



<b>VIENNA POLICE DEPARTMENT</b>  <b>GENERAL ORDERS</b>	<b>SUBJECT:</b> <b>GENERAL ORDERS</b>		<b>NUMBER:</b> <b>300</b>
	<b>EFFECTIVE DATE:</b> July 2024	<b>REVIEW DATE:</b> July 2026	
	<b>TOPICS:</b> <b>ADMINISTRATION</b>		
<b>CHIEF'S SIGNATURE:</b>		<input type="checkbox"/> New Directive <input type="checkbox"/> Replaces <input checked="" type="checkbox"/> Revised	
<b>ACCREDITATION STANDARDS:</b>	<b>CALEA:</b>		
	<b>VLEPSC:</b>		

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**301 PLANNING AND RESEARCH**


- A. The Support Services Commander is responsible for the planning and research function. This function is essential to effective agency management and includes careful research of operational alternatives and the planning of future programs.
- B. All members of the Vienna Police department are encouraged to actively participate in the planning and research activities of the Department. Ideas and suggestions offering alternative procedures or solutions to departmental concerns or problems are welcomed by the command staff.
- C. Specific planning and research responsibilities are as follows:
  1. Budget Development - Support Services Commander
  2. Forms Control - Administrative Services Commander
  3. Grant Management - Division Commanders
  4. Strategic Operational Planning - Patrol Commander
  5. Traffic Analysis - Patrol Commander
  6. Information Crime Reporting - Support Services Commander
  7. Uniform Crime Reporting- Administrative Services Commander
  8. Crime Analysis - Administrative Services Commander
  9. Contingency Planning - Support Services Commander
  10. Equipment Resource Analysis - Patrol Commander
  11. Personnel Allocation - Division Commanders
  12. Systems Analysis - Administrative Services Commander
  13. SOP Development/Maintenance - Support Services Commander

**302 DISSEMINATION OF STUDIES**

Staff and analytical reports will be shared among members of the Command Staff. It is the responsibility of all supervisors to disseminate relevant information to the affected personnel. All personnel are encouraged to make suggestions or comments regarding these studies.

**303 INFORMATION RESORUCES/SUBMITTING SUGGESTIONS**

- A. All personnel are provided access to necessary information resources, through the chain of command, so they may be able to effectively participate in the planning and research activities of the Department.

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B. Ideas and suggestions may be forwarded to the Chief of Police through the chain of command.

### **304 FORM ACCOUNTABILITY SYSTEM**

- A. The Administrative Services Commander is responsible for the development, modification and implementation of all departmental forms.
- B. Forms will be developed with input from the Command Staff and a supervisor from the section that will use the form. All forms will be authorized by the office of the Chief of Police.
- C. The Administrative Services Commander or his/her designee is responsible for forms management. The Commander or designee will:
  1. Maintain a current list of departmental forms;
  2. Ensure that sufficient supplies of approved departmental forms are procured and maintained to meet departmental demands;
  3. Review form utilization on an annual basis or when concerns are expressed about records maintenance or data processing requirements, and report findings and recommendations to the Administrative Services Commander.
- D. Employees are responsible for ensuring that they have a sufficient supply of forms for their tour of duty. Supervisors are responsible for ensuring that sufficient supplies of forms are available for their shift and for on-coming shifts. Employees shall notify the Administrative Services Commander when they find that a supply of forms needs to be replaced.


### **305 WRITTEN DIRECTIVES**

The Vienna Police Department constantly strives to develop and distribute written information that will provide proper guidance to all departmental employees in carrying out their duties. Written directives consist of general orders, regulations, command staff memoranda, and general memoranda.

The General Orders manual explains the policies, procedures, and regulations of the Department.

### **306 DISTRIBUTION OF DIRECTIVES**

General Orders will be issued to all employees. Employees shall sign for their Regulations and General Orders Manual. The employee is required to maintain a working knowledge of each order.

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Questions regarding Orders, Regulations or Memoranda should be brought to the employee's immediate supervisor's attention for clarification.

All revisions of the General Orders will be distributed to and signed for by all employees.

Command Staff memoranda and general memoranda will be distributed to and signed by the employee acknowledging that the memorandum has been read and understood by the employee.

