



# Alexandria Police Department



## Directive 1.3

# ORGANIZATION

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## CONTENTS

1.3.01	POLICY AND PURPOSE
1.3.02	AUTHORITY AND BACKGROUND
1.3.03	DEFINITIONS
1.3.04	CHIEF OF POLICE
1.3.05	SUCCESSION OF COMMAND
1.3.06	LINES OF AUTHORITY
1.3.07	ADMINISTRATION
1.3.08	FIELD OPERATIONS BUREAU
1.3.09	ADMINISTRATIVE SERVICES BUREAU
1.3.10	COMMUNICATION AND COORDINATION
APPENDIX	ORGANIZATION CHART

### 1.3.01 PURPOSE AND POLICY

The purpose of this directive is to establish the formal organizational structure of the Alexandria Police Department and to specify the functions of the various subdivisions.

[11.1.1]

### 1.3.02 AUTHORITY AND BACKGROUND

The Alexandria Police Department was established pursuant to Virginia Code 15.2-1701 and 15.2-1704; the City Charter, Chapter 3 (Section 3.04.e) and Chapter 4 (Section 4.06); and City Code, Title 2, Chapter 3 (Section 2-3-1 through 2-3-4) and Title 4, Chapter 1 (Section 4-1-1).

**1.3.03 DEFINITIONS**

**Ancillary function** – A unit that performs a specific function on a part-time, as needed basis, using personnel from a variety of assignments within the Department.

**Bureau** – A major subdivision of the Department, it may consist of one or more divisions or sections.

**Chain of command** – Organization of the Department by level of authority to ensure that information flows downward and upward through the organizational structure in a timely and uniform manner.

**Commander** – An employee in control of the Department, bureau, division, who has authority over all employees assigned thereto.

**Detail** – A specific task assignment of one or more employees who usually report to a unit supervisor; the assignment is usually temporary.

**Detective/Investigator** – Titles used to designate when investigatory assignments are performed by police officers.

**Division** – A major component of the Department. It may consist of two or more sections and/or units. For Patrol, each shift is a division.

**Effective time** – When any Department directive is to become effective on a given date, it will be effective at the beginning (0001 hours) of the 24-hour day unless otherwise specified.

**Elevation** – Assignment to a pay grade or pay step higher than the current grade or step in accordance with an existing career ladder program, such as the P-Program or D-Program. Elevation involves no change in authority, responsibility or seniority; elevation to any level within the P-Program or D-Program is not a promotion and is not cause for a change in the employee's annual evaluation date or seniority level.

**Employee** – An all-inclusive term to denote anyone, in any capacity, employed in a paid capacity by the Department.

**Limited-enforcement personnel** – Employees who have been granted restricted authority under city and/or state code to enforce certain laws or ordinances.

**Non-sworn personnel** – Employees who have no law-enforcement authority, including civilian employees.

**Promotion** – Assignment to a higher rank as a result of an official, competitive promotional process. For sworn officers, promotion involves assignment to a higher

(supervisory) rank designation on the public safety scale (e.g., police officer promoted to Sergeant). For non-sworn and limited-enforcement employees, promotion involves assignment to a higher grade on the general scale. In accordance with city pay policies, the promotion date does not impact the employee's annual evaluation date.

**Rank** – A level denoting authority relative to other employees. Employees are either promoted to higher ranks as a result of an official, competitive promotional processes or are elevated in rank due to progression through a career ladder program (e.g., Police Officer 1 elevated to Police Officer 2).

**Section** – A functional subdivision of an organizational entity reporting directly to an employee of the agency with the title of Chief of Police, sworn rank of Assistant Chief, Captain, civilian Assistant Director, or Division Chief.

**Seniority** – Seniority is determined:

1. First by rank (sworn) or pay grade (civilian) with the Alexandria Police Department.
2. Second by continuous service within the rank or grade with the Alexandria Police Department. An employee just promoted has a lower seniority level than an employee of the same rank or grade with an earlier date of promotion. Prior service in another rank or grade within the Police Department, or prior service of any type with another city agency has no bearing on seniority within a given rank or grade.
3. Third by total continuous service with the Alexandria Police Department. If there is a break in service, (voluntary or involuntary) the employee's seniority suspends with the last payroll. Seniority resumes when the employee returns to work in a paid status in the same position.
4. Fourth by total continuous service with the City of Alexandria.

**Shift** – Hours of work during which an employee is on duty or required to be on the City's premises or at a prescribed workplace, as well as other time during which the employee is permitted to work for the employer. [For patrol, shifts are defined as Days (0600-1730 or 0800-1930), Midnights (1830-0600, or 2030-0800) and Evening Shift (1500-0230)].

**Superior** – An employee higher in grade or rank than the position to which reference is made.

**Supervisor** – Employee with authority that oversees or manages others in the accomplishment of their tasks within a Section or Unit. A supervisor may not necessarily have span of control over all employees assigned to the Section or Unit.

