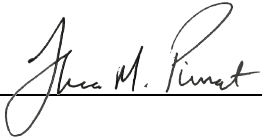


LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL		
General Order Number: 105	Section: ADMINISTRATION	Effective Date: FEBRUARY 2023
Title: STRUCTURE AND SYSTEM		
Accreditation Standards: ADM.07.01, ADM.07.02, AMD.07.03, ADM.07.04, ADM.24.07		
Review Date: JANUARY 2024	Total Pages: 6	Chief of Police: 

I. DIRECTION

A. Responsibilities of the Chief of Police.

1. The Chief of Police is the chief executive officer of the Department (See Code of Virginia §15.2-1701, and Town Code of Leesburg, Virginia Section 3-6). The incumbent has the authority and responsibility for the control, direction, and management of the operation and administration of the Department.
2. The Chief of Police reports directly to the Town Manager. The incumbent is given wide latitude in interpreting and applying policies, rules, and regulations within the Department. The Town Manager and Town Council rely on the Chief's discretion and independent judgment in the management and operation of the Department.

B. Order of Command/Command Protocol.

1. In the absence of the Chief of Police, command of the Department shall rest with the highest- ranking officer on duty. The order of command unless specified by the Chief of Police will be as follows:
 - a. Deputy Chief of Police (Major);
 - b. Division Commanders (Captains);
 - c. Lieutenants by order of seniority;
 - d. Sergeants by order of seniority;
2. Exceptional situations such as officers assigned to a special event or detail will be in charge unless relieved by a supervisor. Detectives assigned to an investigation will be in charge of the crime scene unless relieved by a supervisor. In all instances where a supervisor relieves the officer or detective at the scene, that supervisor will then assume control of the event.
3. Command protocol in single operations involving personnel of different divisions or sections normally will be determined by rank. A superior officer's appearance on the scene does not place that officer in charge of the scene until that officer invokes control over the scene and declares command of the incident.

II. AUTHORITY AND RESPONSIBILITY

A. Delegation of Authority/Accountability.

1. 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.
2. Each departmental employee will be held accountable for the use of, or failure to use, delegated authority. Acceptance of and proper use of authority will be evaluated during the performance evaluation process. Improper use of authority or failure to accept authority will be reported to the appropriate division commander through the chain of command.

B. Supervisory 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.

- C. Obedience to Orders/Conflicting Orders (See Regulations)
 - 1. Employees are required to obey any lawful order issued by a supervisor, to include any order relayed from a supervisor by an employee of the same or lesser rank.
 - 2. Any employee who receives an order that conflicts with any previous order will advise the person who issued the second order of the conflict.
 - 3. Responsibility for countermanding the original order rests with the supervisor who issued the second order.
 - 4. In the event neither issuing supervisor can be advised of the conflicting orders, the employee will carry out the most recent order and advise a supervisor as soon as possible of the conflict.

III. UNITY OF COMMAND

- A. Immediate Supervision.

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 responsibility. Nothing in this General Order will prevent this.
- B. Command of Organizational Components.
 - 1. Each division, section or unit of the Leesburg 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 seniority by 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. Should time in grade be equal, seniority will be determined by date of hire.**
 - 2. In the event the Chief of Police is not available, the Deputy Chief of Police, and the Division Commanders will provide command and direction to the Department, except when otherwise designated by the Chief of Police.
- C. Liaison with Other Functions.
 - 1. The Criminal Investigations Section Commander or designee will periodically attend Patrol roll calls to ensure a two-way exchange of information between Patrol and Investigations.
 - 2. Personnel of the Department are responsible for reviewing the informational boards on a weekly basis, at a minimum.
 - 3. The Patrol supervisor conducting roll call will review these boards daily with the employees under their command.
 - 4. New policies or procedures will be reviewed according to General Order 107.
 - 5. The Chief of Police will conduct command staff meetings as required. Commanders of each division should conduct division meetings as required.
 - 6. The Chief of Police will conduct departmental supervisors meetings as required.
 - 7. The two divisions will periodically conduct section meetings for all members of the Department. The purpose of these meetings is to provide an opportunity for the discussion of concerns, problems, ideas and suggestions to improve the workplace.

