	Administrative General Order	1.03 Organization and Administration	PAGE 1 OF 17
	SUBJECT		EFFECTIVE DATE
	Virginia Beach Police Department General Order Chapter 1 – Organization and Command		01/26/2021
			ORIGINATOR/REVIEW
DISTRIBUTION		CALEA: 11.1.1, 11.4.1, 11.4.2, 11.4.3, 15.1.1, 15.1.2, 15.1.3, 15.2.1, 15.2.2	Chief's Staff
ALL			
BY THE AUTHORITY OF THE CHIEF OF POLICE: PWN			

Purpose

To provide for the organization, management and administration of the Virginia Beach Police Department.

Policy

Organizational Structure (CALEA 11.1.1)

The Department of Police shall consist of a Chief of Police and such other officers and employees, as may be provided by the Council or the City Manager.

To attain the mission of the Department and maximize the delivery of police services to the citizens of Virginia Beach, the Chief of Police is vested with the executive responsibility for assigning all members of the Department of Police to their respective divisions, precincts, bureaus, units, platoons, squads, shifts, posts, and details.

The various operating entities within the Department of Police shall be structured and defined as follows:

1. Division - Consists of precincts, bureaus, offices, units, and/or precincts, which have similar and related functions as assigned and appointed by the Chief of Police commanded by a Deputy Chief or a civilian equivalent.
2. Bureau/Precinct - Consists of the various units and squads having related functions as established and appointed by the Chief of Police commanded by a Captain or civilian equivalent.
3. Shift/Unit – Consists of one or more squads have similar functions in any given precinct, bureau, or division commanded by a Lieutenant or a civilian equivalent.
4. Squad - Is the smallest functional organizational entity in any given precinct, bureau, or division. Squads are supervised by Sergeants or a civilian equivalent.

Given these definitions, the Department of Police shall be comprised of the following operating divisions and their respective component parts as well as the Chief's staff. Each organizational component shall be under the direct control of only one commander. The commander of each division, bureau or precinct is also identified:

1. CHIEF OF POLICE
 - a. Chief of Staff - Captain
 - b. Administration
 - c. Executive Aide to the Chief
 1. Public Affairs
 - d. Technology and Special Projects Bureau –Captain
 1. Technology Services Manager
 - e. Internal Affairs Bureau – Captain
 1. Internal Affairs Unit– Lieutenant
 - a. Investigations
 - b. Custodian of Records (FOIA)
 - c. Court Liaison
 2. Accreditation and Policy Compliance Unit– Lieutenant
 - a. Precinct/ Bureau Inspections
 - b. Drug destructions
 - c. Gun destructions

2. OPERATIONS DIVISION – DEPUTY CHIEF
 - a. Command Duty Officers
 1. Operations Executive Officer
 - a. Community Engagement Squad
 - b. Analytical Services
 - c. Liaison to:
 1. Courts
 2. Magistrate
 3. Emergency Communication Center
 2. Night CDO
 - b. First Precinct - Captain
 - c. Second Precinct - Captain
 1. Summer Beats
 2. Video Observation Squad
 - d. Third Precinct - Captain
 - e. Fourth Precinct - Captain
 - f. Special Operations - Captain
 1. Aviation Squad
 2. Marine Patrol Squad
 3. Dive Squad
 4. SWAT Team Squad
 5. Motorcycle Squad
 6. Canine Squad
 7. Crisis Negotiation Squad
 8. Motor Carrier Safety Squad
 9. Fatal Crash Squad
 10. Traffic Safety Squad
 11. Bomb Squad
 12. Mounted Patrol Squad
 13. Animal Control Unit -Lieutenant
 14. Animal Shelter Unit – Shelter Manager

