

Chapter 2 - Organization and Administration

Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

This general order establishes the organizational structure of the Department and defines general responsibilities of department members.

200.2 GENERAL ORDER

The Falls Church Police Department will implement and maintain an organizational structure that provides clear and identifiable roles for command, control and guidance of the Department. Each position and assignment has clearly identified responsibilities and a defined chain of command.

200.3 DIVISIONS

The Chief of Police is responsible for administering and managing the Falls Church Police Department. There are three divisions in the Department:

- Administrative Division
- Operations Division
- Services Division
- Communications and Training Division

200.3.1 ADMINISTRATIVE DIVISION

The Administrative Division is commanded by a Civilian Administrator, whose primary responsibility is to provide general management, direction and control for the Administrative Division. The Administrative Division consists of technical and administrative services.

200.3.2 OPERATIONS DIVISION

The Operations Division is commanded by a Captain, whose primary responsibility is to provide general management, direction and control for the Operations Division. The Operations Division consists of uniformed patrol, special operations, and the Property Room.

200.3.3 SERVICES DIVISION

The Services Division is commanded by a Captain, whose primary responsibility is to provide general management, direction and control for the Services Division. The Services Division consists of the Criminal Investigation Section, Special Weapons and Tactics team, School Resource Officers, and forensic services.

200.3.4 COMMUNICATIONS AND TRAINING DIVISION

The Communications and Training Division is commanded by a Captain, whose primary responsibilities are to coordinate and conduct all Departmental Trainings, conduct periodic after-action briefings, and to provide general management, direction, and control for the Emergency Communications Center. The Communications and Training Division consists of Emergency Communications Technicians, Public Safety Aides and Crossing Guards, Parking Enforcement, and Animal Control, as well as other duties and assets as assigned by the Chief or their designee.

Falls Church Police Department

General Orders Manual

General Orders Manual

Organizational Structure and Responsibility

200.4 COMMAND PROTOCOL

200.4.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all members of the Falls Church Police Department. During planned absences, the Chief of Police will designate a Deputy Chief to serve as the acting Chief of Police or perform the executive command function.

Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police or Deputy Chief is as follows:

- (a) Operations Division Commander
- (b) Services Division Commander
- (c) Communications and Training Commander

200.4.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each member shall be accountable to one supervisor at any time for a given assignment or responsibility. Each organizational component of the department is under the direct command of one supervisor. Supervisors are accountable for employees under their immediate supervision. Except where specifically delegated authority may exist by policy or special assignment (e.g., Canine, Bicycle Patrol), any supervisor may temporarily direct any subordinate if an operational necessity exists. Members should proceed directly up the chain of command for resolution should they believe that they received conflicting or unlawful orders.

200.5 AUTHORITY AND RESPONSIBILITIES

Each member may be assigned additional duties and responsibilities. Each member is delegated the authority necessary to effectively execute those responsibilities. Each member will also be held accountable for the appropriate application of that delegated authority.

200.6 OPERATIONAL AUDITS

Division Commanders are responsible for ensuring that line and staff inspections are conducted for reviewing and evaluating the operations of programs under their command. The focus of the inspections should include adherence to the Department's goals and mission statement, policies and procedures, and performance targets, as well as adequacy of resources and staffing or other subject matter as directed by the Chief of Police or the authorized designee.

- (a) Line inspections should be conducted at least annually by personnel who supervise the program being inspected and include:
 1. Announced or unannounced inspections of facilities, equipment, uniforms, procedures and performance capabilities.
 2. An assessment of compliance with the program's goals, mission, policies and procedures, and target performance levels.
 3. A written report noting any serious or recurring deficiencies.
 4. A written plan to correct any identified deficiencies.

Falls Church Police Department

General Orders Manual

General Orders Manual

Organizational Structure and Responsibility

- (b) Staff inspections should be conducted at least every three years at the direction of the Chief of Police by personnel who do not directly supervise the program being inspected and include:
1. Announced formal inspections of facilities, equipment, uniforms, procedures and performance capabilities.
 2. An assessment of compliance with the program's goals, mission, policies and procedures, and target performance levels.
 3. A written report of the program's performance level, including notation of any serious or recurring deficiencies.
 4. A written plan to correct any identified deficiencies.

