




ARLINGTON COUNTY POLICE DEPARTMENT DIRECTIVE MANUAL

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400.00 RULES & REGULATIONS

- 401.00 Administrative Rules & Regulations** - All employees shall be thoroughly familiar with these rules and regulations and abide by them. Violating any rule or regulation may result in disciplinary action. Lack of knowledge shall not constitute a defense to any disciplinary action.
- 401.01 County Administrative Regulations & Policies** – Unless otherwise indicated, department employees are subject to [Arlington County Administrative Regulations & Policies](#) affecting all County employees. These administrative regulations & policies can be accessed via Arlington County's SharePoint.
- 401.02 Department Address and Stationery** – The department's mailing address and letterhead stationery are for official business only. Using the department's address or letterhead stationery for personal correspondence is prohibited.
- 401.03 Personal Information** – Employees shall inform the department of any changes to their personal information, including change of name, address, or telephone number, no later than the first working day following the change. Upon hire, employees operating County vehicles are required to add their motor vehicle operator license information in PRISM and update the system with any changes.
- 401.04 Reporting Violations** – Any employee who has knowledge of another employee violating any law, ordinance, rule or regulation of the department, or who disobeys orders, shall bring the matter to the attention of the employee's immediate supervisor. The supervisor shall determine if further action is to be taken in the matter. Should the employee feel that the matter is of sufficient gravity or involves supervisory personnel, the employee may bypass the official chain of command and directly advise the appropriate Division Commander, the Office of Professional Responsibility, or the Chief of Police.
- 401.05 Duty to Intervene** – Sworn officers have a duty to intervene and restore appropriate order during any police action where the amount of force being used is beyond what is objectively reasonable. Officers shall render aid, as circumstances objectively permit, to any person injured as the result of such use of force. Officers shall immediately report any intervention to a police

supervisor who shall notify the Office of Professional Responsibility as soon as practical. No member of the department shall retaliate, threaten to retaliate, take, or threaten to take any disciplinary action against an officer who intervened to stop the use, attempted use, or prevents the further use of excessive force.

402.00 Appearance – Employees shall be clean and well-groomed while on duty. Undercover and/or plain clothes officers may be exempted from this policy if approved by the Chief of Police, or designee.

402.01 Body Art – Employees are prohibited from displaying body art on the head, face, mouth, eyes, scalp, neck, hands or fingers. “Body Art” includes, facial piercings (such as tongue, lip or eyebrow piercings); tattoos; branding; cosmetic mutilation (such as horns, scarring, ear displays); body and dental ornamentation; and, theatrical contact lenses. Tattoos on the ring finger (simulating a ring) and eyeliner or brow enhancements that are natural in appearance are not covered by this restriction.

Body art on other areas visible when in uniform must be covered if the body art displays images or words that undermine the trust of the community in the department or detract from its professionalism. Body art will be assessed on a case by case basis but generally must be covered if it displays gang signs, profane words, violent images, sexually explicit images, or images which violate the County’s EEO policies. Other words or images depicted in body art that must be covered are images or words which include:

- Depictions customarily associated with organizations or groups that advocate or harbor intolerance or discrimination.
- Advocates, depicts or symbolizes affiliation with gangs, racial supremacy, extremist groups or philosophies, or drug use.
- Advocates violence or other unlawful means of depriving individual rights under the United States Constitution, the Virginia Constitution, federal or state law.

The Chief of Police, or designee, shall determine if body art must be covered by the appropriate uniform (long sleeve uniform shirt and/or long pants) or, for non-uniformed personnel, appropriate business attire that covers the body art. Employees seeking to display body art shall submit the [Body Art Approval form](#) and forward their request to the commander of the Systems Management Division. Employees seeking to display body art shall submit the Body Art Approval form and forward their request to the commander of the Systems Management Division. Accommodations for sincerely held religious or cultural beliefs may be requested by submitting a memorandum to the Chief of Police, or designee.

402.02 Hairstyle – A uniformed employee’s hair shall be well groomed, professional, clean and natural in appearance and color. Hair styles while on duty shall be properly trimmed or arranged so hair does not extend below the top of the uniform collar and does not interfere with wearing the uniform hat or does not otherwise present a safety or officer safety risk. When wearing the uniform hat, hair should not be visible under the visor.

402.03 Jewelry – Uniformed personnel may only wear the following items of jewelry while on duty; one wristwatch, one ring per hand or three rings on the ring finger, one necklace; provided it is not visible outside the uniform, medical alert bracelet, and female officers may wear one pair of small stud earrings worn in the earlobe.

This above policy will not apply to any undercover officer when acting in their official, assigned capacity, provided that approval for such need has been granted by the Chief of Police, or designee. Any such approval will only last for so long as the special duty.

402.04 Facial Hair – Other than a neatly trimmed beard, closely cropped moustache and sideburns, sworn employees shall be well groomed and clean-shaven.