- g. Operations Division Administration
 - 1. Executive Aide to the Deputy Chief – Sergeant
 - 2. Volunteer Program
 - 3. Crime Reporting Squad
 - h. Community Engagement Squad
 - i. Police Chaplains
3. INVESTIGATIVE DIVISION – DEPUTY CHIEF
- a. Detective Bureau - Captain
 - 1. Homicide Squad
 - 2. Special Victims Squad
 - 3. Runaway/Missing Persons Squad
 - 4. Domestic Violence Squad
 - 5. Robbery Squad
 - 6. Economic Crime Squad
 - 7. Property Crime Squad
 - 8. Pawns Squad
 - 9. Warrant Squad
 - 10. Crime Solvers Squad
 - 11. Forensic Services Unit
 - 12. Administrative Support
 - 13. Cold Case Squad
 - b. Special Investigations Bureau - Captain
 - 1. Criminal Intelligence Squad
 - 2. Narcotics Interdiction Squad
 - 3. Narcotics Squad
 - 4. Vice Squad
 - 5. Computer Crimes Squad
 - c. Professional Development and Training Bureau – Captain
 - 1. Recruiting Squad
 - 2. Selection Squad
 - 3. Police Academy Squad
 - 4. Range Squad
4. SUPPORT DIVISION – SUPPORT DIVISION MANAGER (Civilian)
- a. Logistical Support Unit – Lieutenant
 - 1. Equipment and Supply Squad
 - 2. Property and Evidence Squad
 - 3. Records and Services
 - 4. PhotoSafe and False Alarm Reduction Squad
 - 5. VCIN and NCIC
 - b. Police Payroll
 - c. Financial

The organizational structure depicted on the chart within this general order shall be updated annually, as required. This organizational structure and general responsibilities of each organizational component are included in the department's annual report; a copy is maintained in the Professional Development and

Training Bureau and the Office of Analytical Services. Copies are also distributed to each precinct and bureau.

Strategic Planning, Annual Goals and Objectives (CALEA 15.2.1, 15.2.2, 15.1.3)

The Chief of Police shall establish and maintain a strategic plan for the Virginia Beach Police Department. The strategic plan will be a multi-year plan that will extend beyond the current budget year and include long term goals and operational objectives, anticipated workload and population trends, anticipated personnel trends, and anticipated capital improvements and equipment trends. The Deputy Chief and the Support Division Manager of each division in the department shall establish and update annual written goals in support of the strategic plan and the needs of the community. Both the strategic plan and the goals for each division shall be disseminated to all affected personnel. Progress toward the accomplishment of the strategic plan and the goals of each division shall be reported semiannually to the Chief of Police. Both the strategic plan and the annual goals of each division shall be reviewed and updated annually.

Planning and Research (CALEA 15.1.1, 15.1.2)

The planning and research function of the Virginia Beach Police Department shall be the responsibility of the Chief of Police. The Office of Analytical Services and the commanding officers of the various organizational components will assist and support the Chief with the planning and research function. As depicted in the organizational structure of the Department, the Office of Analytical Services is under the command of the Operations Deputy Chief reports directly to the Chief of Police. The Office of Analytical Services will maintain the access necessary to the various reporting systems utilized by the Department in order to assist in the planning and research function. Additionally the Office of Analytical Services will provide the analytical reports necessary for the variety of agency administrative reporting requirements, internet based information available to the public, intranet based information available to agency personnel, and the Virginia Beach Police Department Annual Report.

Administrative Report Management (CALEA 11.4.1, 11.4.3)

The policies of the Virginia Beach Police Department require administrative reporting on a variety of activities in support of the planning and research function. Appendix A, located at the end of this order, details each report required, the position or organizational component responsible for preparing the report, the frequency with which the report is required, and the distribution schedule for each report.

The Accreditation Unit maintains an e-mail account, which is established for the purpose of reminding the Commanding Officers and appointed designees of the periodically required administrative reports. Reminders include the due date of the report, and the position within the agency to which the report is to be submitted. The Accreditation Manager shall be responsible for maintaining the notification system.

