



Alexandria Police Department

Directive 11.5



Crimes Involving City Facilities or Employees

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CONTENTS

11.5.01	POLICY/PURPOSE
11.5.02	GENERAL
11.5.03	RESPONSIBILITIES

11.5.01 POLICY/PURPOSE

It is the policy of this Department to respond to, document, and investigate all reports of criminal activity at facilities owned or operated by the City of Alexandria or the Alexandria School Board or criminal offenses committed by City or School Board employees.

The purpose of this Directive is to provide direction in the handling of such reported criminal activity and notification of the appropriate personnel.

11.5.02 GENERAL

Management at a City agency experiencing a criminal offense reportable under this Directive must be made aware of the activity by the Police Department as soon as possible. In addition to notifying management at the involved agency of the offense, inform *them* of *the* procedures in handling such cases and keep them abreast of the status of the case. Thorough follow-up should also include offering whatever assistance *needed to* prevent further incidents. It is also important that *this Department be made* aware of activity and trends at City facilities *to* provide the best possible service to the affected agency.

Officers taking reports of crimes occurring at City or School Board facilities or committed by City or School Board employees, regardless of whether the employee is working at the time of the offense, will immediately inform a Police Department supervisor of the incident.

These offenses include but are not limited to the following:

- Assaults
- Fights
- Weapons offenses
- Drug offenses
- Offenses involving alcohol
- Thefts
- Sex offenses
- Accidents involving serious injury

Officers will immediately notify a police supervisor of all reported threats of violence by an employee in the workplace.

11.5.03 RESPONSIBILITIES

A. Officers responding to incidents listed in the previous section, or to any other incident which an officer feels may warrant the attention of management of the City agency in question, will:

1. Immediately notify a Police Department supervisor of the incident and confer on the appropriate course of the investigation.

B. Supervisors *responsibilities*:

1. If the incident involves a criminal offense reported at a City or School Board facility, the Police Department supervisor will ensure that a supervisor from the affected agency is informed of the incident, the status of the case and the appropriate Police Department employee to contact for additional assistance.
2. If the incident involves the arrest of a City or School Board employee for a criminal offense, regardless of whether the employee is working at the time of the offense, the Police Department supervisor will, as soon as practical, notify the Public Information Officer. The notification will include the name and identifying information about the arrestee, the date, time and location of the arrest, and the exact charge(s) placed.
 - a. If the incident occurs during regular business hours, the supervisor will notify the Public Information Officer by phone or e-mail.
 - b. If the incident occurs during evening or weekend hours, the supervisor will notify the Patrol Watch Commander, and a summary of the incident will be included on the Commander's Daily Activity Report.

3. The supervisor will determine if the case should be followed up by the investigating officer or referred to another unit within the Department for continuation of the investigation. If another unit will be requested to conduct the follow-up investigation, the supervisor will notify a supervisor of the appropriate unit of the request and ensure that a copy of the initial report is forwarded to that supervisor's attention.
4. Upon reviewing the reports of such cases, supervisors will ensure that a notation is made regarding notification of the Public Information Officer or the Patrol Watch Commander.

C. Criminal Investigations Section Supervisors *responsibilities*:

1. Supervisors from the Criminal Investigations Section will, upon reviewing such reports, ensure any possible leads are assigned to a Detective for follow-up, examine the case to see if it is part of a pattern of offenses and, if not already noted, advise the Public Information Officer.
2. Criminal Investigations Section Supervisors will brief the Criminal Investigations Division Commander on all such incidents, through their chain of command.

D. The Criminal Investigations Division Commander *responsibilities*:

1. Serve as liaison to other Departments requesting guidance in the handling of cases that may necessitate both a criminal and an administrative investigation. Decisions regarding disciplinary actions or other administrative matters shall remain the responsibility of management of the affected City Department.
2. Regularly brief the Chief of Police or designee and the Public Information Officer on all investigations covered by this directive.

E. The Office of the Chief of Police or designee *responsibilities*:

1. Take necessary action to notify the appropriate Department Head and the Human Resources Director of either the City or the School Board. The Public Information Officer will notify the City Manager's Office.

BY AUTHORITY OF:

**Michael L. Brown
Chief of Police**