- **Beards** – For sworn employees, full beards, ear to ear, are permitted. The beard will typically not exceed ¼” in length, be neatly trimmed and not present a bushy or unkempt appearance. Beards must have a natural appearance. Goatees as well as designs and colors are not permitted.
- **Moustache** – For sworn employees, mustaches shall be neatly trimmed and not extend below, nor extend more than one-half inch beyond the corners of the mouth.
- **Sideburns** – Sideburns shall extend no further than the bottom of the ear, be naturally even, and end with a horizontal line.
- **Fit Test** – Under no circumstances shall facial hair interfere with the employee’s ability to pass fit testing on standard equipment.
- **Exemptions:**
 - Undercover and/or plain clothes officers may be exempt if approved by the Chief of Police, or designee.
 - Civilian employees may wear a beard with approval of their division commander. If worn, the beard shall be neatly trimmed and not present a bushy or unkempt appearance.
 - Recruit Officer grooming standards are subject to the Northern Virginia Criminal Justice Training Academy written directives, or any other academy assigned to attend. Upon graduation, recruit officers will adhere to this regulation.

403.00 Assignment and Transfer – The Department's authorized personnel strength by job classification and assignment shall be established by the Chief of Police. The Chief of Police or Division Commander shall identify the maximum number of employees supervised by each supervisor. A Division Commander may establish a minimum staffing level for any section, or watch (shift) within the division. A Section Commander may establish a minimum staffing level for any unit within the section.

The frequency with which assignments within a division or one of its subordinate work groups are rotated (or internal transfers occur) shall be determined by the division’s or affected group’s commanding officer. The qualifying criteria for such actions shall also be established by the commanding officer.

Assignment or reassignment of personnel between divisions, at any time based on the needs of the Department, shall be at the discretion of the Chief of Police ([See Administrative Regulation 2.7](#)). Hours of work and days off shall be assigned at a commanding officer's discretion or based upon a published shift schedule. Days off may be fixed or rotational, but shall in all instances address the needs of the affected command and the agency.

Temporary assignments can be made at the discretion of the Chief of Police as well as at the discretion of a Deputy Chief. Temporary assignments may be made to fulfill the needs of the Department. As employees acquire additional skills, knowledge, and abilities, the agency benefits from an expanded pool of employees prepared to assume the responsibilities of a number of positions. The duration of temporary assignments will be based on the needs of the organization.

- 404.00 Chain of Command** – An employee shall operate within the chain of command unless otherwise exempted. An employee shall know the relative positions in the structure; to whom the employee is immediately responsible; and those persons who are accountable to the employee. The Chief of Police is available by appointment to any employee.
- 404.01 Forwarding Written Communication to a Higher Level** – An employee initiating a written communication for transmission to a higher level, shall forward such communication through the chain of command. An employee receiving a communication from another employee directed to a higher level shall endorse it acknowledging that it was received, indicating appropriate comments and forwarding it to the appropriate individual through the chain of command.
- 405.00 Confidentiality** – No employee shall divulge confidential information. The official business of the department shall be treated as confidential. Information contained in police records is accessible only to police personnel. Names of victims, complainants, witnesses, informants, and other persons known to the police are considered confidential and shall be released, only pursuant to department policy. No employee shall give confidential information to anyone except for whom it is intended or as directed by a supervisor or under due process of law.
- 405.01 Computerized Data Systems** – Access to any computerized data system containing confidential or sensitive information shall be for official law enforcement purposes only. Any employee using this data for anything other than law enforcement purposes may be subject to disciplinary action.
- 405.02 Confidentiality Order** – A direct order that prohibits an employee from discussing the facts of an administrative investigation or inquiry; including an individual's involvement or testimony in any investigation or inquiry. Such orders remain in effect until rescinded, in writing, by the Chief of Police or commander of the Office of Professional Responsibility. Failure to fully comply with such orders for the entire duration of the order is considered, at a minimum, insubordination.

Upon the conclusion of the investigation, the subject will be notified, in writing, by the Chief of Police or the Commander of the Office of Professional Responsibility when the confidentiality order has been rescinded. After the order has been rescinded subjects shall not deliberately seek out witnesses who may have provided information.

Witnesses seeking to be released from a confidentiality order must submit a memorandum to the Chief of Police requesting the order be rescinded for good cause. The Chief of Police or the Commander of the Office of Professional Responsibility will provide a written response within seven (7) business days after receiving their request.

- 405.03 Disclosure of a Citizen's Medical Information** – Employees of the Police Department shall not release or discuss medical information or medical history about any victim, witness, or suspect, except when such release/discussion is required to facilitate treatment of the affected individual or is shared with another law enforcement agency (or DHS) in furtherance of legitimate operational objectives. The unauthorized disclosure of a citizen's medical information or medical history could result in disciplinary action.

When discussing an incident with news media, attorneys, insurance carriers, witnesses, and/or the family or friends of involved persons, etc., officers may only confirm the mechanism of an individual's injury (e.g., gunshot wound, automobile accident, etc.), identify the general area of wounding (e.g., shot in the leg), and summarize the individual's condition (e.g., stable or critical condition, etc.). Public identification of any diseases that the individual may be suffering is explicitly prohibited.