Department Email Management

Department wide Emails may be sent to all without supervisory approval, once the information has been verified to be accurate, should such information be of or related to the following:

- Investigative in nature (i.e. Wanted Bulletin, Information needed bulletins, crime trends, etc.)
- Building issues (Water, HVAC matters, etc.)
- Lost or found items

- Information related to police related part-time
- Of an “Imminent Officer Safety concern that time for vetting through all appropriate channels would not be feasible (Officer Safety BOL, JTTF (Detective) reports, terrorist threats, etc.)

The below members are authorized to send department wide emails at any time.

- Office of the Chief, Deputy Chiefs, Support Division Manager, Command Staff and administrative staff or designees of the aforementioned group.
- Sergeants and Non-sworn Supervisors

Members not listed who wish to send a department wide email shall forward the message to a supervisor for review. The receiving supervisor shall review the message to determine the following:

- Does the information contained in the email need to be vetted and reviewed by another division of the department tasked with matters related to the content of the email?
 - If so, the supervisor shall forward that email to that division for a determination on dissemination.
 - If it does not require review by another division, then that supervisor will determine if it is suitable for distribution to the appropriate email group (Police Department, Sworn members etc.). If approved, that supervisor shall forward the email to the appropriate “All” group.

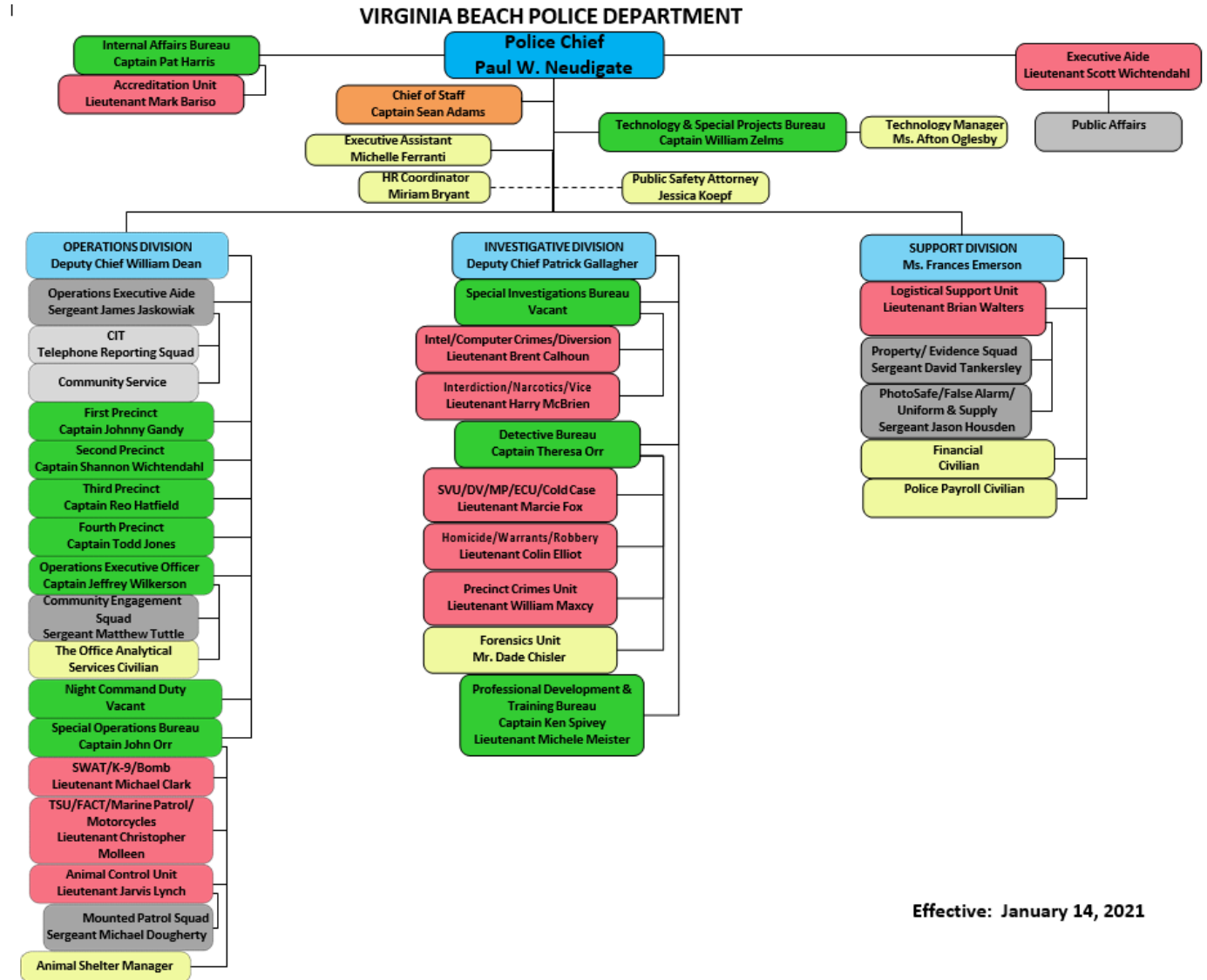
Any email concerning but not limited to departmental policies and practices such as wearing of the uniform, safety practices and protocols, and tactics shall be forwarded through the officer’s chain of command to the Captain of the affected command, or his or her designee for review prior to the release to the entire agency. Any emails that affect the wearing of the appropriate uniform for given occasions, shall be sent department-wide only after permission of the Chief of Police or his designee has approved such a message. These occasions include, but are not limited to funerals and/or draping of the VBPD badge, training, inclement weather, or formal ceremonies.