**Span of control** – Describes the number of subordinates that report to each supervisor.

**Sworn personnel** – Employees who have taken an oath of office to uphold all laws of the United States, Virginia State, and Alexandria City. These employees are authorized to carry weapons and have full arrest authority under state and city codes.

**Team** – A number of people organized to function cooperatively as a group

**Transfer** – To reassign an employee from one organizational unit to another. Transfer to an assignment with different duties and responsibilities does not constitute an elevation or promotion; therefore, there is no change in annual evaluation date or seniority level.

**Unit** – A functional subdivision of a section comprised of an employee or group of employees organized to perform a specialized task.

<b>1.3.04</b>	<b>CHIEF OF POLICE</b>	<b>[12.1.1]</b>
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In accordance with Alexandria City Charter, Sec. 4.06, there is a single executive head of each City government department, who is an officer of the city and has direction and control of his or her department, subject to the supervision of the City Manager. In accordance with this authority:

- A. The Chief of Police is the chief executive officer of the Police Department and has exclusive control of the stationing and transfer of all employees in the Department, plus authority and responsibility for the fiscal management of the agency. The Chief of Police, with the approval of the City Manager, appoints all other police department employees. **[12.1.1]**
- B. The Chief of Police executes all directives of the City Manager and issues such orders to the Department as may be required for proper enforcement.
- C. The Chief of Police organizes, directs, and controls all resources of the Department in order to preserve the peace, protect persons and property, and observe and enforce all ordinances of Alexandria City, the laws of Virginia State, and the laws of the United States.

<b>1.3.05</b>	<b>SUCCESSION OF COMMAND</b>
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- A. In the event of the temporary absence or incapacity of the Chief of Police and lacking other written or oral instructions, the order of succession to Acting Chief of Police will be the Assistant Chief. If an Assistant Chief has not been designated, the

succession to Acting Chief of Police will be by seniority in the rank of Captain until otherwise appointed by the City Manager. [12.1.2.a]

- B. Superior ranking employees will not assume command outside their own organizational assignment except when failure to do so would seriously jeopardize the Department's ability to maintain law and order or cause a loss of public trust in the Department.
- C. The Commander of each bureau of the Department will establish the succession of command for such bureau, and will provide a succession of command/emergency callback list to the Department of Emergency Communications (DEC) and the Audits, Accreditation and Directives Section biannually no later than January 15 and July 15 each year, or more often if significant changes have occurred. This procedure facilitates emergency notifications, as explained further in Police Directive 10.8B, Serious Incident Notifications. [11.3.1.a; 81.2.5.c]

### 1.3.06 LINES OF AUTHORITY

- A. The duties and responsibilities of each of the ranks of authority, as well as civilian commanders, supervisors, and employees of the Department, as enumerated in this directive, are intended to be general, and not all-inclusive. Employees of equal authority assigned to the various entities of the Department may have different duties and responsibilities.
- B. Employees designated to act on behalf of superiors are granted authority commensurate with their acting positions and are accountable for the use of delegated authority, as well as for the failure to use it. [11.3.1.b]
- C. Commanders may, at their discretion, assign additional responsibilities to any employee of their subdivision.
- D. Each employee is accountable to only one supervisor at any given time. [11.2.1; 11.3.2]
- E. **Commanders and supervisors** are specifically charged with the following: [26.1.5]
  - 1. Promptly obeying and transmitting all lawful and applicable written directives, ensuring uniform interpretation and full compliance (see Police Directive 1.5, Written Policies for further information);
  - 2. Promptly obeying any lawful order of a superior, including any order relayed from a superior by an employee, regardless of rank; [12.1.3]
  - 3. Diligently enforcing the observance of high ethical values in the performance and conduct of the employees under their command;

4. Planning, organizing, and directing the activities of their command, and maintaining harmonious relationships with other segments of the Department or allied agencies;
5. Ensuring that employees under their supervision strive to accomplish the Department's mission, and the goals and objectives of the Departmental entity to which they are assigned;
6. Monitoring the quality and quantity of the duties and functions performed by their subordinates, in order to ensure maximum efficiency;
7. Ensuring that all procedures of the Department and all subdivisions are observed by their subordinates and themselves;
8. Maintaining proper discipline and efficiency of the employees under their command; and
9. Carrying out and being accountable for other duties as assigned by higher authority.

