




City of Manassas Police Department General Duty Manual



Effective Date: 10-10-2016	GENERAL ORDER	Number: 01-05
Subject: Organization		
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Accreditation Standards: 3.1.1/ 11.1.1/12.1.1/21.2.3/ 44.2.4	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 7

PURPOSE:

To describe the organizational structure of the Department. To outline the authority, responsibilities, and functions of the various components of the Department.

POLICY:

All members should be familiar with the organizational structure of the Department. The organizational chart, written description of the organization, and staffing table should be updated as needed, but at least annually, and attached to this directive. The subdivision of duties and responsibilities within the Department does not relieve officers from their sworn duty to take reasonable and prompt action to protect lives and property and to enforce laws and ordinances generally.

DISCUSSION:

The Department is organized according to function. Any new positions or changes in rank or grade must be authorized by the City Council through the City Manager.

PROCEDURE:

The following is a description of the Department organizational structure:

I. Office of the Chief of Police

- A. The Chief of Police holds the rank of Colonel, commands the Police Department (City Charter, Section 29), and reports to the City Manager. The Chief of Police oversees the formulation of rules and regulations in conformity with the Charter of the City of Manassas, and the ordinances of the City concerning the operation of the Department, the conduct of members, their uniforms, arms and other equipment, their training and the penalties to be imposed for infractions of rules and regulations. The Chief of Police is responsible for the efficiency, discipline and good conduct of the Department.
- B. The Chief of Police is assisted in the administration of the Department by the Division Commanders holding the rank of Captain. The following positions are considered the command staff of the Department:
 1. Chief of Police (Colonel)
 2. Administrative Services Division Commander (Captain)
 3. Patrol Services Division Commander (Captain)
 4. Investigative Services Division Commander (Captain)
- C. The following members report directly to the Chief of Police.
 1. The Office of Professional Standards Lieutenant: Responsibilities include the functions of Internal Affairs, policy management, promotional process, and other duties as assigned to assist the Chief of Police. Internal Affairs is responsible for the objective investigation of complaints alleging misconduct and to take appropriate disciplinary action when necessary. This section is responsible for the objective investigation of complaints alleging misconduct and the protection of the rights, confidentiality, and security of records of all persons involved. This section monitors all complaints concerning services of the Department or conduct of its officers and prepares annual statistical summaries of misconduct complaints for publication.
 2. Police Accreditation Coordinator: is a non-sworn member, responsible for management of the

Effective Date: 10-03-2010	GENERAL ORDER	Number: 01-05
Subject: Organization		Page: 2 of 7

Commission on Accreditation for Law Enforcement Agencies (CALEA) standards and compliance continuing project, provides assistance to policy management, and other duties as assigned by the Chief of Police.

3. Administrative Coordinator: is a non-sworn member, responsible for the processing of information, scheduling, liaison with other sections of the Department, serves as the receptionist for the Chief of Police, and performs other administrative support duties as assigned to support the Chief of Police.

D. The following are responsibilities of the Office of the Chief of Police:

1. Fiscal Management: The Chief of Police has the authority and responsibility for the fiscal management of the Department. The Commander of the Administrative Services Division is responsible for the preparation and daily oversight of the Annual Budget, with Division Commanders providing input and submitting specific budget requests. Guidelines are established by the Chief of Police to inform Division Commanders of the essential tasks and procedures relating to the budget process.
2. Oversees the coordination of the three divisions: Administrative Services, Patrol Services and Investigative Services. The three division commanders report to the Chief of Police.
3. Provides input to the city's Emergency Planner by gathering information from the Command Staff and members with specialized training in reference to the agency's response to terrorist threats or other possible mass casualty disasters.
4. Plans and implements short-term and annual goals, objectives, and strategies for the department, projects, or programs to ensure efficient organization and completion of work.
5. Additionally, the Chief or designee (Command Staff Level) serves as the City's liaison with all federal, state and regional emergency management organization and Homeland Security.
6. Liaison with The Transportation Safety Commission: The Chief of Police acts as liaison with this group, and is assisted in this effort by the Commander of the Patrol Services Division. The Special Operations Lieutenant considers recommendations of this group in traffic/accident analysis and selective enforcement measures.
7. Liaison with Community Groups: The Chief of Police takes an active role in establishing liaison with civic associations and business groups, most notably through the Transportation Safety Commission and the Chief of Police's Public Safety Citizens' Advisory Commission.
8. Selection: The Recruitment Officer is responsible for Department wide recruitment. Qualified candidates are recommended to the Chief of Police, who has responsibility for the selection process.
9. Promotional Process and Career Development Programs: The Commander of the Administrative Services Division oversees both programs at the direction of the Director of Human Resources. The Commander is assisted by the Office of Professional Standards Lieutenant in the functional administration of the promotional process and the Career Development program.
10. Staff Inspections: The Chief of Police is responsible for the integrity and administration of the staff inspection program.

