

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

<b>General Order: 2.02</b>	<b>Effective: 05/11/2020</b>	<b>Supersedes: 11/05/2018</b>	<b>Number of Pages: 2</b>
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**DEPARTMENTAL RULES AND REGULATIONS: MISCELLANEOUS  
ADMINISTRATIVE PROCEDURES**

- A. **Searches** – County owned desks, lockers, storage space, rooms, offices, equipment, computers, work areas and vehicles are the sole property of Prince William County and are subject to inspection at any time deemed necessary by the Chief of Police or designee. Private property can be stored in the areas mentioned above; however, privacy shall not be expected. Only supervisors acting in their official capacity will be authorized to search areas assigned to other members.
  
- B. Any telephone calls, text messages, photographs, videos, cell phone-messaging applications and computer communications made or received on a Department telephone or computer is the business of the police department. Due to the nature of law enforcement and the need for accuracy in reporting and quality control, those persons using police telephone lines and computers can reasonably expect that security could take the form of monitoring and/or recording incoming or outgoing communications.
  
- C. Members are prohibited from utilizing Department communications equipment for the following purposes:
  - 1. Criminal purposes
  - 2. Sending/receiving of improper or offensive messages
  - 3. Communication unrelated to departmental duties
  - 4. Other communications for which the use of departmental equipment is inappropriate
  
- D. Polygraph Examinations.
  - 1. In **criminal matters** under investigation, the member shall be advised of their rights to accept or reject the polygraph examination.
  - 2. Members can be required to submit to a polygraph examination in an **administrative investigation** where proper authorities have determined that the member is not subject to criminal prosecution, as a consequence of a prosecutorial decision, grant immunity, or as otherwise may be provided. Failure to submit may be cause for dismissal. Only the Chief of Police may order a polygraph examination.
  - 3. Additional guidelines regarding polygraph examinations can be found in General Orders 18.01-18.06.

- E. Medical, psychiatric and psychological examinations may be required of members by the Chief of Police, at the expense of the Department.
- F. Following a traumatic event, to include when a member's actions in an official capacity results in the serious physical injury or death of another, the member may be placed in non-line duties, or on administrative leave without the loss of pay, at the discretion of the Chief of Police, pending an administrative review.
- G. A member may be required to be photographed or directed to participate in a line-up when such actions are material to a particular investigation.
- H. When a check or money order for bond or the payment of a fine is made payable to a member or to the Department, the member will not endorse it, but will forward it to the Chief of Police who will return it to the sender. A copy of that letter will be forwarded to the member's Division/District Commander. The only exception will be when the member is directly instructed in a specific case to do so by the court. In each such case, the member will prepare a memorandum, through channels to the Chief of Police, stating they had been directed to endorse a check or money order by the court. In such cases, the endorsement would also include "*Payable Only to the District Court of Prince William County.*"
- I. The illegal use of drugs and/or controlled substances, including cannabinoids, and the improper use of alcohol by members will not be tolerated. The Personnel Bureau administers a comprehensive drug and alcohol screening program. Since the majority of that policy is technical in nature, only those portions relating to testing based upon reasonable suspicion are outlined in this General Order. Members should refer to the Substance Abuse Screening Program for Department Personnel SOP for additional information, to include unannounced, random drug screens.
  - 1. Any member, based upon reasonable suspicion that the member is under the influence of **alcohol** while on-duty, or who has alcohol on their person (outside the course of their duties) while on duty, may be directed by any supervisor to submit to testing in accordance with the Substance Abuse Screening Program for Department Personnel to determine the presence of alcohol in their blood.
    - a. Members directed to submit to testing for alcohol must be informed of the facts giving rise to a reasonable suspicion for which the test is being ordered. They will also be informed that if the test shows positive results, that they may be subject to administrative suspension and disciplinary action as provided for in County Personnel Policy.
    - b. All positive tests results will result in appropriate follow-up action in accordance with the Department's General Order pertaining to disciplinary action.
    - c. Breath testing equipment owned by the Commonwealth will not be used for administrative testing of this nature.

2. Any member may be ordered by the Chief of Police to submit to a drug screening test based upon reasonable suspicion that they were using or have used illegal drugs. Refusal to submit to drug or alcohol testing when so ordered shall constitute insubordination, and the member shall be placed on Administrative Leave pending disciplinary action.