

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

General Order: 7.02	Effective: 04/28/2020	Supersedes: 01/29/2017	Number of Pages: 1
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**PART-TIME EMPLOYMENT AND OFF-DUTY DETAILS:
PART-TIME EMPLOYMENT**

A. Part-time employment is defined as “*a private business entered into by a member, or any temporary or permanent part-time employment of a member that is **not** organized through the Department.*”

B. Basic Guidelines:

1. Members will only engage in off-duty occupations that are reflective of the high standards of conduct and professional manner of duty required by their official position as a law enforcement officer. The off-duty occupation chosen must not, in any way, reflect unfavorably upon their official position.
2. A member is not to solicit, in any manner, for part-time employment in which a prerequisite for the employment is the member’s authority as a police officer.
3. No member will engage in any other employment, nor in any private business, during the hours for which they are employed to work for the Department, nor outside such hours in a manner or to an extent that affects the Department.
4. Any member who desires to engage in an outside activity, other than off-duty details that come through this Department, shall secure the written permission of the Chief of Police prior to actual participation. The appropriate form must be completed.
5. Request for permission to engage in such activity will be forwarded through channels to the Chief of Police and must contain the following information:
 - a. The exact nature of the enterprise.
 - b. The time to be spent on the activity by day, week, and month.
 - c. A statement that the engagement will in no way conflict with the member’s employment with this Department.
 - d. Workers Compensation and liability insurance carrier’s name, policy number, and agent’s name.
6. Members granted permission to work a part-time job are to notify the Chief of Police in writing when the part-time employment ends.