II. Administrative Services Division

- A. The Administrative Services Division Commander holds the rank of Captain, commands the Administrative Services Division, and reports to the Chief of Police. The Administrative Services Commander is responsible for a division comprised of sworn and non-sworn members. The members of this division are of a technical or highly specialized nature. The Administrative Services Commander also maintains the Early Intervention Program and reviews Internal Affairs and other compliant investigations to recommend appropriate disciplinary action to the Chief of Police.
- B. The following members report directly to the Administrative Services Commander:
 1. Planning and Special Projects Lieutenant: Supervises the Community Services Unit, Development and Wellness Unit, and Field Training Officer Section. Also responsible for long range planning and research for the Agency, emergency planning, special event permit process and planning, grant acquisition and administration, and serves as the Department's Emergency Management Coordinator.
 2. Police Records/IT/ Facilities and Evidence Sergeant: Responsibilities include overall management of all computer systems, telephone systems and related hardware issues, fleet management, facility management, court liaison, property and evidence management, the custody, storage,

Effective Date: 10-03-2010	GENERAL ORDER	Number: 01-05
Subject: Organization		Page: 3 of 7

archiving/destruction and release of criminal histories and police records, and other administrative activities as assigned.

3. Public Safety Communications Manager: Non-sworn member, supervises, directs, and monitors the work of subordinate emergency communications staff, oversees related technical projects in partnership with IT, implement, relay and enforce policies and procedures to communications staff.
 4. Fiscal Specialist: is a non-sworn member, responsible for accounts receivable processing, accounts payable processing, timesheets, and assisting with other budget related items.
 5. Administrative Assistant: is a non-sworn member, responsible for providing general assistance duties for the Administrative Services Division
- C. The following sections are under the command of the Administrative Services Commander:
1. Property/Evidence Technician: is a non-sworn member, who reports directly to the Police Records/IT/ Facilities and Evidence Sergeant, responsible for evidence and property record processing, uniform and office supply management and general assistance duties for the Administrative Services Division.
 2. Public Safety Communications Center: Staffed by non-sworn members that report to the Public Safety Communications Supervisors, and the Public Safety Communications Manager. Responsible for receiving initial complaints or emergency calls for Police, the timely dispatching of available police units, monitoring alarms, the operation of the Virginia Criminal Information Network (V.C.I.N.), National Crime Information Center (N.C.I.C.) and Computer Aided Dispatch (C.A.D.) terminals, and other administrative duties as assigned.
 3. Northern Virginia Criminal Justice Academy (NVCJA) Instructor: A sworn or civilian member, on assignment to NVCJA as a staff instructor for basic training and in-service law enforcement training. Also responsible for liaison functions between NVCJA and the Department, and other support duties as assigned. This position reports to the Planning and Special Projects Office.
 4. Field Training Officer Section: Comprised of new and/or previously certified officers who are provided hands-on training and evaluation prior to being released as patrol officers.
 5. Emergency Management Coordinator: Serves as the EMC for the Department.
 6. Records Management Section: Staffed by non-sworn members, that report to the Police Records/IT/ Facilities and Evidence Sergeant. Responsible for the custody, storage, archiving/destruction and release of criminal histories and police records, and performs receptionist functions in the public entrance to the Department.
 7. Community Services Unit Sergeant: Responsibilities include oversight and management of all Community Services Unit functions, to include programs and events related to public service, crime prevention, and community outreach. Also serves as a public information officer (PIO) and assists the Planning and Special Projects Lieutenant with other administrative activities as assigned. Additionally, is responsible for the oversight and management of the Community Vitality Officers (CVO) and School Resource Officers (SRO).
 8. Community Vitality Officers (CVO): staffed by uniformed officers, responsible for a variety of duties throughout their assigned communities.
 1. Focus on developing strong rapport and effective lines of communication with juveniles, parents and community leaders.
 2. Focus on efforts to decrease violent juvenile delinquency and student absenteeism.
 3. Acting as a gateway resource as needed for juveniles and parents.
 4. Providing crime prevention and other community awareness presentations.
 5. The objective of these officers will be community engagement and education on the dangers of school absenteeism as well as training to build parental awareness of resources available to track student progress within the schools. These officers will partner with the city's schools, social services and leaders of communities in which they are assigned.
 9. School Resource Officers (SRO): Staffed by uniformed officers, responsible for a variety of duties at the City's elementary, middle and high schools: Duties include:
 1. Acting as a resource with respect to delinquency prevention.
 2. Providing guidance on ethical issues on a classroom setting.
 3. Providing individual counseling/mentoring to students.
 4. Explaining the role of law enforcement in society.