IV. MANAGEMENT INFORMATION SYSTEM

- A. Effective and efficient administrative practices and procedures will help ensure that appropriate information flows when and where needed within the Department and that management decisions are based on the best available information. Coordinated administrative activities will reduce the possibility of duplication, overlap, possible gaps, and wasted effort. Personnel must be aware of the general administrative practices and procedures of the Department.
- B. The Department's management information system includes the flow of information, written and oral, between individuals, units, sections, divisions, and the Office of the Chief of Police. This system includes reports of the law enforcement function, such as incidents, offenses, and arrests, and reports relating to personnel activities and needs. The information system will be utilized for determining personnel allocation and needs, resource needs, predicting workloads, and preparing budgets.

- C. The Department's administrative reporting program is designed to provide information concerning activities of the Leesburg Police. This data will be disseminated within the Department by being forwarded through the chain of command. These reports may include:
 - 1. Daily Reports – Duty Schedules, Team Supervisor's Activity Report, officer status information.
 - 2. Monthly Reports - Monthly Vehicle/Equipment Inspections, Incident Based Reporting.
 - 3. Miscellaneous Reports - Quarterly, semi-annual, annual reports, visual maps of the Department's service area, and listings of contact information for external services.

V. FORM ACCOUNTABILITY AND MANAGEMENT SYSTEM

- A. The Information Services Section Commander or designee has the overall responsibility for the development, modification, and implementation of all departmental forms.
- B. Forms will be developed with input from the command staff and a supervisor from the section that will use the form. All forms will be authorized by the Office of the Chief of Police or designee.
- C. The Police Office Manager is responsible for forms management. The Police Office Manager will:
 - 1. Maintain a current list of departmental forms;
 - 2. Ensure that sufficient supplies of approved departmental forms are procured and maintained to meet departmental demands;
 - 3. Review form utilization on an annual basis or when concerns are expressed about records maintenance or data processing requirements and report findings, and recommendations to the Administration and Support Division Commander.
- D. Employees are responsible for ensuring that they have a sufficient supply of forms for their tour of duty. Supervisors are responsible for ensuring that sufficient supplies of forms are available for their shift and for oncoming shifts. Supervisors shall notify the Administrative Services Coordinator when they find that a supply of forms needs to be replenished.

VI. SPAN OF CONTROL

- A. Supervisors of the Leesburg Police 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. Normally, a supervisor shall not have more than 10 employees to supervise.
- B. First-Line supervisors will handle the day-to-day agency operations.
- C. Supervisors will be responsible for the daily supervision and long-range guidance, responsiveness, and evaluation of those employees under their direct control.
- D. 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.

VII. ALLOCATION AND DISTRIBUTION OF PERSONNEL

- A. Position Management System.
 - 1. The Department's position management system consists of the periodic revision of the personnel roster. The personnel roster serves to identify the following:
 - a. The number and type of each position authorized in the budget;
 - b. The location of each authorized position within the organizational structure; and
 - c. Position status information, whether filled or vacant, for each authorized position in the Department.
 - 2. A current personnel roster, 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's administrative staff. This roster shall contain telephone contact numbers for all members of the Department.
- B. Distribution of Personnel.
 - 1. Personnel allocated to each organizational component will be distributed in a manner, which is consistent with documented workload assessments. These distributions will take into account the

- time and location factors necessary to complete a task and encourage the equalization of individual workloads.
2. The distribution of patrol personnel will be in accordance with the temporal and geographic distribution of incidents. During the assessment of the allocation of patrol personnel, data compilations from the records system showing the temporal and geographic distribution of incidents shall be reviewed by the Field Operations Division Commander.
 3. Formal workload assessments will be conducted on an as needed basis at the direction of the Chief of Police. It is the responsibility of Division Commanders to continually monitor and evaluate workload on an on-going basis and make recommendations. Recommendations in staffing levels based on these assessments will be submitted to the Chief of Police for budget consideration. Consideration will be given to the following:
 - a. Outstanding programs and projects;
 - b. Job analysis;
 - c. Personnel strength authorized by the Town Council;
 - d. Number of incidents or tasks handled by the hour of the day and day of the week;
 - e. Average time required handling the incidents or tasks;
 - f. Time lost through days off, holidays, and other leave compared to the total time for each assignment;
 - g. The nature or number of tasks as well as their complexity, location, and time required for completion.
 4. Patrol workload assessments will take into account the following:
 - a. The number of incidents handled by patrol personnel during the period;
 - b. The average time required handling an incident at the patrol level, or a measurement of a sampling of cases;
 - c. A calculation of the percent of time, on the average, that is available to the patrol officer for handling incidents during a tour of duty; and
 - d. The time lost through days off, holidays, and other leave, compared to the total time required for each patrol assignment.
 5. Workload assessments shall be documented and include an outline of the calculations required, plus any source documents, personnel, and/or equipment necessary to accomplish tasks.
 6. For purposes of analysis, the service area of the Town of Leesburg has been subdivided into numbered tracts, which follow natural boundaries. Patrol beats are comprised of tracts, and the annual tabulation of incidents by reporting areas assist in reassessing demands for service and reestablishing patrol beat boundaries.

