



VIENNA POLICE DEPARTMENT  GENERAL ORDERS	SUBJECT: GENERAL ORDERS		NUMBER: 100
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	TOPIC: ORGANIZATION AND COMMAND		
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Organizational Chart

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101 OATH OF OFFICE

Officers shall take, and subsequently abide by, an oath of office as prescribed by the Code of Virginia, Title 49, prior to assuming sworn status. The oath of office shall be administered by the clerk of the Town or his/her deputy.

102 CODE OF ETHICS

The department subscribes to the Canons of Police Ethics and Law Enforcement Code of Ethics as adopted by the International Association of Chiefs of Police. All members are expected to abide by these ethics.


103 GOALS AND OBJECTIVES

The development of goals and objectives will coincide with the Department's organizational structure outlined in these General Orders. Commanders and program managers will solicit suggestions from their respective personnel to ensure that applicable and specific goals and objectives are established.

Annually, the Commander of each division will review and evaluate the goals and objectives of the department, and, if updated, make available to all agency personnel.

104 LEGAL AUTHORITY

- A. The scope and limitations of police authority as it pertains to the enforcement of laws, statutes, and ordinances is defined in the Constitution of the United States, the Virginia Constitution, the Code of Virginia, and the Town of Vienna, Code of Ordinances.
- B. The Code of Virginia, '15.2-1704, provides police officers of cities and towns the authority to enforce ordinances and regulations of the jurisdiction in which they are appointed, and to enforce the criminal laws of the Commonwealth. This section also specifically prohibits police officers from having authority or power in civil matters.
- C. Officers are empowered to enforce State laws up to 300 yards beyond the boundaries of the Town, in accordance with the Code of Virginia, '19.2-250.
- D. Officers are empowered to enforce laws on any Town-owned property located outside the boundaries of the Town in accordance with the Code of Virginia, '15.2-1725.
- E. Officers involved in hot pursuits that go beyond the Town limits will follow the guidelines set forth in the General Orders.

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105 AUTHORITY AND RESPONSIBILITY

Each division, section or unit of the Vienna Police Department is under the direct command of only one supervisor. When two or more officers of the same rank are on duty and supervising the same area of responsibility within the Department, the chain of command will be determined according to time in grade, except when otherwise designated by a superior officer. Time in grade is determined by the length of time within a given grade as determined by appointment date to that specific grade.

At every level within the Department, personnel are given the authority to make decisions necessary for the effective execution of their responsibilities. Legal questions on authority should be referred to the Town's Attorney or Commonwealth's Attorney. Procedural questions on authority should be referred to the immediate supervisor.

Each departmental employee will be accountable for the use of, or failure to use, delegated authority. Acceptance of and proper use of authority will be continually evaluated and, at a minimum, noted during the performance evaluation process. Improper use of authority or failure to accept authority will be reported to the appropriate Commander through the chain of command.

106 ORGANIZATIONAL STRUCTURE

The main components of the organizational structure of the Department are as follows: Administration Division, Support Services Division, and Operations Division.


107 CHIEF OF POLICE

The Chief of Police is responsible for the overall management of the Department, including the major areas of personnel administration, training, planning and research, fiscal management, and policy formulation. As a department head, the Chief of Police reports directly to the Town Manager. The Chief of Police is assisted in the management of the Department by a policy board comprised of the Deputy Chief and three Division Commanders. In the absence of the Chief of Police, the authority for the management of the Department will be designated by the Chief of Police to the Deputy Chief or a specific division commander for the period of the absence.

The Chief of Police and/or his designee will be considered the “reviewing authority” for all matters related to these General Orders.

108 DEPUTY CHIEF

Selected by the Chief of Police, the Deputy Chief is responsible for the day to day operations of the overall Police Department. The Deputy Chief serves in place of the Chief as needed at local and regional meetings and events while sharing responsibility for the major areas of personnel administration, training, planning and research, fiscal management, and policy formulation.