- 405.04 Disclosure of an Employee's Medical Information** – Employees of the Police Department shall not release or discuss medical information or medical history about any other employee, except when such release/discussion is required to arrange the employee's treatment, facilitate appropriate supervision, or administratively process benefits, payments, or personnel actions.

Further guidance on the above restrictions can be found in the County Administrative Regulation titled [Health Insurance Portability and Accountability Act of 1996](#) and in the HRMS Standard Operating Procedure. Employees are instructed to contact a member of HRMS if they receive requests from any source for medical information about another employee. The unauthorized disclosure of an employee's medical information or medical history violates Federal law and could result in disciplinary action under the Health Insurance Portability and Accountability Act of 1996.

- 406.00 Constitutional Rights** – Employees shall enforce any federal law, where applicable, state law, or county ordinance that is valid on its face without fear of abrogating the constitutional rights of the accused. Employees shall make reasonable inquiries, conduct investigations, and arrest on probable cause within the scope of the employee's authority. Employees shall respect the constitutional rights of all individuals at all times.

406.01 Arrest – Employees shall observe the laws of arrest, search, and seizure when making an arrest. Particular attention shall be made in situations involving persons who may be entitled to some degree of immunity based on their congressional or diplomatic status. Employees shall be responsible for the safety and protection of a person in custody and that person's personal property. This responsibility shall continue until the person is released or delivered to the custody of the Sheriff's Office.

406.02 Compromising a Criminal Case and Plea Bargaining – No employee shall interfere with the proper administration of justice by making or negotiating any compromise or arrangement for any person to escape the penalty of the law. Court continuances shall not be requested for any hearing or trial other than in the interest of justice, or for justifiable personal reasons.

Negotiating or plea bargaining with a prisoner or suspect is the exclusive responsibility of the Office of the Commonwealth's Attorney. No employee shall intentionally divulge any information which might assist a person suspected or guilty of a criminal act in escaping arrest or punishment or which might compromise a criminal case in any manner. No employee shall engage in pretrial publicity that would prejudice a fair trial.

406.03 Documentation of Searches – Officers shall document all consent and probable cause searches to include searches conducted during a traffic stop or investigatory stop of a person, property, vehicle, or residence. When practical the officer conducting a consent search (see *531.06 Biased Based Policing*, IV.B. Consent Searches) should complete the *Permission For Search* form. Consent and probable cause searches where no evidentiary items are found will be documented on a Field Investigation (FI) and whenever evidentiary items are found, their discovery and any other resulting police action shall be documented in a Case Report. Documentation in either circumstance shall include the following information:

- Whether consent was obtained or refused.
- Whether verbal or written consent was obtained.
- Whether probable cause existed for the search.
- Whether or not the search was conducted.
- If a search was conducted, if anything of evidentiary value was found.

Supervisors shall review all Case Reports and FIs to ensure the appropriate use of police tactics.

407.00 Duty Responsibilities – An employee shall respond to the lawful order of a supervisor, as well as a request for assistance from a citizen, or when dispatched to a call. An employee shall take proper police action while on duty to protect life, property and individual liberty; prevent crime and disorder; detect and arrest violators of the law; and enforce federal, state, and county laws and ordinances within the department's jurisdiction.

An employee shall perform duties in a fair and professional manner as required or directed by law, policy, procedure, or rules and regulations. Delegation of specific enforcement responsibility to a particular unit within the department does not relieve another employee from taking appropriate action when necessary. An employee shall direct any inquiry as to duties to the immediate supervisor.

- 407.01 Accuracy of Information** – An employee shall not falsify any official report, whether written or verbal, or enter or cause to be entered any inaccurate, false, or improper information on the books or records of the department.
- 407.02 Assistance to Another Employee** – An employee shall aid, assist, or protect another employee in time of need to the fullest extent in accordance with department policies and procedures.
- 407.03 Availability on Duty** – An employee shall remain available to respond to a call for service as directed by a dispatcher or a supervisor.
- 407.04 Conducting Personal Business on Duty** – An employee may conduct personal business while on duty, provided it is inconspicuous so as not to create an unfavorable impression in the public view and provided, it is a brief transaction that does not interfere with normal job duties.
- 407.05 Dereliction of Duty** – No employee shall sleep on duty, intentionally neglect assigned duties, or fail to respond to a call when dispatched.
- 407.06 Drug Purchases** – No employee, unless specifically assigned to do so, shall buy or attempt to buy an illegal drug, nor shall an employee use a confidential informant to buy or attempt to buy an illegal drug, without first clearing the action with a supervisor in the Organized Crime Section. All purchases of any type or amount of illegal drugs shall be coordinated through the Organized Crime Section.
- 407.07 Efficiency and Cooperation** – An employee shall cooperate, direct and coordinate efforts in such a manner to establish and maintain the highest standard of efficiency in department functions.
- 407.08 Employees to Remain on Duty Until Relieved** – Employees shall remain at their assigned duty location until properly relieved. To ensure continuous patrol coverage, employees whose tour of duty is ending will not be released until a sufficient number of employees who are reporting for duty are available. During an emergency, an employee's tour of duty may be extended or started earlier than normal to provide adequate patrol coverage.
- 407.09 Hazardous Condition** – An employee shall report any hazardous condition to the appropriate County agency and take any immediate action necessary to ensure the safety of the community.
- 407.10 Identification as a Police Employee** – An employee shall display official identification before taking any police action, unless such identification is obvious, impractical, or not feasible. An employee shall provide their name and department identification (DID) number to any citizen upon request except while working in an undercover assignment.
- 407.11 Incident Scene** – The ranking officer present shall assume command at the scene of any crime, accident, or other police incident where procedure is not indicated by department policy. When two or more officers of equal rank are present, the officer whose primary assignment is most closely associated with the type of incident shall assume command.

