

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

General Order: 5.07	Effective: 05/20/2020	Supersedes: 11/27/2018	Number of Pages: 2
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TIME AND ATTENDANCE: TELEWORKING

- A. This General Order expands upon County Personnel Policy related to alternative work locations and establishes guidelines and procedures for those members that request, and are given permission, to telework. All members must follow the guidelines set forth in County Personnel Policy, as well as those contained in this General Order.

- B. Teleworking provides an opportunity for flexible work arrangements for employees while maintaining excellent customer service. Teleworking **is not** an entitlement and those members that do telework must comply with all County and Department rules, policies, regulations, and performance standards.

- C. The following guidelines will govern which types of positions/members are ideal candidates for teleworking, as well as requirements/restrictions on those positions/members should they be given permission to telework.
 - 1. Generally, positions suited for teleworking are those that:
 - a. Require independent work
 - b. Require minimal face-to-face interaction
 - c. Have the potential for enhanced efficiency through teleworking
 - d. Result in specific, measurable work products

 - 2. Generally, members who should be considered for teleworking:
 - a. Are able to work productively on their own
 - b. Are self-motivated and flexible
 - c. Are knowledgeable about the job
 - d. Have above average performance records
 - e. Are organized
 - f. Have good communication skills
 - g. Have demonstrated satisfactory time and attendance
 - h. Have not abused leave

 - 3. General requirements/restrictions include, but are not limited to:
 - a. An employee may not telework more than two days in any calendar week
 - b. The teleworking assignment will be evaluated on a day-to-day basis and may change from one work week to the next
 - c. There will be no overtime accrued while teleworking
 - d. Unit/bureau management will be responsible to assess a teleworking position/employee on a regular basis to determine efficiency, effectiveness and productivity

- e. No holidays will be worked while teleworking
- f. Teleworking members may be called into their assigned office at any time
- g. Teleworking members must not have regular non-work-related distractions at the alternate work site. Examples may include, but are not limited to, caring for dependents, operating a side business, running personal errands, etc.

Division Commanders may grant exceptions to any of the above requirements/restrictions on a case by case basis. Existing telework agreements may be terminated at any time for any reason.

- D. Members who telework must understand and take precautions to safeguard confidential and secure information belonging to the County/Department.
 - 1. All information belonging to the County/Department will be stored/secured, at all times, in accordance with County/Department policies.
 - 2. Members must take care to protect confidential and sensitive data, police reports, and related documents.
 - 3. Members cannot save or store Department/County documents/materials to personal computers.
- E. Those members who wish to telework will put their request in memorandum format and forward that request to the Chief of Police, through their chain of command. The member must review the County Personnel procedure document, "Alternative Work Location," and shall also complete and attach the following forms to their request:
 - 1. Prince William County Human Resource's Department "Telework Agreement" form (available in County Personnel Policy).
 - 2. Prince William County Police Department form PD-249, "Telework and Confidentiality/Security of Information Agreement."

Supervisors in the member's chain of command should add their endorsements as appropriate. The Chief of Police, or designee, will be the final authority regarding the request.