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	SUBJECT		EFFECTIVE DATE
	Virginia Beach Police Department General Order Chapter 2 - Personnel Information		05/05/2021
			ORIGINATOR/REVIEW
DISTRIBUTION	CALEA: 45.3.1, 45.3.2, 45.3.3, 61.3.4		Chief's Staff
ALL			
BY THE AUTHORITY OF THE POLICE CHIEF: <i>PWN</i>			

Purpose

To establish the ancillary positions within the Virginia Beach Police Department.

Policy (CALEA 45.3.1 A)

Ancillary personnel are not sworn members of the department, but perform law enforcement community service functions and assist in the day to day delivery of police services. Ancillary personnel may be full time employees of the Virginia Beach Police Department or volunteer positions. Members of the Police Department who are neither sworn nor described as ancillary personnel are considered to be civilian employees.

Forensic Services Technician (CALEA 45.3.1, 45.3.2, 45.3.3)

The Forensic Services Unit is under the command of the Administrative Division. Sections of the Forensic Services Unit (FSU) include Crime Scene, Latent Fingerprints, and Civil Identification. The Forensic Services Unit consists of a Forensic Unit Supervisor, Forensic Specialist Supervisors, Forensic Specialists, Forensic Services Technicians, a Photo Lab Specialist, and Public Safety Data Services Assistants. Personnel provide investigative information through the application of various scientific techniques in the recognition, documentation, collection, and analysis of physical evidence recovered during criminal investigations.

Personnel assigned to the Forensic Services Unit are skilled subject matter experts who perform highly technical work. Entry-level Forensic Services Technicians are assigned to Field Training Officers to learn the necessary skills for completing their job duties and are ultimately deemed competent to perform their duties through systematic instruction and periodic evaluations. Forensic Specialists have mastered basic skills associated with their job duties and have additional responsibilities based upon specialized knowledge in various forensic disciplines. Personnel undergo yearly proficiency testing to ensure basic and advanced skills remain sharp. Internal in-service training is provided and external trainings are attended to ensure personnel maintain proficiency and are instructed on new techniques that become services offered to aid in ongoing investigations.

FSU personnel are required to adhere to Departmental directives pertaining to appearance and uniform standards. Crime Scene personnel are provided uniforms to be worn while on duty similar to the class B uniform for sworn personnel, with the exception of the shoulder patch and badge which are specific to the Unit. Appearance of Latent Fingerprint and Civil Identification personnel is business casual.

FSU personnel required to provide courtroom testimony are provided a dress uniform which consists of blue slacks, a white uniform shirt with the approved shoulder patch and badge, tie (when appropriate), and black oxford style shoes. Dress uniforms shall be worn for testimony in Virginia Beach courts. Dress for testimony occurring outside of Virginia Beach will be at the discretion of the requesting jurisdiction.

When acting in a capacity of a position of the VBPD outside of normal working hours, appearance shall match, or exceed, appearance standards for the event.

Crime Scene personnel provide coverage and response around the clock and are subject to occasional call-out depending upon staffing and specialties. Shift bid memos are accepted quarterly. Assignments are based upon current staffing, time in grade, seniority, and the overall operational needs of the unit. Crime Scene Supervisors covering Day and Evening shifts, and are subject to call-out during uncovered times. On-call status is alternated monthly between the Crime Scene Supervisors. Latent Fingerprint and Civil Identification personnel work normal business hours and are subject to occasional call-outs.

Community Service Officers (CALEA 45.3.1B, 45.3.2, 45.3.3)

Community Service Officers are paid employees of the Virginia Beach Police Department as well as volunteers. Community Services Officers patrol an assigned precinct and assist officers with stranded / disabled motorists, traffic direction, vehicle tows, abandoned vehicles, parking problems, message delivery, non-reportable accidents, transporting citizens, and paper / property transfers. Upon employment with the Virginia Beach Police Department, Community Service Officers receive eighty hours of field training in their duties. The Administrative Aide to the Deputy Chief (Uniform Division) is responsible for coordinating training for Community Service Officers. Professional Training and Development will document all training provided to the Community Service Officers. Upon the completion of the initial job training, Community Service Officers will be assigned to a precinct.

Community Service Officers are provided uniforms to be worn while on duty. Uniforms for street duty are pants that are similar to the class B uniform for sworn personnel. CSO's uniform shirts are light blue short and long-sleeve with Community Service Officer patches.

