

**PRINCE WILLIAM COUNTY POLICE DEPARTMENT
MANUAL OF GENERAL ORDERS**

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| General Order: 10.03 | Effective: 12/11/2020 | Supersedes: 06/16/2019 | Number of Pages: 2 |
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**DISCIPLINARY ACTION: SPECIFIC LISTING OF POSSIBLE
CONSEQUENCES**

To promote uniformity and fairness in the administration of disciplinary actions, supervisors delegated with authority to recommend discipline will conform to the general guidelines listed in the County Personnel Policy.

A. When a supervisor has identified job performance issues or deficiencies that should be addressed by a member, the supervisor may provide informal guidance, and/or remedial training, as referenced in General Order [10.01 Disciplinary Action: General Guidelines and Authority](#). Such issues may also be addressed in the member's performance evaluation. When these actions do not result in improved performance, or when the violation requires more serious discipline, the following is a specific listing of possible formal disciplinary consequences that may result.

1. Verbal Reprimand.
2. Written Reprimand.
3. Suspension or Disqualification from Off-Duty Details.
4. Suspension or Disqualification from Take-Home Vehicle Program.
5. Loss of Annual Leave.
6. Disciplinary Transfer.
7. Suspension without Pay.
8. Demotion.
9. Disciplinary Probation (may only be imposed in addition to a demotion or suspension).
 - a. Any such disciplinary probation will require monthly reports (submitted through the chain of command) by the involved member's immediate supervisor.
 - b. Any subsequent disciplinary action incurred while the member is on disciplinary probation may result in termination. The probation period begins with the date of the disciplinary memorandum from the Chief of Police.
10. Discharge from Employment.

- B. Any imposed discipline of a Written Reprimand or greater (with the exception of Discharge from Employment) also requires the member be placed on a Performance Improvement Plan (PIP). The PIP must be presented to the member no later than five (5) business days after receiving the discipline, per County Personnel Policy 8.4.7 (h). A copy shall be provided to the Office of Professional Standards.

- C. Generally, serious violations of policy or law, or serious lapses in judgment by exempted (by FLSA definition) employees will result in reassignment, demotion or termination. When suspension without pay or loss of annual leave is imposed on salaried members, the period of time imposed shall be in increments equal to full workdays. In ordering such disciplinary action, the loss of pay and annual leave shall not be combined together to equal the full time.