

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

<b>General Order: 16.01</b>	<b>Effective: 06/19/2019</b>	<b>Supersedes: 06/12/2018</b>	<b>Number of Pages: 1</b>
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**OFFICE OF PROFESSIONAL STANDARDS: GENERAL GUIDELINES**

The purpose of this order is to describe the operational guidelines for the Office of Professional Standards (OPS), and to ensure the integrity of the Police Department by establishing procedures for handling complaints against members of the Department. These procedures will ensure the prompt and thorough investigation of incidents to clear the innocent, establish guilt, and facilitate suitable disciplinary action.

- A. The Office of Professional Standards will be responsible to the Chief and will coordinate and exercise staff supervision over investigations of complaints or allegations of misconduct against members of the Department. The Office of Professional Standards will conduct internal and/or criminal investigations into serious allegations or complaints which may include, but are not limited to, allegations of corruption, use of excessive force, or breach of civil rights.
- B. The Office of Professional Standards will conduct staff inspections as directed by the Chief.
- C. The Office of Professional Standards will coordinate and exercise staff supervision of case investigations of possible civil liability of members of the Department.
- D. The Office of Professional Standards will develop and administer the Early Intervention System (EIS) and Performance Review procedure outlined in General Order [16.03 Office of Professional Standards: EIS and Performance Review Procedures](#) . The purpose of these processes will be to reduce personal civil (and criminal) liability to the member and the Department, to assist the member towards better performance, and to assess potential employee wellness concerns.
- E. The Office of Professional Standards will carefully review all reports of the use of force to ensure the case has been thoroughly investigated and reported, and that only legally justified force was used.
- F. The Office of Professional Standards will directly coordinate and supervise the investigation of all shootings by police officers in conjunction with the Criminal Investigations Division.
- G. In certain instances, the Office of Professional Standards will conduct investigations into incidents where there is a possibility of personal or Departmental civil liability or where there is a suit pending. In these cases, the County Executive will be notified, and the County Attorney's Office will be consulted and will direct the investigation.
- H. When requested by the County Attorney's Office, and authorized by the Chief of Police, Deputy Chief of Police, or an Assistant Chief of Police, the Office of Professional Standards shall assist in investigations of allegations of wrongdoing in civil actions against the Department or a member of the Department.