

ADMINISTRATION

TABLE OF CONTENTS

LAW ENFORCEMENT ROLE

- 100.00 - Oath of Office
- 100.01 - Code of Ethics
- 100.02 - Ethics Training
- 100.03 - Criminal Justice and Social Service Diversion Programs

LAW ENFORCEMENT AUTHORITY

- 101.00 - Authority and Responsibility of All Sworn Personnel
- 101.01 - Powers and Duties of Police Force
- 101.02 - Concurrent Jurisdiction
- 101.03 - Extending Police Power of Localities Over Lands Lying Beyond Boundaries Thereof
- 101.04 - Legal Authority of Police Officers to Carry and Use Weapons

CONSTITUTIONAL RIGHTS

- 102.00 - Compliance with Constitutional Requirements
- 102.01 - Interviews and Interrogations
- 102.02 - Interviews, Field Interviews, Interrogations, Access to Counsel

ALTERNATIVES TO ARREST AND OFFICER DISCRETION

- 103.00 - Alternatives to Arrest
- 103.01 - Officer Discretion
- 103.02 - Enforcement Actions
- 103.03 - Supervisor Responsibilities

UNBIASED POLICING

- 104.00 - Unbiased Policing
- 104.01 - Permitted and Prohibited Actions
- 104.02 - Training
- 104.03 - Allegations of Misconduct
- 104.04 - Annual Review

JURISDICTION AND MUTUAL AID

- 105.00 - Jurisdictional Boundaries
- 105.01 - Responsibilities of this Department under the Mutual Aid Agreement (s)

- 105.02 - Responsibilities of Cooperating Agencies under the Mutual Aid Agreement (s)
- 105.03 - Requests and Authorization
- 105.04 - Command
- 105.05 - Requesting Assistance
- 105.06 - Deployment of Personnel
- 105.07 - Orders
- 105.08 - Withdrawing Assistance
- 105.09 - Specialized Units
- 105.10 - Requesting State and Federal Law Enforcement or National Guard Assistance

BLUE ALERT

- 106.00 – VA Blue Alert Program
- 106.01 – Definitions
- 106.02 – Activation Criteria
- 106.03 – Law Enforcement Agencies’ Responsibilities for Activation
- 106.04 – VSP Responsibilities
- 106.05 – VDOT Responsibilities
- 106.06 – Watch Commander responsibilities
- 106.07 - Law Enforcement Agencies’ Responsibilities for De-Activation
- 106.08 – VA Blue Alert Forms

EMPLOYEE SUGGESTIONS

- 107.00 – Employee Suggestions
- 107.01 – Employee Duties
- 107.02 – Supervisor Duties
- 107.03 – Chief of Police Duties
- 107.04 – Employee Suggestion Form
- 107.05 – Employee Notification

ORGANIZATION

- 110.00 - Organizational Structure
- 110.01 - Organizational Chart
- 110.02 - General Organization Operations

ADMINISTRATION

- 111.00 - General Management and Administration
- 111.01 - Forms Management and Accountability
- 111.02 - Reports and Review Monitoring System

DIRECTION

- 112.00 - Authority and Responsibility
- 112.01 - Order of Command
- 112.02 - Orders
- 112.03 - Communication Procedures

DIRECTIVE SYSTEM

- 113.00 - Written Directive System
- 113.01 - Agency Values
- 113.02 - Mission Statement
- 113.03 - Authority to Issue Directives
- 113.04 - Authority to Issue Standard Operating Procedures
- 113.05 - Written Directives Format
- 113.06 - Directives Management
- 113.07 - Department Policy
- 113.08 - Agency Activities
- 113.09 - Directives Review
- 113.10 - Dissemination and Storage of Written Directives

PLANNING AND RESEARCH, GOALS AND OBJECTIVES, AND CRIME ANALYSIS

- 114.00 - Planning and Research, Goals and Objectives, and Crime Analysis
- 114.01 - Multiyear Plan
- 114.02 - Goals and Objectives
- 114.03 - Crime Analysis
- 114.04 - Analysis Dissemination

FISCAL MANAGEMENT

- 120.00 - Fiscal Management
- 120.01 - Budget Process

PURCHASING

- 121.00 - Purchasing

ACCOUNTING AND AUDITING

- 122.00 - Accounting
- 122.01 - Cash Funds and Auditing Procedures
- 122.02 - Cash Fund Descriptions
- 122.03 - Petty Cash Fund
- 122.04 - Extradition Fund
- 122.05 - Criminal Investigations Fund
- 122.06 - Crime Watch Fund
- 122.07 - Fingerprint Fund