Summary reports of staff and line inspections shall be forwarded through the chain of command to the Chief of Police or the authorized designee.

200.7 DEPARTMENT GOALS AND OBJECTIVES

The Chief of Police or the authorized designee should establish goals and objectives for the Falls Church Police Department. The plan should specify a time period and should include, but is not limited to:

- Long-term goals and operational objectives.
- Anticipated workload and staffing needs.
- Capital improvement, equipment and supply needs.
- Provisions for implementation, progress assessment and revision as needed.

Goals and objectives should be reviewed annually by the Chief of Police or the authorized designee and updated as required.

Division Commanders are responsible for the planning and research function. This function is essential to effective agency management and includes careful research of operational alternatives and the planning of future programs. Division Commanders should ensure that goals and objectives for their assigned Divisions are established, assessed for progress, reviewed and updated annually, and distributed to all affected members.

Standing Orders

201.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for issuing Standing Orders.

201.2 POLICY

Standing Orders will be used to modify policies of the Falls Church Police Department when an immediate need to adapt a policy or procedure exists, in order to best meet the mission of the Department. Applicable law, City policy and rules should be considered before a Standing Order is issued.

201.3 PROTOCOL

Standing Orders will be incorporated into the General Order Manual, as required, upon approval. Standing Orders will modify existing policies or create a new policy as appropriate and will be rescinded if incorporated into the General Order Manual.

The Administrative Division Commander or the authorized designee should ensure that all Standing Orders are disseminated appropriately. Standing Orders should be numbered consecutively and incorporate the year of issue. All members will be notified when a Standing Order is rescinded or has been formally adopted into the General Order Manual.

201.4 RESPONSIBILITIES

201.4.1 COMMAND STAFF

Command staff shall periodically review Standing Orders to determine whether they should be formally incorporated into the General Order Manual and, as appropriate, will recommend necessary modifications to the Chief of Police.

201.4.2 CHIEF OF POLICE

Only the Chief of Police or the authorized designee may approve and issue Standing Orders.

201.5 ACCEPTANCE OF DIRECTIVES

All members shall be provided access to the Standing Orders. Each member shall acknowledge that he/she has been provided access to and has had the opportunity to review the Standing Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions they do not fully understand.

Emergency Operations Plan

202.1 PURPOSE AND SCOPE

This policy clarifies the role of the Falls Church Police Department and responsibilities of its members pertaining to large scale emergencies and the Commonwealth of Virginia Emergency Operations Plan.

202.2 POLICY

The Falls Church Police Department will prepare for large-scale emergencies within and outside its jurisdiction through planning and mutual cooperation with other agencies (Va. Code § 44-146.19).

The City Emergency Operations Plan complies with the Commonwealth of Virginia's Emergency Operation Plan. This plan provides guidance for City emergency operations within and outside its borders as may be required.

202.2.1 FALLS CHURCH CODES/ORDINANCES

An emergency management organization has been established by the City of Falls Church. This ordinance has been approved by the City Council (Va. Code § 44-146.19).

202.3 DEPARTMENT RESPONSIBILITIES

The Department shall execute and enforce the orders, rules and regulations issued pursuant to the Emergency Operations Plan (Va. Code § 44-146.26).

202.4 ACTIVATING THE EMERGENCY OPERATIONS PLAN

The Emergency Operations Plan can be activated in a number of ways. For the Falls Church Police Department, the Chief of Police or the highest ranking on-duty supervisor may activate the Emergency Operations Plan in response to a major emergency.

Upon activation of the plan, the Chief of Police or the authorized designee should contact the Virginia Department of Emergency Management (VDEM) to assist with mutual aid response from local, state and federal law enforcement agencies.

202.4.1 RECALL OF PERSONNEL

In the event that the Emergency Operations Plan is activated, all employees of the Falls Church Police Department are subject to immediate recall to service. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or the highest ranking on-duty supervisor.

Failure to promptly respond to an order to report for duty may result in discipline.