General Order Manuals will be published on a regular schedule incorporating all revisions from the last publishing into the newest manual.


### **307 MANAGEMENT INFORMATION SYSTEM**

Effective and efficient administrative practices and procedures will help ensure that appropriate information flows when and where needed within the Department and that management decisions are based on the best available information. Coordinated administrative activities will reduce the possibility of duplication, overlap, possible gaps, and wasted effort. Personnel must be aware of the general administrative practices and procedures of the Department.

- A. The Department's management information system includes the flow of information, written and oral, between individuals, units, sections, divisions, and the Office of the Chief of Police. This system includes reports of the law enforcement function, such as incidents, offenses, arrests, and reports relating to personnel activities and needs. The information system will be utilized for determining personnel allocation and needs, resource needs, predicting workloads, and preparing budgets.
- B. The Department's administrative reporting program is designed to provide information concerning activities of the Vienna Police department. This data will be disseminated within the Department through the chain of command. These reports may include:
  - 1. Daily Reports - Supervisor's Activity Report,
  - 2. Monthly Reports - Traffic Enforcement Monthly Report, Uniform Crime Report;
  - 3. Miscellaneous Reports - Quarterly, semi-annual, and annual reports prepared as directed by authority of the Chief of Police.

### **308 SPECIALIZED ASSIGNMENTS**

The Vienna Police Department has a variety of specialized assignments which include Detectives, Traffic Officers, Narcotics Investigators, Task Force Officers, Academy Instructors and Public Information Officers.

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- A. The Chief of Police will announce a vacancy or opening for special assignment positions by memorandum. Personnel meeting eligibility criteria may submit a memorandum of interest to the Chief of Police or his/her designee.
- B. Criteria utilized to select personnel for specialized assignments may include education, training, special skills, general knowledge, experience in the area of the assignment, level of performance as determined by a review of the performance evaluation, disciplinary records, and length of service when all other qualifications are equal.
- C. Officers shall serve in task force, narcotics and Academy assignments for a period not to exceed three years; however, the officer may request an extension of one year, and upon recommendation of the CIS supervisor, the Chief of Police may extend the assignment for up to one additional year.

**309 GENERAL HEALTH AND FITNESS**


All personnel are required to maintain a level of fitness which will permit them to effectively carry out their duties. Supervisors should monitor their employee's work and attendance records, and other signs that may indicate employee hardship or health problems. If there appears to be a problem, the respective Division Commander shall be notified and shall advise the Chief of Police. The Chief of Police may require the employee to seek treatment from a qualified medical professional.

**310 PHYSICAL EXAMINATIONS**

Sworn employees shall undergo a periodic physical examination. The exam will be provided at no cost to the employee. The frequency of exams is based on the employee's age. The following table shall apply:

- Ages 21 to 39 - every 2 years
- Ages 40 and over - every year

- A. The physical examination is conducted only to determine the employee's continued fitness to perform the tasks of a police officer and to inform them of their general physical condition. Officers must receive a Class B or greater rating to remain on active duty. Employees not eligible for such rating will be evaluated on a case-by-case basis. This evaluation will include a determination of whether or not a reasonable accommodation can be made.

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- B. The cost of required or pre-employment physical examinations will be at the Town's expense. No fees will be charged to employees or prospective employees.

**311 REPORTING PERSONAL INJURIES**


Members of the Department shall follow the procedures set forth in the Town of Vienna Administrative Regulations and this order to ensure prompt and accurate reporting of any injury which may be covered under the Virginia Worker's Compensation Act (VWCA). Personnel may be covered by the VWCA for injuries sustained while properly performing assigned duties, including training programs. Absence due to work-related injury will not be charged against sick leave.

A. On-Duty Injuries.

1. Personnel who sustain an injury in the performance of their duties shall report the injury to their immediate supervisor. If their immediate supervisor is not available, the next level supervisor shall be notified. This report of injury must be made immediately after the occurrence, or as soon as the injured employee is physically able. The report must clearly explain when, how, and why the injury occurred. The report should also describe the extent of the injury in detail. The supervisor who receives the injury report shall notify the appropriate Section Commander as soon as possible. The investigating official shall follow the procedures as outlined in Administrative Regulation 2.23.
2. Personnel who have been injured on-duty, but are not totally disabled, may be placed in temporary assignments to perform duties that accommodate medical restrictions imposed by their injury.

