

**GENERAL ORDER**  
FAIRFAX COUNTY POLICE DEPARTMENT



---

SUBJECT: REGULATIONS

NUMBER: 202

---

CANCELS ORDER DATED: 4-1-06

ISSUE DATE: 4-1-11

---

202 PROHIBITED ACTIVITIES

202.1 LOITERING, SLEEPING, LOAFING ON DUTY

No employee shall loiter, sleep, or loaf on duty, or in any other manner shirk responsibilities in the performance of duty.

202.2 MALINGERING

An employee shall be absent from duty because of sickness only when suffering from a contagious disease when the attendance at duty jeopardizes the health of others, or when suffering from an illness or injury which would prevent the proper performance of duty. Employees shall not feign sickness or disability, nor attempt to deceive a supervisor concerning their physical or medical condition. Notification of the use of sick leave will be made to the employee's supervisor prior to the employee's scheduled reporting time.

202.3 USE OF TOBACCO PRODUCTS ON- OR OFF-DUTY

Sworn employees hired prior to March 12, 1984, and all civilian employees, shall not use any tobacco product while on-duty and in direct contact with the public, except that smoking is permitted in public view and at mealtimes. Sworn employees hired on or after March 12, 1984 shall not smoke at any time on- or off-duty. Sworn employees hired on or after October 1, 1989 shall not use any tobacco product at any time on- or off-duty.

Smoking shall be prohibited in all motor vehicles and buildings owned, leased, or used by the County for purposes of conducting County government business or functions.

202.4 CONSUMPTION AND PURCHASE OF INTOXICANTS

Employees shall not consume intoxicants while off-duty to the extent that evidence of such consumption is apparent when reporting for duty, or to the extent that the ability to perform duty is impaired. Employees, unless in the performance of official business, shall not consume or purchase any

**GENERAL ORDER**  
FAIRFAX COUNTY POLICE DEPARTMENT



---

SUBJECT: REGULATIONS

NUMBER: 202

CANCELS ORDER DATED: 4-1-06

ISSUE DATE: 4-1-11

---

intoxicant while on-duty.

**202.5 USE OF ALCOHOL/DRUGS**

Employees shall never be intoxicated while on-duty, nor shall they ever be intoxicated in public view at any time.

Employees who are prescribed medication shall inquire whether the drug has any side effects that might interfere with their ability to safely perform their essential job tasks as defined in General Order 331, Section V.A. If the prescriber advises that there are such side effects, employees shall notify their supervisor prior to performing their duties, that in accordance with the prescriber's opinion, they cannot safely perform their duties. Employees shall inform their supervisor of the duration of time that they will be affected. Supervisors may require employees to obtain the prescriber's opinion in writing, however, the specific type of medication or illness cannot be requested.

**202.6 INTOXICANTS ON DEPARTMENTAL PREMISES**

Employees shall not bring onto or keep any intoxicants on departmental premises, except when necessary, in the performance of duty. Intoxicants shall not be transported in any County owned or leased vehicle, on-duty or off-duty, except as necessary in accordance with official duties.

**202.7 PERSONAL PUBLICITY**

Employees shall not use their position within the Department to enhance or promote any private enterprise, or to seek personal publicity. This provision is required to protect individual officers and the Department from potential conflicts of interest.

**202.8 DEBTS – INCURRING ANY PAYMENT**

Financial irresponsibility is contrary to the special public trust granted all employees of the Department. To protect this trust and the integrity of the Department, employees shall make every reasonable effort to pay all debts for which they are legally responsible.

**GENERAL ORDER**  
FAIRFAX COUNTY POLICE DEPARTMENT



---

SUBJECT: REGULATIONS

NUMBER: 202

---

CANCELS ORDER DATED: 4-1-06

ISSUE DATE: 4-1-11

---

202.9 ACCEPTING SPECIAL FAVORS, PRIVILEGES OR DISCOUNTS

Employees shall not accept special favors, privileges or discounts under circumstances which might be construed by reasonable persons as influencing the performance of official duties.

202.10 OTHER TRANSACTIONS

Employees are prohibited from buying or selling anything of value from or to any complainant, suspect, witness, defendant, prisoner, or other person involved in any case which has come to their attention or which arose out of their departmental employment except as may be specifically authorized by the Chief of Police.

202.11 SOLICITATION AND ACCEPTANCE OF DONATIONS AND GIFTS ON BEHALF OF THE DEPARTMENT

Employees shall not solicit or accept any gift, donation, or property from any person or organization on behalf of the Department without approval of the Chief of Police. Any donated property shall be reported by e-mail with the circumstances surrounding the receipt to the Internal Affairs Bureau commander. The Internal Affairs Bureau commander shall inform the Chief of Police and a determination shall be made regarding the disposition of the gift and the need for any further action. County Donation Form (DPSM IMR01) shall be completed for property valued over \$5,000. The receipt of money, not specifically donated for an approved account, shall be immediately forwarded to the Financial Resources Division. The custodian of any departmental approved account (Special Olympics, Bike Patrols, CAC, etc.) shall document all donations and maintain records of all activity of the account.

202.12 RECEIVING AND REPORTING GIFTS, REWARDS, MATERIAL BENEFITS, ETC. BY EMPLOYEES

Employees shall not solicit or accept any gift, reward, compensation or material benefit from any person or organization in return for performing or refraining from performing an official act.

**GENERAL ORDER**  
FAIRFAX COUNTY POLICE DEPARTMENT



---

SUBJECT: REGULATIONS

NUMBER: 202

---

CANCELS ORDER DATED: 4-1-06

ISSUE DATE: 4-1-11

---

The offer or receipt of any gift, reward or material benefit shall be reported by e-mail with the circumstances surrounding the receipt to the Internal Affairs Bureau commander. The Internal Affairs Bureau commander shall inform the Chief of Police and a determination shall be made regarding the disposition of the gift and the need for any further action. The employee shall be notified of the disposition as soon as practical.

202.13 COMMERCIAL TESTIMONIALS

Employees shall not permit their names or photographs to be used in endorsing any product or service connected with law enforcement without the permission of the Chief of Police, nor allow their names or photographs to be used in any commercial testimonial which alludes to their position or employment with the Department.

202.14 MEMBERSHIP IN ORGANIZATIONS

Except for Armed Forces Reserve components, employees shall not become affiliated with any organization which in any way exacts prior consideration, or which would prevent its members from rendering proper and efficient service to the Department.

202.15 POLITICAL ACTIVITY

Employees shall not use their position in the Department to endorse political candidates, nor shall they use their position to solicit, directly or indirectly, funds or other services in support of a political issue. Employees shall not use their official capacity in any manner to influence the outcome of any political issue. Nothing in this section is intended to prevent employees from exercising their rights under Section 3-1-19 of the *Code of the County of Fairfax*.

202.16 PERSONAL PREFERMENT

Employees shall not seek the influence or intervention of any person outside the Department for purposes of personal preferment, advantage, transfer, advancement or to gain favor or preferential treatment of any kind.