202.5 LOCATION OF THE EMERGENCY OPERATIONS PLAN

Copies of the Emergency Operations Plan are available in Administrative Division, the Watch Commander's office, the Emergency Communications Center, the Police Drive, and the Office of Emergency Management. All supervisors should familiarize themselves with the Emergency Operations Plan and the roles members will play when the plan is implemented. The Administrative

Falls Church Police Department

General Orders Manual

General Orders Manual

Emergency Operations Plan

Division Commander should ensure that department members are familiar with the roles they will play when the plan is implemented.

[See attachment: City of Falls Church EOP 2020 - FINAL.pdf](#)

202.6 EMERGENCY OPERATIONS PLAN ASSESSMENT

The Chief of Police or the authorized designee should complete an assessment of the Emergency Operations Plan at least once each year and ensure that the plan conforms to any revisions made by the National Incident Management System (NIMS) and VDEM. The Chief of Police or the authorized designee should appropriately address any needed revisions (Va. Code § 44-146.18).

202.7 TRAINING

The Department should provide annual training on the Emergency Operations Plan for all supervisors and other appropriate personnel. All supervisors should familiarize themselves with the Emergency Operations Plan and personnel responsibilities when the plan is implemented. Training should incorporate a full or partial exercise, tabletop or command discussion.

The Department should participate in any statewide emergency response drills as requested by the Governor of Virginia (Va. Code § 44-146.17:2).

Training

Effective Date:	12/7/21
Revised Date:	5/1/23
Issuing Authority: Chief Mary Gavin	

203.1 PURPOSE AND SCOPE

This general order establishes general guidelines for how training is to be identified, conducted and documented. This general order is not meant to address all specific training endeavors or identify every required training topic.

203.2 POLICY

The Department shall administer a training program that will meet the standards of federal, state, local and the Virginia Department of Criminal Justice Services (DCJS) training requirements. It is a priority of this department to provide continuing education and training for the professional growth and development of its members.

203.3 OBJECTIVES

The objectives of the training program are to:

- (a) Ensure that training is based on a curriculum that includes the most frequent assignments and tasks of law enforcement activities and that appropriate evaluation techniques are used to measure competency of required skills, knowledge and abilities.
- (b) Enhance the level of law enforcement service to the public.
- (c) Increase the technical expertise and overall effectiveness of department members.
- (d) Provide for continued professional development of department members.
- (e) Ensure compliance with DCJS rules and regulations concerning law enforcement training.

203.4 TRAINING PLAN

The training plan should include the anticipated costs associated with each type of training, including attendee salaries and backfill costs. The plan should include a systematic and detailed method for recording and logging of all training for all members.

While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Training Coordinator shall review the entire training plan on an annual basis.

Falls Church Police Department

General Orders Manual

General Orders Manual

Training

The plan will include information on curriculum, training material, training facilities, and scheduling. The plan will address federal, state, and department-required, minimum-mandated training of officers and other members.

203.4.1 GOVERNMENT-MANDATED TRAINING

The following lists, while not all inclusive, identify training that is required under state and federal laws and regulations. Additional required training may be identified in individual policies.

- (a) Federally mandated training:
 - 1. National Incident Management System (NIMS) training
- (b) State-mandated training for officers requires completion of (Va. Code § 9.1-102):
 - 1. No less than 480 hours of academy training, within one year of their appointment, in the following areas (6 VAC 20-20-21; 6 VAC 20-20-40):
 - (a) Professionalism
 - (b) Legal
 - (c) Communication
 - (d) Patrol
 - (e) Investigations
 - (f) Defensive tactics and use of force
 - (g) Weapons
 - (h) Driver training
 - 2. No less than 100 hours of field training within one year of their appointment (6 VAC 20-20-21; 6 VAC 20-20-40).
 - 3. No less than 40 hours of in-service training biennially. Training shall consist of (6 VAC 20-30-30):
 - (a) Two hours of cultural diversity training.
 - (b) Four hours of legal training, which shall include training on new laws and revisions to existing laws that affect the department's responsibilities.
 - (c) 34 hours of career development/elective training.
 - 4. Annual in-service training must be completed by December 31 of the calendar year (6 VAC 20-30-40).
 - 5. Annual DCJS-approved firearms training and qualification (6 VAC 20-30-80).