Effective Date: 10-03-2010	GENERAL ORDER	Number: 01-05
Subject: Organization		Page: 4 of 7

5. Response, reporting and investigation of criminal or suspicious activities on school grounds. SRO's are not "on-call". Crimes and situations reported after hours will be handled by Patrol officers. Patrol officers and detective's liaison frequently with SRO's to exchange information.
10. Community Services Unit: Staffed by non-sworn member and one sworn member, reports to the Community Services Sergeant, and is responsible for public service, crime prevention and public information functions. The Crime Prevention Specialist / Public Information Officer (PIO) provides liaison for crime prevention and community involvement program, and performs business, residential and zoning security surveys. This position also provides a liaison with media organizations for purposes of the dissemination of information, and interaction with community groups, businesses and private citizens.
11. Development and Wellness Supervisor: Responsibilities include overall management of all training, recruitment, and wellness initiatives and responsible for recruitment and background processing, and other administrative activities assigned. Reports directly to the Planning and Special Projects Lieutenant.
12. Recruitment Officer: is a sworn member, who reports directly to the Planning and Special Projects Lieutenant and is responsible for recruitment and background processing, and other administrative activities assigned.
13. Polygraph Examiner: A non-sworn, part-time contractor is responsible for conducting polygraph examinations for pre-employment, members of the Department and criminal investigations, and evaluating and analyzing the results of these examinations. May also perform background investigations related to pre-employment.
14. Police Recruits: Non-sworn members who are assigned to NVCJA as law enforcement trainees for the duration of the basic training period. Police Recruits have no other assigned duties prior to graduation from NVCJA.

III. Patrol Services Division

- A. The Patrol Services Commander holds the rank of Captain, commands the Patrol Services Division comprised of sworn and non-sworn members, and reports to the Chief of Police. The Patrol Services Commander is responsible for the Operations Support and Patrol components of the Department. The Patrol Services Commander is responsible for day-to-day patrol activities, to include the Traffic Services Unit, K-9 Section, and special assignments within the squads, Parking Enforcement / Crossing Guard Section, Animal Control Section, and Auxiliary Officer Section.
- B. The following members report directly to the Patrol Services Commander:
 1. Special Operations Lieutenant: Supervises the Traffic Services Unit, K-9 Section, and Parking Enforcement/Crossing Guard Section, Honor Guard Unit, and performs other patrol-related activities as assigned.
 2. Day Watch Commanders: There are two day watch commanders, one for each of the two day shifts. They hold the rank of Lieutenant, and directly supervise the two day shift patrol squads, day-to-day patrol activities, and other patrol-related activities as assigned.
 3. Evening Watch Commanders: There are two evening watch commanders, one for each of the two evening shifts. They hold the rank of Lieutenant, and each directly supervise an evening watch patrol squad, day-to-day patrol activities, and other patrol-related activities as assigned.
 4. Night Watch Commanders: There are two night watch commanders, one for each of the two night shifts. They hold the rank of Lieutenant, and directly supervise the two night watch patrol squads, day-to-day patrol activities, and other patrol related activities as assigned.
 5. Chief Animal Control Officer/Shelter Administrator is a police Sergeant cross-trained as an animal control officer, directly supervises the Animal Control Section and the City Animal Shelter.
- C. The following sections are under the command of the Patrol Services Commander:
 1. Patrol Section: Organized into six patrol squads, each reporting to a Sergeant. The Patrol Section performs preventative patrol, including inquiry and inspection activity, oriented toward prevention of crimes and accidents, maintenance of public order, and the discovery of hazard and delinquency causing situations along with response to calls for services and traffic direction and control. The patrol squads are organized as follows:
 - a. Two patrol squads are assigned to day shift, each reporting to a sergeant, and are managed by the Day Watch Lieutenant.