B. Off-Duty Injuries.

Personnel shall submit a memorandum through the chain of command to the Chief of Police detailing the facts and circumstances of any personal injury sustained while off duty which may interfere with their ability to perform their assigned duties. Personnel shall not report for duty without notifying their supervisor of such an injury. The memorandum to the Chief of Police shall be made within 72-hours of the injury, or as soon as the injured employee is physically capable of doing so. If the off-duty injury renders the employee incapable of reporting for duty, the injured employee shall report this to his or her immediate supervisor as soon as possible and not later than the beginning of their next scheduled shift. If a physician is consulted concerning the off-duty injury, the employee shall submit a medical release form, signed by the physician, indicating the employee's fitness for duty prior to returning for duty.

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**312 MEDICALLY RESTRICTED DUTY**

Officers who are unable to perform essential job tasks due to temporary injury, illness, pregnancy, disability, or other medical condition may be granted limited terms of restricted duty. The initial determination that restricted duty status is warranted shall be based upon a review of all circumstances on a case-by-case basis with official documentation of the medical condition.

- A. Officers placed on medically restricted duty will be given a memorandum notifying them that they are being placed on 80 hour pay periods to report directly to the Deputy Chief of Police for assignment. This is intended to limit exposure while recovering from injury.


While on Medically Restricted Duty officers shall:

1. Not wear a police uniform.
2. Operate a marked cruiser.
3. Exercise enforcement authority only in cases of self-defense or to defend someone else from imminent, serious bodily harm.
4. Not take part in the on-duty fitness program until a medical note outlining approved exercises is received by the department.

**313 RECORDS**

The Records Section is overseen by the Administrative Service Commander. The Records Section maintains written and electronic records and reports. The Records section is also responsible for ensuring that arrest warrants are entered and cleared in a timely manner.

- A. All warrants will be received by the Communications and Records Coordinator, for service within the Town. A Warrant Control Form (PD 7) will be filled out. If no related case report exists, the PD 7 becomes the original case report. The PD 7 is then entered into the computer as an incident report. The warrant is entered into the computer in the warrant module. If a case already exists, the PD 7 becomes a supplement to the report. The supplement is entered as an update to the original report. The warrant is entered into the computer warrant module. The warrant number will always be the same number as the case number. When a warrant is recalled it is logged out as a recall in the same manner as a served warrant with the appropriate notations on the PD7, and the computer's incident module and warrant module. The warrant is then returned to court.
- B. All warrants that are not immediately served and meet the requirements for entry into VCIN/NCIC, shall be forwarded to the Dispatcher for entry. A PD 13 shall be filled out by the officer requesting a warrant entered into VCIN and/or NCIC. The officer would make sure, if a case number already exists, that the case number is on the warrant along with any special instructions for warrant service (i.e. send to Fairfax County PD, hold for service, etc.). In cases where there is no officer who is responsible for the warrant (i.e. capiases, citizen warrants, etc.)

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the Dispatcher will make VCIN entries without an officer's request. This information will then be forwarded to the Communications and Records Coordinator.

- C. The Communications and Records Coordinator shall enter the information in the computerized warrant file for each document received.
- D. Information is entered as detailed on the warrant, information from the officer, and valid information received from any other resources (i.e., DMV files CCH files or previous department records). Any information from the Clerk of Court on a withdrawal should be passed on to the Communications and Records Coordinator. The active paperwork needs to be pulled from the active files immediately to prevent unauthorized service of recalled warrants. The Communications and Records Coordinator will also make sure that any active VCIN/NCIC entries are canceled. The Communications and Records Coordinator will also make appropriate notations in the computer warrant file. All action taken by the dispatcher will be passed on to the Communications and Records Coordinator.

### **314 FREEDOM OF INFORMATION ACT (FOIA) POLICY**

The Vienna Police Department will comply with requests related to the Freedom of Information Act (FOIA), 5 U.S.C. § 552, which is a federal freedom of information law that allows for the full or partial disclosure of previously unreleased information and documents controlled by the United States government.

