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	SUBJECT		EFFECTIVE DATE
	<b>Virginia Beach Police Department General Order</b> Chapter 2 - Personnel Information		<b>03/09/2021</b>
			ORIGINATOR/REVIEW
DISTRIBUTION		Chief's Staff	
ALL		CALEA: 22.1.1, 22.1.2, 22.1.3, 22.1.4, 22.1.7, 22.2.1, 22.2.2	
BY THE AUTHORITY OF THE POLICE CHIEF: <span style="float: right;">PWN</span>			

## Purpose

To provide information to employees regarding compensation, leave, and the variety of benefits available from either the city of Virginia Beach or the Virginia Beach Police Department.

## Policy

### Compensation (CALEA 22.1.1 A, B, C)

Employees of the Virginia Beach Police Department shall be compensated in accordance with the provisions of the Fair Labor Standards Act and the policies of the City of Virginia Beach. Information regarding entry-level salaries and salary differentials may be found on the City of Virginia Beach intranet site <https://beachnet.vb.gov.com/Pages/home.aspx?authenticated=1>

## Definitions

The following definitions are provided to assist in clarifying key concepts of this policy. The definition provided is specific to this policy alone.

**Sworn Officer:** An employee who has satisfactorily completed the prerequisites established by the Virginia Department of Criminal Justice Services (DCJS) to be DCJS certified as a law enforcement officer and has taken an oath of office pursuant to the Code of Virginia to uphold the laws of the Commonwealth of Virginia and the City of Virginia Beach. For the purposes of this policy the terms sworn employee, sworn member, and police officer will be considered synonymous and are used interchangeably.

**Probationary Police Officer (PPO):** For the purpose of this policy, means all employees currently undergoing academic training in the Police Academy or field training in the Police Training Officer program who have not yet completed the prerequisites established by DCJS to be certified as a law enforcement officer.

**Animal Control Officers:** Are not DCJS certified law enforcement officers, but have the power to enforce state and city ordinances enacted for the protection of domestic animals.

**Ancillary employee:** Are not DCJS certified law enforcement officers nor are they animal control officers, but perform law enforcement community service functions and assist in the day-to-day delivery of police services. Ancillary personnel may be full time or part time employees of the Virginia Beach Police Department. Ancillary positions include: Forensic Services Technician, Community Service Officers (including, Marine Patrol Aides), Precinct Desk Officers, and School Crossing Guards. Volunteers serving in the role of Police Chaplain or Flight Officer are also considered to have ancillary status.

**Special Skills (CALEA 22.1.2 D)**

Officers shall be designated as Police Training Officers after having been properly selected and trained in accordance with General Order 03.03/Police Training Officer program. Properly designated Police Training Officers shall be eligible for a PTO allowance. This allowance will only be paid while the PTO is actively training personnel.

The Police Chief may approve the eligibility for an employee to become a canine or helicopter trainer. Approval to conduct training shall be granted by the Commanding Officer of Special Operations. Approval will be based on an organizational need for trainers of this type. Eligibility for payment of the canine and helicopter training officer allowance will be limited to those personnel with current certified training/instruction credentials (such as accreditation through the Virginia Police Work Dog Association or as certified flight instructors) and who are actively training personnel or dogs in canine-related tasks or personnel in helicopter-related tasks. This allowance will only be paid when actual training or training-related tasks are being done or during the time the trainer spends in formal recertification in the particular area of expertise.

**In order to receive the allowance, the trainer must submit the Helicopter and Canine Training Officer Pay Report (PD-134) to his/her supervisor documenting the type of training provided during each work period and for whom. The signed form will be forwarded to the Office of Police Payroll for processing.**

**Salary Augmentation (CALEA 22.1.1 G)**

Those sworn personnel assigned to plain clothes assignments shall receive a designated clothing allowance. Departmental members assigned to the Special Operations Aviation Unit shall receive a flight allowance while on active flight duty status, while those members who are specially trained and actively assigned to the Special Operations Bomb Squad shall receive hazardous duty pay. The amounts of all allowances for special skills or for salary augmentation shall be determined by the City Manager.

Educational incentive pay is available to sworn employees hired and participating in the program prior to November 30, 1992 in accordance with City of Virginia Beach Policy [5.01](#) (Educational Incentive Pay).

