	Administrative General Order	1.03 Organization and Administration	PAGE 1 OF 16
	SUBJECT		EFFECTIVE DATE
	Virginia Beach Police Department General Order Chapter 1 – Organization and Command		10/23/2017
			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:		<i>James A. Cooper</i>	

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;
2. Bureau/Precinct/Office - Consists of the various units, platoons, and squads having related functions as established and appointed by the Chief of Police;
3. Unit, Platoon, or Squad - Is the smallest functional organizational entity in any given precinct, bureau, office, or division.

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'S STAFF – CHIEF OF POLICE
 - a. Administration (Office of the Chief of Police)
 - b. Executive Aide to the Chief
 - (1) Public Affairs Office
 - c. IPS Program Manager –Captain

2. PROFESSIONAL STANDARDS DIVISION – DEPUTY CHIEF

a. Office of Internal Affairs

- (1) Investigations
- (2) Office of Accreditation
- (3) Custodian of Records (FOIA)
- (4) Court Liaison

b. Office of Professional Development and Training – Captain

- (1) Recruiting
- (2) Selection
- (3) Police Academy
- (4) Range

3. OPERATIONS DIVISION – DEPUTY CHIEF

a. Command Duty Officers

b. First Precinct - Captain

c. Second Precinct - Captain

- (1) Summer Beats
- (2) Video Observation Unit

d. Third Precinct - Captain

e. Fourth Precinct - Captain

f. Special Operations - Captain

- (1) Aviation Unit
- (2) Marine Patrol Unit
- (3) Dive Team
- (4) SWAT Team
- (5) Motorcycle Unit
- (6) Canine Unit
- (7) Crisis Negotiation Unit
- (8) Motor Carrier Safety Unit
- (9) Hit and Run Unit
- (10) Fatal Crash Team
- (11) Traffic Safety Unit (Traffic and DUI Enforcement)
- (12) Bomb Squad
- (13) Mounted Patrol Unit
- (14) Animal Control Bureau -Lieutenant
- (15) Animal Shelter Manager

g. Operations Division Administration

- (1) Executive Aide to the Deputy Chief
- (2) Volunteer Program
- (3) Crime Reporting Unit

h. Community Engagement Unit

i. Police Chaplain Program

4. INVESTIGATIVE DIVISION – DEPUTY CHIEF
 - a. Detective Bureau - Captain
 - (1) Homicide Unit
 - (2) Special Victims Unit (Investigation of Sex Crimes)
 - (3) Runaway/Missing Persons Unit
 - (4) Domestic Violence Unit
 - (5) Robbery Squad
 - (6) Economic Crime Squad
 - (7) Auto Theft Squad
 - (8) Property Crime Units
 - (9) Crime Analysis/Pawns Unit
 - (10) Warrant Squad
 - (11) Crime Solvers Unit
 - (12) Forensic Services Unit
 - (13) Administrative Support
 - (14) Cold Case Unit
 - b. Special Investigations - Captain
 - (1) Criminal Intelligence Unit
 - (2) Narcotics Interdiction
 - (3) Narcotics
 - (4) Vice
 - (5) Computer Crimes Unit
5. SUPPORT DIVISION – SUPPORT DIVISION MANAGER (Civilian)
 - a. Logistical Support
 - (1) Equipment and Supply Unit
 - (2) Property and Evidence Unit
 - b. Records Unit
 - c. False Alarm Reduction Unit
 - d. PhotoSafe Unit
 - e. Office of Planning and Analysis
 - f. Office of Police Payroll
 - g. Fiscal/Budgets/Grants

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 Office of Professional Development and Training and the Office of Planning and Analysis. 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 Planning and Analysis 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 Planning and Analysis is under the command of the Support Manager who reports directly to the Chief of Police. The Office of Planning and Analysis 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 Planning and Analysis 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)