FOIA requests will be subjected to a vetting process through the Administrative Service Commander, the Service Services Commander, the Town Attorney and/or the Commonwealth's Attorney.


### **315 AGENCY OWNED PROPERTY**

The Town of Vienna Finance Department maintains a list of capital assets owned by the police department. A list of all capital assets owned by the department shall be forwarded to the Support Services Commander at the end of each fiscal year. The Support Services Commander or designee is responsible for inventory control of the Department's capital assets, and ensures that all maintenance and proper records are kept on the Department's capital assets.

### **316 TRAINING**

#### **1. Administration**



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**A. Training Function/Training Committee**

The training function within the Department is the responsibility of the Support Services Division commander. Responsibilities of the training officer include but are not limited to the following:


1. Planning and developing training programs;
2. Coordinating recruit and in-service academy training, and acting as the Department's liaison with the Fairfax County Public Safety Academy;
3. Notifying personnel of required training, and training that is available to personnel;
4. Maintaining training records;
5. Maintaining attendance records of all mandatory training programs to ensure that required programs are attended;
6. Implementing training programs;
7. Assisting in the selection of instructors and developing resources;
8. Evaluating training programs;
9. Coordinating all training programs;
10. Ensuring all training is conducted within the framework of departmental goals and in cooperation with all operational sections.

B. It is the Training Officer's responsibility to provide training for both sworn and civilian personnel. The Training Officer will distribute a training calendar of prospective in-service training annually. Information on available training outside of the Department will be distributed as it becomes available to the Training Officer.

**2. Attendance Requirements**

Personnel of the Vienna Police Department shall attend all training programs which they are assigned. Attendance will be treated as any other duty assignment. Personnel shall comply with all rules and regulations of the training provider. Attendance rosters are the responsibility of the instructor providing the training during departmental classes. Instruction classes outside the Department will be monitored by the training officer to ensure that departmental personnel fulfill their attendance requirements. There are situations when personnel may be excused from training programs such as illness, personal emergency, police emergency, or court appearances. Any absence must be properly excused by the administrators of the program and must be in compliance with directives under which the training program is being operated. Unreasonable excuses will be brought to the attention of the Support Services Division commander. Students will make every effort to make up for absences. Where training is mandatory by law, the training officer will make necessary arrangements for makeup training. Certificates will be issued to personnel completing training courses. Personnel shall forward a copy of any certificate to the training officer for the training records.


**3. Training Costs**

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The Vienna Police Department will pay for all authorized training registration fees and associated training costs such as mileage, meals, housing, books or materials in compliance with the Town travel policy.

#### **4. Performance Objectives/Lesson Plans/Testing Procedures**

- A. The Department of Criminal Justice Services requires performance based training during training at the Fairfax County Criminal Justice Academy. All training conducted by the Vienna Police Department will have specific performance objectives.
- B. Performance objectives will:
  - 1. Focus on elements of the job-task analysis for which formal training is needed;
  - 2. Provide clear statements on what should be learned;
  - 3. Provide the basis for evaluating students;
  - 4. Provide the basis for evaluating the effectiveness of the training program.
- C. The use of these objectives should acquaint the student with the required knowledge and skills they must demonstrate, and the circumstances under which they should be applied. Using this approach, instructors will be able to relate the training directly to the job performance that will be expected.
- D. In all training courses, lesson plans will be developed. These lesson plans will include the following:
  - 1. Guidelines and format for lesson plan development;
  - 2. A statement of performance objectives;
  - 3. Content of training and specification of the instructional technique to be used.
- E. Lesson plans will be reviewed by the training officer to ensure the subject to be covered is addressed completely and accurately and is properly sequenced with other training materials. Lesson plans will be required of all instructors. The Training Officer will be responsible for the approval of lesson plans. This will ensure the lesson plans are consistent with departmental guidelines, departmental policy, and State requirements.
- F. In most training programs, tests will be developed to measure the students' knowledge of the performance objectives covered during the training. The testing format may be a written exam or a performance exercise. Written exams may include multiple choice, true/false, fill in the blank, or narrative questions. All testing will have a pass/fail cutoff score. Test

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development will be a cooperative effort between the instructor and the Training Officer. Final approval of all test questions and format will be the responsibility of the Training Officer.

