

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

General Order: 2.01	Effective: 07/02/2020	Supersedes: 07/03/2019	Number of Pages: 8
----------------------------	------------------------------	-------------------------------	---------------------------

DEPARTMENTAL RULES AND REGULATIONS: GENERAL GUIDELINES

- A. The purpose of this order is to set general guidelines for members regarding their duties, behavior, demeanor, carriage and conduct.

- B. The very nature of our police function requires that the Department set forth uniform guidelines governing the day to day action of members. This General Order will provide the necessary guidance for members in putting forth a good public image and at the same time aid the Department in reaching its goals and objectives.

- C. Every member shall familiarize him or herself with, and obey the rules, regulations, General Orders and other directives of the Department.
 - 1. No member shall knowingly or willfully violate the laws of the United States (any state, including the District of Columbia), the Commonwealth of Virginia, the ordinances of any city, county or municipality or any departmental rule or regulation.
 - a. No member shall engage in any criminal, dishonest, immoral or notoriously disgraceful conduct, or other conduct prejudicial to the Department, or conduct or action that brings the Department into disrepute.
 - b. Each Department member has the individual responsibility to intervene and stop any other member from committing an unlawful or unethical act, including, but not limited to, acts of brutality, abuses of process, abuses of authority, and any other criminal acts or related violations of Department rules and procedures. Successful intervention does not negate a duty to report.
 - c. All members shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the Department. Conduct unbecoming a member shall include that which brings the Department into disrepute or reflects discredit upon the member as a member of the Department, or that which impairs the operation or efficiency of the Department or member.
 - d. Members shall avoid regular or continuous associations or dealings with persons who they know, or should know, are persons under criminal investigation or indictment, or who have a reputation in the community or with the Department for present involvement in felonious or criminal behavior, except as necessary in the performance of official duties, or where unavoidable because of other personal relationships of the member.

- e. Members shall not engage in actions that constitute improper demeanor. Improper demeanor is defined by General Order [10.02 Disciplinary Action: Specific Categories of Misconduct](#) (G).
2. No member shall knowingly or willfully disobey or ignore any lawful command of any supervisor, and shall act on such command without delay.
3. No member shall strike or offer any violence to any member of the Department.
4. Members shall not use threatening, abusive or insulting language, nor behave in an insubordinate or disrespectful manner toward any member or citizen.
5. No member shall speak disrespectfully, publicly criticize or ridicule any official action of any member of the Department.
6. No member shall attempt to originate, create, incite, cause or join any mutinous, seditious or rebellious movement within the Department. Any member having knowledge of any such movement shall use their utmost efforts to suppress it and shall, regardless of the success of their efforts, give written notice of the incident to their immediate supervisor as soon as practical.
7. No member shall publicly criticize the actions of any judge, magistrate or other officer of any court.
8. Members shall recognize that Department business is confidential and will not be discussed outside the Department.
 - a. Members shall not disclose confidential and/or sensitive information to any persons except those who may be entitled to such information, or when directed by a supervisor.
 - b. Members will ensure the security of confidential and/or sensitive information. They will also take steps to avoid leaving confidential and/or sensitive written information where it can be viewed by unauthorized individuals.
 - c. Members will not access, use, or disclose any Departmental privileged information or information contained within any law enforcement database for anything other than official law enforcement purposes. Law Enforcement databases include but are not limited to; NCIC, VCIN, RMS, LInX, etc. Any attempt to access, use, or disclose this information for unauthorized purposes constitutes a violation of law and this policy.
 - d. Members shall not give out interviews or make public speeches concerning the confidential policies of the Department without permission from the Chief of Police.

- e. No member of the Department shall write any article or book for publication, act as co-author or release any photograph relating to any such article pertaining to the work of the Department or any case in which such member was involved or had knowledge, without permission from the Chief of Police.
- 9. Members shall not drink alcoholic beverages while wearing the uniform or identifiable parts thereof, whether on or off duty.
- 10. Members assigned in civilian clothes shall not drink alcoholic beverages while on duty, except for official reasons.
- 11. Members shall not report for duty, or be on duty, while under the influence of intoxicants to any degree whatsoever, or with an odor of intoxicants on their breath.

Members will not report for duty under the influence of any controlled substance, narcotic or hallucinogens to the extent that it impairs their performance of duty. Members will not possess or use any controlled substance, narcotics or hallucinogens except when prescribed for treatment by a physician or dentist. When the above are prescribed, the member will so advise their supervisor.

