


<p style="text-align: center;">FAIRFAX COUNTY POLICE DEPARTMENT</p>  <p style="text-align: center;">GENERAL ORDER</p>	<p>SUBJECT: POLICE APPRENTICES</p>		<p>NUMBER: 411</p>
	<p>EFFECTIVE DATE: March 16, 2024</p>	<p>REVIEW: March 2028</p>	
<p>RESPONSIBLE ENTITY: ADMINISTRATIVE SUPPORT BUREAU</p>			<p><input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Replaces: GO 430.2 <input type="checkbox"/> Revised:</p>
<p>ACCREDITATION STANDARDS</p>	<p>CALEA:</p>		
	<p>VLEPSC:</p>		

I. PURPOSE

The purpose of this General Order is to outline guidelines and procedures for the Department's police apprentice program.

II. POLICY

It is the policy of the Fairfax County Police Department (FCPD) to maintain a police apprentice program for individuals between 18 and 21 years of age who demonstrate an interest in pursuing a law enforcement career with the FCPD. Police apprentices pursuing an associate or bachelor's degree and are actively enrolled in a local college or university, may apply for an age waiver to remain in the program until the completion of their academic program. A memorandum requesting the waiver shall be sent to the ASB Commander or his designee. The Department shall attempt to recruit and retain individuals of exemplary character for police officer positions and additional bureau and division staffing purposes. The police apprentice program attempts to provide mentorship, training, and experience to enrich the career development of all individuals assigned to the program. Police apprentices primarily assist with logistical support, and thus the program falls under the administrative purview of the Administrative Support Bureau (ASB), however, Police Apprentices may be assigned to other Department entities as needed to ensure continuity of operations.

III. ADMINISTRATIVE STRUCTURE AND OVERSIGHT

- A. **Command and Supervision:** The ASB Commander shall have administrative control over the police apprentice program and shall designate a first-line supervisor to whom all police apprentices will directly report to. The police apprentice supervisor shall be responsible for daily activities of the police apprentices, to include assignments throughout the Department that expose all police apprentices to a multitude of experiences designed to prepare them for eventual entry into the Fairfax County Criminal Justice Academy (FCCJA).

- B. **Police Apprentice Assignments:** Whenever a police apprentice is assigned to another bureau or division within the Department, that police apprentice will fall under operational command and control of the appropriate entity commander. The applicable commander or supervisor to whom the police apprentice is assigned shall maintain oversight over their daily operations and overall performance management. In order to ensure police apprentices are exposed to beneficial training opportunities and proper career development, they may be assigned on a rotational basis to assist the following Department entities:

1. Office of the Chief of Police
2. Resource Management Bureau
3. Central Records
4. Crime Scene Section (CSS)
5. Fairfax County Criminal Justice Academy (FCCJA)
6. Major Crimes Bureau (MCB)
7. Operations Support Bureau (OSB)
8. Patrol Bureau

- C. **Performance Evaluations:** The police apprentice program supervisor shall complete all formal written performance evaluations. Apprentices shall be evaluated on a quarterly basis, to include a mid-year review and annual employee performance evaluations in the NEOGOV system.

IV. **POLICE APPRENTICE PROGRAM PROCEDURES**

- A. **Police Apprentice Standards of Conduct:** Police apprentices shall conduct themselves, both on and off-duty, in accordance with the standards provided by the [Fairfax County Personnel Regulations](#), [Fairfax County Police Department General Orders](#) and [Standard Operating Procedures](#).
- B. **Attire:** Police apprentices shall wear either civilian or issued apprentice uniforms as directed by the police apprentice program supervisor or bureau/division commander to which the police apprentice is presently assigned. Whenever assisting in underage alcohol enforcement operations, police apprentice attire shall be determined by the controlling supervisor.
- C. **Vehicle Use:** The police apprentice program supervisor shall ensure all police apprentices are familiar with FCPD policies and procedures as they pertain to police vehicle usage, to specifically include FCPD Standard Operating Procedures (SOP) [04-013](#) (Police Radio Procedures), [04-014](#) (Radio and CAD Designators), and [04-015](#) (Computer Aided Dispatch Operating Policy) prior to allowing any police apprentice to operate a police vehicle or participate in a ride-along. Police apprentices may operate unmarked police vehicles for

administrative duties only, as directed by any commander or supervisor. Police apprentices may operate marked police vehicles only under the following conditions:

1. When relocating a marked vehicle to either a designated repair site or police facility. Routine business trips by Police Apprentices in marked police vehicles are prohibited.
2. The marked police vehicle shall be clearly marked “**OUT OF SERVICE.**”

D. **Personal Relationships:** Officers are strictly prohibited from associating with and/or socializing with a police apprentice while off-duty. Additionally, officers and professional staff members shall not engage in personal relationships with any police apprentice and are strictly prohibited from exchanging gifts, non-work phone numbers, non-work email address(es), and/or entering into any financial agreement with a police apprentice. All work-related interactions between FCPD employees and police apprentices shall be conducted in accordance with [FCPD General Order 002, Human Relations](#).

Note: Where an officer and a police apprentice have a pre-existing relationship prior to the apprentice joining the FCPD, the apprentice shall immediately notify their unit mentor and the officer and police apprentice shall not engage in any work assignment(s) together.

E. **Police Apprentice Ride-Alongs:** Police apprentice ride-alongs shall be conducted in accordance with [FCPD General Order 412, Ride-Along Program](#) and are subject to the approval of the appropriate station commander of the patrol district where the ride-along will take place. Officers who have Police apprentice ride-alongs are not required to complete basic ride-along documentation as they would for a community member.

1. **Attire:** Police apprentices shall wear business attire only, and never their issued police apprentice program uniform, whenever participating in a Department ride-along.
2. **Frequency:** Police apprentices are encouraged to participate in monthly ride-alongs, however they may not participate in more than two (2) ride-alongs per month. Any police apprentice wishing to participate in a ride-along shall notify the police apprentice program supervisor in a timely manner before the ride-along is to occur. Police apprentices should refrain from participating in more than 2 consecutive ride-alongs at the same district station and are strongly encouraged to participate in ride-alongs at all district stations and during all patrol shifts.

3. **Conduct:** During ride-alongs, police apprentices shall never be requested to perform the duties of any sworn officer, and shall remain in an observation capacity only. No officer shall ever request a police apprentice to assist in the guarding of a prisoner/suspect, provide contact/cover during any police incident, nor engage in any other activity that could potentially compromise their safety.

F. **Underage Alcohol, Tobacco, and Marijuana Enforcement Operations:** Police apprentices may be requested to assist with business compliance checks and shoulder tap operations. Prior to participating, all apprentices shall receive instructional guidance and training on the following:

1. Sting operations.
2. Officer and Police Apprentice duties and responsibilities.
3. State and County Alcohol Beverage Commission (ABC) laws.
4. State and County Tobacco and Marijuana laws.
5. Courtroom testimony.
6. Note taking.
7. Evidence Handling.

General Order 411 becomes effective on the above date and rescinds all previous rules and regulations pertaining to the subjects.

ISSUED BY:



Chief of Police

APPROVED BY:



County Executive