Officers shall exercise every precaution to avoid contaminating or destroying evidence when investigating an incident. Officers are accountable for preserving the crime scene and prohibiting unauthorized persons to enter the area. Officers shall not stop at, or enter, a crime scene under investigation unless authorized by a supervisor to assist in the investigation.

A police agent assigned to a crime scene shall conduct a thorough crime scene search and process all physical evidence according to established procedures and best practices. Officers, other than police agents, may be issued equipment used in preliminary or basic crime scene processing.

- 407.12 Injury or Death** – An immediate verbal notification shall be made to the Chief of Police or the Acting Chief of Police, upon the death or serious injury of any employee on or off duty. The on-duty Patrol Commander or Watch Commander is responsible for assuring that this notification is made, as well as notifying the employee's family or friend as indicated on the employee's next-of-kin notification record.

The Patrol Commander or Watch Commander shall also cause a written report containing all relevant information to be forwarded to the Chief of Police within one working day if the death or serious injury occurred while the employee was on duty. An employee's patrol or section commander shall ensure that all required forms are submitted as soon as possible for any non-serious injury to an employee while on duty.

- 407.13 Internal Investigation** – The Chief of Police may initiate a formal investigation of any department employee, with just cause. An employee shall comply with a legal request pertaining to a department investigation. An employee shall not make any false or misleading statements in response to a department investigation. (Also, see *551.02 Complaint Processing & Investigations*)

- 407.14 Interview Room Security** – An employee who places an individual, who is in the employee's custody or under the employee's control, in an interview or processing room shall be responsible for monitoring the safety and security of that individual on a continuous basis.

- 407.15 Meal on Duty** – An employee may take a meal break in accordance with division policy and subject to supervisory direction. An employee shall be subject to immediate return to duty. An employee on patrol shall request permission from the dispatcher and will advise the dispatcher of their location.

- 407.16 Oath of Office** – A sworn officer is required to take an oath of office before assuming any duties of a police officer. An auxiliary officer is required to take an oath of office before assuming any duties of an auxiliary officer.

- 407.17 Paperwork** – An employee shall submit, at the end of the employee's tour of duty, any report or paperwork required by department or section policy, unless authorized by a supervisor to submit the paperwork at a later time.

- 407.18 Personal Privacy** – Employees may expect a reasonable amount of privacy regarding personally owned items such as a briefcase, purse, or vehicle. Items issued to employees, or made available for the employees' use, remain the property of the County or department and are subject to inspection at any time. This includes a vehicle, desk, cabinet, locker, briefcase, and any other item.

- 407.19 Police Involvement While Off-Duty** – The decision to get involved in a police matter while off-duty shall be at the employee's discretion. Factors to be considered are the nature of the incident, potential harm to individuals, and the availability of on-duty units. If not actively involved, the employee should observe the incident, summon assistance, and aid responding units as requested.
- 407.20 Reporting for Duty** – Employees shall report for duty at the time, date, and location established by the appropriate Division or Section Commander. Employees shall report being late or absent from duty pursuant to Section policy.
- 407.21 Response to a Call** – An employee shall respond immediately to a call for service unless otherwise directed by the dispatcher or a supervisor. Failure to respond shall be considered misconduct.
- 407.22 Roll Call** – An employee shall report for duty, roll call, or shift briefings, at the specified time and location, in appropriate clothing, and with all the necessary equipment and supplies needed to begin work. Roll call and shift briefings shall be used to make duty or vehicle assignments, distribute crime-related information and trends, discuss section objectives, or provide training.
- 407.23 Telephone** – Employees shall answer the telephone by giving their name or office. Employees shall be polite and refrain from using abrasive language on the telephone. Employees shall be familiar with the functions of the telephone, such as transferring calls, placing calls on hold, or voice mail. Employees may use the telephone for personal conversations provided they are limited to a minimal time and it does not interfere with normal duties.
- Employees shall restrict the personal use of a telephone to a telephone out of public view and not reserved specifically for routine or emergency department business. Employees are responsible for any long-distance calls made on the telephone assigned to them. Employees shall reimburse the department or County for personal long-distance calls or facsimiles, regardless of what telephone was used.
- 407.24 Training and Education** – An employee shall attend all mandatory programs and is encouraged to participate in other programs offered by the department, the County, or other law enforcement agencies.
- 407.25 Undercover Assignment Identification** – To protect undercover and special assignment employees in the performance of their duty, employees should use discretion in speaking with such employees when in purview of the public. When challenged by a uniformed officer, or someone identifying themselves as a law enforcement officer, the challenged non-uniformed employee shall follow exactly the instructions of the challenging officer until identification is acknowledged and confirmed. It is the responsibility of the non-uniformed employee to provide proper identification when challenged by a law enforcement officer in street situations.
- 408.00 Equipment** – Employees are accountable for all equipment issued to them. All such equipment shall be in good working order. Employees shall inspect all issued equipment upon receipt. All noticeable damage or defects shall be brought to the attention of the issuing authority or supervisor. Unless otherwise