VIII. SPECIALIZED ASSIGNMENT

- A. Special Assignment Reviews.

Special assignments will be reviewed on a regular and routine basis by the appropriate Division Commander to determine if they should be continued. The review will include an evaluation of the initial problem or condition that required the implementation of the assignment, a statement of the purpose for each listed assignment, and a cost-benefit analysis of the assignment. Results of the review will be forwarded to the Chief of Police with recommendations for continuation, discontinuation, or modification.
- B. Special Assignment Openings-Reviews.
 1. The Chief of Police, or designee, will announce a vacancy or opening for all special assignment positions by memorandum. Personnel meeting eligibility criteria may submit a memorandum of interest to the Chief of Police, or designee through the appropriate chain of command.
 2. Criteria utilized to select personnel for specialized assignments may include special skills, general knowledge, experience in the area of the assignment, level of performance as determined by a review of the performance evaluation, discipline records, and length of service when all other qualifications are equal.
 3. All appointments to special assignments are at the discretion of the Chief of Police, and the Chief of Police maintains the discretion and ability to make appointments with or without a selection process to accomplish the goals and operational needs of the department.

C. Temporary Assignments.

1. An integral part of the career development program authorizes officers to serve in temporary or rotating assignments on an as needed basis. The temporary assignment is intended to develop specific skills and increase officer knowledge.
2. Temporary job assignments will be made based on personnel availability and include, but are not limited to:
 - a. Detective;
 - b. Field Training Officer (with previous training and certification);
 - c. Administrative Support.
3. Officers will generally serve in temporary job assignments for no more than 3 months.
4. Personnel will be selected for temporary and rotating assignments based on work performance, educational and training background, years of service; and the selection process may include written tests and oral interviews.
5. The Chief of Police will make the final determination as to appointments to temporary and rotating assignments.

IX. CIVILIANS

A. Civilian Positions.

When possible, positions not requiring specific knowledge, skills and abilities of a police officer will be specified as a civilian position and staffed accordingly. The following positions within the Department are specified as civilian: Police Office Manager, Administrative Associates, Communications Technicians, IT Systems Administrator, and Police Records Clerks. Police officers may be temporarily assigned to these positions in the event of an urgent departmental need.

X. ORGANIZATIONAL STRUCTURE

A. The Leesburg Police Department is divided into three major components: The Office of the Chief of Police, the Field Operations Division, and the Administration and Support Division. Each division is subdivided into sections.

1. The Office of the Chief of Police consists of the Chief, the Police Office Manager, the Deputy Chief, the Administrative Associate, the Public Information Unit, and the Administrative Investigations function.
 - a. Office of the Chief of Police.

The Chief of Police is responsible for the overall management of the Department, including the major areas of personnel administration, 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 management team comprised of the Deputy Chief, division commanders, and section commanders.
 - b. Public Information Unit.

The Public Information Unit is comprised of the Police Public Information and Community Outreach Manager and one Public Information Officer. The mission of the Public Information Unit of the Leesburg Police Department is to inform the citizens of Leesburg and the Media of events that affect our community with openness and candor. This unit also oversees a variety of programs including but not limited to community outreach and Freedom Of Information Act (FOIA).
 - c. Administrative Investigations.

