

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

General Order: 10.08	Effective: 06/19/2019	Supersedes: 04/26/2017	Number of Pages: 2
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**DISCIPLINARY ACTION: ROLE OF THE OFFICE OF PROFESSIONAL
STANDARDS INVESTIGATOR**

- A. The Office of Professional Standards shall be directly responsible to the Chief of Police for the coordination of the investigation of all complaints of misconduct against members. Although investigations will generally be delegated in accordance with General Order [10.01 Disciplinary Action: General Guidelines and Authority](#), the Office of Professional Standards investigators may actually conduct the investigations of serious allegations against members. Some examples of allegations considered serious enough to justify an investigation by the Office of Professional Standards are complaints of excessive force, which are not resolved by the initial investigation, complaints of criminal conduct that call for more than a short-term investigation, allegations concerning perjury or illegal arrests, or unlawful entry. Investigations can be assigned to the Office of Professional Standards by the Chief of Police, (or by a Division Commander or designee, with the approval of the Office of Professional Standards Commander.)
- B. The Office of Professional Standards shall be made aware of all complaints against members. However, unless specifically assigned to handle the actual investigation of the complaint, the Office of Professional Standards will only review the final investigative report for thoroughness and file the investigative report upon final disposition by the Chief of Police. At the discretion of the Office of Professional Standards Commander and with the approval of the Chief, the Office of Professional Standards may initiate, take over, or direct any investigations involving a member of this Department.
- C. The Office of Professional Standards will develop and administer an Early Intervention System whereby officers who are having difficulty or potential difficulty in their job performance may be identified. The purpose of this program will be to mitigate civil and criminal liability of members and the Department, to assist the members towards a better job performance, and to identify any need for wellness referrals.
- D. The Office of Professional Standards will monitor all use of force reports to ensure that such cases are thoroughly investigated and reported, and that the force used was justifiable.
- E. The Office of Professional Standards will coordinate and be actively involved in the investigation of all shooting incidents involving members.
- F. The Office of Professional Standards will establish and maintain a file on all reports of allegations of misconduct against each member. Such a filing system shall also include use of force investigations and shall be kept separate from the member's personnel file.
- G. Access to the Office of Professional Standards files will be authorized only as directed by the Chief of Police.

H. Retention of Records.

1. All records concerning complaints against members will be filed in the Office of Professional Standards.
2. Records in the Office of Professional Standards will be purged only in accordance with the Commonwealth of Virginia's Records [Retention Schedules](#), in accordance with [§42.1-76](#), *Code of Virginia*.