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**GENERAL ORDER**  
FAIRFAX COUNTY POLICE DEPARTMENT



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SUBJECT: REGULATIONS	NUMBER:	204
CANCELS ORDER DATED: 7-1-10	DATE:	10-1-11

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204 ADMINISTRATIVE ACTIVITIES

204.1 SUBMITTING REPORTS

Employees shall promptly submit any reports required as a part of the performance of their duties or by competent authority.

204.2 REPORTS AND BOOKINGS

No employee shall knowingly falsify any official report, or enter, or cause to be entered, any inaccurate, false or improper information in official records of the Department.

204.3 ALTERATIONS OF REPORTS

Employees shall not alter or request any other person to alter or withdraw any report, letter, request, or other written communication that is or has been conducted through official channels. This restriction shall not preclude the correction of grammatical errors. No employee shall advise, counsel, order or otherwise dissuade any other employee from submitting any lawful report.

204.4 SECURITY OF OFFICIAL RECORDS

Employees shall not reveal police information except as provided elsewhere in this manual or as required by law or competent authority. Specifically, information contained in police records, other official correspondence, other information ordinarily accessible only to employees, and names of informants, complainants, witnesses, and other persons known to the police, all are considered confidential in nature. Indiscriminate and unauthorized disclosure of this and similar information reflects gross misconduct.

204.5 RESIDENCE OF MEMBERS

Officers' residence may be at any location. However, they may be restricted from certain assignments requiring standby duties (e.g., canine, Tactical Team, CIB, etc.) due to a necessary response time as established

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by the respective bureau commander.

204.6 NOTIFICATION OF CHANGE OF ADDRESS

All employees shall make certain that their current home address and telephone number is updated in I/LEADS. A change of address and/or telephone number must be reported within 24 hours.

204.7 REQUIREMENT FOR TELEPHONE

All employees shall have a telephone and shall ensure their phone number is listed in I/LEADS. An employee's phone number shall not be released to anyone outside the County government.

204.8 REPORTING ARRESTS AND COURT ACTIONS INVOLVING EMPLOYEES

A. Employee Responsibility

Employees shall report as soon as practicable, by memorandum, to their commanding officers in the event:

- The employee has been arrested or issued a traffic summons.
- Court action has been initiated against the employee.
- The employee was the subject of a contact and/or investigation with law enforcement officers of another agency resulting from a domestic dispute or domestic violence incident.

When reporting an arrest, traffic summons, or domestic violence/dispute contact, the memorandum shall contain, at a minimum:

1. The date, time, location and jurisdiction of the alleged offense or domestic dispute or domestic violence incident.
2. The specific offense(s) charged.

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3. The name, identification number and department of the arresting or responding officer.

A copy of the traffic summons, citation, or other court documents shall be included as an attachment to the memorandum.

**B. Commander/Supervisor Responsibility**

Upon receipt of the employee's memorandum, the employee's commander shall assign a supervisor to conduct an inquiry or, with approval of the bureau commander, shall refer the matter to the Internal Affairs Bureau.

The investigating supervisor shall comply with the procedures established in General Order 301, Internal Investigations, Section XI, Criminal Investigations of Police Department Employees. As soon as reasonably possible, the investigating supervisor shall contact the arresting/responding officer and determine the facts of the incident. In addition to identifying the formal charges placed, the supervisor shall obtain the following information:

1. Any other violations observed or suspected which did not result in arrest.
2. Any extenuating or aggravating circumstances of which the Fairfax County Police Department should be aware.
3. A transcript of the employee's DMV record or criminal record as appropriate to the incident under investigation.

With this preliminary information the employee's commander shall make a determination regarding the necessity of an administrative investigation. If it is determined that a full administrative investigation is warranted, the investigating supervisor shall proceed according to General Order 301, Internal Investigations. If it is determined that no further investigation or administrative action is warranted, the information obtained by the investigating supervisor shall be documented in a PD206 and forwarded to the Internal Affairs Bureau for retention.

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204.9 ACCEPTING COMPENSATION FOR DAMAGES

Employees shall not seek, file suit against, solicit, nor accept from any person or agency any money or other compensation for damages or expenses incurred in the line of duty, or for which the employee has received sick leave pay, without previously notifying the Chief of Police in writing of the employee's intended course of action. Such notification shall also occur upon the final disposition of any suit in which an employee is awarded compensation for damages or expenses incurred in the line of duty.

204.10 PUBLIC APPEARANCE REQUESTS

All requests for public speeches, presentations, and the like will be routed to the affected squad supervisor for approval and coordination with the commander as needed. Employees directly approached with requests of this nature shall refer the party to their squad supervisor.

204.11 CIVIL ACTION, COURT APPEARANCES, REPORTING SERVICE OF PROCESS

An employee shall not testify in civil actions unless served with a legal subpoena. This shall not apply to cases in which the employee is the plaintiff or where the employee is related to the defendant by blood or marriage. Employees shall not enter into any financial agreement regarding appearances as witnesses in any civil action except as authorized by the Chief of Police.

Any employee named as a defendant who is served with a civil process, and any employee who is served with a subpoena to testify as a witness in a civil action where another employee is named as a defendant, shall immediately notify the Office of the Chief of Police in the following manner. Forward a brief memorandum indicating the fact that a civil process or subpoena was served and state the method of service and the date of service. A copy of the civil process or subpoena shall be attached to the memorandum.

An employee, prior to initiating civil action against any person as a result of

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a law enforcement related contact, shall inform the Chief of Police via memorandum through their commander.

**204.12 CIVIL DEPOSITIONS, AFFIDAVITS, AND SUBPOENAS DUCES  
TECUMS**

Employees shall confer with their superiors before filing a deposition or affidavit in a civil case resulting from their performance of duty. The superior officer shall then contact the Internal Affairs Bureau, prior to giving the deposition or affidavit.

Employees who are served with subpoenas that compel them to release Department records shall advise their supervisor and immediately transmit the request to the Internal Affairs Bureau for processing. Employees shall not release such information without the approval of the commander of the Internal Affairs Bureau.

**204.13 CIVIL CASES**

Officers shall not serve civil process or assist in civil cases unless the specific consent of the Chief of Police has been obtained. They shall avoid entering into civil disputes, particularly while performing their duties, but shall still be responsible for enforcing any laws or ordinances which may become applicable to the situation.

**204.14 TRAFFIC CRASHES INVOLVING PRIVATELY OWNED VEHICLES**

Any reportable traffic crash involving a privately owned vehicle operated by a sworn officer within Fairfax County shall be investigated by a sworn supervisor. An officer of equal or greater rank shall investigate any such crash involving a sworn supervisor or staff officer. The investigation shall be consistent with the requirements set forth in the Police Department's Report Writing Manual for completion of the Accident Report.

**204.15 TRAFFIC CITATIONS WHILE OPERATING COUNTY-OWNED VEHICLE**

Employees who receive a traffic citation while operating a County-owned or leased vehicle, either by a police officer, parking enforcement officer, or

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after having been identified as the operator of a County-owned or leased vehicle that was issued a citation through photographic imagery, shall be financially responsible for all costs, fines, and penalties. An administrative investigation will be conducted by the Internal Affairs Bureau who will coordinate with the Financial Resources Division regarding payment processing, and coordinate with the Office of the Chief regarding waiver requests.