- 12. No member shall join or otherwise affiliate themselves with any organization or body which has in its charter, or bylaws, any provisions which might in any manner exact prior allegiance, or consideration which would prevent members from performing their full duty as a representative of the Department. Except for membership in the Prince William County Police Association, Fraternal Order of Police (F.O.P.) or any other nationally recognized law enforcement organization, no member shall join any organization wherein employment in the Department is one of the basic requirements for eligibility before notifying the Department of such intention and securing the approval of the Chief of Police.
- 13. No member shall, as a representative of the Department, sign any petition without permission from the Chief of Police. This order does not intend to bar the signing of petitions as a resident, voter or citizen.
- 14. No member shall accept any bribe, gift, token, money or other items of value intended as an inducement to perform or refrain from performing any official act, nor shall any member engage in action or extortion or other means of obtaining money or other items of value through their positions as a member of this Department. County Personnel Policy provides further guidance and shall be applicable in addition to this General Order.
- 15. No member of the Department shall manifest cowardice, feign illness, be derelict in or otherwise attempt to shirk their official duty. Members shall at all times strive to protect and be mutually helpful to each other.

16. No member shall knowingly make any false official statement or misrepresentation of facts, to include omitting or obfuscating material information or intentionally acting deceptively.
17. Members shall be punctual and prompt in response to all calls, requirements of duty, court appointments and in any other situation where time may be specified. Telephone, voice mail and other messages will be returned promptly. Members should leave an “extended absence” message when they anticipate being on extended leave.
18. The Chief of Police shall be notified immediately, in writing, by any member who:
 - a. Learns that the member may be a party in any civil or criminal action.
 - b. Has been asked to testify in a non-departmental civil or criminal proceeding as an expert witness (with such expertise developed through their training and experience with the Department).
 - c. Members shall notify the Chief of Police in writing when they are a recipient of a summons for a traffic or criminal violation.
 - d. Has been contacted by a Federal agency or official concerning a civil rights investigation. The Federal agency or official will be referred to the County Attorney (who will arrange any interview concerning the member). The member will also immediately notify the Office of Professional Standards.
19. Any member who is physically arrested (for any criminal offense), named as the defendant (for any felony, Class 1 or 2 misdemeanor, or equivalent offenses of other states/territories), or named as the respondent in a protective order shall immediately notify their supervisor. If their supervisor is unavailable, an on-duty patrol supervisor shall be notified.
20. Any member who feels that they are not being treated justly by a supervisor may communicate in writing directly with the next ranking supervisor, unless that supervisor is involved. If such is the case, the member may then communicate with the Chief of Police. Members who feel that they have been unjustly treated by the Chief of Police relative to suspension, demotion or dismissal may appeal through the Grievance System outlined in the County Personnel Policy.

Members will follow the chain of command in all other cases.

21. Members will at all times be courteous, kind, patient and respectful in dealing with the public and fellow members and, by an impartial discharge of their official duties, earnestly strive to win the approbation of all law-abiding citizens. All members, except for those working in an undercover capacity, shall furnish their names and code number, and/or allow the public to view their official Police Department identification,

upon request when they are on duty or while holding themselves out as having an official capacity.

22. A member shall be cognizant of their responsibility as a police officer at all times regardless of duty status. Off-duty action is further governed by General Order [26.04 Specific Arrest Situations](#) (G).
23. A member shall not conduct associations or relationships with any person for social or personal purposes while on duty. This does not preclude official associations in connection with the performance of their duty.
24. A member shall, at all times, respond promptly and safely to radio calls. The member shall, as soon as practical, notify Communications of action taken and make themselves available for further service.
25. A member of the Department shall operate a Department vehicle in such a manner as to avoid injury to persons or damage to property. The member shall, before use, examine any departmental vehicle they are assigned and report damage or operational defects to their supervisor and make necessary reports. Failure to report damage or defect will create the presumption that no inspection was made. The member shall park their vehicle in such a fashion as to cause the least interference with traffic flow except when an emergency requires otherwise.
26. Every member of the Department shall maintain a military bearing and an alert attitude and appearance.
27. Members shall conduct official business through channels, as indicated in the organizational structure. Rank shall not be disregarded in conducting official business except when written procedures, authorized by the Chief of Police, indicate that this may be done.
28. The police badge and identification card **may** be carried by members on an optional basis while off-duty unless operating a take-home vehicle, in which case these credentials **must** be carried.
29. Every member reporting for duty shall acquaint themselves with events that have taken place since the beginning of their last tour of duty.
30. A member of the Department shall not, under any circumstances, be absent from duty without first obtaining permission.
31. A member shall not knowingly include in any Department record or report a false, inaccurate or misleading entry.
32. A member of the Department shall not remove any official record or report from any file or take any official record from the office where it is kept except in the performance

of their duties, in accordance with due process of law or with permission of the member in charge.