The Chief of Police and Deputy Chief of Police will directly manage the administrative investigation's function. This function is responsible for investigating allegations of police misconduct generated from within the Department or from outside sources. The officer assigned by the Chief of Police or designee to conduct an administrative investigation will conduct the investigation in accordance with General Order 115 and may report directly to the Chief of Police or Deputy Chief of Police depending on the nature of the investigation.
2. The Field Operations Division is commanded by a Captain and consists of the Patrol Section, Criminal Investigations Section and the Operational Support Section.
 - a. Field Operations Division Commander.

The Field Operations Division Commander is responsible for the supervision and delivery of various services provided by the Patrol Section and Criminal Investigations Section. The Field Operations Division commander also assists in planning the departmental budget, conducting

- public relations activities, and shares responsibility with the Administration and Support Services Division Commander in personal representation of the Chief of Police when necessary.
- b. Patrol Section.
The Patrol Section is comprised of two lieutenants, and six teams, each supervised by a Sergeant. The Patrol Section provides 24-hour continuous police coverage for the community and responds to calls for service, renders assistance to persons in need, conducts preliminary investigations, and strives to preserve the peace while preventing crime.
 - c. Criminal Investigations Section (CIS)
The Criminal Investigations Section is a specialized work group of the Department and is comprised of one Lieutenant, two Sergeants, general assignment detectives (persons/property), Special Investigations Unit detectives, juvenile/sex crimes detectives, task force detectives, and a crime scene investigator. The primary function of the Criminal Investigations Section is to conduct follow up investigations of criminal offenses within the Town of Leesburg and to identify, apprehend, and successfully prosecute criminal offenders. Through the Special Investigations Unit, the Criminal Investigations Section is also responsible for the collection, analysis, and dissemination of criminal intelligence, street level drug offenses, and targeting repeat criminal offenders. The Criminal Investigations Section commander also oversees the evidence processing work of the Department's evidence technicians.
 - d. The Operational Support Section is commanded by a Lieutenant and is comprised of the School Resource Unit and the Traffic Management Unit. Each unit of the Operational Support Section is supervised by a Sergeant. The Operational Support Section provides specialized support to all operational units of the Department.
3. The Administration and Support Division is commanded by a Captain and consists of the Administrative Support Unit, Administration and Strategic Planning, Information Services Section, and the Crime and Traffic Analysis Unit.
 - a. Administration and Support Division Commander:
The Administration and Support Division Commander is responsible for the supervision and delivery of various services provided by the Administrative Support Unit, Administration and Strategic Planning, Information Services Section, and the Crime and Traffic Analyst. The Administration and Support Services Division Commander also assists in planning the departmental budget, conducting public relations activities, and shares responsibility with the Field Operations Division Commander in personal representation of the Chief of Police, when necessary.
 - b. The Administrative Support Unit reports directly to the Administration and Support Division Commander and is responsible for recruitment and selection, basic academy training, quartermaster function, and property and evidence management. The section is also responsible for accreditation management and policy development and review.
 - c. The Administration and Strategic Planning Unit reports directly to the Administration and Support Division Commander and is responsible for building and facilities services, strategic planning, and the Information Technology Unit.
 - (1) The Information Technology Unit consists of the Police Information Technology Systems Administrator(s). The unit is responsible for the maintenance and management of the Department's various automated data systems and information technology infrastructure.
 - d. The Emergency Communications Center Manager reports directly to the Administration and Support Division Commander and is responsible for the Information Services Section. The Information Services Section is comprised of two work groups; Police Communications Unit, and the Records Unit. The section is commanded by the Emergency Communications Center Manager and consists of four civilian communications supervisors, records clerks, and communications technicians.
 - (1) The Police Communications Unit receives, records, and processes emergency and non-emergency calls for the Department. This includes the dispatching of adequate resources to manage calls for service. Personnel are responsible for all NCIC/VCIN entries for wanted persons, vehicles, articles, and for sending administrative messages to other agencies.
 - (2) The Records Unit is responsible for the management, retention, and security of arrest records, investigative reports, warrants, and related documents as well as submitting reports to the State Police and the destruction of records in accordance with state requirements. The Records Section also accomplishes the automated systems management.

- e. The Crime and Traffic Analysis Unit reports directly to the Administration and Support Services Commander and is responsible for the creation, dissemination, and management of data related to criminal and traffic data analysis.
- B. Organization Chart.
The organizational chart will be updated annually and made available to all departmental personnel [LPD Org Chart](#).