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	SUBJECT		EFFECTIVE DATE
	Virginia Beach Police Department General Order Chapter 1 - Organization and Command		07/08/2021
			ORIGINATOR/REVIEW
DISTRIBUTION		CALEA: 26.2.2, 26.2.3, 26.2.4, 26.2.5, 26.3.1, 26.3.2, 26.3.3, 26.3.4, 82.3.5	Chief's Staff
ALL			
BY THE AUTHORITY OF THE POLICE CHIEF: PWN			

Purpose

To identify the structure, functions, and responsibilities of the Internal Affairs Bureau.

Policy

Structure (CALEA 26.2.3)

The Internal Affairs Bureau (IAB) will operate under the Deputy Chief of the Administrative Division who will report directly to the Police Chief. The unit will be staffed by an appropriate number of lieutenants, sergeants, and administrative support personnel. IAB will be composed of an investigative arm, the accreditation unit, and the court liaison. All sworn personnel assigned to the Internal Affairs Bureau will serve for a specific period, as determined by the Police Chief.

Function (CALEA 26.3.1, 26.3.2, 26.3.3, 26.3.4)

The Internal Affairs Bureau is responsible for maintaining and, where possible, increasing the integrity of the Virginia Beach Police Department by conducting full, fair, and objective investigations of all complaints or allegations of misconduct on the part of employees of the Police Department. The Internal Affairs Bureau will be responsible for conducting the following investigations:

- Acts that seriously undermine community trust, public safety, or the image of the department
- Biased based policing/racial profiling
- Criminal law violations by department personnel
- Discharge of firearms (excluding animal euthanasia and negligent discharge) and improper pointing of a firearm
- Dishonesty
- Excessive or inappropriate level of force
- Improper arrest or seizure
- In-custody deaths and serious injuries to a citizen
- Police vehicle crashes involving serious injuries to personnel or civilians
- Sexual misconduct
- Workplace harassment, workplace violence
- Any complaint referred by the Police Chief

The appropriate precinct/bureau commander shall be responsible for conducting all relatively minor administrative investigations. These may include, but are not limited to:

- Discourtesy, profanity
- Minor violations of department policy, procedure, and training standards ie. failure to secure department property, departmental reports, sleeping on duty, insubordination, report for duty

- Shots fired at animals
- Police vehicle crashes not resulting in death or serious injury to department personnel or citizens
- Unsatisfactory performance/failure to take necessary police action
- Other allegations not rising to a serious level

The Internal Affairs Bureau is a fact finding/investigative body which also provides a recommended adjudication of each case for the Police Chief's review. The final adjudication of an Internal Affairs investigation is subject to the approval of the Police Chief.

It is the responsibility of the Internal Affairs Bureau to develop sufficient information to support an appropriate adjudication of each matter being investigated. Investigators shall diligently pursue every legitimate course of action in their efforts to obtain the facts.

The Internal Affairs Bureau will act as the clearinghouse for the documentation and tracking of all administrative investigations within the police department. Department supervisors shall complete administrative investigations within 45 days of their assignment of an administrative investigation. Upon initial notification of a citizen complaint, the Internal Affairs Bureau will correspond in writing with the complainant in order to acknowledge receipt of the complaint. Should the 45-day time limit to complete the investigation be extended, the Internal Affairs Bureau will notify the complainant in writing. Extensions shall only be requested by the Commanding Officer of the supervisor conducting the investigation and approved by the commanding officer of the Internal Affairs Bureau. Upon final conclusion of an administrative investigation, the Internal Affairs Bureau will notify complainant of the disposition in writing and provide them with information on how to contact the Independent Review Panel (IRP). Internal Affairs Bureau will also notify City's Office of Human Resources of the disposition of all citizen complaints as directed in the Administrative Field Guide.

The Internal Affairs Bureau will assist the department's administration, City Risk Management Division, and the City Attorney's Office in preparation of cases to address civil litigations involving police personnel. They will also be responsible for providing Analytical Services and the Public Information Office with an annual statistical summary of the final disposition on citizen complaints against officers. The Internal Affairs Bureau will maintain an accounting of all administrative investigations and provide this information to the Police Chief annually.

Administrative Investigation Field Guide

The Captain of the Internal Affairs Bureau will be responsible for providing guidance to all personnel related to conducting proper administrative investigations through the utilization of the Virginia Beach Police Department Administrative Investigations Field Guide. The Captain of the Internal Affairs Bureau or designee will conduct an annual review of the Administrative Investigations Field Guide to ensure it accurately documents the most current methods for conducting this style of investigation.

Records Security (CALEA 26.2.2, 82.3.5)

The Internal Affairs Bureau will maintain copies of all administrative investigations and disciplinary actions as indicated in the Administrative Investigations Field Guide. These records will be indexed and securely stored, with strictly controlled access by only authorized Internal Affairs employees and affected command staff. Records of administrative investigations are exempt from disclosure under the Freedom of Information Act.

Public Information on Complaint Procedures (CALEA 26.2.4)

The Internal Affairs Bureau is responsible for the publication and dissemination of “*Commendation or Complaint - How to Provide Comments About the Quality of Service Delivery By Your Police Department.*” Copies of the informational brochure on the procedures for commending or complaining about the services provided by Virginia Beach Police Department personnel will be available in public areas of department buildings. The Internal Affairs Bureau will also maintain a web page accessible to the public that provides a forum for frequently asked questions about the complaint process and a means to file a complaint online.

Annual Statistical Reporting (CALEA 26.2.5)

The Captain of the Internal Affairs Bureau or designee shall compile a statistical summary of the complaints filed and investigated on employees throughout the department. This information will be submitted for publication in the Virginia Beach Police Department Annual Report.