#### **F. SWORN PERSONNEL**

1. **Chief of Police** – exercises command over all employees within the Police Department and has the powers and duties enumerated in section 1.3.04 above.
2. **Assistant Chief** – subordinate to the Chief of Police and superior to all other Department employees; shall perform such duties as may be assigned by the Chief of Police; ensure that the laws and regulations governing the Department are properly observed and enforced and that discipline is maintained; advise the Chief of Police concerning all matters of importance and apprise the Chief of Police of conditions in the organizational elements under the Assistant Chief's command; assists the Chief of Police in carrying out the Department's mission; commands the Field Operations Bureau.
3. **Captain** – subordinate to Assistant Chief and superior to the rank of Lieutenant and below; commands a division.
4. **Lieutenant** – subordinate to Captain and superior to the rank of Sergeant and below; may command a section or unit.
5. **Sergeant** – subordinate to Lieutenant and superior to the rank of police officer and below; may supervise a section or unit.
6. **Police Officer** – appointed from an eligibility list derived from an entrance process conducted by the Human Resources, Recruitment and Training Division of the Police Department under the guidance of the City Human Resources

Department, a police officer is subordinate to the rank of Sergeant. Police officers will not exercise supervisory authority under ordinary circumstances except when permitted to do so by higher authority or by Department policy. When such authority is delegated to police officers, they are accountable for performing the duties of the rank assigned. Police officers will perform such other duties as required by higher authority. [1.2.1; 11.3.1.a]

#### **G. NON-SWORN PERSONNEL**

1. **Assistant Director** – subordinate to the Chief of Police and superior to all other Department employees; shall perform such duties as may be assigned by the Chief of Police; ensure that the laws and regulations governing the Department are properly observed and enforced and that discipline is maintained; advise the Chief of Police concerning all matters of importance and apprise the Chief of Police of conditions in the organizational elements under the Assistant Chief's command; assists the Chief of Police in carrying out the Department's mission; commands a bureau.
2. **Division Chief** – subordinate to the rank of Assistant Director and superior to all employees under his or her command; commands a division.
3. **Commanders** – subordinate to the Division Chief and superior to employees under their span of control; may report to a Division Chief, Captain, Assistant Director or directly to the Chief of Police. Commanders have cross-bureau authority, agency-wide representation, and/or oversee supervisors; commands sections with more than one unit or multiple sections.
4. **Supervisors** – subordinate to a Commander; may report to a Commander, Lieutenant, or Sergeant; commands one unit, supervises line staff only- no subordinate supervisors in their chain.
5. **Civilian Employee** – will perform such duties as required by competent authority.
6. **Volunteer** – will perform such duties as required by authorized personnel.

[11.3.1.a]

#### **H. LIMITED-ENFORCEMENT PERSONNEL**

1. **Parking/Enforcement Officers** – non-sworn personnel authorized to enforce city code sections related to parking and city vehicle license violations.
2. **Special Conservator of the Peace (SCOP)** – appointed by a Circuit Court Judge and serve at the discretion of the Chief of Police. They possess general peace powers prescribed by Virginia Code, enforceable where designated below.

- a. **Hack Inspectors** – assigned to the Special Events Unit, under the Emergency Readiness and Operational Planning Division of the Administrative Services Bureau, are full-time, special conservators of the peace appointed by a Circuit Court Judge and serve at the discretion of the Chief of Police. They possess general peace powers prescribed by Virginia Code with authority to enforce the taxicab regulations of the City of Alexandria, anywhere in the city and at Ronald Reagan Washington National Airport. Hack inspectors will carry the issued sidearm and any other authorized weapons while on-duty and may use these weapons as required for the completion of their assigned duties. Hack Inspectors wear special law enforcement uniforms, different than full-time police officers, and supplement the Department's day-to-day delivery of law enforcement services. For more information see City Codes 9-12-1(8), and 9-12-3. **[1.2.1]**
  - b. **Special Police Officers (SPOs)** – assigned to the Traffic Safety Section, are full time, special conservators of the peace appointed by a Circuit Court Judge and serve at the discretion of the Chief of Police. They possess general peace powers prescribed by Virginia Code and have enforcement powers on the property of the Alexandria Police Department, the adjacent building, grounds, and parking areas. While on duty, SPOs may carry the issued sidearm and other weapons, and may use them as required for the completion of their duties. SPOs wear special law enforcement uniforms, different than regular police officers, and supplement the Department's day-to-day delivery of law enforcement services. **[1.2.1]**
3. **Animal Control Officers** – contractual employees authorized to enforce animal control ordinances. **[11.3.1.a]**

**1.3.07****ADMINISTRATION****[11.1.1]**

**OFFICE OF THE CHIEF** - responsible for the administration of all functions within the Police Department. The Chief's immediate staff includes an administrative aide and an administrative support secretary.

**A. OFFICE OF EXTERNAL AFFAIRS AND PROFESSIONAL RESPONSIBILITY:****1. External Affairs/City Council Liaison:**

- a. Represents the Chief of Police and the Police Department at all City Council meetings. The City Council Liaison (CCL) handles all correspondence to the Police Department from the Mayor; City Council; the City Manager's Office; all City Departments; and all citizens. Also manages departmental responses to the Call.Click.Connect system.
- b. Serves as Administrative Coordinator for Off-Duty Employment.



