



WRITTEN DIRECTIVE	No.	PD14-0104	Page:	1 of 16	
	Subject:	Effective	01-15-14		
	DEPARTMENT ORGANIZATION AND STRUCTURE	Date:			
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I Purpose

The purpose of this directive is to establish and delineate the organizational structure of the Lynchburg Police Department.

II. Policy

It shall be the policy of the Lynchburg Police Department to have a formal organizational structure by which the functions of all components are arranged, defined, directed and coordinated.

III. Procedure

1.2.1

A. AUTHORITY

1. Sworn police officers:

a. Are delegated with the authority to enforce all laws and statutes of the Commonwealth of Virginia and codes of the City of Lynchburg as stated under Section 15.2-1704 of the Code of Virginia and the Code of Ordinances for the City of Lynchburg (authorized by the Acts of Assembly 1928, as amended), Chapter 31.

1.1.1

b. Will, prior to assuming sworn status, take an oath of office to enforce the law and uphold the Constitution of the United States of America and the Commonwealth of Virginia.

33.4.1

c. Will, prior to any routine assignment in which they are allowed to carry a firearm or are in a position to effect an arrest, except as part of a formal training program:

1) complete an approved Commonwealth of Virginia basic law enforcement training program, and

2) receive training in department policy on use of force, as outlined in PD-0602, *Use of Force*.

2. Animal Wardens:

a. Are delegated with the limited authority to enforce the statutes of the Commonwealth of Virginia and the codes of the City of Lynchburg relating to animals as stated by Code of Virginia 3.2-6555 and Lynchburg City Code Article I, section 7-1.

1.1.1

- b. Will take an oath of office to enforce the animal control law and uphold the Constitution of the United States of America and the Commonwealth of Virginia.
 - c. As the result of their limited and unique job responsibilities, are not held to the same enforcement and training standards as sworn police officers. Animal wardens have their specific enforcement and training responsibilities outlined in SO-0200, *Animal Control*.
3. Special Conservators of the Peace or Special Police Officers:
- a. Are delegated with specific authority by the circuit court according to Section 19.2-13 of the Code of Virginia or by Lynchburg City Charter Sec. 39d., to perform only those powers, functions, duties and responsibilities authorized within the geographic limitations as defined by the court.
 - b. Are authorized to perform only those specific job responsibilities as authorized by the Circuit Court and the Lynchburg Police Department.
 - c. As the result of their limited and unique job responsibilities, are not held to the same enforcement and training standards as sworn police officers. Special Conservators of the Peace or Special Police Officers have their specific enforcement and training responsibilities outlined in SO-0202, *Special Conservators of the Peace*.
 - d. Receive training in department policy on use-of-force, as outlined in PD-0602, *Use of Force*.

22.2.2

4. The aforementioned employees will be provided with liability protection for lawful actions or omissions directly related to their law enforcement function.

B. SUCCESSION OF COMMAND

12.1.2 A

1. In the event of a planned absence, the Chief of Police will issue a *Memorandum* designating an Acting Chief of Police.
2. In the event time and circumstances will not allow a *Memorandum* to be issued, the position of Acting Chief of Police shall be assumed according to the following order of succession:
 - a. the Deputy Chief of the Field Operations Bureau, or in his absence
 - b. the Deputy Chief of the Investigations and Administration Bureau, or in his absence
 - c. the field operations supervisor as designated in FO-0101, *Succession of Command*.
3. The Acting Chief of Police will have authority and accountability commensurate with that position.
4. Each bureau, division and unit supervisor within the Lynchburg Police Department shall be responsible for the succession of command within their respective component.

C. DELEGATION OF AUTHORITY

11.2.1

1. Organizational components are established so that each employee reports to and is accountable to only one supervisor.

11.2.2

2. Each organizational component shall be under the direct command of only one supervisor.
3. The *span of control* for an individual supervisor shall be limited to the number of employees that can be effectively supervised.
 - a. The span of control for each supervisor shall be determined by the nature of the work involved and the employees performing the work.
 - b. An individual supervisor's span of control will generally not exceed ten employees.