- 122.08 - Division Commander Responsibilities
- 122.09 - Ledger System
- 122.10 - Audit of Cash Fund Accounts
- 122.11 - Receipt of Cash
- 122.12 - Audit of Fiscal Activities
- 122.13 - Seizure Money Procedures

AGENCY PROPERTY

- 123.00 - Department Property
- 123.01 - (Re) Issuance of Agency Property
- 123.02 - Property Maintenance and Operational Readiness

PERSONNEL

- 130.00 - Position Management System
- 130.01 - Allocation of Personnel
- 130.02 - Specialized Assignment
- 130.03 - Openings for Specialized Assignments
- 130.04 - Police Employee Orientation Form
- 130.05 - Police Employee Interagency Departure Form

CLASSIFICATION OF DUTIES AND RESPONSIBILITIES

- 131.00 - Compensation and Pay Classification
- 131.01 - Classification
- 131.02 - Job Descriptions

EMPLOYEE COMPENSATION AND BENEFITS

- 132.00 - Compensation

OVERTIME

- 133.00 - Overtime
- 133.01 - Definitions
- 133.02 - Responsibilities
- 133.03 - Employees on Light or Restricted Duty or Suspension
- 133.04 - Compensatory Time
- 133.05 - Holiday Compensation
- 133.06 - Overtime Policy
- 133.07 - Non-Mandatory Overtime
- 133.08 - Mandatory Overtime
- 133.09 - Shift Extension
- 133.10 - Court

- 133.11 - Callback
- 133.12 - Callback Reporting Requirements
- 133.13 - Sworn Employees Callback Overtime
- 133.14 - Non-Sworn Employees Callback Overtime
- 133.15 - Cancelled Callbacks
- 133.16 - Special Events
- 133.17 - Special Details
- 133.18 - Overtime for Field Training Officers
- 133.19 - Travel for Work Purposes

LEAVE

- 134.00 - Leave of Absence
- 134.01 - Leave Policy
- 134.02 - Personnel Programs
- 134.03 - Support Services

AUXILIARY OFFICERS

- 135.00 - Auxiliary Personnel
- 135.01 - Duties and Responsibilities
- 135.02 - Selection Criteria
- 135.03 - Training Program
- 135.04 - Uniform and Equipment
- 135.05 - In-Service Training
- 135.06 - Liability Protection
- 135.07 - Performance Evaluations

POLICE DEPARTMENT VOLUNTEERS

- 136.00 - Police Department Volunteers
- 136.01 - Role and Scope of Authority
- 136.02 - Training
- 136.03 - Uniform
- 136.04 - Police Department Chaplain

OVERTIME DETAILS AND OUTSIDE EMPLOYMENT

- 137.00 - Overtime Details and Outside Employment
- 137.01 - Administrative Coordinator
- 137.02 - Overtime Detail
- 137.03 - Outside Employment
- 137.04 - Unusual Circumstances
- 137.05 - Employee Responsibilities
- 137.06 - Supervisor Responsibilities for Outside Employment
- 137.07 - Compensation

- 137.08 - Equipment
- 137.09 - Restrictions
- 137.10 - Additional Outside Employment Restrictions

OFF-DUTY ARRESTS

- 138.00 – Off-Duty Arrests
- 138.01 - Definition of “Personally Involved”
- 138.02 - Liability Protection
- 138.03 - Permitted Off-Duty Arrests
- 138.04 - Off-Duty Responsibilities
- 138.05 - Prohibited Off-Duty Arrests

CLOTHING, EQUIPMENT, AND IDENTIFICATION

- 139.00 - Employee Uniforms and Equipment
- 139.01 - Employee Identification
- 139.02 - Sworn officers
- 139.03 - Retired Officer, Credentials and Gun
- 139.04 - Legal Authority and Responsibilities

RECRUITMENT, SELECTION, AND TRAINING

- 140.00 - Recruitment
- 140.01 - Selection
- 140.02 - Training

PROMOTIONAL PROCESS

- 141.00 - Promotions Process
- 141.01 - Promotions Process Administration
- 141.02 - Promotional Process Procedures
- 141.03 - Promotions Criteria
- 141.04 - Promotions Announcements
- 141.05 - Eligibility Lists
- 141.06 - Probationary Period Subsequent to Promotion

