command. Their duties and responsibilities include, but are not limited to, the following listed areas:

1. The Department is committed to the thorough investigation of sex crimes, physical abuse/neglect. The Special Victims Bureau is divided into four components: the Physical Abuse Unit, the Special Victims Unit, a Domestic Violence Coordinator, Internet Crimes Against Children (ICAC) .
2. The Physical Abuse Unit investigates allegations of physical abuse and neglect involving juveniles and adults.
3. The Special Victims Unit investigates allegations involving sex-related crimes against juveniles and adults.
4. The Domestic Violence Coordinator tracks all incidents of domestic violence ensuring that appropriate departmental guidelines are adhered to and that victims are knowledgeable of resources available to them. The coordinator will also assist the Physical Abuse Unit by investigating cases involving physical abuse and neglect allegations.
5. All members share the responsibility for participating in and supporting the Department's juvenile operations and delinquency prevention efforts.
6. The Special Victims Bureau supervisors will be directly responsible to the Bureau Commander of the Special Victims Bureau, or as may be designated, for all elements of their command. Duties and responsibilities include, but are not limited to, the following listed areas:
  - a. Responsible for planning, organizing and directing the activities of their command.

- b. Familiarize themselves with administrative policy, rules and regulations of the Department and shall promote adherence thereto within their command.
- c. Submit to the Division Commander, through the chain of command, reports as may be required to accurately reflect the problems, services and activities of their command.
- d. Be alert to grievances of personnel within their command and ensure they are handled promptly at the lowest level in the chain of command. Grievances that cannot be resolved on their level will be forwarded promptly to the Commander of the Criminal Investigations Division.
- e. Provide around-the-clock service to the Department whereby investigative and advisory assistance is available on sex crime, abuse and juvenile-related cases. This need may be satisfied by standby personnel (who are on-call) during certain hours.
- f. Assist the Chief in formulating and implementing policy for dealing with sex crimes, physical abuse/neglect and juvenile incidents. This will be accomplished by establishing and maintaining regular contacts with the other components of the Juvenile Justice System (Juvenile and Domestic Relations Court, Juvenile Intake, Department of Social Services and the Commonwealth's Attorney's Office) for the purpose of reviewing and updating Department procedures. These policies will be consistent with the Department's philosophy of community and problem solving policing.
- g. Review certain non-action complaints, follow-up on cases after initial work by a line officer, and aid members in the investigation of crimes involving juveniles.
- h. The Special Victims Bureau will meet with the following agency heads, or designees, as often as necessary in order to review and offer suggestions on juvenile procedures:
  - 1) Department of Social Services (Child Protective Services Unit)
  - 2) Juvenile and Domestic Relations Court (Intake Unit)
  - 3) Juvenile Detention Home
  - 4) Juvenile units of nearby police departments
  - 5) Commonwealth's Attorney's Office

This is necessary due to the fact that the functions of the Special Victims Bureau is interrelated with a number of other agencies and it is important that policies are reviewed by all concerned prior to implementation (and periodically thereafter). A cooperative endeavor in the policymaking process will help avoid duplication of efforts and will promote a practice of problem solving that is beneficial to all involved.

## G. Youth Services Bureau Commander

The Bureau Commander (**Lieutenant**) will be responsible to their assigned Deputy Division Commander of the Criminal Investigation Division for all matters pertaining to the elements of their command. Their duties and responsibilities include, but are not limited to, the following listed areas:

1. The School Resource Officer Unit works within the schools to investigate, reduce and prevent crime committed within or in connection to their assigned schools. The SRO also provides guidance on ethical issues in a classroom setting, provides individual counseling to students, serves as an educational resource regarding the role of law enforcement in society, and investigates missing juveniles.
2. This bureau will design and implement programs intended to prevent and control delinquent and criminal behavior by youths, follow-up processing of youth arrests, coordinate or prepare court cases in which a juvenile offender is involved, and divert juvenile offenders out of the juvenile justice system when appropriate.
3. This bureau will also investigate all serious offenses committed against/by juveniles in schools and provide support services to juveniles and their families as appropriate. The bureau will ensure the confidentiality of juvenile records for which they are responsible within applicable law.
4. All members share the responsibility for participating in and supporting the Department's juvenile operations and delinquency prevention efforts. The bureau will ensure the confidentiality of juvenile records for which they are responsible within applicable law.
5. Youth Services Bureau supervisors will be directly responsible to the Bureau Commander of the School Resource Bureau, or as may be designated, for all elements of their command. Duties and responsibilities include, but are not limited to, the following listed areas:
  - a. Responsible for planning, organizing and directing the activities of their command.
  - b. Familiarize themselves with administrative policy, rules and regulations of the Department and shall promote adherence thereto within their command.
  - c. Submit to the Division Commander, through the chain of command, reports as may be required to accurately reflect the problems, services and activities of their command.
  - d. Be alert to grievances of personnel within their command and ensure they are handled promptly at the lowest level in the chain of command. Grievances that cannot be resolved on their level will be forwarded promptly to the Commander of the Criminal Investigations Division.
  - e. Provide around-the-clock service to the Department whereby investigative and advisory assistance is available on juvenile-related cases involving schools. This need may be satisfied by standby personnel (who are on-call) during certain hours.

- f. Assist the Chief in formulating and implementing policy for dealing with crimes, physical abuse/neglect and juvenile incidents within the schools. This will be accomplished by establishing and maintaining regular contacts with the other components of the Juvenile Justice System (Juvenile and Domestic Relations Court, Juvenile Intake, Department of Social Services and the Commonwealth's Attorney's Office) for the purpose of reviewing and updating Department procedures. These policies will be consistent with the Department's philosophy of community and problem solving policing.
- g. Review certain non-action complaints, follow-up on cases after initial work by a line officer, and aid members in the investigation of crimes involving juveniles.
- h. Annually evaluate all procedures and policies relating to juveniles and determine their value. Making use of the new laws passed by the legislature, institute any changes in departmental programs as needed.
- i. Ensure a list of available agencies, that provide youth services in the area, is maintained in the Youth Services Bureau. This can be done in conjunction with the Juvenile Intake branch of the Juvenile and Domestic Relations Court.
- j. The Youth Services Bureau will meet with the following agency heads, or designees, as often as necessary in order to review and offer suggestions on juvenile procedures:
  - 1) Department of Social Services (Child Protective Services Unit)
  - 2) Juvenile and Domestic Relations Court (Intake Unit)
  - 3) Juvenile Detention Home
  - 4) Juvenile units of nearby police departments
  - 5) Commonwealth's Attorney's Office

This is necessary due to the fact that the functions of the Youth Services Bureau are interrelated with a number of other agencies and it is important that policies are reviewed by all concerned prior to implementation (and periodically thereafter). A cooperative endeavor in the policymaking process will help avoid duplication of efforts and will promote a practice of problem solving that is beneficial to all involved.

#### H. Property Crimes Bureau Commander

The Bureau Commander (**Lieutenant**) will be responsible to their assigned Deputy Division Commander of the Criminal Investigation Division for all matters pertaining to the elements of their command. Their duties and responsibilities include, but are not limited to, the following listed areas:

The Property Crimes Bureau is divided into three units: Digital Forensics Unit, Property Crimes Unit – East and Property Crimes Unit – West. Each unit will be directed by a supervisor, who is directly responsible to the Bureau Commander for all elements of their command. Duties and responsibilities of each unit supervisor include, but are not limited to, the following areas. As such, each supervisor will:

1. Be responsible for planning, organizing and directing the activities of their command.

2. Familiarize themselves with administrative policy, rules and regulations of the Department, and shall promote adherence thereto within their unit.
3. Submit to the Division Commander, through the chain of command, such reports as may be required to accurately reflect the problems, services and activities of their unit.
4. Be alert to the grievances of personnel within their Bureau and ensure they are handled promptly at the lowest level in the chain of command. Grievances that cannot be resolved on their level will be forwarded promptly to the Commander of the Criminal Investigations Division.
5. Provide around-the-clock service to the Department whereby investigative support is available when needed. The need may be satisfied during certain hours by personnel who are on-call.
6. Ensure the required press releases are issued in a timely fashion.
7. Respond to the scene of major crimes; consult with the patrol supervisor, case investigator and coordinate the investigative activities of the personnel assigned to the case.
8. Assure that a thorough and professional investigation is conducted at the crime scene.
9. Notify appropriate command level staff of major crimes as soon as possible.
10. Assure that members under their command are properly trained to handle the cases which they are investigating.