11.3.1 A

4. Employees assigned to specific duties will be:

11.3.1 B

- a. granted commensurate authority to effectively execute the delegated task.
- b. held accountable for proper execution of the delegated task.

11.3.2

5. Each level of supervision shall be accountable for the performance of subordinates under that immediate supervision, as well as the proper execution of all duties assigned to that command level.
 - a. Each employee will be accountable for the use of delegated authority.
 - b. Acts performed without proper authority, authority improperly exercised and failure to exercise authority may be cause for disciplinary action.

12.1.3

6. Any lawful order from a supervisor to a subordinate shall be obeyed.
 - a. Any lawful order from a supervisor that is relayed to an employee by another employee of the same or lesser rank will be obeyed as if given directly by the originating supervisor.
 - b. In the event that an employee receives conflicting orders from supervisors, the employee shall advise the supervisor issuing the last order of the conflict.
 - c. If the conflict is not resolved at that point, the employee shall obey the last order issued and shall not be considered disobedient of the order previously issued.
 - d. In the event that an employee receives an order to perform some act or function that the employee believes is unlawful:
 - 1) The employee shall, whenever possible, immediately advise the supervisor issuing the order of the employee's interpretation of that order.
 - a) If the conflict is not resolved at that point, the employee shall not be required to obey an order believed to be unlawful.

- b) As soon as possible after any incident of this type, the involved supervisor and employee will meet with the next supervisory level in the chain of command to review and attempt to resolve the issue.
- 2) If the employee has reason to believe that the supervisor's order was a deliberate attempt to intentionally commit an unlawful act, the employee shall report the incident as an allegation of misconduct according to procedures set forth in department policy PD-1601: *Internal Investigations*

D. COMMAND PROTOCOL

12.1.2 B / 12.1.2D

1. Each operational activity shall come under the command of a single individual, with the particular command assignment being based upon situation, rank and expertise of employees involved.
2. An employee of lesser rank may be designated as being in command of higher ranking employees during the completion of certain operations.

12.1.2 C

3. Inter-bureau operations:
 - a. In the event that employees from different bureaus are utilized, overall command responsibility belongs to the unit requesting or receiving the assistance.
 - b. For example, in a situation involving a patrol division receiving assistance on a surveillance from Narcotics/Vice Unit officers, the patrol supervisor will assume command responsibility.
4. Intra-bureau operations:
 - a. In the event that employees from a particular unit are utilized to supplement a primary unit in the same bureau, overall command responsibility belongs to the primary unit.
 - b. For example, should Criminal Investigations Division officers of Unit "A" assist Unit "B" officers in an investigation, command responsibility would fall to the "B" Unit supervisor.

12.1.2 B / 46.2.1 B,C

5. Tactical Unit operations:
 - a. In the event that the Tactical Unit is used to assist in a *pre-planned operation* conducted by another unit:
 - 1) Overall command responsibility for the operation will belong to the unit receiving assistance
 - 2) Command responsibility for specific, high risk functions performed by Tactical Unit officers (certain building entries or vehicle stops, approaching barricaded persons, etc.) will belong to the Metro Division Captain.

- b. In the event that the Tactical Unit is *called out in response to a critical incident* (e.g. hostage or barricaded person situation, etc.), the Metro Division Captain will normally assume command responsibility for the incident.
6. In situations where another jurisdiction requests the assistance of Lynchburg Police Officers:
 - a. Authorization for such assistance must be granted by the appropriate bureau, division or unit supervisor.
 - b. In such situations, the supervisor granting authorization will ensure that necessary supervisory personnel are also dispatched to the scene.
 - c. The ranking Lynchburg Police Department supervisor at the scene will be in direct command of Lynchburg Police Department employees.
 - d. The only *exception* to this procedure will be when other means of supervision have been previously arranged between the jurisdictions (see *Regional Mutual Aid Agreement*).