Effective Date: 10-03-2010	GENERAL ORDER	Number: 01-05
Subject: Organization		Page: 5 of 7

- b. Two evening squads are assigned to an evening shift, each reporting to a sergeant, and are managed by the Evening Watch Lieutenants.
- c. Two patrol squads are assigned to a night shift, each reporting to a sergeant, and are managed by the Night Watch Lieutenant.
 - 1) Special, additional duty assignments contained within the squads are as follows:
 - a) Field Training Officers: Provide hands-on training and evaluation to new officers, evaluate their progress, and document the results of the Field Training Program.
 - b) Evidence Technicians: Receive advanced training and equipment for the collection, documentation and processing of evidence at accident and crime scenes.
 - c) Bike Unit Officers: Check city and neighborhoods parks and business areas, schools and other areas where their mobility and public contact will engender positive results.
- 2. Special Operations Section: Responsible for day-to-day patrol-related activities and other patrol-related activities as assigned. Organized into the following units:
 - a. Traffic Services Unit: reports to the Traffic Services Sergeant who in turn reports to the Special Operations Lieutenant, is comprised of uniformed officers and non-sworn members, and is responsible for rapid response to accident scenes and traffic congestion problems, performs special traffic enforcement details, parking ordinance enforcement, accident investigation, motor carrier safety inspections, escorts, and other patrol-related activities as assigned. The following sub-sections comprise the Traffic Services Unit:
 - 1). School Crossing Guard Section: Staffed by non-sworn members and responsible for pedestrian crossings at key intersections, and other activities as assigned in a support role to the Patrol Section.
 - 2). Parking Enforcement Section: Staffed by non-sworn members, conducts pedestrian crossings at key intersections, **and** enforcement of parking laws.
 - 3). Motorcycle Officers: Responsible for rapid response to accident scenes and traffic congestion problems, special traffic enforcement details, accident investigations, truck safety inspections, escorts, and other patrol-related activities as assigned.
 - 4) Motor Carrier Safety Officers: Responsible for special traffic enforcement details, truck safety inspections, and other patrol-related activities as assigned.
 - b. K-9 Section: Reports to the Special Operations Lieutenant, and is responsible for providing Police K-9 services to the Department, working closely with all sections by assisting in activities in which the use of the Police K-9 may be valuable. Also performs day to day patrol-related activities and other patrol-related activities as assigned.
- 3. Auxiliary Officer Section: Reports to a dayshift Lieutenant, and is composed of sworn members. The Auxiliary Officer Section performs preventative patrol, including inquiry and inspection activity, oriented toward prevention of crimes and accidents, maintenance of public order, and the discovery of hazard and delinquency causing situations along with response to calls for services and traffic direction and control, and other patrol-related activities as assigned.
- 4. Animal Control Section: Reports to the Chief Animal Control Sergeant, consists of sworn police officers and non-sworn enforcement officers who are cross-trained as animal control officers and non-sworn support personnel, and is responsible primarily for the enforcement of animal control laws and ordinances, the capture and confinement of stray domestic animals, the regulation of wild or game animals, the investigation of animal-related complaints, and public education on animal control issues. Provides day-to-day patrol activities and other patrol-related activities as assigned in a support role to the Patrol Section.