indicated, department equipment shall be used only for department purposes. The personal use of equipment, uniforms or County facilities shall only be with the written permission of the Chief of Police or designee. A request for such use shall be forwarded through the chain of command. Employees shall not attempt to operate any equipment for which they are neither qualified nor authorized to use. Employees may carry articles of personal equipment while on duty with approval of the appropriate division or section commander. If carried, such equipment must be in proper working order.

- 408.01 Equipment Accountability** – Employees are accountable for the condition, appearance, and cleanliness of department equipment issued to them or under their control or management. Employees shall notify a supervisor and report in writing to the Division Commander, through the chain of command, of any lost, stolen, or damaged department equipment. Employees are subject to disciplinary action for destroying, losing, or misplacing department equipment through negligence. Repair and replacement of lost, stolen, or damaged department equipment shall be at the direction of an employee's supervisor.
- 408.02 Equipment Inventory and Return** – Each section, unit, office, or individual that issues department equipment shall maintain an inventory of the equipment and to whom it was issued. Transfer of equipment shall be through, or at the direction of, the issuing authority. Upon separation from employment, issued equipment shall be returned to the issuing authority. A separated employee may be held personally responsible for lost, stolen, damaged, or equipment not returned.
- 408.03 Flashlights** – The two-cell and the rechargeable flashlight are department issued flashlights, primarily intended as illumination devices. Employees who are not issued one of these flashlights are authorized to use a flashlight constructed of thin metal (1/16" inch thickness or less) or a non-metal substance with a pre-battery weight not to exceed 12 ounces. The Chief of Police may authorize the use of other lighting devices as the situation dictates.
- 408.04 Radios** – Employees engaged in field assignments must be equipped with, or have ready access to, radio communications, unless exempted by the Chief of Police or a commanding officer.
- 408.05 Police Vehicle Identification Placard** – Sworn and authorized civilian staff and partner agencies, with proper justification, may obtain an ACPD Vehicle Identification Placard from the Support Management Section (SMS). The placard shall be prominently displayed on the dashboard of the vehicle and is used to identify personally owned or unmarked department vehicles being used in the performance of official duties. Examples include but are not limited to:
- Restricted department parking areas (ex. jurors' lot, fire department parking lots, partner agency property).
 - Private property while on official business (to comply with [§46.2-1231](#) prohibiting towing of police vehicles off private property).
 - Restricted parking areas during special events.

Lost or stolen placards will be immediately reported to the employee's chain of command, documented in a case report, and entered it into NCIC/VCIN. The placard must be returned to SMS prior to separation from the agency. Additionally, the Department may pursue legal options for recovery and potential prosecution for unauthorized use.

409.00 Gift or Gratuity – An employee shall not accept gifts, gratuities, or loans from organizations, business concerns, or individuals with whom he or she has official relationships on business of the County government and/or police department when such organization, business concern, or individual has or will do business with the County and/or the police department within a reasonable time before or after acceptance.

These limitations are not intended to prohibit the acceptance of articles of negligible value which are distributed to the general public or to a general class of persons over a broad area, or to prohibit employees from accepting social courtesies which promote good public relations, or to prohibit employees from obtaining loans from regular lending institutions.

It is particularly important that employees involved in inspections, contracting, and/or enforcement avoid any relationship which might be construed as evidence of or appears to be favoritism, coercion, unfair advantage, or collusion with respect to the employee or on the part of the government. An employee shall report in writing to the Chief of Police, the receipt of any unauthorized or unsolicited gift or gratuity. The Chief of Police shall determine the disposition of the item. (Also see A.R. 2.7)

410.00 Leave – An employee shall earn, use, and be compensated for leave in accordance with the County's administrative regulations and guidelines established by the County Manager. Most leave, except sick leave and liberal leave, must be requested in advance through TeleStaff. It shall be the responsibility of the employee to ensure that their accrued leave balance is sufficient to accommodate the amount requested in TeleStaff. An employee who is sick and cannot come to work must report this fact to their supervisor, or as required by department or section policy.