12.1.4

E. DEPARTMENTAL MEETINGS

1. The Chief of Police, at his discretion, will conduct a weekly staff meeting with the Deputy Chiefs and the Professional Standards Captain for purposes of:
 - a. discussing matters of departmental information or concern
 - b. coordinating departmental components in ongoing and upcoming activities.
 - c. planning
2. The Chief of Police will conduct a monthly Divisional Meeting with the Command Staff, Division Captains and the Crime Analyst for the purposes of discussing:
 - a. crime trends,
 - b. organizational issues.
3. Each of the Deputy Chiefs will, at their discretion, conduct a weekly staff meeting with the Division Captains under his command for purposes of:
 - a. discussing bureau-related matters presented during staff meetings with the Chief of Police
 - b. coordinating bureau components in ongoing and upcoming activities.
 - c. planning
4. Each division/unit supervisor will conduct regular meetings with the employees under their command, for purposes of:
 - a. discussing division/unit-related matters originating in the departmental and bureau staff meetings

- b. coordinating division/unit components in ongoing and upcoming activities.
- c. planning.

F. OFFICE OF THE CHIEF OF POLICE: ORGANIZATION

1. The Office of the Chief of Police is responsible for functions relating to the overall administration of the Lynchburg Police Department.
2. The Office of the Chief of Police consists of the following components and positions:
 - a. Chief of Police, with powers and duties as follows:
 - 1) to act as the Chief Executive Officer of the Lynchburg Police Department, with authority over and responsibility for the management, direction and control of agency administration and operations
 - 2) to promptly execute all directives of the City Manager and issue such orders to the police department as may be required for efficient operation
 - 3) to organize, direct and control all resources of the department for the efficient discharge of duties, to include:
 - a) preservation of the peace
 - b) protection of persons and property
 - c) observation and enforcement of all state laws and city ordinances
 - b. Administrative Assistant, with responsibilities as follows:
 - 1) assisting the Chief of Police with correspondence
 - 2) performing other related duties, as directed by the Chief of Police.
 - c. Professional Standards Captain, with responsibilities as follows:
 - 1) managing, directing and controlling the department's planning and inspections function, including the following:
 - a) preparing and monitoring the department budget
 - b) applying for and overseeing grants to the department
 - c) coordinating assigned planning and research projects
 - d) applying for and overseeing asset forfeiture funds
 - 2) supervising the Administrative Units and Associates assigned to him, with responsibilities as follows:
 - a) payroll preparation, monitoring and reporting,

15.1.1

- b) accounts payable,
 - c) budget preparation, monitoring and reporting,
 - d) liaison with vendors, City Offices of Finance, Budget and Procurement, etc.
 - e) transcribing departmental purchase requisitions
 - f) verifying bid requests for purchase orders, in accordance with police budget guidelines
 - g) preparing vendors' payments for services received
 - h) maintaining a daily record of departmental expenditures and encumbrances
 - i) preparing and distributing departmental payroll
- 3) supervising the Professional Standards Unit with responsibilities as follows:
- a) maintaining and investigating complaints involving LPD personnel
 - b) handling Freedom of Information requests
 - c) other related duties as directed by the Chief of Police.
- 4) supervising the Records Unit, with responsibilities as follows:
- a) indexing, processing, maintaining and retrieving of reports, records and registrations necessary for the efficient functioning of the department
 - b) conducting records checks and collection of funds received for the various services provided to the public
- 5) supervising the Administrative Division Lieutenant, with responsibilities as follows:
- a) providing operational and administrative support to other organizational components as needed
 - b) maintaining the directives/policies of the agency as directed by the Chief of Police
 - c) serving as the CALEA Accreditation Manager keeping and maintaining current law enforcement accreditation files.
 - d) supervising the Property and Evidence Coordinators, with responsibilities as follows:
 - i) maintenance and security of the Property and Evidence area.

