

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

General Order: 4.01	Effective: 07/03/2019	Supersedes: 04/26/2017	Number of Pages: 2
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OFFICE REGULATIONS: GENERAL GUIDELINES

- A. All members assigned to office duties will observe those work hours as set forth by their immediate supervisor. Supervisors may flex their subordinates' schedules to meet the County policy of maintaining open hours of business for County offices between 8:00 A.M. and 5:00 P.M., Monday through Friday. Division Commanders may permit certain changes of hours for their members at the Commander's discretion.
 - 1. Members will be at their assigned work areas, ready for work, promptly at the beginning of their tour of duty.
 - 2. Members needing to leave the building during their scheduled working hours will not do so until permission has been granted by their immediate supervisor and will make their destination known so that they may be reached should an emergency arise.
- B. Each member will be responsible for ensuring their assigned work area is kept in an orderly manner.
- C. Personal business or personal phone calls will be confined to lunch periods.
- D. Members answering the telephone will do so by saying the name of the office and the individual speaking.
- E. Personal matters such as changes of status or rate of pay may be discussed with the Division Commander who will make recommendations to the proper authority.
- F. Members who are approached by persons seeking employment with the Department will refer them to Police Personnel or the Police Department website.
- G. Members who, by virtue of their employment, gain access to privileged or sensitive information will not discuss such information with anyone except those authorized.
 - 1. 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.
- H. Office and hallway walls will be left blank except for items approved by the Division or District Commander responsible for the facility.

I. Members may place personal items on their desk or in a work area if such items are in good taste and do not interfere with the member's job performance. Examples of items considered in good taste are family pictures, nameplates, plants, etc. (Radios may be placed in work areas as long as the sound levels are maintained at an acceptable level and they do not interfere with job performance or co-workers). The final judgment as to what is tasteful will be left up to the concerned Division or District Commander.

J. Parking Policy.

1. Departmental vehicles will be parked in those areas of the parking lot so designated for such vehicles. Departmental vehicles will not be parked in spaces reserved for visitor parking.
2. Personal vehicles owned by members will be parked in those areas of the parking lot so designated for such vehicles. Personal vehicles will not be parked in those areas of the parking lot reserved for police vehicles or reserved for visitor parking.

K. Building Access Policy.

1. Department personnel are encouraged to use those access points (doors) designated for their sole use.
2. Public access into the building will be limited to the main entrance and the handicapped entrance.
3. Any person who enters a district station beyond the lobby area is required to display either valid police department identification, visitor's pass, or County-issued photo identification card.
4. All members of the Department, and law enforcement officers from other departments, must display a clearly visible identification card or badge on their outermost layer of clothing. Badges or identification cards may be displayed on a neck chain, belt holder or other clip-on device.
5. Permanent police volunteers (VIPS) and County employees who perform custodial services will be issued photo identification cards, which must be displayed on their outermost layer of clothing whenever they are inside police facilities.
6. All other individuals who go beyond the lobby area in a police facility are required to display a green or red visitor's pass. Those individuals who conduct business within the facility on a regular basis (e.g. technical support, vendor, etc.) will be issued a green visitor's pass and will be allowed to travel to and from their respective work areas within the facility unescorted. All other individuals will be issued a red visitor's pass and must be escorted by a member of the Department or Buildings & Grounds while inside the facility.