## **5. Remedial Training**

- A. Remedial training is instruction utilized for improving specific deficiencies in performance. Normally, the need for remedial training is recognized by supervisors during training, during routine job performance, or during inspections.
- B. Training and proficiencies that are State-mandated will require remedial training if failed. Proficiencies such as firearms training, nonlethal weapons techniques, and vehicle operation skills that are unsatisfactorily performed will require remedial training. Essentially, any aspect of law enforcement that incurs liability because of a lack of proper training will require remedial training if failed by the employee.
- C. Remedial training will be made available by the Training Officer as the need arises. Completion of the remedial training will be accomplished as soon as possible after the deficiency is observed.
- D. Personnel designated to receive remedial training are required to attend the training. Failure to attend remedial training will be reported to the Support Services Division commander. Disciplinary action may result.


## **6. Training Records**

- A. All training received by departmental personnel will be documented and maintained in training records by the training officer and the Fairfax County Criminal Justice Academy. These records will include the employee's name, course title, where and when attended, hours of instruction and test scores if applicable. The training officer shall ensure that the Fairfax County Criminal Justice Academy is provided all records of training received outside of the Academy.
- B. Training records will not be released to anyone outside the Department except with the approval of the Chief of Police.

## **7. Class Instruction Records**

The Training Officer will maintain all records and lesson plans of training conducted by the Department. These records shall include:

- 1. Course title, content and lesson plans;
- 2. Names of attendees;

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3. Individual test scores (where applicable).

**317 BLOODBORNE PATHOGEN CONTROL**


All new employees are provided with training regarding blood borne pathogen control. All precautions and exposures will be handled in accordance with the Town of Vienna, Administrative Regulations and Safety Manual.

**318 ROLL CALL PROCEDURE**

- A. Roll Call will be conducted at the beginning of each tour of duty. Roll Call is paid duty time and is mandatory.
- B. Roll Call will accomplish the following tasks:
  - 1. Review of current information posted on information clipboards;
  - 2. Line inspection conducted by the squad supervisor of personal grooming, uniform, weapon and equipment;
  - 3. Training provided to each squad from a written lesson plan approved by the Training Officer;
  - 4. Notification of any special events, operations, assignments or changes in procedures and policy;
  - 5. Assignment of beats, vehicles and tasks for the tour of duty will be given for each officer.
- C. Communications personnel will forward to the squad supervisors updates for the Roll Call teletype board when lookouts come in. All supervisors are required to update their squads with information on the teletype board when they report for Roll Call.
- D. As often as possible, working Detectives and Commanders should attend daily Roll Calls.

**319 LINE INSPECTIONS**

- A. All employees and physical resources of the Department shall be subject to inspection. Any supervisor may review and observe any subordinate's activity to ensure compliance with departmental procedures, rules and regulations. These inspections are not limited to persons. Inspections may include all physical resources and facilities used by the employees of the Department including desks, lockers, vehicles, file cabinets, computers, pagers and cellular telephones. Data caches, voice and E-mail boxes, pager memory banks and other Town of Vienna-provided electronic storage systems may be opened, read, or inspected in the same manner as the contents of Town-furnished vehicles, desks, lockers, and other equipment.

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During these inspections the supervisor will take immediate corrective action to eliminate all substandard conditions.

**B. Personal Appearance.**

The line inspection of personal appearance is the duty of the first-line supervisor of all sections. These inspections will be made on a daily basis with the supervisor noting any deficiencies and bringing these deficiencies to the attention of the employee. Quarterly written reports will be done by each section supervisor and forwarded to their division commander.

**C. Vehicle Inspections.**

1. The line inspection of vehicles is the duty of the vehicle operator. Needed repairs shall be reported on a "Vehicle Repair Report."
2. An inspection of vehicles will be carried out every Sunday by the shift supervisor. Vehicle Repair Report shall be completed for each vehicle that needs to have a deficiency corrected.