203.4.2 CIVILIAN PERSONNEL TRAINING

- (a) All newly-appointed civilian personnel will receive the following training:
 - 1. Orientation of the Department's role, purpose, goals, policies and procedures; and any other required pre-service certification, including VCIN certification.
 - 2. Working conditions, rules, and regulations.

Falls Church Police Department

General Orders Manual

General Orders Manual

Training

3. Responsibilities and rights of employees.
 4. Any training or orientation required of all City employees.
- (b) Specialized Civilian Training
1. Newly appointed Emergency Communications Technicians must receive a minimum of 40 hours field training and are required to attend an 80-hour dispatcher basic school within one year of their appointment.
 - (a) Emergency Communications Technicians must receive training required to maintain VCIN certification.
 - (b) The Emergency Communications Supervisor will hold regular meetings with Communications personnel to discuss new policies or procedures and provide training as necessary.
 2. Public Safety Aides will receive training in the legal, safety, and coordinative responsibilities of assignments, including traffic control.
 3. Any other civilian positions, such as Animal Control and administrative personnel, will receive all training necessary for their positions.

203.5 TRAINING COMMITTEE

At the discretion of the Division Commander responsible for Training, the Training Coordinator may establish a Training Committee, on a temporary or as-needed basis, which will assist with identifying training needs.

The Training Committee should be composed of at least three members, with the senior ranking member of the committee acting as the chairperson. Committee members should be selected based on their abilities at post-incident evaluation and at assessing related training needs. The Training Coordinator may remove or replace members of the committee at his/her discretion.

The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to an incident. Specific incidents the Training Committee should review include but are not limited to:

- (a) Any incident involving the death or serious injury of a member.
- (b) Incidents involving a high risk of death, serious injury, or civil liability.
- (c) Incidents identified by the Department to determine possible training needs.

The Training Committee should convene on a regular basis, as determined by the Training Coordinator, to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the Training Coordinator. The recommendation should not identify specific facts of any incidents, such as identities of members involved or the date, time, and location of the incident, but should focus on the type of training being recommended.

The Training Coordinator will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and the

Falls Church Police Department

General Orders Manual

General Orders Manual

Training

available resources. Training recommendations as determined by the Training Coordinator shall be submitted to the command staff for review.

203.6 TRAINING ATTENDANCE

- (a) All members assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences should be limited to:
 - 1. Court appearances.
 - 2. Previously approved vacation or time off.
 - 3. Illness or medical leave.
 - 4. Physical limitations preventing the member's participation.
 - 5. Emergency situations or department necessity.
- (b) Any member who is unable to attend training as scheduled shall notify his/her supervisor as soon as practicable but no later than one hour prior to the start of training and shall:
 - 1. Document his/her absence in a memorandum to his/her supervisor.
 - 2. Make arrangements through his/her supervisor or the Training Coordinator to attend the required training on an alternate date.

203.7 TRAINING RECORDS

The Division Commander in charge of Training is responsible for the creation, filing and storage of all training records to include the type of training, dates/hours attended, instructor/location and members attending. Training records shall be retained in accordance with the established records retention schedule.

The Division Commander in charge of Training shall provide the DCJS with verification that members have met minimum standards.

203.8 TRAINING COORDINATOR

The Chief of Police shall designate a Training Coordinator who is responsible for developing, reviewing, updating, and maintaining the department training plan so that required training is completed. The Training Coordinator should review the training plan annually with the Division Commander responsible for training.

Electronic Mail

204.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the Department.

204.2 POLICY

Falls Church Police Department members shall use email in a professional manner in accordance with this policy, city administrative regulations, and current law (e.g., The Virginia Freedom of Information Act).

204.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

204.4 RESTRICTIONS ON USE OF EMAIL

Messages transmitted over the email system are restricted to official business activities, or shall only contain information that is essential for the accomplishment of business-related tasks or for communications that are directly related to the business, administration or practices of the Department.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the email system is prohibited and may result in discipline.

Email messages addressed to the entire Department are only to be used for official business-related items that are of particular interest to all users. In the event that a member has questions about sending a particular email communication, the member should seek prior approval from a supervisor in his/her chain of command.

