




ARLINGTON COUNTY POLICE DEPARTMENT DIRECTIVE MANUAL

Chapter: 2 Policy	Effective Date: January 29, 2021	Amends/Supersedes: April 4, 2017 May 8, 2012 July 1, 2005	By Authority of the Acting Chief of Police  Charles A. Penn
Accreditation Standard(s): ADM.01.02, ADM.03.01, ADM.04.01, ADM.09.01			

200.00 Policy

201.00 General Policy Statement – This chapter sets forth general statements of policy to guide department employees and their activities. These statements contain principles which have been developed and tested by employees of this and other departments in seeking the fulfillment of law enforcement objectives.

201.10 Policy Defined – Policy consists of principles and values that guide the performance of a department activity. Policy is not a statement of what must be done in a particular situation; rather, it is a statement of guiding principles, which should be followed in activities that are directed toward the attainment of department objectives.

Policy is formulated by analyzing objectives and determining, through research, those principles that will best guide the department in achieving its objectives. Policy is based upon police ethics and experience, the desires of the community, and the mandate of the law.

Policy is articulated to inform the public and department employees of the principles that will be adhered to in the performance of the law enforcement function. Additionally, policy establishes operational standards to assist department employees in the necessary exercise of discretion in discharging their responsibility.

202.00 Mission Statement – Our mission is the reduction of the incidence of crime and the improvement of the quality of life in Arlington County by making it a place where all people can live safely and without fear. The Arlington County Police Department is committed to:

- Impartial enforcement and the intelligent use of discretion in the application of the criminal law to problems of crime and disorder;
- The prevention of crime and disorder through the use of problem-solving tactics embedded in a community-oriented policing strategy which emphasizes collaboration with other county agencies as well as partnerships with advocacy groups and neighborhood associations;
- Respect for the Constitutional rights and personal dignity of all people with whom we come in contact;
- Openness, accessibility, and the belief that an informed citizenry will be less fearful and better able to participate in the creation of peaceful, accessible public spaces;

- Police service of the highest professional quality grounded in our core values of courage, competence, commitment, compassion, integrity, restraint and respect;
- Organizational improvement and receptiveness to the need for change in response to the changing needs of an evolving and diverse community;
- Leadership within the organization, be agents of change, motivate others, promote trust, provide guidance, and most importantly, inspire.

203.00 Core Values

- **Courage** - We are willing to confront internal and external challenges. We recognize the dangers inherent in our profession and are willing to place the safety of others above our own.
- **Competence** - We are knowledgeable and proficient in the performance of our responsibilities. We assess our actions to improve performance.
- **Commitment** - We pledge to fulfill our missions by being accountable to our community, our department, and to each other.
- **Compassion** - We care about the well-being of all members of our department and community. We treat everyone with dignity and respect.
- **Integrity** - We are committed to the highest standards of honesty and ethical conduct, which are the cornerstones of our profession. We uphold the public trust and our commitment to our core values.
- **Restraint** - We exercise self-discipline and control at all times to model behavior for our peers and community.
- **Respect** - We recognize the authority we hold and will treat others as we would like to be treated. We faithfully, and without bias, honor our obligations to the community.

204.00 The Police Function – The scope of the police function is defined by its goals. As a result, the police function must be broadly interpreted to include many tasks other than the enforcement of laws.

204.10 Police Department Goals – The goals of the Arlington County Police Department and each employee thereof include: the protection of life, individual liberty and property; the preservation of peace; the prevention of crime and disorder; the detection and arrest of violators of the law; the enforcement of federal, state and county laws and ordinances coming within departmental jurisdiction.

204.11 Prevention of Crime – Crime is a social phenomenon and crime prevention should be the concern of every person in the community. The department is responsible, however, for interacting with the community to generate mutual understanding so that there may be public support for crime prevention. Community involvement is essential to facilitate a free flow of information between the public and the department to assist in the identification of problem areas and to inform the public of crime statistics and trends. Additionally, knowledge of the community is necessary so that each department employee

may be instilled with a sense of concern for the crime problems and law enforcement needs in his assigned area of responsibility.

In many ways, crime prevention is a more worthwhile function than after-the-fact detection and apprehension. In addition to suppressing crime through visible, aggressive patrol, officers can accomplish long-term crime prevention objectives by informing citizens of ways to protect themselves and their property from criminal acts by encouraging their cooperation with the criminal justice agencies and with crime prevention programs in both the schools and the community.

- 204.12 Deterrence of Crime** – While there are certain crimes that cannot be deterred, crimes committed against property and against innocent victims in public places are reduced by police patrol. Street crime is reduced by the potential criminal's fear of immediate apprehension or by the increased likelihood of his detection. The deterrence of crime requires the investigation of behavior that reasonably appears to be criminally directed.

In deploying patrol forces to deter crime and to inspire public confidence in its ability to ensure a peaceful environment, the department must strike a balance between the desirable deterrent effect of visible patrol and any undesirable appearance of oppression.