Agency Forms Management (CALEA 11.4.2)

The Virginia Beach Police Department utilizes a variety of forms that are required and produced by external agencies and generated internally. Forms generated internally may be developed and/or modified in the various organizational components but must be submitted for approval and distribution either electronically or in a printed format by the Accreditation Unit. It shall be the responsibility of the Accreditation Unit to review each submission and/or modification after considering whether the form or information included duplicates an existing form, that the new or modified form functionally accomplishes the purpose for which the form is to be used and, that the form is consistent with the data processing or record keeping practices of the Department. This review will take place in conjunction with the Department Forms Committee. After the review, approved forms will be assigned an internal form number and submitted to the Chief of Police for approval prior to use.

The Accreditation Unit will maintain an electronic database and, when applicable, a paper file of all forms approved for use by the Department. The electronic database will be accessible at all times to all personnel. It shall be the responsibility of the Commanding Officer of each organizational component to

ensure access to all forms, electronic or printed, for all personnel. The Accreditation Unit will also be responsible for coordinating the review of all forms annually to ensure the utility of each. A written report documenting the annual review will be submitted to the Chief of Police by January 31 of each year.



Appendix A						
Policy	CALEA	Action	Description	Command	Frequency	Distribution
Purpose		<i>To ensure that the transition of the function of P&E custodian includes full disclosure of all responsibilities and accountability of property and evidence. All discrepancies are recorded prior to the appointment of the new custodian.</i>				
15.01	84.1.6	Inventory	Inventory all evidence and property when new custodian takes over	P&E	Incident	Support Division Manager and Chief of Police
Purpose		<i>Protect all property coming into the agencies control and to protect the chain of custody.</i>				
P&E FG	84.1.1	Report (Property Voucher)	Report documenting how property came into agency possession	All Commands	Incident	P&E Supervisor
Purpose		<i>To accurately record the events that transpire at the scene of an investigation (criminal or traffic).</i>				
P&E FG	83.2.6	Report (Crime Scene Search Report)	Preparation of report by person processing crime scene	PCT, FSU	Incident	FSU Supervisor & Case Officer
Purpose		<i>Document potential or actual threats emanating from within the temporary detention facilities within the Department.</i>				
14.02		Report (IBR)	Temporary detention facility report of incident of threat to facility or person	PCT 2, 3 & 4	Incident	PCT Commander
Purpose		<i>Establish the quickest and most efficient manner of recapturing an escaped prisoner with safety of the public, departmental members and the escapee as factors to be considered.</i>				