The County Manager during emergencies, such as extreme weather, authorizes liberal leave. Liberal leave does not require prior approval and does not apply to employees deemed essential by the department. An employee using liberal leave will have the hours deducted from the employee's annual leave or compensatory leave balance. (Also see A.R. 2.7)

411.00 Operational Involvement by Civilian Employees – Unless otherwise provided by this sub-section, civilian employees of the police department shall not:

- Make arrests or physically assist in the making of arrests.
- Serve or execute arrest warrants or summonses.
- Search, guard, or transport prisoners.
- Serve or execute protective orders or mental detention orders.

- Serve or execute civil writs or summonses.
- Seize property.
- Carry or wear any type of weapon while on-duty.

The above prohibitions do not preclude Public Service Aides from issuing parking tickets, booting vehicles, or performing other operational tasks identified in their job descriptions, nor do they preclude Crossing Guards from performing duties normally associated with traffic direction and the protection of pedestrians.

The above prohibitions also do not prevent civilian employees from assisting sworn officers or taking appropriate action in emergency situations where a failure to act may result in an injury to any person, or otherwise result in a serious threat to public safety.

412.00 Orders – An employee shall respond to orders issued by a supervisor in the manner described in this section. Discipline may incur where there is a willful disregard of a lawful order, command, or procedure. An order shall be issued in a clear, concise, and civil manner.

An employee shall comply with a lawful order issued by a supervisor, whether such order is delivered in person, in writing or relayed through another person. An employee shall only issue an order, which does not conflict with or violate any law, ordinance, procedure, rule or regulation. An employee shall comply with a legal order, but may appeal the action if the employee considers the order improper or unjust.

412.01 Appealing an Order – An employee shall report to the appropriate Division Commander, through the chain of command, the reception of an unlawful, improper or unjust order. The report shall be at the earliest opportunity and shall contain the facts of the incident and the action taken. An appeal for the release from such order may be made at the same time.

412.02 Complying with an Unlawful Order – An employee is not required to comply with an order that is contrary to a law, ordinance, procedure, rule, or regulation. The employee shall advise the issuing authority of the illegality of an order. If a controversy exists, an employee of higher rank than the parties concerned should be consulted to determine what action should be taken.

412.03 Conflicting Order – An employee shall inform the person issuing an order if it conflicts with an existing order. The responsibility for countermanding the original order then rests with the person issuing the superseding order. An order shall be countermanded only when it is in the best interest of the department.

413.00 Patriotism – A police employee is a representative of the government and while on-duty shall be supportive of the United States of America.

413.01 Exemption – An employee shall be exempt from rendering proper respect to the flag or national anthem if engaged in department business in which the interruption would create a safety hazard or breach of duty.

- 413.02 Flag** – An employee shall render proper respect when the national, state, or county flag is displayed.
- 413.03 National Anthem** – An employee shall render proper respect when the national anthem is played.
- 413.04 Saluting** – An employee, in uniform, shall render a military salute from the position of attention during the playing of the national anthem or the approach of the national colors. Employees in civilian attire shall stand at attention, face the flag, and place their right hand over the heart.
- 414.00 Personal Contacts** – Employees shall be responsive to the needs of the public by rendering prompt and courteous service and consistently conducting themselves in a manner that encourages public respect. Employees are expected to conduct themselves in a professional manner at all times.
- Employees will treat all persons with respect and will not use degrading, profane, abusive or defamatory language when in contact with the public, toward other employees, or when in public view. Employees are expected to be courteous and dignified at all times as the circumstances allow. The personal biases or attitudes of the employee must not influence their decision to take police action other than what is justified or expected within the constraints of discretion.
- 414.01 Compliance to Laws** – All employees, on duty or off duty, shall comply with federal, state and local laws and ordinances. In case of improper action, breach of discipline, or violation of law, it will be presumed that the department employee was familiar with the law, ordinance, rule, regulation, policy, or order in question.
- 414.02 Conduct Unbecoming** – The conduct of employees, on or off duty, may directly reflect upon the Arlington County Police Department. Employees shall conduct themselves at all times, both on and off duty, in such a manner to reflect most favorably upon the department and Arlington County.
- Conduct unbecoming by a police employee is any conduct that adversely affects the operations, morale or efficiency of the department or any conduct which has a tendency to adversely affect, lower or destroy public respect and confidence in the department or any employee. Conduct unbecoming also includes any conduct that brings the department or any employee into disrepute or brings discredit upon the department or any employee; or, an act of misconduct that has a nexus or connection to the employee's performance or ability to perform his/her job.
- 414.03 Criminal Investigation Involvement** – Any employee who becomes involved in a criminal investigation in any jurisdiction as a defendant, witness, or suspect shall report such involvement in writing to their Division Commander and the Office of Professional Responsibility, via the chain of command. This notification shall be made no later than the next business day after the employee's involvement becomes known to them.
- 414.04 Drug Testing** – Testing employees for suspected illegal drug use or alcohol abuse shall be governed by [Arlington County Administrative Regulation 2.7](#).