VETERAN POLICE OFFICER

- 142.00 - Veteran Police Officer
- 142.01 - VPO Recommendation Process

PERFORMANCE APPRAISAL SYSTEM

- 143.00 - Performance Appraisal

EMPLOYEE DEATH OR SERIOUS INJURY

- 150.00 - Death or Serious Injury in the Line-of-Duty
- 150.01 –Non Line-of-Duty Death
- 150.02 - Notification
- 150.03 - Liaison
- 150.04 - Funeral Attendance
- 150.05 - Retired Employees
- 150.06 - Auxiliary Officers
- 150.07 - Employee Deaths Resulting From Criminal Involvement
- 150.08 - Employee Deaths Resulting From Suicide
- 150.09 - Funeral Honors

PEER SUPPORT PROGRAM

- 151.00 - Peer Support Program (PSP)
- 151.01 - Definition
- 151.02 - Administration and Oversight
- 151.03 - Confidentiality
- 151.04 - PSP Activation
- 151.05 - PSP Team Member Responsibilities
- 151.06 - Peer Support Team Members

EMPLOYEE ASSISTANCE PROGRAM

- 152.00 - Employee Assistance Program (EAP)
- 152.01 - EAP Provisions
- 152.02 - EAP Services and Participation
- 152.03 - Supervisory Personnel

CONDITIONS OF WORK

- 160.00 - Physical Examination
- 160.01 - On-Duty Injuries
- 160.02 - Physical Examination, Workers Compensation
- 160.03 - Health Screening for Firearms Instructors
- 160.04 - General Health

LIGHT DUTY

- 161.00 - Temporary Light Duty
- 161.01 - Guidelines
- 161.02 - Restrictions
- 161.03 - Request for Assignment to Temporary Light Duty
- 161.04 - Independent Medical Examination

- 161.05 - Assigned Light Duty Positions
- 161.06 - Pregnant Officers

INFECTIOUS DISEASE

- 162.00 - Infectious Disease
- 162.01 - Route of Transmission
- 162.02 - Infectious Disease Control Responsibilities
- 162.03 - Glossary And Definitions
- 162.04 - Job Classifications

BLOOD BORNE PATHOGENS EXPOSURE CONTROL PLAN

- 163.00 - Overview
- 163.01 - Exposure Determination
- 163.02 - Methods of Compliance
- 163.03 - Containers
- 163.04 - Managing and Handling Sharp Items
- 163.05 - Management of Contaminated Equipment
- 163.06 - Supplies
- 163.07 - Personal Protective Equipment
- 163.08 - Use of Personal Protective Equipment
- 163.09 - Custody Procedure
- 163.10 - Infectious Disease Information Disclosure
- 163.11 - Hand Washing and Other General Hygiene Measures
- 163.12 - Prohibited Activities
- 163.13 - Hepatitis "B" Vaccination Procedure
- 163.14 - Procedures for Evaluation and Follow-Up of Exposure Incidents
- 163.15 - Employee Training
- 163.16 - Record Keeping Procedures
- 163.17 - Confidentiality of Medical Records
- 163.18 - Training Records

VOLUNTARY PHYSICAL FITNESS PROGRAM

- 164.00 - Voluntary Physical Fitness
- 164.01 - Fitness Coordinator
- 164.02 - Assessment Committee
- 164.03 - Physical Assessment
- 164.04 - Exercises Measured
- 164.05 - Incentive/Award
- 164.06 - Forms
- 164.07 - Exercise Room
- 164.08 - LawFit Course

GRIEVANCE PROCEDURE

- 170.00 - Grievance Procedure
- 170.01 - Grievance Procedure Coordination

EARLY WARNING SYSTEM

- 171.00 - Early Warning System
- 171.01 - Supervisory Role
- 171.02 - Remedial Action
- 171.03 - Office of Professional Standards
- 171.04 - Reporting Requirements
- 171.05 - Program Administration

DISCIPLINARY PROCEDURES

- 172.00 - Discipline and Professional Standards
- 172.01 - Disciplinary System
- 172.02 - Training as a Function of Discipline
- 172.03 - Counseling as a Function of Discipline
- 172.04 - Disciplinary Actions
- 172.05 - Appeals Process
- 172.06 - Supervisory Role and Authority
- 172.07 - Employee Dismissal
- 172.08 - Disciplinary Records

EMPLOYEE RECOGNITION AND AWARDS

- 173.00 - Awards Committee Membership
- 173.01 - Committee Meetings
- 173.02 - Nominations
- 173.03 - Award Recommendations
- 173.04 - Awards and Citations
- 173.05 - Auxiliary Officers
- 173.06 - Award Recipient Recognition and Award Record Keeping