14.01	71.3.3	Report (IBR)	Reports to be prepared based on escape of prisoners being transported	All Commands	Incident	Office of Internal Affairs (IA)
Policy	CALEA	Action	Description	Command	Frequency	Distribution

Purpose	<i>To comply with ICS standards for review of all special events and critical incidents.</i>					
Special Event FG	46.2.7	Report (Memorandum)	After Action Report; special events	As required	Incident	PCT Commander

Purpose	<i>To comply with ICS standards for review of all special events and critical incidents.</i>					
Hostage Barricade FG	46.1.4	Report (Form ICS204)	After Action Report; hostage/barricaded subjects	SO	Incident	SO Commander

Purpose	<i>Documentation and review of pursuit to determine if safety, training and departmental needs are addressed; in addition, to determine if the circumstances of the pursuit and the actions of the officers and the supervision were in policy.</i>					
10.04	41.2.2	Review (Use of Force Report)	Pursuit Occurrence Report	All Commands	Incident	IA Via Chain of Command

Purpose	<i>Documentation and review of all use of force to determine if safety, training and departmental needs are addressed; in addition, to determine if the circumstances of the use of force and the actions of the officers and the supervision were in policy.</i>					
5.01	1.3.6	Report (Use of Force Report)	Use of Force Occurrence Report	All Commands	Incident	IA Via Chain of Command

Purpose	<i>Determine if the circumstances of the use of force and the actions of the officers and the supervision were in policy.</i>					
5.01	1.3.7	Review	Review of Use of Force Reports required in standard 1.3.6	IA	Incident	Chief of Police & Command Staff

Policy	CALEA	Action	Description	Command	Frequency	Distribution
Purpose		<i>To ensure that departmental policies regarding security, including weapons and contraband control, are followed and are within policy. The main factor is one of safety for departmental members and detainees.</i>				
14.02	71.3.3	Inspection	Temporary Detention Facility Security; weapons and contraband inspection	Pct 2 & 4	Daily	Maintained within Command
Purpose		<i>CDO account of activities that includes manpower and supervisory distribution.</i>				
1.03		Report	Command Duty Officer	CDO	Daily	Command Staff
Purpose		<i>To ensure that the fire detection devices are inspected for functionality.</i>				
14.02	71.4.2	Inspection	Visual Inspection of Fire Equipment	Pct 2 & 4	Daily & Weekly	Maintained within Command
Purpose		<i>To ensure that departmental policies regarding the operation of the temporary detention facility are within policy. The main factor is one of safety for departmental members and detainees.</i>				
14.02		Inspection	Temporary Detention Facility Sanitation Inspection	Pct 2 & 4	Weekly	Maintained within Command
Purpose		<i>To ensure that departmental policies regarding first aid kits are followed and are within policy. The main factor is one of safety for departmental members and detainees.</i>				
14.02		Inspection	Temporary Detention Facility first aid kit inspection	Pct 2 & 4	Weekly	Maintained within Command

Purpose		<i>Ensure that the data captured on the police IBR reporting process is accurate and within policy.</i>				
4.01		Report	IBR Error report	P&A	Weekly	Affected Commands

Policy	CALEA	Action	Description	Command	Frequency	Distribution
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Purpose		<i>Maintain a consistent and transparent account of the distribution of personnel.</i>				
2.01		Report	Force strength report	Payroll	Bi-monthly	Chief Of Police

Purpose		<i>Accountability of all departmental equipment used for addressing Unusual occurrence as outline in policy.</i>				
Emergency Operations FG	46.1.8	Inspection	Unusual Occurrence Equipment Readiness	All Commands	Quarterly	Maintained within Command

