



Virginia Law Enforcement Professional Standards Commission **Assessment Report**



Arlington County Police Department
Initial Accreditation

Chief M. Jay Farr

DATES OF ASSESSMENT

April 29-30, 2019

EXECUTIVE SUMMARY

The Arlington County Police Department provides full law enforcement services to the citizens of Arlington County. This agency is a professional law enforcement agency, which is tasked to serve and protect the citizens of the county through general law enforcement, criminal investigations, criminal service, and traffic law enforcement. The County covers 26 square miles and has an estimated population of approximately 225,200 citizens.

TEAM MEMBERS

Team Leader: Kristi N. Kincaid
Title: Office/Accreditation Manager
Employer: Smithfield Police Department
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Kristi Kincaid has worked for the Town of Smithfield in different capacities for 22 years and currently serves as the Office/Accreditation Manager for the Smithfield Police Department. She began her career with the town in 1997 working for the town manager. She assisted the police department when they received their initial accreditation in 2000 and transferred to the police department in 2004 working as the records manager and assistant accreditation manager. In 2012, she was promoted to the Office and Accreditation Manager. Mrs. Kincaid is a Master Assessor and has served on many assessments and mocks for the Virginia Law Enforcement Professional Standards Commission.

Team Member: Chris Hawkins
Title: Operations Captain
Employer: Westmoreland County Sheriff's Office
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Montross, VA 22520
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Chris Hawkins is the Operations Captain for the Westmoreland County Sheriff's Office. In that position he oversees communications, patrol, investigations, and court services. Captain Hawkins has over 28 years of law enforcement experience including his time as a First Sergeant with the Virginia State Police, First Sergeant with the Stafford Sheriff's Office, and as the Chief of Police in the Town of Colonial Beach. Captain Hawkins has served in numerous capacities as a motorcycle officer, field training officer, general instructor, gang instructor, and a NIM's instructor, to name a few. He is a graduate of the National Criminal Justice Command College and serves on many committees and boards. Captain Hawkins serves as a Master Assessor for the Virginia Law Enforcement Professional Standards Commission.

Team Member: Laura Shelton
Title: Accreditation Manager
Employer: Woodstock Police Department
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Woodstock, VA 22664
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laura.shelton@townofwoodstockva.gov

Laura Shelton has worked for the Woodstock Police Department for three years as the accreditation manager. In addition to accreditation, Ms. Shelton serves as the FOIA Officer, records custodian, and oversees the administrative functions of the department. She is also involved with the coordination and planning of the many community outreach events in which the department participates. The Woodstock Police Department began self-assessment phase of accreditation in the 2016 and received their initial accreditation in May of 2018. Ms. Shelton has a background in criminal justice, previously employed by the Department of Juvenile Justice, and volunteered as an auxiliary deputy with the Sheriff's Office. She has participated in a number of mock assessments since beginning with the Woodstock Police Department.

AGENCY INFORMATION

The Arlington County Police Department consists of 472 employees to include; Chief, three Deputy Chiefs, thirteen (13) Captains, twenty-four (24) Lieutenants, six (6) First Sergeants, twenty-seven (27) Sergeants, one-hundred forty six (146) Corporals and Detectives, one-hundred twenty seven (127) Officers and one-hundred one (101) civilian employees.

COMMUNITY INFORMATION

Arlington is an urban county of about 26 square miles located directly across the Potomac River from Washington DC. No incorporated towns or cities lie within Arlington's boundaries. Originally part of the area surveyed for the nation's capital, the portion of the District on the west bank of the Potomac River was returned to the Commonwealth of Virginia by the U.S. Congress in 1846. This area was known as Alexandria City and Alexandria County until 1920 when the county portion was renamed Arlington County.

As of January 1, 2018, Arlington had an estimated population of 225,200, reflecting an increase of 8.5% since 2010. On average, Arlington's population has grown at about 1% per year since 2000. Arlington County population estimates are based on housing unit counts and residential construction activity, which is closely monitored for changes and reported quarterly through the County's development tracking reports. The U.S. Census Bureau also produces estimates at the county level that are higher due in part to the population migration methodology utilized by the U.S. Census Bureau. Historically, Arlington County's estimates are closer than the Census Bureau's estimates to the actual Decennial Census counts.

Arlington's population is forecast to grow to 287,600 persons by 2040. As one of the most densely populated jurisdictions in the country, Arlington continues to support nationally recognized smart growth principles with transit oriented development, concentrating density around transit stations. As of January 1, 2018, Arlington had a population density of 8,729 persons per square mile.