2. **Professional Responsibility** - Reports directly to the Chief of Police; conducts internal investigations, inquiries and disciplinary reviews of complaints against Department employees. [26.2.3]

- B. **PUBLIC INFORMATION and MEDIA RELATIONS** - Reports to the Chief of Police; serves as primary point of contact for media representatives; duties are further described in Police Directive 10.21, Media Relations. [54.1.1.a]

<b>1.3.08</b>	<b>FIELD OPERATIONS BUREAU</b>	<b>[11.1.1]</b>
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Headed by an Assistant Chief who reports directly to the Chief of Police, the Field Operations Bureau (FOB) performs the police mission to preserve the peace, protect persons and property and enforce city ordinances and laws of Virginia State. It has primary responsibility to safeguard the community by preventing crime, suppressing criminal activity, apprehending criminals, and preserving peace. Police officers conduct preliminary and certain follow-up investigations, and they provide traffic law enforcement and accident investigation services. Officers provide these services 24 hours a day, 7 days a week and are assigned to one of three Patrol Divisions. The Community Relations Division and Criminal Investigations Division are also under the direction of the Field Operations Bureau.

- A. **PATROL DIVISION ONE** – Midnight Shift.

- B. **PATROL DIVISION TWO**– Day Shift. The division also has oversight of the Traffic Safety Section.

1. **Traffic Safety Section** – headed by a Lieutenant, who reports to the Patrol Division Two Commander, responsible for the traffic safety initiatives and the deployment of all enforcement and educational efforts. The Traffic Safety Section oversees the Motor Unit, Parking Enforcement Section, and the Crash Reconstruction Unit.
  - a. **Motors Unit** – has primary responsibility for selective enforcement of traffic laws, traffic direction and control, radar enforcement and training.
  - b. **Parking Enforcement Section** – The Parking Enforcement Section is primarily responsible for enforcing parking regulations including meters, residential parking districts, City decal enforcement, disabled parking restrictions, tour bus parking restrictions, 72-hour parking complaints, and numerous other parking regulations. Parking Enforcement Officers also detect vehicles with excessive unpaid parking fines. Vehicles with excessive unpaid parking fines are immobilized with a "Boot" device or towed. [61.1.12]

- c. **Crash Reconstruction Unit** – an ancillary function staffed by police officers specially trained to investigate serious motor vehicle crashes. Oversight for this function is managed by the Traffic Safety Section.
- C. **PATROL DIVISION THREE** – Evening Shift. The division also has oversight of the Canine Unit and Administrative Officers. [41.1.1.d]
  1. **K-9 Unit** – Responsible for the care, training, and deployment of the Department's canine teams; performs functions outlined in Police Directive 10.19, K-9 Operations.
  2. **Administrative Assistant** – Provides administrative support to the members of the Field Operations Bureau.
- D. **COMMUNITY RELATIONS DIVISION** - is headed by a Captain who reports to the Assistant Chief of the Field Operations Bureau. The mission of the Community Relations Division (CRD) is to actively build positive relationships with the members of our communities and develop partnerships with all the stakeholders of the City of Alexandria.
  1. **Community Oriented Policing Unit (C.O.P.S)** – Focuses on quality of life issues in specific geographic areas with emphasis on street level offenses, and nuisance crime. COPS utilize problem-solving techniques, asymmetrical policing approaches, and community outreach to solve problems relating to crime and quality of life issues through collaborative efforts between public and private institutions. Administers the Trespassing and Police Mountain Bike programs.
  2. **Crime Prevention Unit** - coordinates the Department's efforts to minimize crime through environmental planning and design community relations function; works to reduce or eliminate crime opportunities through citizen involvement in crime resistance; coordinates the Neighborhood Watch, Business Watch, and the National Night Out program. [45.1.2]
  3. **School Crossing Guards (SCG)** - are selectively posted at points around each of the City's 13 elementary schools to ensure the safety of children and pedestrians crossing streets as they report to and depart from school each day.
  4. **School Resource Unit** – coordinates the activities of school resource officers in the specifically designated schools. The school resource officers are responsible to maintain a liaison between the Department and the schools. They are charged with ensuring order and safety within the designated schools.
  5. **Volunteers Program** - The Volunteer Coordinator is responsible for the management of the Volunteer Program and all the volunteer activities in the Police Department. This program provides support to different sections within the Police Department so that staff can perform more tasks related to crime

prevention and law enforcement activities. The program also provides opportunities for students to volunteer or earn academic credit through structured internships.

6. **Youth and Faith Outreach Program** - Intentionally develops and fosters relationships between police and young people in our community. APD officers engage youth through summer enrichment programs like the Jr. Police Academy and the Police Youth Camp. They also form school year partnerships with the ACPS, the Department of Recreation, and clubhouse activities at the Alexandria Boys and Girls Clubs.

The Youth and Faith Outreach Program coordinator is responsible for building a network of faith-based organizations to work collaboratively with the Police Department to improve the quality of life within its faith community and surrounding neighborhoods. This includes helping faith-based organizations build their capacity and leadership to meet community needs, particularly related to crisis situations and racial and ethnic relations.