- 414.05 Fines, Collateral and Other Money** – No employee shall accept payment of fines, collateral, fees, or receive other money unless authorized to do so.
- 414.06 Financial Obligations** – An employee shall make every effort to make timely payment of all debts as financial irresponsibility is contrary to the public trust granted to a department employee.
- 414.07 Fraternal Organization** – An employee is prohibited from joining any organization which advocates the suppression of constitutional rights or engages in subversive activities.
- 414.08 Harassment** – No employee shall make any comment, nor take any action, which contributes to harassment or discrimination based on race, sex, ethnic group, religious belief, or sexual orientation (Also, see Manual directive 511.04 *Harassment*).
- 414.09 Insubordination** – No employee shall be insubordinate. Insubordination is disrespectful, insolent or abusive language or acts toward a supervisor, failure or refusal to obey a lawful order given by a supervisor, ridiculing the order of a supervisor, or engaging in any job actions.
- 414.10 Intoxicants** – No employee shall use any intoxicant while on duty unless necessary to perform a police duty, and only with the permission of a commanding officer. No employee in uniform shall use any intoxicant, whether on duty or off duty. No employee will report for, or be on duty, while under the influence of any intoxicant, nor shall the employee be unfit for duty because of the use of any intoxicant.
- No employee shall report for duty with the odor of an alcoholic beverage on his or her breath. No employee shall bring any intoxicant into a police facility except that which has been legally confiscated, held as evidence, or for safekeeping. No employee shall place, carry, or transport any intoxicant while in a department vehicle, except that which was legally confiscated, held as evidence or for safekeeping.
- 414.11 Job Actions** – Employees shall not plan, support, or engage in any strike, work stoppage, slowdown, or similar job action.
- 414.12 Non-jurisdictional Authority of Sworn Officer** – A sworn officer shall have the same power of arrest outside of Arlington County as a private citizen, unless within the scope of fresh pursuit.
- 414.13 Notices and Announcements** – An employee shall not mark or alter any notice or announcement of the department without proper authorization. A notice or announcement shall not be posted without the permission of a supervisor and shall not be posted except at a location provided for such purpose.
- 414.14 Supervisory Contacts** – Employees shall treat supervisors with respect and shall be courteous and civil toward them. Officers should be referred to by their rank while on duty in public. Except in exigent circumstances, a supervisor should not censure a subordinate in the presence of others. A censure of a

subordinate shall be documented and available for inspection by the affected employee. This does not prohibit an informal oral reprimand or constructive criticism directed at a subordinate.

414.15 Tobacco – Use of tobacco or nicotine products by sworn employees is strictly governed by the tobacco related Condition of Employment signed by the employee at the time of hire. Civilian employees are permitted to smoke in Arlington County’s designated smoking areas. Use of tobacco or nicotine products, by all employees, is not permitted while interacting with the public.

414.16 Marijuana - While Virginia and other state laws may permit the use, possession and/or distribution of cannabis or anything containing Tetrahydrocannabinol (“THC”), such use, possession and/or distribution remains a federal offense. THC is a controlled substance per DEA Regulations 21 C.F.R. Sections 1308.11 through 1308.15. The use, possession and/or distribution of cannabis or anything containing THC by employees is strictly prohibited.

415.00 Photographs and Endorsements – No employee shall pose for any photograph, nor make any endorsement, for a commercial publication pertaining to police work or the functions of the department without the permission of the Chief of Police.

415.01 Official Department Photographs – Regardless of assignment, all officers shall have an official department photograph taken in rank. Attire for all sworn photographs shall be the long-sleeve “Class A” uniform shirt and tie. Photographs shall be taken:

- Upon appointment to the department
- Upon graduation from the academy
- Upon promotion or change in rank
- Upon completion of three years of continuous service within the same rank.

Civilian employees shall be photographed upon appointment to the department and every three years thereafter. Non-uniform civilian employees shall be photographed in professional business attire and uniform civilian employees shall be photographed in their long-sleeve uniform shirt.

The Human Resources Management Section will oversee all official department photographs with the program administrated through the crime scene MPOs.

The release of official department photographs is restricted to the Office of Media Relations and Public Affairs or with prior approval by the Chief of Police, or designee.

415.02 Political Activity – No employee shall engage in any political activity that is prohibited by [§ 6-23. Political Activities of the Arlington County Code](#) or guidelines established by the County Manager.

415.03 Private Sector Contribution – No employee shall solicit a private sector contribution unless specifically authorized by County and department policy.