- ii) control, storage and final disposition of all evidence, recovered or found property held by this department.
- e) serving as the Department's primary Public Information Officer
- 6) supervising the Equipment and Supply Coordinator, with responsibilities as follows:
 - a) maintenance and security of the Equipment and Supply area
 - b) requisitioning, accountability, storage, maintenance and issuing of:
 - i. personal-wear items including uniforms,
 - ii. equipment,
 - iii. office supplies,
 - iv. other expendable items used by this department.
- 7) supervising the Vehicle Fleet Manager, with responsibilities as follows:
 - a) maintaining vehicle inventory.
 - b) coordinating vehicle repairs, maintenance and warranty services.
 - c) conducting periodic, random inspections of fleet vehicles.
- 8) performing other related duties, as directed by the Chief of Police.

G. FIELD OPERATIONS BUREAU: ORGANIZATION

1. The Field Operations Bureau, under the direction of a Deputy Chief, is the uniformed component of the Lynchburg Police Department.
2. The Field Operations Bureau consists of the following positions and components:
 - a. Administrative Assistant, with responsibilities as follows:
 - 1) assisting the Field Operations Bureau Deputy Chief with correspondence.
 - 2) performing other related duties, as directed by the Field Operations Bureau Deputy Chief.
 - b. Metro Division Captain with responsibilities as follows:
 - 1) supervising the Traffic Safety Unit with responsibilities as follows:
 - a) investigating motor vehicle accidents involving personal injury, fatalities and serious property damage.
 - b) public education and information regarding traffic safety.

- c) planning, analysis, monitoring, and coordination of the department's traffic function.
- 2) supervising the part-time Tactical Unit and part-time Crisis Negotiations Team with responsibilities as follows:
 - a) hostage and barricaded person incidents.
 - b) high-risk warrant service.
 - c) special event and assignment responsibilities, as directed.
 - d) special enforcement.
- 3) supervising the Metro Platoon officers with responsibilities as follows:
 - a) normal patrol duties to include responding to calls for service during roll call sessions of other divisions
 - b) assisting with Patrol Training Officer (PTO) Program.
- 4) supervising the Planning Lieutenant with responsibilities as follows:
 - a) supervising the Crime Analyst / Report Review Officer, with responsibilities as follows:
 - i) reviewing crime/incident reports for classification, accuracy and completeness.
 - ii) distributing such reports to appropriate recipients
 - iii) performing crime analysis functions and submitting related reports.
 - iv) other duties as assigned.
 - b) supervising the Community Policing Officers
 - c) supervising the Information Desk, with responsibilities as follows:
 - i) operating the department's Information Desk
 - ii) coordinating the department's warrant service function
 - iii) coordinating the Police Cadet training program
- c. North and South Patrol Division Captains with responsibilities as follows:
 - 1) supervising their respective patrol division platoons
 - 2) safeguarding the community through the prevention of crime, suppression of criminal activity, apprehension of criminals and preservation of the peace.

- 3) conducting preliminary criminal investigations and providing traffic law enforcement, including accident investigations when necessary.

H. INVESTIGATIONS AND ADMINISTRATION BUREAU: ORGANIZATION

1. The Investigations and Administration Bureau, under the direction of a Deputy Chief, is responsible for the continuing investigation of felonies and other serious incidents, and for the preparation of such cases for prosecution. The Bureau also provides operational and administrative support to other organizational components.
2. The Investigations and Administration Bureau consists of the following positions and components:
 - a. The Administrative Assistant will have primary responsibility for:
 - 1) assisting the Investigation and Administration Bureau Deputy Chief with correspondence.
 - 2) performing other related duties, as directed by the Investigation and Administration Bureau Deputy Chief.
 - b. The Criminal Investigation Division A & B units with responsibilities as follows:
 - 1) investigating crimes committed against persons, such as homicide, robbery, malicious wounding and sex offenses,
 - 2) investigation of crimes committed against property, such as burglary and motor vehicle theft
 - 3) investigating financial crime and internet crime
 - 4) ensuring at least one Detective is trained as a Juvenile Specialist for the purpose of investigating crimes involving juveniles, both as victims and as suspects.
 - 5) ensuring at least one Detective is trained as a Domestic Violence Specialist for the purpose of investigating crimes related to domestic violence.
 - c. The Crime Scene Unit, with responsibilities as follows:
 - 1) providing technical and laboratory functions related to police photography.
 - 2) processing crime scenes and physical evidence, upon request.
 - 3) assisting members of this agency with the collection, preservation and submission of evidence to state forensic laboratories.
 - 4) other related duties, as directed by the Deputy Chief of the Investigations and Administration Bureau.