It is a violation of this policy to transmit a message under another member's name or email address or to use the password of another to log into the system.. Members are required to log off the network or secure the workstation when the computer is unattended. This added security measure will minimize the potential misuse of a member's email, name or password. Any member who believes his/her password has become known to another person shall change their password immediately.

204.5 EMAIL RECORD MANAGEMENT

Email may, depending upon the individual content, be a public record under the Virginia Freedom of Information Act and must be managed in accordance with the established records retention schedule and in compliance with state law.

The Custodian of Records shall ensure that email messages are retained and recoverable as outlined in the Records Maintenance and Release Policy.

Falls Church Police Department

General Orders Manual

General Orders Manual

Electronic Mail

204.6 EMAIL SIGNATURE

Electronic correspondence shall contain the sender's department-approved signature and electronic communications disclaimer language.

Administrative Communications

205.1 PURPOSE AND SCOPE

This policy sets forth the manner in which the Department communicates significant changes to its membership, such as promotions, transfers, hiring and appointment of new members, separations, individual and group awards and commendations, or other changes in status. This policy also provides guidelines for the professional handling of electronic and non-electronic administrative communications from the Department.

205.2 POLICY

The Falls Church Police Department will appropriately communicate significant events within the organization to its members. Both electronic and non-electronic administrative communications will be professional in appearance and comply with the established letterhead, signature and disclaimer guidelines, as applicable.

205.3 MEMORANDUMS

Memorandums may be issued periodically by the Chief of Police or the authorized designee to announce and document all promotions, transfers, hiring and appointment of new members, separations, individual and group awards and commendations, or other changes in status.

205.4 CORRESPONDENCE

To ensure that the letterhead and name of the Department are not misused, all official external correspondence shall be on City government letterhead. Official correspondence and use of letterhead requires approval of a supervisor. City government letterhead may not be used for personal purposes.

Official internal correspondence shall be on the appropriate department electronic or non-electronic memorandum forms.

Electronic correspondence shall contain the sender's department-approved signature and electronic communications disclaimer language.

205.5 SURVEYS

All surveys made in the name of the Department shall be authorized by the Chief of Police or the authorized designee.

205.6 OTHER COMMUNICATIONS

Standing Orders and other communications necessary to ensure the effective operation of the Department shall be issued by the Chief of Police or the authorized designee (see the Standing Orders Policy).

Supervision Staffing Levels

206.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to ensure that proper supervision is available to meet the needs of the Department and members throughout all Divisions.

206.2 POLICY

The Falls Church Police Department will ensure that proper supervision is available to meet the needs of its members and to achieve the goals of the Department. The needs of its members should be balanced with the needs of the Department for flexibility and discretion in assigning members to meet supervisory needs. While balance is desirable, the paramount concern is to meet the needs of the Department.

206.3 MINIMUM SUPERVISION STAFFING LEVELS

Minimum staffing levels should be established by the Division Commanders for each Division and work group. The supervision staffing levels should support proper supervision, span of control, compliance with any City rule or policy, and activity levels to meet the needs of members and the goals of the Department.

206.3.1 TEMPORARY SUPERVISORS

In order to accommodate training and other unforeseen circumstances, a qualified lower-ranking member may be used as a temporary supervisor in place of a regularly assigned supervisor.

Retired Officer Identification Card

207.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of Falls Church Police Department identification cards to qualified former or retired law enforcement officers under the Law Enforcement Officers' Safety Act (LEOSA) and Virginia law (18 USC § 926C; Va. Code § 9.1-1000).

207.2 POLICY

It is the policy of the Falls Church Police Department to provide identification cards to qualified former or retired officers to facilitate the lawful carrying of concealed weapons by those individuals.

207.3 LEOSA

The Chief of Police may issue an identification card for LEOSA purposes to any qualified former officer of this department who (18 USC § 926C(c)):

- (a) Separated from service in good standing from this department as an officer.
- (b) Before such separation, had regular employment as a law enforcement officer for an aggregate of 10 years or more or, if employed as a law enforcement officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this department.
- (c) Has not been disqualified for reasons related to mental health.
- (d) Has not entered into an agreement with this department where the officer acknowledges that he/she is not qualified to receive a firearms qualification certificate for reasons related to mental health.
- (e) Is not prohibited by federal law from receiving or possessing a firearm.

