

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

General Order: 1.09	Effective: 05/12/2020	Supersedes: 08/31/2018	Number of Pages: 6
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DEPARTMENTAL ORGANIZATION: OPERATIONS DIVISION

A. The purpose and function of the Operations Division is to prevent crime, enforce laws, protect life and property, preserve the peace, and apprehend criminals.

B. Division Organization

The Operations Division is divided into two separate bureaus which provide countywide coverage and services. For administrative purposes and the delegation of responsibility, the Operations Division will be organized as follows:

1. Patrol Services Bureau
 - a. Eastern District
 - b. Western District
 - c. Central District
2. Special Operations Bureau

C. Assistant Chief for Operations (Major)

The Assistant Chief for Operations is the Division's Commander and shall be directly responsible to the Deputy Chief of Police for all matters pertaining to all elements of their command. These duties and responsibilities include, but are not limited to, the following listed areas:

1. Responsible for planning, organizing, and directing the activities of assigned personnel and participating in the preparation of the Department's annual budget. Submit an annual report detailing the Division's goals and objectives for the upcoming year.
2. Promptly obey and transmit all orders of the Chief of Police.
3. Maintain hours of duty in accordance with the needs of the Division, but shall be available for duty at all times in case of special need or emergency.
4. Familiarize themselves with administrative policy and procedures ensuring uniform interpretation and full compliance following the Department's emphasis on community and problem-solving policing.
5. Analyze data concerning crime and other incidents in the development and utilization of resources and direction of operations through the use of intelligence and statistical or analytical data necessary for such decision.
6. Collaborate and cooperate with other division and bureau heads for the purpose of:
 - a. Organizing and conducting a continuing progressive program of personnel training and development supporting the elements of community and problem-solving policing.
 - b. Improving working conditions for optimum member efficiency and morale.
 - c. Recognizing adequately the outstanding personnel performances.
 - 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.
7. Ensure legal and civil treatment and protection of the rights of all persons within the scope of police authority. They shall systematically cause the investigation of all cases of alleged misconduct by division personnel by preparing reports and representing the division at examinations and hearings when required.
8. At all times inform themselves of the affairs of their division and be assured the duties of their subordinates are properly discharged.
9. At irregular and unannounced times, visit all components of the command, inspecting them for their respective status of readiness, efficiency, and effectiveness of operation, quality of supervision, and on-the-job training and conformity with regulations and orders, initiating corrective action or disciplinary measures where indicated.
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 be forwarded promptly to the Deputy Chief of Police.

D. Patrol Services Bureau

1. District Commanders (Captain)

The District Commanders shall be directly responsible to the Operations Division Commander for all matters pertaining to all elements of their commands. Their duties and responsibilities include, but are not limited to, the following listed areas. As such each District Commander will:

- a. Be responsible for planning, organizing, and directing the activities of assigned personnel within their district with emphasis on community and problem-solving policing.
 - b. Promptly obey and transmit all orders of the Operations Division Commander.
 - c. Maintain hours of duty in accordance with the needs of their district and shall be available for duty at all times in cases of special need or emergency.
 - d. Examine, or cause to be examined, assignment sheets, activity reports, and other reports concerning personnel under their district command as necessary to ensure their proper deployment, supervision and control.
 - e. Meet frequently with their Watch Commanders and, whenever possible, conduct staff meetings.
 - f. At all times inform themselves of the affairs of their district and be assured that the duties of their subordinates are properly discharged.
 - g. Be alert to the grievances of personnel within their district and ensure that they are handled promptly at the lowest appropriate level in the chain of command.
 - h. Be directly responsible for ensuring that the next in command is kept informed of any unusual or major event occurring in the county. Examples of such situations are flooding conditions, hostage situations, bank robberies, homicides, and unusual road and weather conditions.
- ##### 3. Watch Commanders (Lieutenant)