- E. **CRIMINAL INVESTIGATIONS DIVISION** – is headed by a Captain who reports to the Assistant Chief of the Field Operations Bureau.

1. **Crimes Against Persons Section** – the Section Commander reports to the Captain of the Investigations Division; investigates and prepares for prosecution certain felony and misdemeanor cases.
  - a. **Violent Crimes Unit** – investigates crimes of violence and/or crimes against persons, including sex offenses and gang-related offenses.
  - b. **Special Victims Unit** – investigates Internet Crimes Against Children (ICAC) and all sex related crimes in which the victim or perpetrator is a juvenile, and any other youth related offenses or incidents as deemed appropriate by the unit supervisor; assists Child Protective Service (CPS) with investigating child abuse/neglect cases; assists other Department units in youth related matters; and serves on various committees regarding youth welfare.

Administers the Department's juvenile law enforcement programs (although all agency components share in the juvenile law enforcement function); investigates community and family conditions affecting the health, morals, and safety of children; investigates and performs juvenile delinquency control; maintains liaison with the Juvenile and Domestic Relations (JDR) Court, schools, and other agencies that are active in youth welfare work, assists other Department units in the investigation of complaints and problems involving juveniles; makes referrals of Children In Need of Services (CHINS) and follows up such referrals.

- c. **Domestic Violence Unit** - Coordinates activities involving domestic violence-related crimes and events. Investigates and follows up on stalking cases, death threat cases and target cases, monitors domestic violence-related reports, coordinates activities with the Domestic Violence Intervention Project (DVIP), and other activities related to domestic violence.
  2. **Property Crimes/Intelligence Section** – the Section Commander reports to the Captain of the Investigations Division; investigates and prepares for prosecution certain felony and misdemeanor cases related to property, financial and computer crimes.
    - a. **Property Crimes Unit** – investigates crimes against property and stolen motor vehicles; conducts inspections of records of pawnshops, secondhand dealers, and precious metals dealers to detect stolen goods.
    - b. **Intelligence and Financial Crimes Unit** – investigates domestic violence, welfare fraud, larcenies and attempted larcenies by trick, device and bunco, including illegally issued checks and forged instruments; performs polygraph services; and performs forensic analysis of computers seized during criminal investigations.
  3. **Technical Investigation Section** – the Section Commander reports to the Captain of the Investigations Division; collects, classifies, searches and files fingerprints; examines objects and crime scenes for latent fingerprints and other evidence; prepares fingerprint evidence for court presentation; takes, develops, and prints photographs; aids other units in the identification, apprehension, and prosecution of criminals, supports the Information Services Section, when needed, for public fingerprinting, processes applications for and conduct license investigations on solicitors, trains and supervises crime scene investigators.
    - a. **Crime Scene Investigations Unit** - the Section Commander reports to the Captain of the Investigations Division; collects, classifies, searches and files fingerprints; examines objects and crime scenes for latent fingerprints and other evidence; prepares fingerprint evidence for court presentation; takes, develops, and prints photographs; aids other units in the identification, apprehension, and prosecution of criminals, supports the Information Services Section, when needed, for public fingerprinting, processes applications for and conduct license investigations on solicitors, trains and supervises crime scene investigators. **[83.2.4. a-d]**
    - b. **Criminal Apprehension Unit** - Perform duties involving the apprehension of criminals with outstanding warrants, criminal surveillance for the CID, the execution of search warrants, extraditions assistance, and other duties as assigned. The CAU investigators may be deputized to maintain a partnership with federal agencies, i.e. the Federal Bureau of Investigations and/or the

U.S. Marshals Service. When requested, the CAU may assist these federal agencies with the surveillance and/or criminal apprehension of individuals.

- c. **Electronic Investigations Unit** - assists detectives and officers with research, examination and utilization of high-technology investigative methods for the purpose of gathering evidence to identify and prosecute those suspected of committing a criminal act or assisting to locate missing or endangered individuals.
4. **Vice/Narcotics Section** – the Section Commander reports to the Captain of the Investigations Division; investigates violations of vice, gambling, liquor, organized crime and narcotics laws and gathers intelligence data concerning these activities; maintains liaison with similar units of local, county, state, and federal governments; maintains a secure storage area for vice, drug and organized crime investigation records. [43.1.2]
    - a. **Administration Unit** – enforces gambling, liquor and vice laws.
    - b. **Operations Unit** – assists detectives and officers with research, examination and utilization of high-technology investigative methods for the purpose of gathering evidence to identify and prosecute those suspected of committing a criminal act or assisting to locate missing or endangered individuals

**1.3.09****ADMINISTRATIVE SERVICES BUREAU****[11.1.1]**

Headed by an Assistant Director who reports directly to the Chief of Police, the Administrative Services Bureau (ASB) provides operational and administrative support throughout the Department as well as direct service to the public.