VERIFICATION METHOD

The standard files were assigned by section with one assessor reviewing all ADM files, another assessor reviewing all PER and TRN files, and the team leader reviewing the remaining OPR files. If an assessor determined the agency complied with the applicable standard, the team member completed the standard verification form. No further action would be taken.

When questions arose regarding compliance, the assessor reviewed the file with the other assessors. If consensus could be achieved, the compliance form was completed. If consensus could not be achieved, the assessor conducted further interviews and/or inspections to determine compliance or lack thereof.

If the team was unable to resolve the concerns, the Accreditation Manager was notified of the issue and advised of the corrective action necessary and given the opportunity to amend the file.

Once amended, the assessment team scrutinized the revision(s) and/or amendment(s) to verify compliance.

ASSESSMENT

The assessment began on Monday, April 29, 2019. The team arrived at the Hilton Garden Inn on Sunday, April 28th. Mrs. Kincaid was greeted by Lieutenant Angela Comer to ensure that we checked into our rooms.

On Monday, April 30, the team was greeted by Lieutenant Angela Comer and Assistant Accreditation Manager Jim Page. We were able to walk right next door to the police department where we met the chief and command staff. We began the day with the static display. This display contained the following units: Corporal Vehicle (Marked), presented by Corporal Christopher Martin, Marked Patrol Vehicle with cage presented by Corporal Matthew Rihl, Unmarked Patrol Vehicle and assigned equipment presented by Officer Carly Hirschman, K9 Vehicle and Officer presented by Cpl. Aaron Tingle and Deuce, Motorcycle presented by MPO Adam Stone, motor officer, Watch Commander Vehicle presented by Lieutenant Angela Comer, First Sergeant Paula Brockenborough, SWAT Vehicles (Armored Personnel Carrier, Sprinter Van, and SWAT Truck) presented by Sergeant Aviv Bercovicz, Lt. Albert Kim, and Sergeant Matthew Puia (and various operators, Tactical Operations Center (TOC) trailer, presented by Sergeant John Donaggio, Sergeant Kyle Anderson, and FTO Brett Kooharian, Crisis Negotiation Unit Vehicle presented by Sergeant Stephen Taphorn, Crime Scene Unit Vehicle, presented by MPO Steve Roeseler, Patrol Ballistic Vest, presented by Corporal Matthew Rihl, Prisoner Transport Wagon presented by Corporal Christopher Martin; Auxiliary Unit and Vehicle presented by Auxiliary Lieutenant Heather Hurlock, Police Bicycle presented by Corporal James O'Daniel and Corporal Elizabeth Lennon, Sober Ride Vehicle presented by Corporal James O'Daniel; Recruitment Truck and Trailer presented by Detective Cynthia Garcia, Detective Gary Gleason.

All officers involved in the static display were very professional and seemed to enjoy presenting their part of the display. They answered all questions asked of them by the team without hesitation and were very thorough.

The team was transported back to the Police Department where file review began. Following lunch, Captain Hawkins and Laura Shelton conducted the agency tour while Kristi Kincaid conducted the ride-along. The agency tour was led by Lt. Angela Comer and Mr. Jim Page. Assessors were escorted through the department where they met with commanders of each division and were able to inquire about policy and procedures with regards to their respective responsibilities. All personnel observed/interviewed were professional, knowledgeable and enthusiastic about their duty assignment and the on site assessment. Assessors observed a number of different areas of the department to include records storage and security, the separation of adult and juvenile records, Internal Affairs procedures and security of records, and interview rooms and audio/video technology. The agency tour provided an excellent opportunity for assessors to observe many of the requirements as set forth by the standards.

RIDE ALONG COMPONENT

On Monday, April 29, Kristi Kincaid conducted a ride along with Corporal Brian Reed. Corporal Reed is assigned an unmarked patrol vehicle. This car was equipped with lights, siren, radio and mobile terminal. Corporal Reed was detailed in explaining the usage and function of all equipment assigned to him personally and to the vehicle. During the ride along, Corporal Reed conducted a traffic stop for an individual that ran a red light. He activated his lights and siren as well as his microphone letting the driver know that it was her that he was stopping. Mrs. Kincaid was able to observe Corporal Reed being polite and professional in dealing with the driver as well as the passenger, who were obviously in a hurry to get to the airport. He issued her a written warning letting her know that the light was no right turn on red during the hours of 7:00 am and 7:00 pm and that she had a brake light out. Corporal Reed showed good officer safety at all times.

