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	SUBJECT		EFFECTIVE DATE
	Virginia Beach Police Department General Order Chapter 1 - Organization and Command		06/04/2018
			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	
ALL			
BY THE AUTHORITY OF THE CHIEF OF POLICE:			<i>James A. Coonan</i>

Purpose

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

Policy

Structure (CALEA 26.2.3)

The Office of Internal Affairs (IA) will operate under the command of the Deputy Chief of the Professional Standards Division, who will report directly to the Chief of Police. The unit will be staffed by an appropriate number of lieutenants, sergeants, and administrative support personnel. IA will be composed of Investigations, The Office of Accreditation, the Custodian of Records (FOIA) and the Court Liaison. All sworn personnel assigned to the Office of Internal Affairs will serve for a specific period of time, as determined by the Chief of Police.

Function (CALEA 26.3.1, 26.3.2, 26.3.3, 26.3.4)

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

- All administrative investigations into allegations of employee misconduct relating to:
 - Corruption,
 - Brutality,
 - Misuse of force,
 - Breach of civil rights, and
 - Criminal misconduct.
- All internal investigations involving
 - Discharge of firearms or
 - Persons in police custody or who refuse to submit to police lawful authority and as a result of that police action, receive a serious injury, attempts suicide, or dies.
- Other investigations as designated by the Chief of Police.

All other complaints of misconduct may be investigated by either Internal Affairs or at the line command level.

The Office of Internal Affairs is a fact-finding/investigative body, and it is not that office's responsibility to adjudicate those matters that it has investigated. Once the Office of Internal Affairs completes an investigation, the case file will be submitted for adjudication as described in Administrative Investigation Field Guide. The final disposition is subject to the approval of the Chief of Police.

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

Internal Affairs will act as the clearinghouse for the documentation and assignment of all administrative investigations to department supervisors. Department supervisors shall complete administrative investigations within 45 days of the assignment. Upon initial notification of a citizen complaint, the Office of Internal Affairs 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 Office of Internal Affairs will notify the complainant in writing. Extensions shall only be approved by the Commanding Officer of the supervisor conducting the investigation. Upon return of an administrative investigation case file from the Chief, the Office of Internal Affairs will notify complainant of the disposition in writing and record the findings accordingly.

Internal Affairs 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 and will be responsible for providing the Office of Planning and Analysis and the Public Information Office with an annual statistical summary of the final disposition on citizen complaints against officers. The Office of Internal Affairs will maintain an accounting of all administrative investigations and can make this information available to the Chief upon request.

Additionally, the Office of Internal Affairs shall coordinate the duties of the Office of Accreditation, the Custodian of Records for the Virginia Beach Police Department and the Court Liaison Officer.

Administrative Investigation Field Guide

The Deputy Chief of the Professional Standards Division will be responsible for providing guidance to all personnel on procedural issues relating to conducting administrative investigations via a Virginia Beach Police Department field guide. The Deputy Chief of the Professional Standards Division or his/her designee will conduct an annual documented review of the Administrative Investigations Field Guide to ensure it accurately documents the most current methods for conducting this style investigation.

Records Security (CALEA 26.2.2, 82.3.5)

The Office of Internal Affairs 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 Office of Internal Affairs 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. Internal Affairs 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 on line.

Annual Statistical Reporting (CALEA 26.2.5)

The Deputy Chief of the Professional Standards Division or his/her 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, which is published by the Office of Planning and Analysis.