- A. **SUPPORT SERVICES DIVISION** – is headed by a Captain who reports to the Assistant Director of the Administrative Services Bureau, acts as the liaison to the Department of Emergency Communications; provides informational services to the Department, and provides direct services to the public.
  1. **Facilities and Security Management Section:** – provides facilities management support services, administers property leases, plans space and furnishings, coordinates renovations, repairs and space reconfiguration; and administers the fire evacuation plan. Included are the tasks associated with space allocation and security issues for the current police building.
    - a. **Facilities Maintenance Unit** – performs routine maintenance and custodial services for police facilities and satellite offices. Maintains a facilities maintenance liaison with General Services and leased space landlords; administers facilities maintenance and repair contracts. Maintains a liaison

with the Office of Sheriff for the Public Safety Center and other police facilities.

- b. Facilities Security Unit** – manages the police facilities access control, video surveillance, copiers and office telephone systems including maintenance and repair of devices. Maintains a liaison with the Office of Sheriff for security issues at the Public Safety Center.
  - 2. Property and Evidence Section** – maintains stored agency property in a state of operational readiness; maintains inventory control of and distributes expendable supplies; stores lost, found, recovered, and evidentiary property and maintains inventory control over these items; maintains records of equipment, clothing, and weapons issued and in stock. **[17.5.2]**
  - 3. Audits, Accreditation and Directives Section** – assists the Chief of Police and the command staff in researching and formulating Department policies and procedures and implements them by means of the written directives system; oversees forms design and control; performs duties necessary to ensure compliance with accreditation standards and serves as the Department's accreditation manager; provides planning and research assistance to all components of the Department. Maintains accessibility to all levels of the Department and to appropriate persons outside of the Department, to ensure access to necessary information resources, to enhance the planner's ability to collect data and make programmatic recommendations. **[15.1.1]**
  - 4. Capital Projects Unit** - represents the Department regarding a modification, improvement, or renovation for which funding has been identified and for which a schedule has been established and acts as the liaison to the Department of General Services (DGS).
  - 5. Fleet Management Unit** - responsible for ensuring the readiness of all departmental vehicles, which includes purchase orders, repairs, tracking maintenance schedules and operating costs. The unit also provides administrative and planning support activities to include: locating vendors, researching vehicle type options, energy efficient options, etc.
- B. FISCAL MANAGEMENT DIVISION** - reports to the Administrative Services Bureau Assistant Director; develops the Department's fiscal policies and procedures; provides administrative support to the Assistant Director; has primary responsibility for development, implementation and oversight of the Department's budget, expenditures, receipts, financial statements; internal audits; and the procurement and maintenance of Department vehicles; assists the Assistant Director in other areas as assigned. **[17.2.1]**
- C. TECHNOLOGY, DATA AND ANALYSIS DIVISION** – is headed by a Division Chief who reports to the Assistant Director of the Administrative Services Bureau.

1. **Crime Analysis Section** – extracts, reports, analyzes, and disseminates offense/incident data. Reports include strategic, tactical and administrative aspects of City crime and Department data. Briefs the Chief of Police on crime patterns or trends.
2. **Information Services Section** – maintains all Department records except: personnel records, the working files of departmental units, and the records of Intelligence Section and the Office of External Affairs And Professional Responsibility; receives, reviews, classifies, duplicates, and distributes offense and supplementary reports; maintains master name index files, case files, arrest files and other documents; distributes mail, and other official publications; receives, processes and files warrants, protective orders and other court papers; conducts criminal history record checks; responds to and prepares Virginia Criminal Information Network/National Crime Information Center (VCIN/NCIC) messages; staffs the front desk; prepares and submits the Uniform Crime Report/Incident Base Reporting system report (UCR/IBR); and performs other administrative support for the Department, as directed. [82.1.4]
  - a. **Case Review Unit** –conducts quality control for report writing, case jackets, the Telephone Reporting Unit, and other official paperwork.
  - b. **Telephone Reporting Unit** – provides telephone and on-line reporting for qualifying incidents.
  - c. **Warrants Unit** – maintains and processes all warrants, and files related warrants, whether they originate within the Alexandria Police Department or from an outside agency. The Warrant Unit works with personnel from the Alexandria Police Department Commonwealth Attorney’s Office, Alexandria Sheriff’s Office, and other law enforcement agencies to make the appropriate arrangements for arrested persons to be transported back to the City of Alexandria. The Warrant Unit also processes and maintains Protective Orders involving an individual and children.
3. **System Operations Section** – develops and maintains the Records Management System (RMS) and various other automated Systems. Coordinates training on the computer systems that access the RMS. Seeks out new technologies for information management. Liaison to regional data sharing systems (LINX).
  - a. **Technical Support Unit** – maintains the Department’s local area network (LAN); performs installation of hardware and software and general computer maintenance; maintains up-to-date records of computers, LAN users, and computer equipment; and develops short and long-range plans for network and personal computer use in the Department.