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109 COMMAND STAFF

The Command Staff of the Police Department consists of the Police Chief, Deputy Chief and Commanders of the Operations, Support Services and Administration Divisions. The Command Staff will meet on a regular basis and decide policy and guidance for the department.

110 ORDER OF COMMAND AND PROTOCOL

- A. In the absence of the Chief of Police, command of the Department shall rest with the Chief’s designee. In the Chief’s absence, the order of command shall be as follows:
 - 1. Deputy Chief of Police
 - 2. Operations Division Commander
 - 3. Support Services Division Commander
 - 4. Administration Division Commander
 - 5. Patrol Sergeant on duty

- B. An officer assigned to a call, incident or other event will be in charge unless relieved by a higher ranking officer, supervisor, or detective. Detectives assigned to an investigation will be in charge of the scene unless relieved by a supervisor. In all instances where a supervisor relieves an officer or detective at the scene, that supervisor will assume control of the call, incident or event.

- C. Command protocol in single operations involving personnel from different divisions or sections will normally be determined by rank. A superior officer's appearance on the scene does not place that officer in charge of the scene until the superior officer assumes control and announces command of the scene.


111 SUPERVISORY RESPONSIBILITY AND ACCOUNTABILITY

Supervisors will be held accountable for the performance of the employees under their immediate supervision. Supervisors may free themselves of the actual performance of a given task but they cannot detach themselves from responsibility or accountability for the accomplishment of the task.

Supervisors at all ranks have a duty to those they supervise to address problems and concerns, no matter how small. Supervisors will ensure that urgent issues are brought to the attention of upper command.

Supervisors shall be held accountable for making sure their subordinates:

- A. Receive proper and appropriate training;
- B. Are aware of recent events and any new policy or procedural changes;
- C. Are prepared for their duty assignment;
- D. Obey the rules and regulations of the Town of Vienna and the Vienna Police Department.
- E. Receive timely and accurate evaluations;
- F. Work cooperatively with other officers and employees of the Town of Vienna;
- G. Represent the Town of Vienna Police Department to the best of their ability;

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H. Are operating in as safe an environment as circumstances allow.

112 FIRST LINE SUPERVISORS

Squad supervisors are responsible for the daily oversight and operational performance of those officers and civilians assigned to them. First Line Supervisors are required to provide direct and timely communication and notifications to their assigned Commander.

113 SPAN OF CONTROL

Each employee will be accountable to only one supervisor at any given time. If an employee is not sure which supervisor the employee is accountable to, the employee shall query the supervisor present. Occasions may arise requiring a supervisor to issue an order to an employee outside the supervisor's immediate area responsibility. **Nothing in this chapter shall prevent this and employees are expected to follow orders issued by officers of superior rank.**


Supervisors of the Vienna Police Department are given specific areas of assignment over which they are in command. The number of employees under a supervisor's immediate control shall be determined by the Chief of Police to ensure effective direction, coordination, and control is maintained.

Supervisors will be responsible for the daily supervision and long-range guidance, responsiveness, and evaluation of those employees under their direct control.

A supervisor may have to temporarily supervise employees assigned to other supervisors. When this occurs, the immediate needs of the employees will be the responsibility of the supervisor present.

114 ADMINISTRATION DIVISION

The Administration Division consists of the Communications Section, Records Section, Public Information Section and Training Section. The Communications Section is the means by which the Vienna Police Department receives and dispatches requests for services. The Records Section is the storehouse for all records, statistics, citations and documents, both hard copy as well as electronic. The Public Information Section is responsible for maintaining positive relationships between the community, the news media and the police department. These relationships are fostered by the accurate, transparent and timely dissemination of police-related information. Additional duties of the PIO include community crime prevention measures and drug awareness education for school-age children. The Training Section is responsible for providing officers with Police Academy training for recruits, Continuing Education for current officers (MIR) and maintaining an active list of officers' law enforcement certifications.