The Watch Commanders shall be directly responsible to the District Commanders for all matters pertaining to all elements of their command. They shall be responsible during their tour of duty for the efficient performances of patrol personnel in conformance with established policies and procedures. Their duties and responsibilities include, but are not limited to, the following listed areas. As such, each Watch Commander will:

- a. Control and direct the activities of their district through direct supervision and leadership of the patrol first sergeants and patrol sergeants.
- b. Be familiar with administrative policy and execute the service program within their area of responsibility, providing for:
 - 1) Protection of life and property.
 - 2) Prevention and suppression of criminal activity and disturbances.
 - 3) Recovery and return of stolen or lost property.
 - 4) Apprehension of offenders and assistance in their prosecution.
 - 5) Prevention of accidents and the regulations of traffic.
 - 6) Preservation of the peace.
 - 7) Provision of calls for service required for the good of the community.
- c. Be responsible for the conduct and activity of First Sergeants and Sergeants under their supervision in guiding and directing the police force and assuring that adequate preventive patrol is accomplished.
- d. Perform the following specific duties:
 - 1) Personally attend Roll Call on a routine basis.
 - 2) Study and evaluate traffic and crime conditions.
 - 3) Ensure that information routed up or down the chain of command is transmitted promptly.
 - 4) Keep the District Commander informed about all problems and matters of interest which come about during their watch.
 - 5) Evaluate conditions in their area of responsibility constantly.
- e. Continually inspect the operations of their subordinates to observe conditions, efficiency, and conformity with regulations and orders, initiating and/or recommending to the District Commander corrective action.
- f. Personally respond to the scene of police incidents of major or unusual nature within their area. They shall direct the police operation at the scene unless relieved by a member of higher authority.
- g. Ensure civil treatment and the protection of rights of all persons within their scope of police authority.
- h. Observe the appearance, demeanor and conduct of their subordinates while they are performing their police duties.
- i. Be alert to the grievances of personnel assigned to their district and ensure that they are handled at the lowest appropriate level in the chain of command.
- j. See that all administrative reports are prepared properly and submitted promptly in accordance with departmental regulations.
- k. Supervise the continued training and improvement of probationary members assigned to their command and the preparation of evaluation reports for each.

- l. Inspect, or cause to be inspected, all personnel, under their supervision at the beginning of their tour of duty to ensure appearance and fitness for duty.
- m. Conduct various types of investigations as set forth in other General Orders or as assigned by higher authority.

4. Squad First Sergeants

Each squad First Sergeant will be directly responsible to the Watch Commander. The First Sergeant will be in charge of members assigned to their squad and strictly responsible during their tour of duty for their efficiency, discipline, appearance, and conduct. These duties and responsibilities include, but are not limited to, the following listed areas. As such, each squad First Sergeant will:

- a. Control and direct the activities of their subordinates through direct supervision making corrections where necessary and commending where appropriate.
- b. Be familiar with administrative policy, state and county laws and ordinances, rules, regulations and procedures of the Department, to include the emphasis on community and problem solving policing.
- c. Assist and instruct the personnel under their supervision in the proper performance of their duties in accordance with established procedures and techniques.
- d. Be responsible for the conduct and activity of their subordinates and, in so doing, provide for adequate preventive patrol.
- e. Review at Roll Call, as needed, with members under their supervision, the departmental rules, regulations, the policies, procedures and other matters pertaining to their duties.
- f. Enforce departmental rules, regulations, policies and procedures and ensure compliance.
- g. Be responsible for inspection of activities, personnel and equipment under their supervision, and initiation of suitable action in the event of a failure, error, violation, misconduct, or neglect of duty by a subordinate.
- h. Patrol their area and will visit each subordinate as often as practical. They will remain in their area of control during their entire tour of duty unless otherwise directed, or when absent in the necessary performance of police duties.
- i. Have a working knowledge of the duties and responsibilities of their subordinates. They will observe contacts made with the public by their subordinates and be available for assistance or instruction as may be required.
- j. If appropriate, when beginning a tour of duty, personally meet with the preceding tour's squad supervisor and directly receive all information pertinent to the proper conduct of business. In addition, at the conclusion of their tour of duty, they shall personally meet their relief and directly impart such information to them.
- k. In addition to their other duties, perform the specific duties listed below:
 - 1) Prepare and attend Roll Calls personally.
 - 2) Inform their personnel about all operational assistance available such as tactical squads, available canine teams, stakeouts, etc.
 - 3) Study and evaluate traffic and crime conditions and, when possible, provide remedial action.

