

 THE CITY OF NORFOLK POLICE DEPARTMENT	Administrative General Order – ADM-120: Organizational Structure		
	Office of Preparation: Office of Support Services (mar)		
	CALEA: 11.1.1, 11.3.1		
LEGAL REVIEW DATE:	September 10, 2018	PRESCRIBED DATE:	10-01-18
City Attorney:	Heather A. Mullen	City Manager/Director of Public Safety:	James R. Adams
APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:		<i>[Signature]</i>	

Purpose

The purpose of this general order is to define the organizational structure of the Norfolk Police Department.

Policy (CALEA 11.1.1)

The Norfolk Police Department maintains an accepted organizational structure to ensure functional responsibility of specific groups of individuals.

Supersedes:

1. G.O. ADM-120, dated September 15, 2015
2. Any previously issued directive conflicting with this order

Order Contents:

- I. Department Organizational Levels
- II. Organizational Composition

I. Department Organizational Levels (CALEA 11.1.1, 11.3.1)

- A. There are five organizational levels in the Norfolk Police Department, each listed below in descending order of authority and responsibility. Although authority can be delegated and accountability is shared by each employee, responsibility ultimately remains with the supervisor(s) within each organizational level:
1. Police Chief's Office
 2. Bureau
 3. Division/Office
 4. Sector/Unit
 5. Section/Platoon/Squad
- B. Each level will normally be headed by persons holding the following ranks or positions:
1. Police Chief's Office – Chief of Police or Deputy Chief of Police
 2. Bureau – Assistant Chief
 3. Division/Office – Police Captain or civilian managerial employee
 4. Sector/Unit – Lieutenant
 5. Section/Platoon/Squad – Sergeant or Corporal

II. Organizational Composition

- A. Chief of Police
1. Deputy Chief of Police
 2. Office of Professional Standards
 - a) Accreditation
 - b) Internal Affairs
 - c) Risk Management
- B. Deputy Chief of Police
1. Assistant Chiefs of Police
 - a) Field Operations Bureau
 - b) Investigative Services Bureau
 - c) Administrative Services Bureau
 2. Community Relations
 - a) Public Information Office
 - b) Community Engagement
 - c) Special Projects
 - d) Field Command

- e) Community Affairs Section
- C. The three bureaus of the department contain the following divisions, units and sections respectively, organized as follows:
1. Field Operations Bureau – The Field Operations Bureau is responsible for providing 24-hour service to the public. This includes, but is not limited to, the preservation of peace, prevention of crime, protection of the rights, property and safety of the public, apprehension of criminals, and enforcement of City ordinances and State laws.
 - a) First Patrol Division
 - b) Second Patrol Division
 - Animal Protection Unit
 - c) Third Patrol Division
 - d) Homeland Security Division
 - (1) Harbor Patrol Unit
 - (2) K-9 Unit
 - (3) Special Operations Team
 - Bomb Squad
 - (4) Traffic Unit
 2. Investigative Services Bureau – The Investigative Services Bureau has the primary responsibility for investigating: all felonies, with the exception of arson, all police involved shootings and allegations of criminal conduct by departmental personnel, and any other matter assigned by the Chief of Police.
 - a. Criminal Intelligence Unit
 - Crime Analysis Section
 - b. Detective Division
 - (1) Property Crimes Unit
 - (2) Special Crimes Unit
 - (3) Violent Crimes Unit
 - (4) Gang Suppression Unit
 - c. Vice and Narcotics Division
 - (1) Narcotics Unit
 - (2) Special Investigations Unit
 3. Administrative Services Bureau – The Administrative Services Bureau has the responsibility to provide operational support to the department and

provide specific services to the public as specified by City ordinance and the Chief of Police.

- a. Facility and Fleet Management
- b. Public Safety Financial Management
- c. Office of Support Services
 - (1) Directives Section
 - (2) Personnel Section
 - (3) Front Desk, Police Administration
- d. Training Division
 - (1) Firearms Section
 - (2) Recruiting Section
 - (3) Training Section
 - (4) CISM (Critical Incident and Stress Management) Section
- e. Central Records Division
 - (1) Central Desk
 - (2) ID Section
 - (3) Property and Evidence Unit
 - (4) Public Service Counter
 - (5) Technical Support Unit
 - (6) Warrant Section
 - (7) Word Process

Attachment:

Norfolk Police Department Organizational Chart

Norfolk Police Department