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115 SUPPORT SERVICES DIVISION

The Support Services Division consists of the Criminal Investigations Section and Animal Control Section. Specialized detectives for General Investigations, and Narcotics fall under the supervision of the Support Services Division. The primary mission of the Criminal Investigations Section is to investigate major crimes, to identify and arrest criminals and to collect evidence to aid in the prosecution of criminals. The Animal Control Section provides animal control services and community programs for the residents of Vienna. The Support Services Division is also responsible for the Department's hiring efforts.

116 OPERATIONS DIVISION

The Operations Division is responsible for the protection of life and property, the preservation of peace, the prevention of crime, and the detection and arrest of violators. The Patrol Section provides 24-hour-a-day coverage using a 12-hour shift. Included in the Operations Division is the Traffic Section whose main objective is targeted traffic enforcement throughout the Town.

117 WRITTEN DIRECTIVES

The Vienna Police Department constantly strives to develop and distribute written information that will provide proper guidance to all departmental employees in carrying out their duties. Written directives consist of general orders, regulations, memoranda and standard operating procedures.

The General Orders Manual explains the policies, procedures, and regulations of the Department.

118 DISTRIBUTION OF DIRECTIVES


General Orders will be issued to all sworn employees. Employees shall sign for their Regulations and General Orders Manual. The employee is required to maintain a working knowledge of each order. Questions regarding Orders, Regulations or Memoranda should be brought to the employee's immediate supervisor for clarification.

All revisions of the General Orders will be distributed to all employees. Command Staff memoranda and general memoranda will be distributed to employees.

General Order Manuals will be published regularly, incorporating all revisions from the last publishing into the newest manual.

119 PLANNING AND RESEARCH

A. The Administration Division Commander is responsible for the planning and research function. This function is essential to effective agency management and includes careful research of operational alternatives and the planning of future programs.

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B. All members of the Vienna Police department are encouraged to actively participate in the planning and research activities of the Department. Ideas and suggestions offering alternative procedures or solutions to departmental concerns or problems are welcomed by the command staff.

C. Specific planning and research responsibilities are as follows:

1. Budget Development - Administration Division Commander
2. Forms Control - Administration Division Commander
3. Grant Management – Operations Division Commander
4. Strategic Operational Planning - Administration Division Commander
5. Traffic Analysis - Operations Division Commander
6. Information Crime Reporting - Administration Division Commander
7. Uniform Crime Reporting- Administration Division Commander
8. Crime Analysis – Administration Division Commander
9. Contingency Planning - Support Services Division Commander
10. Equipment Resource Analysis - Operations Division Commander
11. Personnel Allocation – Operations Division Commander
12. Systems Analysis - Administration Division Commander
13. SOP Development/Maintenance - Administration Division Commander

120 DISSEMINATION OF STUDIES

Staff and analytical reports will be shared among members of the Command Staff. It is the responsibility of all supervisors to disseminate relevant information to affected personnel. All personnel are encouraged to make suggestions or comments regarding these studies.

121 INFORMATION RESOURCES/SUBMITTING SUGGESTIONS


A. All personnel are provided access to necessary information resources, through the chain of command, so they may be able to effectively participate in the planning and research activities of the Department.

B. Ideas and suggestions may be forwarded to the Chief of Police through the chain of command.

122 JURISDICTION

Effective law enforcement is not a solitary effort, but requires the cooperation and interaction of many agencies. The Vienna Police Department supports this concept and will cooperate fully with other agencies in the discharge of their duties.

Vienna Police officers will enforce the ordinances of the Town of Vienna and the laws of the Commonwealth of Virginia within the Town limits. Vienna Police Officers will carry out all duties and responsibilities delegated to them by the Chief of Police.

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The Fairfax County Police Department and the Virginia State Police have concurrent jurisdiction within the Town of Vienna when enforcing the Code of Virginia. Personnel of the Vienna Police Department will offer complete cooperation when situations arise where these departments must exercise their authority within the Town limits.