Purpose		<i>Provide statistical information pertaining to activity of uniform patrol that includes calls for service.</i>				
2.01		Report	Uniform patrol activity	P&A	Monthly	Command Staff

Purpose		<i>Provide statistical information pertaining to the Uniform Crime Report.</i>				
4.01		Report	UCR	P&A	Monthly	Maintained within Command

Purpose		<i>Provide information pertaining to reportable offenses that are recorded on an IBR.</i>				
4.01		Report	IBR report to state police	P&A	Monthly	Maintained within Command

Purpose		<i>Break down of the type of calls for services handled by the uniform division.</i>				
2.01		Report	Uniform calls for service	P&A	Monthly	Command Staff

Purpose		<i>Break down of activity, to include out of service codes, for the uniform division.</i>				
2.01		Report	Patrol activity report	P&A	Monthly	Command Staff

Purpose		<i>Related to relevant and critical information collected and vetted through Special Investigations for distribution to affected members of the department.</i>				
SI 1.02	43.1.1	Report	Criminal Intelligence Data	SI	Quarterly	Chief Of Police Affected Commands
Policy	CALEA	Action	Description	Command	Frequency	Distribution

Purpose		<i>Provide statistical information pertaining to activity of the Animal Control Bureau that includes calls for service.</i>				
2.01		Report	Animal control activity report	P&A	Monthly	Command Staff

Purpose		<i>Account for the fiscal management of all the budget units within the agency to comply with Departmental and City policies.</i>				
4.03	17.4.1	Report	Fiscal Management Status Report	Support	Monthly	Command Staff

Purpose		<i>Statistical breakdown of vehicle crash reports throughout the city.</i>				
12.05		Report	Traffic Crashes	P&A	Quarterly	CO Special Operations

Purpose		<i>Statistical breakdown of vehicle crash reports that are related to alcohol involvement throughout the city.</i>				
12.04		Report	DUI Arrest and Crashes	P&A	Quarterly	CO Special Operations

Purpose		<i>Account for the fiscal management of all the budget units within the agency to comply with Departmental and City policies</i>				
4.03	17.4.2	Report	Accounting of Cash Accounts	Affected Account Managers	Quarterly	Support Division Manager

Purpose		<i>Measures the degree to which police services are responsive to the needs of the community and provides trends related to department efficiency and effectiveness.</i>				
City		Report	Performance Measures	All Budget	Annual	Support Division Manager

Requirement			Report	Units		
Purpose		<i>Outline the efforts made by the Community Engagement Unit and community organizations towards the mission of the agency.</i>				
11.07	45.2.2	Report	Community Involvement Report to CEO	Community Engagement	Quarterly	Chief Of Police, Available to Public and Employees
Policy	CALEA	Action	Description	Command	Frequency	Distribution
Purpose		<i>A written assessment of an entry level member's performance over a shorter period of time (generally defined as the member's probationary period).</i>				
2.10	35.1.3	Report	Entry Level Employee Evaluation	PD&T*, PCT	Quarterly	PCT Commander * In accordance with GO 2.10
Purpose		<i>Assessment of the efforts made towards meeting the annual goals and objectives.</i>				
1.03	15.2.1	Report	Progress on organizational component goals and objectives	Commanding Officers	Semi-Annual	Chief Of Police
Purpose		<i>Assessment of the efforts made towards meeting the multi-year "strategic plan."</i>				
1.03	15.2.2	Report	Progress towards accomplishment of Strategic Plan	Commanding Officers	Semi-Annual	Chief Of Police
Purpose		<i>Assessment of the efforts made towards meeting the multi-year "strategic plan."</i>				
1.03	15.1.3	Report	Progress on strategic plan	Support manager	Semi-Annual	Chief Of Police
Purpose		<i>Performance assessment of the installed equipment.</i>				
14.02		Test	Documented Test of Temporary Detention Facility Fire Equipment	PCT 2 & 4	Annual	Maintained within Command