IV. Investigative Services Division

- A. The Investigative Services Commander holds the rank of Captain, commands the Investigative Services Division, and reports to the Chief of Police. The Investigative Services Division is responsible for follow-up investigations of the more serious and complex criminal cases, investigations involving juvenile victims and suspects, detection of crimes, forensics, polygraph operations, apprehension of criminals, the care and

Effective Date: 10-03-2010	GENERAL ORDER	Number: 01-05
Subject: Organization		Page: 6 of 7

control of sophisticated surveillance or investigative equipment, and the Special Problems Unit. The following members report directly to the Investigative Services Commander:

1. Administrative Assistant: A non-sworn member, is responsible for the processing of information, scheduling, liaison with other sections of the Department, serves as the receptionist for the Investigative Services Commander, and performs other administrative support duties as assigned.
2. General Assignments Supervisor: Holds the rank of Lieutenant performs administrative functions related to all sections within the Investigative Services Division, supervises detectives assigned to Crimes against Persons, Crimes Against Property and Fraud, and performs other investigative services as assigned.
3. Vice/Narcotics & Organized Crime Supervisor: Holds the rank of Sergeant, supervises the Vice/Narcotics & Organized Crime Section, and performs other investigative services as assigned.
4. Detective Supervisor: Holds the rank of Sergeant, provides a variety of juvenile and youth related services to include follow-up investigations for missing and runaway juveniles and performs other duties as assigned.
5. Crime Analyst: is a non-sworn member, responsible for input, collection, analysis, and dissemination of information related to criminal activity, produces regular and incident specific reports compiling trends and patterns to assist in crime prevention and evaluation of enforcement efforts.

B. The following sections are under the command of the Investigative Services Commander:

1. General Assignments Section: Reports to the General Assignments Lieutenant, staffed by detectives and is responsible for criminal investigation based on crime-specific assignment, and community-based services. The following sub-sections comprise the General Assignments Section:
 - a. Crimes against Persons: Staffed by detectives, responsible for the investigation of crimes committed by one person against another, such as rape, robbery, homicide, and other investigative services as assigned.
 - b. Crimes against Property: Staffed by detectives, responsible for the investigation of crimes committed against property, such as auto larceny, burglary and related offenses, and other investigative services as assigned.
 - c. Frauds/White Collar Crime: Staffed by detectives, responsible for the investigation of crimes committed with the use of credit cards and/or checks, "white collar" crimes such as embezzlement and computer theft or fraud, and other investigative services as assigned.
 - d. Gang Task Force Detective: Staffed by a detective assigned to the 10th Congressional District Gang Task Force responsible for the investigation and prosecution of gang-related crimes.
 - e. ICAC Detective: Staffed by a detective who is trained and experienced in the field of child pornography and child exploitation investigations.
 - f. Vice/Narcotics & Organized Crime Section: Staffed by detectives, reports to the Vice/Narcotics & Organized Crime Sergeant, and is responsible for collecting, evaluating and disseminating information concerning narcotics, gambling, prostitution, terrorism, motorcycle gang activity, vice control and pornography enforcement.
 - g. Special Problems Unit

V. Position Management System Charts

- A. Organizational Chart –The chart serves as a graphic depiction of the Department’s organizational, rank, and functional responsibility structures. It also illustrates the Department’s personnel complement and authorized strength.
 1. The organizational chart and table are updated as required, but reviewed at least annually.
 - a. The organizational chart depicts the location of each authorized position within the Department while simultaneously illustrating chain of command.
 - b. The organizational chart is distributed to all Department members with the reissue of this General Order.
 - c. A copy of the organizational chart shall remain with this General Order.
 2. The Department’s organizational chart is displayed on the bulletin board maintained by the Office of Professional Standards.

Effective Date: 10-03-2010	GENERAL ORDER	Number: 01-05
Subject: Organization		Page: 7 of 7

- B. Staffing Plan - This chart is maintained and updated quarterly by the Administrative Services Division. It contains the following information:
1. Number and type of each position authorized in the Department's budget
 2. Position status information, whether filled or vacant.

Attachments: "A" Organizational Chart / Staffing Table.

Index as:

- Organization.
- Staffing Plan
- Divisions
- Organizational Chart
- Position Management System
- Functions
- Sections

References: N/A.