**D. Radio, Shotgun and Alco-sensor Inspection.**

An inspection of shotguns and Alco-sensors located in vehicles will be carried out every Sunday by the shift supervisor. All discrepancies shall be investigated by the Operations Commander or his/her designee.

**E. Facility Inspection.**

1. All supervisors are responsible for the continuing inspection of the general condition and cleanliness of furniture and facilities.
2. The Operations Commander or designee shall conduct a monthly inspection of the Vienna Police Department facility for cleanliness and/or unreported problems. The Operations Commander will be responsible for managing the facility and correcting any problems.


**F. Staff Inspection.**

The Chief of Police may direct staff inspections on an as-needed basis. These may include but are not limited to, reviews of manuals, funds, case files, department equipment or training.

**G. Firearms Inspection.**

Firearms can be inspected by a qualified range officer at any time, and will be inspected during each quarterly firearms training session.

**320 OFF DUTY EMPLOYMENT**

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A. **General Off-Duty Employment:** Any employment during off-duty hours that is not dependent upon the uniform and/or authority granted to the employee by the Commonwealth of Virginia or the Town of Vienna. This employment will not require the use, or potential use of law enforcement powers by the off-duty employee. The regulations pertaining to such secondary employment apply to both sworn and nonsworn personnel. To ensure on-duty efficiency and to eliminate possible conflicts of interest, the Chief of Police shall exercise such control as deemed necessary to realize these organizational goals. It is the policy of the Vienna Police Department that any off-duty employment will not be permitted when it may impair on-duty efficiency or conflict with the duties and responsibilities of departmental personnel.

B. **Regulations**


1. Employment shall not constitute a conflict of interest as governed by the Town of Vienna.
2. Personnel shall not work off-duty in any capacity during their training period.
3. While on duty, personnel shall not solicit any individual or business for the purpose of off-duty employment.
4. Employment shall not exceed 16 hours in a 24-hour period, including on-duty time. Town owned vehicles or equipment shall not be used while traveling to and from or engaging in off-duty employment.
5. Employees shall not wear their Department uniform or insignia for any general off-duty employment.
6. Employees shall not work as bouncers, bodyguards or any type of personal security.

C. **Administration**

Before accepting off-duty employment or entering into a business affiliation, personnel must obtain written permission from the Chief of Police. Personnel shall submit their request to the Chief of Police on the PD 37 form. Each request will be handled on an individual basis. Personnel shall be aware that injuries incurred during off-duty employment activities will not be covered under Worker's Compensation or duty related retirement. Absence from duty due to injury or illness incurred during off-duty employment will necessitate the employee's use of sick, annual or compensatory leave.

**321 EXTRA DUTY EMPLOYMENT**

A. Extra-duty employment is off-duty employment as a police officer within the Town of Vienna for persons or organizations requesting such service. Such extra duty employment

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may occasionally require the use of police powers by officers performing such employment. Extra duty employment is governed by state law, Town ordinance and departmental regulations.

- B. The Chief of Police, or his/her designee, will be responsible for the approval, review and revocation processes pertaining to the extra-duty. Officers shall not engage in extra-duty employment unless authorized by the Chief of Police or his/her designee.
- C. All requests for extra duty employment will be forwarded to the Operations Division Commander or his/her designee. The Operations Commander will ascertain the nature and requirements of the assignment and will schedule, on a rotating basis, those officer who have requested extra duty employment, taking into consideration their availability and their departmental work schedule.
- D. All extra duty employment will be in uniform and in full compliance with departmental regulations. Officers working extra duty assignments will check in and check out with the on-duty supervisor and will maintain communications with dispatch via portable radio. Officers working extra duty will be required to respond to any emergency, criminal incident, or breach of the peace that they observe, or at the direction of the on-duty supervisor. Any actions taken that involve the use of their police authority will be reported on a standard incident report form at the completion of the extra duty assignment. The actions of all officers providing extra duty police service will be in accord with Town ordinance and policies governing the activities of Town police officers.
- E. Employment shall not exceed 16 hours in a 24-hour period, including on-duty time, except in emergency situations or as authorized by the Division Commander or section supervisor. Documentation of the significant aspects of outside employment will be submitted to the Chief of Police through the chain of command.