

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

<b>General Order: 7.01</b>	<b>Effective: 11/27/2018</b>	<b>Supersedes: 05/01/2016</b>	<b>Number of Pages: 1</b>
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**PART-TIME EMPLOYMENT AND OFF-DUTY DETAILS: GENERAL  
GUIDELINES**

- A. The purpose of this General Order is to establish departmental rules and procedures for members who desire to engage in off-duty part-time employment or off-duty details.
- B. A member of the Prince William County Police Department may be employed by another person, firm, or be self-employed while off-duty, only within the limits of this order.
- C. The Chief of Police may amend or suspend portions of this order when the Chief deems it to be in the best interest of the Police Department; however, the exercise of control by the Chief will be minimal and basically limited to setting a minimum wage for off-duty details and approving/disapproving part-time employment. The Chief will not act as mediator in off-duty part-time employment disputes, nor administer discipline for infractions occurring there (except for violations of departmental policy). However, standardized penalties, as outlined in this General Order, will be enforced for being absent from off-duty details, being tardy for such details, or failure to complete the required paperwork.
- D. Members will not shirk their authority or responsibility as a police officer while engaged in an outside activity. Any member requested to overlook a breach of the law by an employer will advise the employer that appropriate action will be taken on all breaches of the law.
- E. Members that complete the Field Training Program, and are released to solo duty, may work off-duty details before the completion of their initial-hire probation period.
  - 1. Members hired who are already certified in the state of Virginia, and whose attendance at the Prince William County Criminal Justice Academy has been waived, may also work off-duty details once they have been released from the Field Training Program.
  - 2. Probationary members seeking approval to work off-duty details will submit a memorandum, through channels, to their respective District Commander. The member's immediate supervisors are encouraged to comment on the member's progress and whether they recommend approval.