I. The Special Investigations Bureau Commander

1. The Special Investigations Bureau Commander (**Lieutenant**) will be responsible to their assigned Deputy Division Commander of the Criminal Investigation Division for all matters pertaining to the elements of their command. Their duties and responsibilities include, but are not limited to, the following listed areas:
  - A. This bureau will be responsible for the investigation and follow-up of certain crimes and offenses. Its members will investigate all assigned cases concerning narcotics and drugs including prescription forgery and thefts of narcotics and drugs obtained by fraud and all gang related offenses. It will also investigate gambling, prostitution, alcohol violations, and certain subversive activities that are in violation of the law or pose a threat to the community. The Department is committed to the suppression of organized crime and vice. Even though this bureau will function as the main effort in that commitment, every member is responsible for the suppression of organized crime and vice activities.
  - B. The Special Investigations Bureau unit supervisors will be directly responsible to the Bureau Commander of the Special Investigations Bureau, for all elements of their

command. Duties and responsibilities include, but are not limited to, the following listed areas:

1. Operate and control the bureau or unit by maintaining proper supervision, direction, coordination, cooperation and planning of the activities of the personnel assigned.
  2. Familiarize themselves with administrative policy, rules and regulations of the Department, and shall promote adherence thereto within their bureau.
  3. Ensure criminal intelligence files are maintained that will assist in the identification and apprehension of suspected and wanted persons.
  4. Ensure records of a sensitive nature and/or security nature and all records pertinent to the operations of the Special Investigations Bureau are stored, maintained and safeguarded within their bureau.
  5. Submit to the Division Commander, through the chain of command, such reports as may be required to accurately reflect the problems, services and activities of the bureau.
  6. Be alert to the grievances of personnel within their bureau or unit and ensure they are handled promptly at the lowest level in the chain of command. Those that cannot be resolved at their level will be forwarded promptly to the Commander of the Criminal Investigations Division.
  7. The Bureau Commander will maintain liaison with all of the law enforcement agencies within the region in order to coordinate this Department's organized crime control activities.
    - a. Cooperating with such agencies for the common good in controlling crime that may occur within several jurisdictions.
    - b. Participating in regional task forces when appropriate.
- C. All members of the Special Investigations Bureau will be guided by the following duties and responsibilities.
1. Members will function within the law at all times.
  2. All members are exempt from regulations concerning personal appearance as outlined in General Order 3 (Uniforms and Personal Appearance); however, their appearance must meet with the approval of the unit supervisor.
  3. Members are to be properly attired when appearing in court or at other official functions.

4. Equipment assigned to the unit will be properly stored and maintained by those members using it. Any damage or malfunction to this equipment will be reported to the unit supervisor.
5. Members will function at all times with their safety, and the safety of the general public, as the highest priority.
6. Members will not grant interviews or have their picture taken by the news media unless directed to do so by the unit supervisor.
7. Unit members will refrain from contact with other members in areas where such contact could jeopardize a covert operation.
8. Undercover vehicles used by members will be properly maintained and kept in operating condition. Alterations and repairs must be approved by the unit supervisor.
9. Surveillance equipment
  - a. Members using surveillance equipment shall comply with all Federal, State, and local ordinances and regulations.
  - b. Surveillance equipment shall only be used for official Department business and investigations. Under no circumstances will it be used for personal reasons.
10. Members will at all times keep their supervisor advised of incidents of a sensitive nature.
11. The Bureau will work closely with Crime Analysis in targeting problem areas or suspects.
12. Members shall not engage in any type of decoy operation that places the member, or police agent, in the role of a victim of any crime known or suspected of being perpetrated by the target under investigation without the explicit authorization of the Chief of Police.
13. The affected District Commander (or their designee) will be advised of any significant operation that is occurring within their district. This is the responsibility of the unit supervisor or case agent involved with the operation.
14. On those occasions when members participate in an arrest, the badge must be displayed prior to, and while making, the arrest.
15. Attend roll calls, CID staff meetings and public meetings to disseminate information as appropriate.
16. Work with community groups and/or housing officials to coordinate responses to specific problem areas.

17. Prepare and present periodic briefings to the Chief of Police, Senior Staff, and/or County Executive