4. **Tactical Computers Section** – develops and maintains the Department’s fleet of mobile computers and the related software. Coordinates training on use of the Departments mobile computer systems. Seeks out new technologies for the mobile environment. Administers the department’s License Plate Reader (LPR) hardware and software. Administers electronic citation (eCitation) hardware and software.

- D. HUMAN RESOURCES, RECRUITMENT AND TRAINING DIVISION** – reports to the Assistant Director of the Administrative Services Bureau. Oversees the activities of human resources, recruitment and training; acts as liaison with various City agencies; makes recommendations to the Chief of Police on personnel issues. Commands the personnel and performance evaluation systems; manages the career development and counseling program; coordinates internal transfers and promotion processes; maintains personnel records of all employees; maintains attendance records, manages the payroll; maintains a master file of Special Directives; coordinates grievance procedures; prepares and implements personnel policies and procedures based on Administrative Regulations, Police Directives, and accreditation standards, coordinates civilian and sworn recruiting, background investigations and hiring. [31.1.1; 22.4.2]

**Training and Development Section** – is headed by a Section Commander who reports to the Human Resources, Recruitment and Training Division Commander. Oversees the activities of the Training and Development Section; acts as liaison with various City agencies; makes recommendations to the Chief of Police on training issues.

- a. **Professional Training Unit** – ensures the training needs of all employees are met, coordinates mandatory in-service training and all other proficiency training programs, maintains training records for all employees, maintains and distributes current information regarding all training opportunities, and prepares training materials.
- b. **New Police Officer Training Unit** – supervises all Academy Instructors, conducts and maintains an annual inventory of skills, knowledge, and ability of each employee.
- c. **Range Operations Section Unit**- manages the firearms range, ensures that safety rules and other safety procedures are followed, assists with Firearms instructor and Instructor Re-Certification courses.

**E. EMERGENCY READINESS and OPERATIONAL PLANNING DIVISION**

The Emergency Readiness and Operational Planning Division (EROPD) provides unique skills, tactics, and asset-based assistance in support of planned and unplanned events and emergencies. The overall goal is to ensure agency



emergency preparedness and effective response to planned and spontaneous events and incidents. The units and teams in this division exercise critical judgment regarding a broad spectrum of policies, training, fiscal oversight, program management, long-term asset purchases, and community outreach. [15.1.2; 46.1.1]

1. **Special Events Unit** - provides coordination, planning, and coverage for City special events such as parades, festivals, foot races, and other large public gatherings. The Special Event Coordinator works closely with the Department's specialized units so that events may be properly evaluated for logistical and safety concerns. The SEC is also personally responsible for payroll/payment of events, to include reimbursement from outside agencies/vendors. All City-based events (occurring in or requiring permits by) that require APD approval are handled by this position.

**Hack Inspections Unit** - The primary responsibility of the Hack Inspector's Office is enforcement and regulation of Taxi companies, Taxi Drivers and Taxi Cabs operating in the City of Alexandria and at Reagan National Airport under City license.

2. **Tactical Training and Response Team** - responsible for providing training to all sworn officers in police tactics and survival skills. TTRU is responsible for managing the Department's Taser program and Defensive Tactics Team (all members of TTRU are also DT and Firearms instructors). All members of TTRU are also members of the Special Operations Team and serve as a rapid response force in support of Vice/Narcotics missions (e.g., coverage for buy-busts, vehicle take-downs, etc.), Criminal Apprehension Unit, and other short/no-notice tactical assignments as needed.

**Defensive Tactics Team (DT)** - The Defensive Tactics Team (DT) is an ancillary function staffed by personnel from other organizational entities, specifically trained as defensive tactics instructors. DT is responsible for training on all issued weapons other than firearms, conducting and maintaining proficiency records on annual training (covering less-lethal weapons, non-lethal weapons, and lethal force), and conducting reality-based training consistent with current training trends. Oversight for this function is managed by the Tactical Training and Response Team (TTU) within Administrative Services Bureau. There are a limited number of non-TTU members on this team who support TTU when training the agency on force-based tactics.

3. **Operational Planning Unit** - responsible for the coordination of long-term strategic planning as well as research and analysis of various police functions, including gathering assistance from public and private research entities. Operational Planning will provide primary support to Executive Management in a number of areas, including research projects, legislation review, and response to inquiries received from internal and external sources. Operational Planning assists the Chief and various bureaus/divisions to determine policies and

guidelines for police activities and operations in the Department. Operational Planning may also review the function, mission, staffing, and allocation of resources to the various divisions, sections, or units of the Department.