Police Chaplains (CALEA 45.3.1B, 45.3.2, 45.3.3)

Police Chaplains are a core group of professional, ordained/commissioned, or vowed men and women in Religious Communities, from a variety of faiths, who volunteer their time and talents to the Virginia Beach Police Department. Police Chaplains seek to lighten the burden of the officers by performing tasks that have a greater spiritual or social nature rather than law enforcement nature. The Police Chaplain Program strives to strike a balance between serving the needs of the Police Officers in their personal and professional lives and serving the City of Virginia Beach at large.

The Police Chaplain Program shall be under the command of the Police Chief and Police Chaplain Program coordinator as designated by the Police Chief. The chain of command within the Police Chaplain Program shall be limited to the Police Chief, the Chaplain Program coordinator, and the director of police chaplains.

All police chaplains and chaplain aides shall abide by all department and chaplain program rules and regulations while performing duties for the department. Police chaplains and chaplain aides shall be accountable to the on-duty supervisor at the location assigned. Police chaplains and chaplain aides shall be subordinate to full-time department staff to which they may be assigned.

Police Chaplains have no law enforcement authority and the duties performed include but are not limited to the following depending on their qualifications, certification and licensure.

1. Counsel a wide variety of people, including; law enforcement officers, other members of the department, family members, and citizens.
2. Visit sick or injured officers and departmental personnel in homes and hospitals.
3. Conduct funerals, memorial services, and weddings including pre-marital counseling, and other services or ordinances as requested.

4. Assist officers by making death notifications, assist in crisis intervention, suicide incidents, and provide assistance to victims.
5. Assist in dealing with transients and the homeless.
6. Ride along with Officers.
7. Walk beats at oceanfront in summer months.
8. Provide or facilitate training in areas such as stress management, ethics, family life, and pre-retirement classes and courses.
9. Serve as part of a Department's Crisis Response Team and Peer Support Team.
10. Serve as liaison with other clergy in the community.
11. Offer invocations, benedictions, etc. at special occasions such as academy graduations, awards ceremonies, or other official functions.
12. Serve on review boards, award boards, and other committees as requested.

Police Chaplains receive training in the duties mentioned that is coordinated by the Chaplain's Liaison (Captain) and documented by Professional Development and Training. This training includes classroom and skills based training as well as a period of at least sixteen hours as a ride-along with a host or field training officer.

Police Chaplains wear a gray short-sleeved shirt with two Chaplains shoulder patches and a breast patch positioned over the heart. The word "chaplain" is stenciled on the back of the shirt.

Marine Patrol Aides (CALEA 45.3.1B, 45.3.2, 45.3.3)

Marine Patrol Aides are seasonal employees who assist the Department's Marine Patrol Officers in the enforcement of beach and waterway related ordinances; control vehicular, pedestrian, and boating traffic on the beach, boardwalk, and waterways; and provide directions and information to tourists and residents. Aides are assigned to, and work on, the police patrol boats under the direction of a sworn police officer. The Marine Unit Officer to which the Aide is assigned will provide training to marine patrol aides. This training will occur on the job, and will follow a format that is approved by the Commanding Officer of the Special Operations Bureau. Marine Patrol Aides will wear a Department issued uniform that will include boating shorts or utility style pants, plain polo style shirt and/or a plain sweatshirt, and a ball cap. Marine Patrol Aides are not issued nor do the uniforms include any type of police patch or badge.

Flight Officers (CALEA 45.3.1B, 45.3.2, 45.3.3)

Flight Officers are volunteers who work in the aviation unit under the supervision of an Aviation Patrol Pilot. Flight Officers have no law enforcement authority and are responsible for a variety of duties that include but are not limited to, supporting the pilot of the aircraft while in flight assisting with radio communications, navigating, observing ground activity, and the operation of search lights and specialized equipment. Flight Officers are also responsible for assisting in pre and post flight activities such as fueling and inspection of the aircraft.

Upon assignment to the Aviation Unit, Flight Officers receive eight hours of classroom training followed by at least four hours of flight training. Training is coordinated, conducted and documented by the Commanding Officer of the Special Operations Bureau or his designee. Flight Officers are issued uniforms by the Department which include a metro blue flight suit and a flight helmet. Flight Officers are not issued, nor do the uniforms include any type of police patch or badge.

Precinct Desk Officers (CALEA 45.3.1B, 45.3.2, 45.3.3)

Precinct Desk Officers (PDO) are full time employees of the Virginia Beach Police Department who serve as the initial contact for the public at the precinct office; processes prisoners and their property incidental to arrest and performs administrative, security, and computerized tasks in the disposition of Operations Division precinct functions.