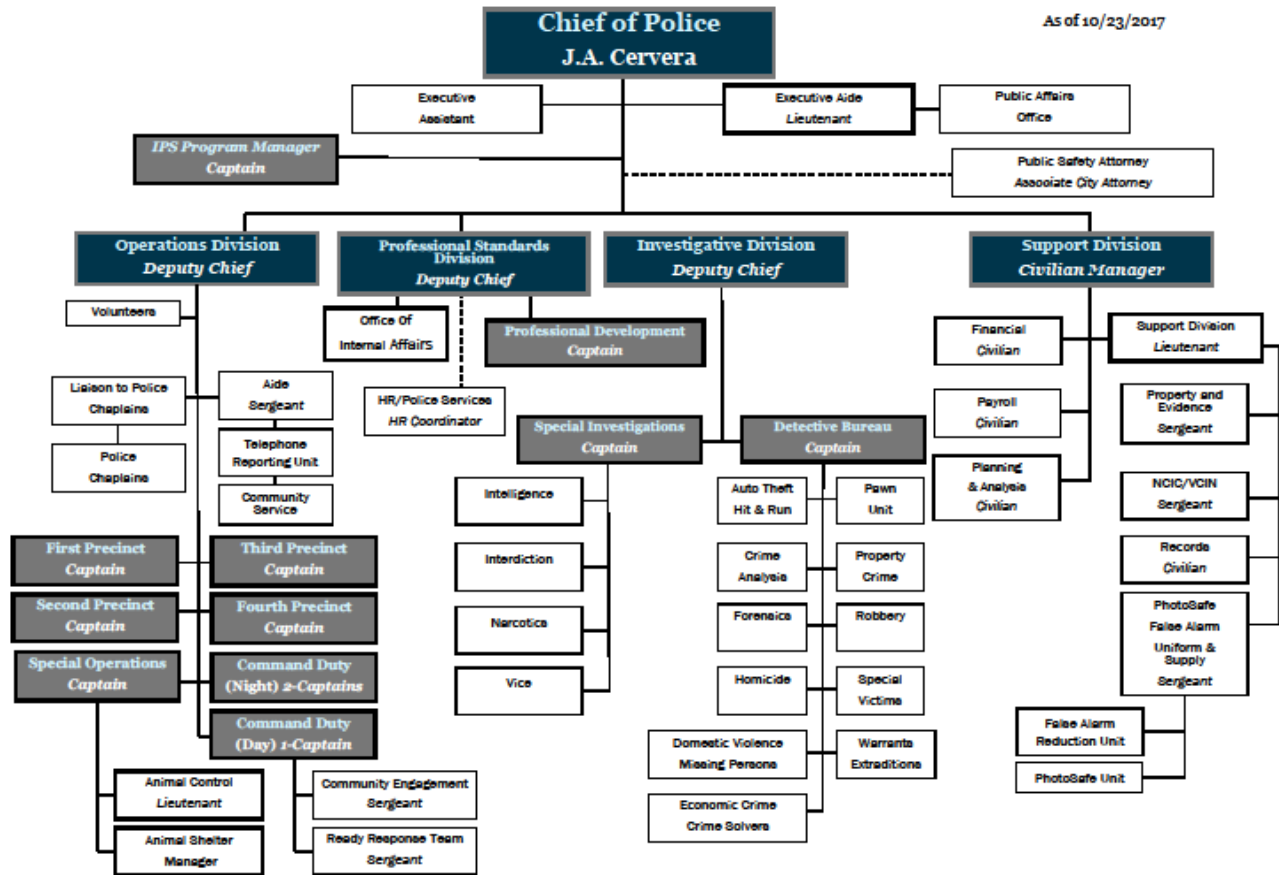
The policies of the Virginia Beach Police Department require administrative reporting on a variety of activities in support of the planning and research function. Appendix A, located at the end of this order, details each report required, the position or organizational component responsible for preparing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

The Accreditation Office 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.

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 Office. It shall be the responsibility of the Accreditation Office 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 Office 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 Office 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
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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 (Special Assignment Report PD-27)	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
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 Requirement		Report	Performance Measures Report	All Budget Units	Annual	Support Division Manager
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
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 Office
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 Office
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>				
10.04	41.2.3	Analysis	Documented analysis of vehicle pursuit reports	IA	Annual	Chief of Police & Command Staff
Purpose		<i>Analysis of the EIS system to determine if the practices of the agency meet the needs of the agency and the community.</i>				
Administrative Investigations FG	35.1.15	Analysis	Personnel Early Warning System	IA	Annual	Chief of Police & Command Staff

Policy	CALEA	Action	Description	Command	Frequency	Distribution
Purpose		<i>Provide a written assessment of a member's performance over the past year and provides for upcoming goals and objectives.</i>				
2.10	35.1.2	Report	Employee performance evaluation	All Commands	Annual	Chain of Command, Department & City Personnel Files.
Purpose		<i>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.</i>				
2.09	25.1.3	Analysis	Analysis of employee grievances	IA	Annual	Chief of Police & Command Staff
Purpose		<i>Recommendation from all commands towards budgetary items to be added to the upcoming budget proposal.</i>				
4.03	17.2.2	Report	Budget recommendations by major functions	All Commands	Annual	Chief of Police and Support Division Manager
Purpose		<i>Assessment for the need to continue the application of specialized positions within the agency.</i>				
2.01	16.2.1	Review	Review specialized positions to determine need to continue	All Commands	Annual	Chief of Police
Purpose		<i>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.</i>				
1.03	15.2.1	Report	Updating written goals & objective for agency & each organization component	All Commands	Annual	Chief of Police

Policy	CALEA	Action	Description	Command	Frequency	Distribution
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
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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