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- d. The Narcotics/Vice Unit, with the following responsibilities:
 - 1) enforcing vice, gambling, alcoholic beverage and narcotics laws and ordinances.
 - 2) conducting investigations of drug-related offenses.
 - 3) conducting investigations into unlawful activities by members of organized groups or associations that are engaged in:
 - a) or promoting extortion, theft, fencing, loan sharking, labor racketeering, or any offense for profit; *or*
 - b) supplying illegal goods and services such as gambling, pornography, prostitution, illegal trafficking in controlled substances, liquor or weapons, *or*
 - c) other unlawful conduct that may include the illegal use of force, fraud, bribery, or corruption.
 - 4) gathering, compiling and dissemination of intelligence information relating to:
 - a) organized criminal activities.
 - b) subversive activities.
 - c) vice activities.
 - d) terrorism.
 - e) civil disorders.
 - 5) maintaining liaison with other similar units of local county, state and federal governments
 - 6) other related duties, as directed by the Investigations and Administration Bureau Deputy Chief.
- e. Special Operations Division, which includes
 - 1) the Crime Prevention Unit, with responsibilities as follows:
 - a) The Community Relations personnel responsible for:
 - i) coordinating crime prevention programs and activities.
 - ii) establishing and coordinating neighborhood watch programs.
 - iii) performing residential and business building security surveys.
 - iv) maintaining the department-related news articles file.
 - b) School Resource Officers responsible for:

- i) administering appropriate crime prevention and educational courses in their respective schools.
 - ii) assisting the community relations personnel with duties as directed by the Crime Prevention Unit Lieutenant.
- 2) The Personnel & Training Unit, with responsibilities as follows:
 - a) the recruitment process.
 - b) the applicant selection process.
 - c) internal and external training for department employees.
 - d) the volunteer and student intern programs.
 - e) other related duties, as directed by the Investigations and Administration Bureau Deputy Chief.
- 3) The Training Lieutenant with responsibilities as follows:
 - a) Supervising the Off-Duty Assignment Coordinator
 - a) maintenance, scheduling, and security of the LPD firing range
 - b) scheduling and coordinating firearms qualifications
 - b) planning of special events and coordinating off-duty requests
- 4) The Street Crimes Unit (to include the K-9 Officers), with responsibilities as follows:
 - a) conducting investigations of street-level, drug-related offenses
 - b) enforcing laws and ordinances in identified areas of high criminal activity
 - c) providing K-9 assistance to other department personnel and external law enforcement agencies
- 5) The Gang Unit (part-time), with responsibilities as follows:
 - a) enforcing gang-related laws and ordinances
 - b) gathering, compiling, and disseminating intelligence information relating to local gang activity
 - c) conducting investigations of gang-related offenses
 - d) educating the public on gang-related issues and topics
- 6) Animal Control and Wildlife Management personnel, with responsibilities as follows:

- a) The Animal Control Unit, which has responsibility for:
 - i) responding to citizen complaints regarding animals.
 - ii) enforcing local animal control ordinances.
 - iii) performing other related duties, as directed.
 - b) The Wildlife Management Section, which has responsibility for:
 - i) responding to citizen concerns regarding non-domesticated animals.
 - ii) educating the public in methods of protecting their property from non-domesticated animals.
 - iii) devising, coordinating, and implementing plans of action for solutions of nuisance non-domesticated animal problems.
 - iv) performing other related duties, as directed.
- 43.1.6 f. Computer Operations, with responsibilities as follows:
- 1) providing automated data processing support to other department components.
 - 2) developing, designing and implementing electronic data processing systems and related programs.
 - 3) compiling and submitting statistics required by the National Incident Based Reporting System (NIBRS).
 - 4) maintaining the police network
 - 5) providing computer inventory and support
 - 6) other related functions, as directed by the Investigations and Administration Bureau Deputy Chief.