- 204.13 Apprehension of Offenders** – The administration of criminal justice consists of the identification, arrest, prosecution, punishment, and rehabilitation of a law violator, and it has as its objective the voluntary compliance with the law as an alternative to punishment. Once a crime has been committed, it is the duty of the department to initiate the criminal justice process by identifying and arresting the perpetrator, obtaining evidence, and cooperating in the prosecution of the case.

- 204.14 Recovery and Return of Property** – The actual costs of crime are difficult to measure. There cannot be a dollar value assigned to the bodily injuries, disrupted lives, and human misery that are its products. However, it is possible to observe the steadily mounting cost of stolen property. This loss as well as the other costs of crime must ultimately be borne by its victims. To minimize the losses due to crime, the department must make every reasonable effort to recover lost or stolen property, to identify its owner, and to ensure its prompt return. The final disposition of found, recovered and evidentiary property should be accomplished within six months after legal requirements have been satisfied.

- 204.15 Maintenance of Order** – Another broadly interpreted function of the police might best be defined as that of a manager of social order, a definition which may include such activities as preventing or arbitrating neighborhood disputes and family fights, providing traffic escorts and direction, assisting ill or injured persons in need of emergency help, etc.

- 205.00 Standard of Conduct** – The Law Enforcement Code of Ethics is adopted as a standard of conduct for officers of the Arlington County Police Department.

205.10 Law Enforcement Code of Ethics

"As a law enforcement officer, my fundamental duty is to serve mankind, to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

"I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

"I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

"I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement."

206.00 Service Attitude – Departmental employees should recognize that service to citizens and visitors to the community are a major objective of the police, and that all divisions and all employees can render this service. Personnel should try to assist citizens who are victims of crime, those who need emergency help, or those who need assistance or who would otherwise be inconvenienced by our failure to act. This kind of service can range from giving simple directions and advice to travelers, to providing victims of crime with reassurance and support.

Often, because there are no other public or private agencies available, the citizens rely upon the department for assistance and advice in the many routine and emergency situations which develop. For this reason and because there is frequently a potential for crime, the department regularly responds to incidents where it is not contemplated that an arrest will be made.

206.10 Citizen Requests for Information – The citizens of our community rely on the department for much law enforcement related and non-law enforcement related information. It is the employee's responsibility to assist these persons in achieving their objective.

When an employee does not know the correct answer to a citizen inquiry, he/she will take the name and telephone number of the inquirer and forward the inquiry to a supervisor. The supervisor will then assume the responsibility of obtaining the correct information and notifying the citizen.

No inquiries should be referred to the County Board office, the Office of the County Manager, Chief of Police or Division Commanders unless that office is the proper office for the citizen to contact.

206.11 Integrity – The public demands that the integrity of its police department be above reproach, and the dishonesty of a single employee may impair public confidence and cast suspicion upon the entire department. Succumbing to even minor temptation can ultimately destroy an individual's effectiveness and may contribute to the corruption of countless others. Employees must scrupulously avoid any conduct that might compromise the integrity of themselves, fellow employees, or the department.

206.12 Courtesy – Effective law enforcement depends upon a high degree of cooperation between the department and the public it serves. The practice of courtesy in all public contacts encourages understanding and appreciation, while discourtesy breeds contempt and resistance. The majority of the public are law-abiding citizens who rightfully expect fair and courteous treatment by department employees. While the urgency of a situation might preclude the ordinary social amenities, discourtesy under any circumstance is indefensible. The practice of courtesy by an employee is not a manifestation of weakness; it is, on the contrary, entirely consistent with the firmness and impartiality that characterizes professionalism.

206.13 Community Relations – The Arlington County Police Department is committed to establishing close ties with and responding to the needs of the community. Community relations are based upon the principle that in a democratic society the police are an integral and indivisible element of the public they serve. Community relations are manifested by positive interaction between the people and the police and represents their unity and common purpose.

The department must strive for the establishment of a climate in which an employee may perform their duties with the acceptance, understanding, and approval of the public. Additionally, the willing and practiced participation of the people in enforcing the law is essential for the preservation of peace in the community. While engaging with the public, each employee must attempt to make each interaction one which inspires respect, cooperation and approval of the public.

206.14 Commitment of Resources – We as public service employees have an obligation to each citizen and every citizen. Ideally we would be able to satisfy each obligation equally, but in reality this is infrequently the case. Requests from individual citizens for special services such as increased patrol, the use of radar, premises checks, etc., should be carefully evaluated in terms of total departmental commitments before any promises are made. If such a service is promised, it is incumbent upon the officer making the promise to take immediate steps to ensure the request for service is being processed, and to qualify the promise by informing the citizen that other demands may make it impossible to comply with the request.

206.15 Work Environment – It is the policy of the Arlington County Government, and of this Department, to provide a work environment which does not subject employees to harassment or discrimination on the basis of race, sex, age, ethnic background, or religious affiliation. Further, it is an inherent responsibility of management, supervisory personnel, and employees at every level to ensure compliance with this policy.