- 4) See that all complaints against their personnel are recorded and investigated immediately.
 - 5) Ensure that information routed up or down the chain of command is transmitted promptly.
 - 6) Keep their Watch Commander informed about all problems and matters of interest which occur during their watch.
 - 7) Constantly evaluate conditions in their area, initiating and/or recommending to the District or Watch Commander necessary corrective action.
- l. Meet personally with each subordinate periodically to identify general training needs.
 - m. Personally respond to the scene of police incidents of major or unusual nature within their district or as directed by a superior officer, and shall provide the necessary control and direction of the police operation at the scene unless relieved by a member of higher authority.
 - n. Be alert to the grievances of personnel assigned to their squad and ensure that they are handled at the lowest appropriate level in the chain of command. Grievances that cannot be resolved on their level will be forwarded promptly to the Watch Commander.
 - o. Provide necessary aid and guidance to subordinates in the preparation of cases for prosecution and proper presentation of those cases in court.
 - p. Examine reports submitted by their subordinates for conformity with approved procedures, returning improper or incomplete reports for remedial or corrective action. All reports written by their subordinates will be electronically approved by the squad supervisor unless unusual circumstances dictate that such reports be reviewed and approved by another supervisor within the Department.
 - q. Directly supervise the continued training and improvement of probationary members and assist in the preparation and review of evaluation reports for each.
 - r. Inspect all personnel under their supervision at the beginning of their tour of duty to ensure proper appearance and fitness for duty.
 - s. Prepare required administrative reports and submit them properly.
 - t. Handle investigations and complaints as may be assigned to them by the Watch Commander.
5. Squad Sergeants

Each Squad Sergeant shall be directly responsible to their First Sergeant. They will assist in the supervision of the members assigned to their squad. Also, they shall ensure that their orders and those issued by superiors are performed in the proper fashion, and will make themselves available to subordinates for the purpose of providing guidance and direction where needed.

These duties and responsibilities include, but are not limited to, the following listed areas. As such, they will:

- a. Ensure the maintenance of order, enforcement of laws, prevention of crime, and the protection of life and property.

- b. Assist the squad First Sergeant in the evaluation of job efficiency and promotional potential of subordinate members. They may also initiate recommendations relative to personnel actions, such as transfers, job assignments, etc., of subordinates assigned to their squad.
- c. Assist the squad First Sergeant in the review of operational and administrative reports for clarity and content, with the authority to approve or disapprove such reports.
- d. Train and advise subordinate members in the performance of their duties.
- e. Assume the duties of the First Sergeant when required.

E. Special Operations Bureau (SOB)

The Special Operations Bureau consists of the many specialized units within the Department and supplements other operational components as outlined in the General Orders. The bureau consists of six full time units (Crash Investigation Unit, Traffic Unit, Canine Unit, SWAT, Bicycle Unit and Crime Prevention Unit); and ten (10) part time units (Special Weapons and Tactics [supplemental team], Search and Rescue, Underwater Search and Recovery Team (USRT), Honor Guard, Marine Unit, Mounted Unit, Command Post Team, Crisis Negotiation Team, Incident Management Team and Civil Disturbance Team). The bureau is also responsible for administering the Personal Protection Equipment (PPE) program and the Volunteers in Police Service (VIPS) program.

Members of this bureau will normally operate in their specific units under the direction of their unit supervisors. At times, however, members of this bureau may be deployed to supplement other operational units. When this occurs they may be directed to report to a different supervisor for direction. For specific SOB functions, see General Order 21.