I. CHAIN OF COMMAND

- 1. The established chain of command shall be utilized by all employees of the department to facilitate the flow of information through the organizational structure in a timely and uniform manner.
- 2. The chain of command may be bypassed only when:
 - a. immediate action is necessary in the absence of the person being bypassed, *or*
 - b. when otherwise authorized by written directive or policy.
- 3. The organizational structure of the department shall be documented in chart form and posted on the LPD server for access by all employees.

4. The following are the established lines of authority for sworn officers of this department:
 - a. City Manager:
 - 1) appoints the Chief of Police and such number of police employees as nominated by the Chief of Police and authorized by City Council
 - 2) controls the police department for purposes of:
 - a) enforcing the peace.
 - b) executing the laws of the state and the ordinances of the city.
 - b. Chief of Police:
 - 1) holds the rank of Colonel and is in direct charge of the Lynchburg Police Department, subject to the supervision and control of the City Manager
 - 2) exercises command over all employees within the police department and shall have the powers and duties listed in III, F, 2-a of this directive.
 - 3) for purposes of comparison, this rank will be considered the same as that of the Chief Executive Officer of a local law enforcement agency.
 - c. Deputy Chiefs of Police:
 - 1) hold the rank of Major and are responsible for their respective bureau.
 - 2) report directly to the Chief of Police.
 - 3) may, in the absence of the Chief of Police become Acting Chief of Police in accordance with section III, B, 1-3 of this directive.
 - d. Professional Standards Commander:
 - 1) holds the rank of Captain and is responsible for position-related functions.
 - 2) reports directly to the Chief of Police.
 - 3) supervises the internal investigations function, Fleet Manager, and the Administrative Associates performing Payroll, Accounts, Records, Property and Evidence, and Equipment & Supply functions.
 - e. Division Captains:
 - 1) are responsible for the management of their respective component.
 - 2) are subordinate to their Major.
 - 3) may, in the absence of the Major, become Acting Deputy Chief as necessary.
 - f. Unit, or Section Lieutenants:

- 1) are responsible for their respective unit, or section.
 - 2) are subordinate to their Deputy Chief and Division Captains.
 - 3) may, in the absence of the Division Captain, become acting Division Captain as necessary.
- g. Sergeant:
- 1) subordinate to their Division Captain and/or Section Lieutenant.
 - 2) performs assigned duties as pertinent to the effective operation of their current assignment.
 - 3) act as unit or section supervisor
- h. Senior Specialist Police Officer
- 1) subordinate to their division, unit or section supervisor
 - 2) performs assigned duties as pertinent to the effective operation of their current assignment.
 - 3) May act as unit or section supervisor when so designated
- i. Senior Police Officer
- 1) Subordinate to their division, unit or section supervisors
 - 2) performs assigned duties as pertinent to the effective operation of their current assignment.
 - 3) May act as unit or section supervisor when so designated
- j. Police Officer
- 1) Subordinate to their division, unit or section supervisors
 - 2) performs assigned duties as pertinent to the effective operation of their current assignment.
- k. Recruit Police Officer
- 1) a non-sworn position subordinate to the Personnel & Training Lieutenant
 - 2) performs assigned duties while learning and meeting requirements to become certified as a police officer including attending basic law enforcement training.
- j. Information Systems Coordinator:
- 1) supervises employees and manages activities within the Computer Operations Unit of the Investigations and Administration Bureau.

2) subordinate to the Investigations and Administration Bureau Deputy Chief.

k. Office Supervisor:

1) supervises employees and manages activities within the Records Unit of the Professional Standards Division.

2) subordinate to the Professional Standards Captain.

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l. Police Cadet:

1) the police cadet position will be utilized primarily to develop potential police recruits through exposure to police department functions.

2) will be subordinate to the supervisor of the unit they are assigned.

3) the police cadet will have no police powers or authority to arrest.

Original Signed

Parks H. Snead
Chief of Police

January 15, 2014

Date