**Overtime and Compensatory Time (CALEA 22.1.1 E, F)**

Overtime and compensatory time may be earned in accordance with City of Virginia Beach Policy [2.02](#) (Overtime Pay). The authorization and control of all overtime work is the direct responsibility of department heads or designees, who may, at their discretion, adjust an employee's work schedule to ensure that overtime is not accumulated. All overtime shall be recorded by non-exempt employees on a Virginia Beach Police Department Overtime and Leave Request (PD-130-2) as well as the daily roll call sheet and submitted to a supervisor for approval or adjustment. Overtime requests for court appearances shall be deposited in a designated collection box in the City of Virginia Beach Judicial Center for processing by the Office of Police Payroll. Members are required to obtain prior approval from their immediate supervisor to work any and all overtime. If a supervisor outside the chain of command seeks volunteers to work overtime, members still must obtain approval from their immediate supervisor prior to accepting or volunteering for the overtime opportunity.

Any self-initiated work performed off duty by non-exempt employees may be considered compensable work time and is required to be authorized by a supervisor in advance. This requirement does not apply to an emergency situation requiring law enforcement action that an off duty officer may encounter. (Reference General Order 2.14, Off Duty Employment) Accessing work related email or other computer

based programs, answering pages or phone calls that result in a total accumulated time of 8 or more minutes in duration during non-working hours within a 24 hour work day are compensable. All work performed while off duty, regardless of the amount of time, must be noted on Departmental form PD-269 and the roll call sheet. When practical, the employee's schedule will be adjusted to offset this additional time during the work period to reduce overtime/compensatory time accrual.

As the department head, the Police Chief or designee determines when compensatory leave will be accrued in lieu of overtime pay for scheduled work. When schedule adjustments cannot be made during the work period, compensatory leave or overtime payment will be administered in accordance with the individual employee's preferences. However, there are circumstances when this is not possible, including:

- When budgetary funding is not available for overtime payment for any reason, the Police Chief will communicate that compensatory leave will be required as a cost deferment measure. Every effort will be made to provide this communication in a timely manner.
- Some situations, such as grant specifications or emergency weather situations eligible for FEMA funding reimbursement require that overtime payment be made.
- When employees may be required to work on one or more normal days off (e.g. summer holiday operations), the Police Chief will communicate how the additional time will be handled ahead of time. Typically, the employee is given the option for the first day (compensatory leave, overtime payment or schedule adjustment) and the command chooses how the second and/or third day will be handled, based on operational needs.
- If the employee's compensatory leave balance is at the maximum level (480 hours for sworn personnel; 240 hours for civilian and ancillary personnel), then earned overtime must be paid and compensatory leave is not an option.

It is the practice of the Police Department to recognize the actual day of the holiday as the holiday for payroll purposes, rather than the day that is recognized by the City. For example, if New Year's Day falls on a Sunday, then Sunday, January 1 will be the recognized holiday for Police Department employees and Monday, January 2, the day that City offices are closed, will be considered a regular workday. In the case of full-time civilian personnel and sworn personnel in administrative assignments, when the holiday falls on the employee's day off and no work is performed, the employee will adjust their work schedule for that week or, if no adjustment can be made because of operational needs, will be paid straight time for the hours typically worked on a normal workday (8 or 10 hours). To reflect the schedule adjustment as described in the example above of New Year's Day falling on a Sunday, full-time civilian personnel and sworn personnel in administrative assignments who have Saturday and Sunday as their regular days off, would reflect Saturday and Monday as days off and Sunday as holiday leave on the roll call sheets. This approach will provide them the three day holiday weekend. Other sworn personnel are typically unable to adjust due to operational needs and receive straight time pay for the holiday occurring on their day off when no work is performed.

Part-time employees receive holiday pay only in situations when the holiday falls on a regular workday and the part-time employee works a regular schedule. Part-time employees may not adjust their schedule for the purpose of receiving holiday compensation.

**Per City Policy 2.02, exempt employees are not eligible to earn paid overtime or earn compensatory leave. However, when work on a holiday is required, exempt employees are eligible for bonus hours. See City Policy 2.02, Section 8.2.**

**Out-of-Town Travel**

City Policy 2.02, Overtime, Section 5.8 addresses how compensable time should be calculated for both same-day and overnight travel for any business purpose. Employees shall coordinate out-of-town travel within their commands and utilize a department vehicle. In extenuating cases such as when the employee's residence is closer to the alternate site than the command or when a department vehicle is not available, employees shall seek approval to utilize their personal vehicle from the commander of their precinct/bureau/office.