Purpose		<i>Assess the necessity and relevance of each written General Order to ensure that they represent the most current practices within the field of Law Enforcement and other related fields.</i>				
1.04		Review	General Orders	As Directed	Annual	All Personnel

Policy	CALEA	Action	Description	Command	Frequency	Distribution
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Purpose		<i>Inspection of the central records computer system.</i>				
4.02	82.1.6	Audit	Central records computer system	P&A	Annual	Support Division Manager

Purpose		<i>An internal inspection of the P&E facility and practices by the custodian of the unit. This is independent of the Staff Inspections conducted the Office of Internal Affairs.</i>				
15.01	84.1.6	Inspection	Property Control procedures by evidence/property custodian	P&E	Semi-Annual	Support Division Manger

Purpose		<i>Audit of the functionality of the Organizational structure of the Department and its depiction on the official Organizational Chart. .</i>				
1.03	11.1.2	Review	Organizational Structure Chart	P&A	Annual	All Commands Via Accreditation Unit

Purpose		<i>Audit of the functionality of the Organizational structure of the Department</i>				
1.03	11.1.1	Review	Organizational Structure	P&A	Annual	All Commands Via Accreditation Unit

Purpose		<i>Account for the fiscal management of all the budget units within the agency to comply with Departmental and City policies</i>				
City Requirement		Report	Budget Report funds usage by department	All Budget Units	Annual	Support Division Manager & Chief of Police

Purpose		<i>Audit of all forms utilized by Departmental personnel to ensure that they are relevant and necessary.</i>				
1.03	11.4.1	Review	Documented Review of Administrative forms	Accreditation Office	Annual	Command Staff

Purpose		<i>An annual account of the accomplishments of the agency over the previous year.</i>				
1.03		Report	VBPD Annual report	P&A	Annual	All Personnel, City Manager, Council, City Directors, Citizen Groups
Policy	CALEA	Action	Description	Command	Frequency	Distribution

Purpose		<i>Audit (inspection) of the property and evidence within P&E by members of the Office of Internal Affairs.</i>				
15.01	84.1.6	Audit	By supervisor not in P&E, of property/evidence	IA	Annual	Support Division Manager

Purpose		<i>Determination of the most appropriate locations for deployment of Departmental crossing guards for Virginia Beach schools.</i>				
12.11	61.3.4	Analysis	Analysis of need for location of adult crossing guards	SO	Annual	Deputy Chief of Operations Division

Purpose		<i>Overview of internal investigations conducted over the previous year.</i>				
1.07	52.1.11	Report	IA investigations statistical summary	IA	Annual	Distributed via the annual report Available to Public and Employees

Purpose		<i>Assessment of the efforts made towards the enforcement practices of juvenile offenders and an evaluation of juvenile programs provided to the community.</i>				
9.01	44.1.3	Review	Review & Written evaluation of all juvenile enforcement & prevention programs	Community Engagement	Annual	Chief of Police & Command Staff

Purpose		<i>Analysis of all vehicle pursuits to determine if the practices of the agency meet the needs of the agency and the community. Determine if there are any training needs necessary to address any perceived problems with current practices or policies.</i>				
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10.04	41.2.3	Analysis	Documented analysis of vehicle pursuit reports	IA	Annual	Chief of Police & Command Staff
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Purpose *Analysis of the EIS system to determine if the practices of the agency meet the needs of the agency and the community.*

Administrative Investigations FG	35.1.15	Analysis	Personnel Early Warning System	IA	Annual	Chief of Police & Command Staff
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Policy	CALEA	Action	Description	Command	Frequency	Distribution
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Purpose *Provide a written assessment of a member's performance over the past year and provides for upcoming goals and objectives.*