Training in the responsibilities and duties of the position shall be provided to newly hired Precinct Desk Officers. Additionally, training will be provided in support of the skills required to perform the functions of the job. Initial job training and in-service training shall be coordinated by the Professional Development and Training.

Precinct Desk Officers shall wear as the standard daily work uniform, dark blue slacks, grey polo shirt with "VBPD Precinct Desk Officer" embroidered on the left front of the shirt, black socks, black shoes and a black belt.

School Crossing Guards (CALEA 45.3.1B, 45.3.2, 45.3.3, 61.3.4 A)

School Crossing Guards are part time employees who are responsible for assisting with the safe crossing of pedestrian students at their crosswalk, the safe ingress and egress of school buses, and the safe regulation of vehicular traffic at the school. School Crossing Guards receive classroom training in the responsibilities of the position, applicable codes, traffic direction, and related issues followed by field training under the supervision of a senior crossing guard. Field Training is complete when the new School Crossing Guard demonstrates competence in the performance of the duties and passes the criteria set forth in the Police Crossing Guard Trainee Field Certification form. School Crossing Guards also receive in service training annually. The Commanding Officer of the Special Operations Bureau or his designee shall be responsible for coordinating, conducting and documenting the training of each School Crossing Guard.

School Crossing Guards will wear department issued uniforms which include blue cargo pants, hi vis ansi approved shirt, a (2) piece hi vis ansi approved jacket (**ANSI 107-2004 standard performance for Class 2**), black ball cap with school crossing guard logo, hi vis gloves, black boots or approved shoes, whistle and approved Stop Sign (18" in size). The shirt and jackets will be adorned with the school crossing guard badge over the left side. Additional cold weather hats and gloves may be issued along with rain pants. Shorts are not authorized. Uniforms must be kept neat in appearance and the employee is responsible for notifying the supervisor if an item needs to be replaced.

Police Explorers (CALEA 45.3.1B, 45.3.2, 45.3.3)

The Law Enforcement Explorer Post is a national program chartered through the Boy Scouts of America and sponsored by the Virginia Beach Police Department. The Police Explorers Program consists of volunteer positions that have no law enforcement authority. The Police Explorer program is intended for individuals between ages 14 and 21 to provide participants with an educational experience through training and exposure by performing limited duties in support of the Virginia Beach Police Department. Members of the Post attend classes/ meetings on the 1st and 3rd Thursdays of each month where members receive training and have the opportunity to volunteer for duties that include but are not limited to, such as assisting officers at community or school events, crime prevention displays/ programs, and traffic or pedestrian control at city events. Police Explorers are required to volunteer at least twenty hours of service to the Department per quarter. Police Explorers receive training and perform duties under the supervision of the Police Explorer Post Advisor, who is a member of the Community Engagement Unit. The Post

Advisor is responsible for coordinating and documenting all training received by the members of the post, and is also responsible for documenting the hours volunteered and duties performed by Post Members.

Police Explorers wear uniforms that are issued by the Department. The Law Enforcement Explorer's Class A uniform consists of a royal blue shirt and metro blue pants with a shoulder patch. Law Enforcement Explorers shall wear the Class A uniform to all department assignments unless otherwise directed.

Courtesy Patrol Aides (CALEA 45.3.1B, 45.3.2, 45.3.3)

Courtesy Patrol Aides are seasonal summer interns who volunteer their time as courtesy officers at the beachfront. The aides are in uniform but they are non-sworn personnel and possess no law enforcement powers. These interns assist the department with its mission at the beachfront and provide a soft image of a quasi-official nature as part of a strategy to gain voluntary cooperation of the youth and out of town visitors who frequent the Oceanfront, provide assistance to beat officers on non-criminal calls for service, serve as a source of information to visitors and residents and provide a forum for the department to evaluate potential recruits.

The uniform is a blue polo shirt, lettered in a manner to establish the aide's role as courtesy officers. The lettering will not contain the words police. Along with the shirt the interns would be provided with a traffic vest and a ball cap.

The courtesy patrol aides will be trained in radio procedures, policies, general beachfront information, CPR, AED, strategies on how to interact with the public, traffic direction and how to present a positive image to the public. The training will be approved by the Commanding Officer of the 2nd Precinct and documented by Professional Development and Training. The training strategy will be evaluated annually by the Commanding Officer of the 2nd Precinct or his/her designee to determine if any changes contingent on past experience should be made.