During the ride along, Mrs. Kincaid asked several questions of Corporal Reed in regards to agency SOP and departmental policies and procedures. Areas discussed and observed included area assignments and rotation, shift schedules and overlap, seatbelt usage, use of the mobile terminal, cell phone usage, accident investigation, pursuit procedures.

Corporal Reed was able to answer all questions in a professional and knowledgeable fashion. He has a full understanding of the department's policy and procedures manual and how operations are conducted.

PROPERTY/EVIDENCE VERIFICATION COMPONENT

On April 29, 2019, a property audit of the evidence room was conducted. Captain LaTasha Chamberlain, Corporal Diane Guenther, Corporal Henry Buchhofer, and Sophia Qader were all present. The agency is in the process of changing to a new software program for evidence tracking and was still undergoing that process during the on-site. Items were pulled to verify accountability and were selected at random by the computer system. Five of each of the following items were pulled: drugs, firearms, jewelry, money, general property. All items were accounted for during the audit, the evidence room was orderly and the above items were separated by type. The rooms had extra security measures and it was apparent that the evidence room personnel ensured that the rooms remained secured. The temporary lockers were run through a Key Watcher System which was very effective. The system tracks everyone who removes a key and maintains a log. The destruction and release process for evidence was also discussed, verified,

and found to be in compliance. It was obvious that the personnel assigned took their positions and responsibilities very seriously and ensured that all rules and regulations were followed.

ASSESSMENT RESULTS

The file management system for accreditation as utilized by the Arlington County Police Department was through Power DMS. Each standard was displayed with the written directives as well as the associated proofs of compliance for each assessment term. The directives and proofs of compliance were marked with visible highlighting and labeling indicating the bullet addressed by the written directive or proof of compliance. Each assessment term had a separate tabbed area, which contained the documents, videos, photographs, memos and/or articles to demonstrate compliance. The folders contained all of the required forms, the pertinent written directive and various proofs of compliance. The required verification forms were marked as in compliance. The assessment team reviewed files containing the 190 standards as promulgated under the process for accreditation by the Virginia Law Enforcement Professional Standards Commission (see chart below).

The following waivers were requested and granted:

OPR.11.01, 11.02, 11.04, 11.05 – The Arlington County Police Department does not operate a courthouse. This is a function of the Sheriff’s Office.

ADM.24.01 – 24.10 – The Arlington County Police Department is not responsible for communications. This is a function that is handled by emergency management.

The following waivers were requested and not granted:

OPR.12.01 – A written directive governs the service of civil process. The agency was able to comply with this standard prior to the team’s arrival.

OPR.12.02 – A written directive requires that the information regarding civil process be recorded and maintained. The agency was able to comply with this standard prior to the team’s arrival.

STATISTICAL EVALUATION OF FILES	
FILES REVIEWED	190
WAIVERS REVIEWED/APPLIED FOR	14
WAIVERS GRANTED	12
NUMBER OF STANDARDS APPLICABLE	178
FILES NEEDING MINOR REPAIR	0
FILES NEEDING MAJOR REPAIR	0
WET INK (only applicable to initial assessments)	0
NUMBER OF FILES NOT IN COMPLIANCE	0
NUMBER OF FILES IN COMPLIANCE	190
NUMBER OF MOCK ASSESSMENTS	2 Full 1 partial

FILE MAINTENANCE

The files presented by the Arlington County Police Department to verify proof of compliance with the accreditation standards were easily navigated and well organized. The files were relatively free of clerical issues, marked appropriately with tabbing and highlighting. The proofs of compliance used in the files were adequate, current and correct.

OVERALL ASSESSMENT OF THE AGENCY

The Arlington County Police Department is a professional agency with excellent administrative leadership. The Team was well received by every member, who always greeted us with friendly smiles and firm handshakes. Chief Farr has a wonderful working relationship and rapport with his personnel. The strength of this agency is obvious, the dedication of the members of this organization to the citizens and to the profession of law enforcement was also readily apparent. It was a pleasure and an honor to lead this assessment. On behalf of the assessment team, I would again like to thank Chief Farr and his staff for their hospitality while hosting us for this process.

Respectfully submitted,

Kristi N. Kincaid

**KRISTI N. KINCAID
TEAM LEADER**