2.10	35.1.2	Report	Employee performance evaluation	All Commands	Annual	Chain of Command, Department & City Personnel Files.
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Purpose *Analysis of all disciplinary action (or other action) that resulted in a grievance to determine if the practices of the agency meet the needs of the agency and the community. Determine if there are any training needs necessary to address any perceived problems with current practices or policies.*

2.09	25.1.3	Analysis	Analysis of employee grievances	IA	Annual	Chief of Police & Command Staff
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Purpose *Recommendation from all commands towards budgetary items to be added to the upcoming budget proposal.*

4.03	17.2.2	Report	Budget recommendations by major functions	All Commands	Annual	Chief of Police and Support Division Manager
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Purpose *New written goals and objectives for each division for the new year. These goals and objective should be the template for police operations for each division in meeting the overall mission and strategic plan.*

1.03	15.2.1	Report	Updating written goals & objective for agency & each organization component	All Commands	Annual	Chief of Police
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Policy	CALEA	Action	Description	Command	Frequency	Distribution
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Purpose		<i>Analysis of all use of force applied by departmental members to determine if the practices of the agency meet the needs of the agency and the community. Determine if there are any training needs necessary to address any perceived problems with current practices or policies.</i>				
5.01	1.3.13	Analysis	Analysis of Use of Force Reports	IA	Annual	Chief of Police & Command Staff

Purpose		<i>Assess the necessity and relevance of each written Field Guide to ensure that they represent the most current practices within the field of Law Enforcement and other related fields.</i>				
1.04		Review	All field guides	Issuing Commands	Annual	Chief of Police

Purpose		<i>Review of all bias based profiling complaints alleged to determine if the practices of the agency meet the needs of the agency and the community. Determine if there are any training needs necessary to address any perceived problems with current practices or policies.</i>				
6.04	1.2.9	Review	Documented review of Bias Based Profiling	IA	Annual	Chief of Police & Command Staff

Purpose		<i>Determine if the equalization of work throughout the agency to efficiently and effectively address the needs of the department in meeting the mission and the strategic plan.</i>				
2.01	16.1.2	Analysis	Documented Workload Assessment	Division when directed	Annual	Chief of Police

Purpose		<i>Ensure that all members of the agency meet or exceed the minimum standards for lethal weapons proficiency.</i>				
5.02	1.3.11	Report	Use of Force Policies and lethal weapons proficiency	PD&T	Annual	Maintained at PD&T

Purpose		<i>Ensure that all members of the agency meet or exceed the minimum standards for less than lethal weapons proficiency.</i>				
5.02	1.3.11	Report	Use of Force Policies and less than lethal weapons proficiency	PD&T	Biennial	Chief of Police
Policy	CALEA	Action	Description	Command	Frequency	Distribution

Purpose		<i>Report and analysis of the agencies practice towards meeting objectives of the D.O.J.'s EEO plan.</i>				
2.03	31.2.2 31.2.3	Report	D.O.J. EEO Plan and Objectives with Utilization Analysis	HR Director	Biennial	Chief of Police Available to Public and Employees

Purpose		<i>Analysis of the victim/witness needs to determine if the practices of the agency meet the needs of the agency and the community. Determine if there are any training needs necessary to address any perceived problems with current practices or policies.</i>				
6.06	55.1.2	Analysis	Analysis of victim/witness assistance needs	Commonwealth Attorney	Every 3 years	Chief of Police

Purpose		<i>Inspection of all organizational components within the agency to determine if policies and procedures are practiced. A written report is provided to the Chief of Police and all deficiencies are addressed during a re-inspection.</i>				
1.08	53.2.1	Inspection	Staff Inspection of all organizational components	IA	Every 3 years	Chief of Police

Purpose		<i>Mail out survey is sent to members of the community that have had contact with a Departmental member to determine what the communities' opinion of the actions and practices of the police department are.</i>				
11.07	45.2.4	Survey	Citizen attitudes & opinions of agency, safety & security & how to improve	Chief	Every 3 years	Chief of Police & Command Staff