The Fairfax County Police Department can assist the Vienna Police Department within the Town limits whenever a request for assistance is made by a Vienna officer. The Fairfax County Police Department does not provide routine patrol within the Town. All traffic accidents which occur within the town limits, involving vehicles owned by Fairfax County, will be handled by the Fairfax County Police Department unless they request that the Vienna Police Department handle the incident. Incidents involving State owned vehicles will be handled by the State Police.

In any situation where a question arises concerning jurisdiction, the responding Vienna officer will make every attempt to resolve the matter in the most professional manner possible. If the matter is not resolved, the officer shall notify their supervisor immediately for resolution. The matter should be handled by the supervisor with the best interests of the community in mind.

123 MUTUAL AID


The Vienna Police Department is a participating member of the Northern Virginia Law Enforcement Mutual Aid Agreement (NVLEMAA). The Northern Virginia Law Enforcement Mutual Aid Agreement will provide all the necessary information to initiate mutual aid activities, either on behalf of the Vienna Police Department or at the request of a participating agency. The purpose of the NVLEMAA is to enable a law enforcement agency to request temporary assistance in the event of an actual or imminent state of emergency or public occurrence. This temporary assistance usually will not exceed twenty-four hours.

124 FEDERAL/NATIONAL GUARD ASSISTANCE

- A. In the event of an emergency that, in the opinion of the supervisor, requires Federal law enforcement assistance, the appropriate Federal agency may be solicited. The Chief of Police or his/her designee shall be briefed as soon as practical of the situation.
- B. An emergency may arise requiring the assistance of the Virginia National Guard. The Chief of Police or his/her designee, in coordination with the Town Manager, shall make a request for assistance through the Fairfax County Office of Emergency Management.

125 ALLOCATION AND DISTRIBUTION OF PERSONNEL

- A. The Department's position management system consists of periodic revisions of the personnel roster. The personnel roster serves to identify the following:
 - 1. The number and type of each position authorized in the budget;
 - 2. The location of each authorized position within the organizational structure;

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3. Position status information, whether filled or vacant, for each authorized position in the Department.

B. A current Personnel Roster and Organizational Chart, which lists all sworn and civilian personnel by name and rank or job title within each organizational component shall be maintained and posted by the Chief of Police or his/her designee.

126 ASSIGNMENT SCHEDULING


A. Shift Assignment

1. It is the policy of the Department that officers assigned to patrol will be on permanent shifts. This does not preclude the Operations Division Commander from transferring officers from one section to another for the purpose of responding to special situations or meeting minimum personnel requirements.
2. Probationary officers assigned to a Field Training Officer may be required to rotate shifts for the purpose of training or orientation.
3. Officers possessing specialized technical skills may be subject to transfer from one squad to another to evenly distribute these resources. The Operations Division Commander has the authority to deploy personnel as needed.
4. Administrative staff, detectives and civilian personnel will routinely work a 40-hour work week at the direction of their division commander.

127 SPECIALIZED ASSIGNMENTS

The Vienna Police Department has a variety of specialized assignments which include Detectives, Traffic Officers, Narcotics Investigators, Task Force Officers, Academy Instructors and Public Information Officers.

- A. The Chief of Police will announce a vacancy or opening for special assignment positions by memorandum. Personnel meeting eligibility criteria may submit a memorandum of interest to the Chief of Police or his/her designee.
- B. Criteria utilized to select personnel for specialized assignments may include education, training, special skills, general knowledge, experience in the area of the assignment, level of performance as determined by a review of the performance evaluation and disciplinary records, and length of service when all other qualifications are equal.
- C. Officers shall serve in their specialized assignment at the discretion of the Chief of Police.

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128 FISCAL MANAGEMENT

The Chief of Police is responsible for the overall fiscal management of the Department. Budget recommendations to the Town Manager and final approval of purchase requests are the responsibility of the Chief of Police.

129 EMERGENCY MANAGEMENT

The Town of Vienna's emergency management efforts fall under the Police Department's responsibilities and specifically the responsibility of the Deputy Chief and the Operations Division Commander.