207.3.1 LEOSA CARD FORMAT

The LEOSA identification card should contain a photograph of the former officer and identify him/her as having been employed as an officer.

If the Falls Church Police Department qualifies the former officer, the LEOSA identification card or separate certification should indicate the date the former officer was tested or otherwise found by the Department to meet the active-duty standards for qualification to carry a firearm.

[See attachment: LEOSA Card.pdf](#)

207.3.2 AUTHORIZATION

Any qualified former law enforcement officer, including a former officer of this department, may carry a concealed firearm under 18 USC § 926C when he/she is:

- (a) In possession of photographic identification that identifies him/her as having been employed as a law enforcement officer, and one of the following:

Falls Church Police Department

General Orders Manual

General Orders Manual

Retired Officer Identification Card

1. An indication from the person's former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement agency to meet agency-established active-duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.
2. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active-duty law enforcement officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.
 - (b) Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.
 - (c) Not prohibited by federal law from receiving a firearm.
 - (d) Not in a location prohibited by Virginia law or by a private person or entity on his/her property if such prohibition is permitted by Virginia law.

207.4 FORMER OFFICER RESPONSIBILITIES

A former officer with a card issued under this policy shall immediately notify the Watch Commander of his/her arrest or conviction in any jurisdiction, or that he/she is the subject of a court order, in accordance with the Reporting of Arrests, Convictions and Court Orders Policy.

207.4.1 RESPONSIBILITIES UNDER LEOSA

In order to obtain or retain a LEOSA identification card, the former officer shall:

- (a) Sign a waiver of liability of the Department for all acts taken related to carrying a concealed firearm, acknowledging both his/her personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of the Department.
- (b) Remain subject to all applicable department policies and federal, state and local laws.
- (c) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.
- (d) Successfully pass an annual criminal history background check indicating that he/she is not prohibited by law from receiving or possessing a firearm.

207.4.2 RESPONSIBILITIES UNDER VIRGINIA LAW

In order to maintain a retired officer identification card with an endorsement to carry a concealed firearm, a retired officer shall (Va. Code § 18.2-308.016):

- (a) Qualify annually with the authorized firearm at a course approved by this department at the retired officer's expense.
- (b) Remain subject to all applicable department policies and federal, state and local laws.
- (c) Not engage in conduct that compromises public safety.

Falls Church Police Department

General Orders Manual

General Orders Manual

Retired Officer Identification Card

207.4 RETIRED OFFICER IDENTIFICATION CARD

The Chief of Police shall issue a retired officer identification card, upon request, to an officer who has retired from this department as a law enforcement officer. In certain circumstances, this card is required to be issued in a format that prevents it from being carried on the person (Va. Code § 9.1-1000).

The retired officer identification card shall include an endorsement to carry a concealed firearm if the retired officer has met the requirements of Va. Code § 18.2-308.016.

If the Department qualifies the retiree, the card may include the date that the retiree was qualified by the Department to carry a firearm in compliance with 18 USC § 926C(d)(1).

[See attachment: Retired Officer's Card.pdf](#)

207.4.1 AUTHORIZATION

Qualified former officers with a retired officer identification card issued by the Department under state law may carry concealed, within this state, any firearm inspected and approved by the Department. The card does not itself authorize a retiree to carry a concealed firearm outside this state. The former officer must also meet state and LEOSA requirements (Va. Code § 18.2-308.014).

207.5 DENIAL, SUSPENSION OR REVOCATION

A LEOSA identification card may be denied or revoked upon a showing of good cause as determined by the Department. In the event that an identification card is denied, suspended or revoked, the former officer may request a review by the Chief of Police. The decision of the Chief of Police is final.

207.6 FIREARM QUALIFICATIONS

The Rangemaster will provide former officers from this department an opportunity to qualify. Written evidence of the qualification and the weapons used will be provided and will contain the date of the qualification. The Rangemaster will maintain a record of the qualifications and weapons used (Va. Code § 18.2-308.016).