- 415.04 Promotion** – Every promotion shall comply with Administrative Regulation 2.7 and procedures approved by the Chief of Police. (Also see A.R. 2.7)
- 415.05 Publicity and Personal Promotion** – No employee shall use their position within the department to enhance or promote any private enterprise, or to seek personal publicity without first receiving permission from the Chief of Police.
- 415.06 Public Statement** – No employee shall address a public or other gathering concerning the work of the department, nor make any statement for publication concerning any plans, policies, or affairs of the administration of the department unless authorized to do so by the Chief of Police or as set forth in the employee's job duties.
- 415.07 Recommending a Person or Service** – No employee shall, while on duty or when acting as a spokesperson for the department, suggest, recommend, advise or counsel any person with whom the employee becomes acquainted with as a result of police business, regarding the retention of an attorney, bail bond broker, or other service.
- 416.00 Physical Fitness** – Employees shall maintain good physical fitness and are encouraged to engage in exercise programs necessary to maintain such fitness. Employees shall participate in any physical training program required by the department unless exempted for disability reasons.
- 416.01 Physical Assessments** – Physical assessments used to determine a uniformed employee's physical well-being and fitness for duty will be conducted by a County approved physician. Physical assessments by the County's examining physicians will be administered on the following cycle:

Ages 21 to 29	Every three (3) years
Ages 30 and 39	Every two (2) years
Ages 40 and older	Annually
SWAT Members	Annually

Physical assessments will be administered through the Human Resources Management Section. The HRMS will notify employees during the calendar year in which a County physical is required and physicals must be completed during the employee's birth month. An employee unable to complete their physical during their birth month shall contact HRMS personnel and reasonable accommodations will be made on a case-by-case basis.

Physical assessments required by the department will be provided at no cost to the employee. Employees should consult with their personal physicians on any subsequent issues noted in the physical assessment.

Employees receiving an unsatisfactory fitness for duty classification by the County's examining physician may be placed on restricted assignment or require subsequent examinations. The Chief of Police reserves the right to require an examination by a County appointed physician or psychologist at any time.

Nothing in the above regulations prohibits employees from seeing personal physicians. Department employees are encouraged to have regular health checks to maintain their physical well-being.

- 417.00 Police Facilities** – Every employee is responsible for maintaining a clean working area and shall promptly report conditions requiring the attention of building maintenance to the Systems Management Division Commander's Office. No employee shall enter a restricted area unless authorized to do so. No employee shall possess any key, access card, or combination to a lock to a restricted area unless authorized by a Division Commander. An employee who must obtain a key, access card, or sign a control logbook shall do so in compliance with established department procedures. Most areas that have a sign AUTHORIZED PERSONNEL ONLY designate a work area that is not open to the public. Police and ECC employees are generally considered authorized personnel and may enter these areas utilizing their assigned access card, unless specifically prohibited by this regulation or department policy.
- 417.01 Access to Restricted Areas** – Access to areas within Police Headquarters shall be limited to personnel assigned to that area and/or employees who have a legitimate, work related reason for access.
- 417.02 Armory** – Employees shall not enter the armory unless authorized by the department range officer or a supervisor with the authority to grant such permission.
- 417.03 Booking Area** – Employees are prohibited from entering the booking area of the Detention Facility except for official department business. A civilian on official business or a tour group led by a department employee must have prior permission of the on-duty Sheriff's Office supervisor. A civilian ride-along should remain outside while the employee is in the booking area. A Police Chaplain can accompany an employee into the booking area, but for safety reasons, may be asked to remain outside. Firearms, impact weapons, ammunition, and knives shall be secured in the lockers provided before entering any area of the Detention Facility.
- 417.04 Computer Room** – Access to the computer room is limited to employees assigned to the Public Safety Information Technology Group or authorized employees. Only those authorized employees shall be provided with the access code to the computer room and the door shall remain closed at all times.
- 417.05 Other Facilities** – The use of other County facilities shall be according to the policies and procedures of the County departments responsible for those facilities.
- 417.06 Administrative Support Unit** – Only authorized employees shall have access to records maintained by the Administrative Support Unit. Employees in need of records will make their request at the public counter during normal business hours. Access to the Administrative Support Unit after hours requires the use of an access card and key from the KeyWatcher® system. The key can be used to gain access to the unit by authorized personnel.

- 417.07 Trades Center and Police Impound Lot** – The Arlington County Trades Center and Police Impound Lot shall be used only for authorized department purposes, and in accordance with department or county procedures.
- 418.00 Purchase or Travel Request** – An employee who makes a purchase on behalf of the department or travels on official department business shall abide by all regulations regarding such purchase or travel. The expenditure of funds shall be fully justified and documented. For information regarding a purchase, an employee shall consult with the department's Evidence/Inventory Management Unit on how to order the item or consult with the department's Fiscal Management Unit regarding payment for the item. For information regarding a travel request, an employee shall consult with the department's Training and Career Development Unit or the department's Fiscal Management Unit.
- 419.00 Use of ACPD and Arlington County Brands** – The Arlington County Police Department is the sole and exclusive owner of the right to use any badges, patches, logos, seals, pins, and any other brand, mark, design, motto, or insignia that is readily identifiable with and/or associated with the Arlington County Police Department. These items are reserved for official use only and may not be recreated, modified, or used in any manner without the express written permission of the Chief of Police. This prohibition extends to manufacturing, marketing, selling, or distributing any merchandise developed by any business entity or person – including ACPD personnel. Additionally, Arlington County logos, seals and brands are trademarked and authorized for official county use only and may not be recreated or modified in any way.