4. **Ancillary Oversight** – The Emergency Readiness and Operational Planning Division is also responsible for oversight of the agency’s critical ancillary functions and acts as liaison to the Alexandria Office of Emergency Management. These ancillary functions consist of: [46.1.1]
- a. **Special Operations Team (SOT)** - An ancillary function staffed by personnel from other organizational entities. SOT responds to hostage/barricade situations and serves high-risk search warrants, as well as provides tactical support for planned events like parades and Police Week. Oversight for this function is managed by the Emergency Readiness & Operational Planning.
  - b. **Hostage Negotiations Team (HNT)** - An ancillary function staffed by personnel from other organizational entities. When deployed, HNT’s mission is to establish and maintain communication with person(s) involved in hostage/barricade situations with the goal of bringing situations to peaceful conclusions. Oversight for this function is managed by the Emergency Readiness & Operational Planning.
  - c. **Civil Disturbance Unit (CDU)** – An ancillary function staffed by police officers specifically trained in tactics to prevent, contain, or neutralize civil disobedience. The primary goal of this unit will be to disperse the crowd and restore order, while utilizing appropriate levels of force. The secondary goal is the physical arrest of obvious civil disturbance leaders and participants. Oversight for this function is managed by the Emergency Readiness & Operational Planning.
  - d. **Incident Management Support Team (IMST)** – an ICS-based ancillary function staffed by Police Sergeants and officers from a variety of assignments within the Department. This is a voluntary assignment based on interest but requires that members not be part of other ancillary teams. IMST is responsible for providing a variety of resources during ICS situations. Oversight for this function is managed by the Emergency Readiness & Operational Planning Division.
  - e. **Honor Guard Unit**- An ancillary function staffed by police officers from a variety of assignments within the Department; it provides formal color teams for funerals and other special functions designated by the Commander of the Emergency Readiness & Operational Planning Division.
  - f. **Animal Control Liaison** - The Operational Readiness Division provides limited oversight and guidance to the City’s Animal Shelter only in the specific

areas of Animal Control enforcement as specified by contract. The primary oversight for the Animal Shelter is by the Director of General Services.

#### **1.3.10 COMMUNICATION AND COORDINATION WITHIN THE DEPARTMENT**

The Police Department encourages and supports the exchange of information between Department components for the purpose of coordinating performance. All divisions, sections, and units shall coordinate their activities and maintain open lines of communication. Procedures include but are not limited to:

- Procedural updates and revisions will be forwarded to all of the Police Department.
- Staff meetings are to be used to facilitate coordination. Attendance by all components at Department staff meetings is encouraged.
- The Mobile Data Browser can be used to facilitate information sharing with operations personnel.
- An e-mail system linking all Police Department computer network stations system is an additional tool with which to communicate information to all Department personnel; it should be used to promote free flow of information.
- Supervisors in the Patrol Operations, Investigations, and Emergency Readiness & Operational Planning conduct daily shift briefings with personnel under their command as applicable to their function.
- The Department is equipped with a voicemail system. The voicemail system can be a tool with which to communicate information to a majority of Department personnel.

**[12.1.4]**

**By Authority of:**

**Michael L. Brown  
Chief of Police**

# Chief of Police

## Office of the Chief

- Office of External Affairs and Professional Responsibility
  - City Council Liaison
- Public Information Office and Media Relations

## Field Operations Bureau

### Patrol Division 1

- Shifts: 1A, 1B Sections

### Patrol Division 2

- Shifts: 2A, 2B Sections
- Traffic Safety Section
  - Crash Reconstruction
- Parking Enforcement Section

### Patrol Division 3

- Shifts: 3A, 3B Sections
- K9 Unit
- Admin Officers

### Community Relations Division

- SRO Unit
- School Crossing Guards Unit
- COPs Unit
- Crime Prevention Unit
- Volunteers Unit
- Youth & Faith Outreach Program

### Criminal Investigation Division

- Vice/Narcotics Section
  - Administration Unit
  - Operations Unit
- Crimes Against Persons Section
  - Violent Crimes Unit
  - Special Victims Unit
  - Domestic Violence Unit
- Property Crimes/Intelligence Section
  - Property Crimes Unit
  - Intelligence & Financial Crimes
- Technical Investigations Section
  - Crime Scene Investigations Unit
  - Criminal Apprehension Unit
  - Electronic Investigations Unit

## Administrative Services Bureau

### Support Services Division

- Facilities & Security Section
- Property & Evidence Section
- Audits, Accreditation and Directives Section
- Capital Projects
- Fleet Management

### Fiscal Management Unit

### Technology, Data & Analysis Division

- Information Services Section
- Tactical Computers Section
- System Operations Section
- Crime Analysis Section

### Human Resources & Training Division

- Training & Development Section
  - Professional Training Unit
  - New Officer Training Unit
  - Range Operations Unit
- Recruitment Section
- Human Resources Section

### Emergency Readiness & Operational Planning Division

- ICS / OEM Section
- Tactical Training & Response Section
  - DT/CT Unit - Taser Program
- Animal Control Liaison
- Special Events Unit / Hack
- Ancillary Oversight Unit
  - SOT, HNT, CDU, LST, HG