33. A member of the Department shall not operate any police equipment unless they are qualified and authorized to do so.
34. No member shall use any Department real estate, equipment, personnel or vehicle for purely personal business.
35. Members of the Department shall be responsible for the care of Department property of every description and the prompt reporting of loss, damage or defect.
36. Members assigned to operate police vehicles shall be responsible for the cleanliness of such vehicles.
37. Members of the Department occupying vehicles or conducting a police function with the vehicle shall keep the radio equipment turned on.
38. Members will address higher rank by their title.
39. Every member of the Department shall report any change of address by submitting a [Personal Data Change Form \(PD2\)](#) within twenty-four (24) hours after making such change.
40. Members of the Department shall maintain a current home telephone number, either landline or cell phone, and will exercise due diligence to ensure the current number is provided to the Department at all times. The Department issued cell phone number shall not be used in place of the home telephone number. Any change in telephone number shall be reported via a [Personal Data Change Form \(PD2\)](#) within twenty-four (24) hours after said change.
41. Every member of the Department shall be diligent in the preparation of their cases for trial by proper execution of an affidavit, analysis and preservation of evidence, summoning of witnesses, and review of their testimony.
42. A member of the Department shall not absent themselves from trial or hearing except for a good cause. In such instances, they shall notify their superior officer at a reasonable time before the trial or hearing begins.
43. A member of the Department shall not attend conventions or meetings as a representative of the Department without official sanction.
44. Members of the Department are encouraged to offer suggestions through normal channels for improvement of police services.

45. A member shall not divulge or tolerate gossip detrimental to any other member of the Department but shall report to their immediate supervisor any rumors concerning actions of their colleagues which may affect the reputation of the Department.
46. Any member of the Department having a grievance involving another member, which cannot be resolved amicably, shall consult their immediate supervisor.
47. Members of the Department shall not congregate or loiter in any place in such a manner as to bring discredit to the organization.
48. A member of the Department shall not use their official position to gain admission to any public event except in accordance with Department policy.
49. A member shall not attempt to influence the decisions of government officials in matters related to purely personal advantages.
50. A member shall not participate directly or indirectly in any unethical or unlawful compromise arrangement or settlement between criminals or their victims. The member shall report to their superior officer any knowledge of such an arrangement in which any other member of the Department is involved.
51. A member shall not recommend an attorney or bondsman to an arrested person. The member shall not disclose arrest information in such a fashion as to impede a just disposition of a case.
52. A member shall not have intoxicating liquor on their person, or in any departmental building or vehicle, except for evidentiary purposes.
53. A member shall not interfere with or attempt to influence the lawful business of any person.
54. A member shall not permit any other person to use their badge or credentials.
55. Members are reminded that their conduct is also governed under County Personnel Policy.

The Personnel Policy includes, in addition to other rules and regulations, prohibitions against discrimination and sexual harassment. Accordingly, all members will:

- a. Eliminate the intrusion of personal prejudices and less-than-objective conduct in their daily interactions with fellow members, County employees and the public. Recognizing that a member's prejudices may be subconsciously manifested, it is incumbent upon them to strive for the elimination of attitudes that might impair their impartiality and effectiveness.

- b. Ensure a bias-free working atmosphere and take appropriate action to correct situations that involve harassment or discrimination.
 - c. Prevent slurs, jokes, epithets or other comments which appear to be discriminatory or harassing in nature.
56. Financial irresponsibility is contrary to the special public trust granted all members of this Department. To protect the trust and integrity of this Department, members shall make every reasonable effort to pay all debts for which they are legally responsible.
57. No member is to interfere with the selection process, such as inquiring as to the grounds for rejection of an applicant, or the status of the applicant, or personally arranging appointments for the various steps of the process, etc.
58. Members will not use visual or audio electronic surveillance equipment to invade the personal privacy of arrestees. This in no way affects the use of the audio/visual communications system between the front desk and the lockup area for legitimate safety reasons.
59. Members shall not carry their issued sidearm, and should not carry any firearm, when they anticipate drinking alcoholic beverages to the degree their judgment may be impaired.
- D. Inspections of member's dress, uniform or equipment may be made at any time by a supervisor.
- 1. Such inspections shall include, but not be limited to, examination of lockers, file drawers, desks or any other space on departmental premises used by any member.
 - 2. Roll Call inspections are encouraged as well.
- E. Unsatisfactory Performance.
- 1. Members shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. They will perform their duties in a manner that will maintain the highest standards of efficiency in carrying out the functions and objectives of the Department.
 - 2. Unsatisfactory performance may be demonstrated by a lack of knowledge of the application of laws required to be enforced; an unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the member's rank, grade or position; the failure to take appropriate action on the occasion of a crime, disorder or other condition deserving police attention; or absence without leave.
 - 3. In addition to other indications of unsatisfactory performance, the following will be considered prima facie evidence of unsatisfactory performance: repeatedly poor

evaluations or a written record of repeated infractions of rules, regulations, directives or orders of the Department.