**Staffing for Essential Operating Conditions**

Recognizing that emergency situations are generally unpredictable and emergency staffing needs may differ depending on the severity and type of emergency event, the following procedures shall be utilized to ensure adequate staffing of Alpha I and II personnel in an emergency condition. Personnel formally designated as Alpha I are required to be fully prepared to report to work as directed by their supervisor in the event that the City declares an Essential Operating Condition. Alpha II employees may be temporarily designated as Alpha I for a particular Essential Operating Condition depending on the needs of the organization. Supervisors shall make every effort to provide all employees with notice of their status should an essential operating condition be anticipated at least 24 hours in advance of the event.

Police Department division heads shall consult with the Police Chief to determine whether there will be a need for all or some of the Alpha I personnel under their command to report to work if the City declares an Essential Operating Condition. In making this decision considerations including but not limited to the following will be reviewed: the expected severity of the event, the employee's current assignment/function, available manpower, and other related circumstances shall be considered. In a major weather event such as a snow storm, category 1 hurricane, or other significant storm, all Alpha I personnel should expect to be required to report to work regardless of their current assignment and are required to have immediate access to their department issued uniform attire. Operational exceptions to the uniform requirement shall be determined at division level and communicated to staff.

If due to extenuating circumstances an Alpha I employee is unable to report to work, he/she is required to contact his/her supervisor as far in advance as possible before their scheduled work hours on the day of the declaration of an Essential Operating Condition. Alpha I employees whose status is not changed based on staffing needs for the essential operating condition will be expected to report to work during the essential operating condition. Any time missed from their scheduled work hours will require the use of personal leave including annual, flexible holiday (only for a full day), or compensatory time.

Employees who are traveling out-of-town for business purposes during the essential operating condition are working in the capacity of Alpha II employees.

Leave approved prior to the declaration of an Essential Operating Condition shall not be changed and the employee shall be charged this leave. Refer to HR Policy 6.03 (A), Municipal Operations and Staffing Policy, for additional information.

**Leave (CALEA 22.1.2 A, B, C, D, E)**

Employees may accrue and use leave in accordance with the provisions of Section 3 (Leave) of the City of Virginia Beach Human Resources Policies. Employees of the Virginia Beach Police Department shall request leave from their supervisor utilizing the Virginia Beach Police Department Overtime and Leave Request (PD-130-2). Approval for the use of leave may be granted or denied by supervisors depending upon the needs of the Department in accordance with the applicable Human Resources policy (ies).

Administrative assignment (including brief periods of leave) may be directed by the Police Chief or their designee in limited circumstances described in General Order 5.01 (Use of Force). As this type of leave is unique to the Virginia Beach Police Department within the structure of city government, provisions for such are not included in City of Virginia Beach Human Resources policy.

Pursuant to City Policy 3.06 (Leave of absence without pay) employees may only request leave without pay after all accrued paid leave is expired. Department Directors, or designees, are empowered to grant a leave of absence for a period of fourteen (14) days or less. Police Department employees requesting LWOP of 14 consecutive days or less will prepare a Virginia Beach Police Department Overtime and Leave Request (Form No. PD 130-2). Under the remarks section they will explain the reason for the request. If additional space is needed, a memorandum shall accompany the Form PD 130-2.

- a. A request for 3 days or less of LWOP for those on 10 hour shifts or 4 days or less for those on 8 hour shifts may be approved by precinct/bureau/office commanders.
- b. A request for 40 consecutive hours of LWOP may be approved by division commanders.
- c. Requests for more than 40 consecutive hours and up to 14 consecutive days of LWOP will be submitted to the Police Chief for approval.

### **Military Deployment**

Human Resources Policy [3.09](#), Military Leave Policy and Procedure, sets forth the Rules for department members who are deployed by the Military; additionally, members deployed for 180 days or more where there is a substantial separation from the department shall complete the deployment package through Professional Development and Training. Members are directed to notify their commanding officer, via the chain of command, upon verbal or written notification of deployment by the military. The parent command of the officer will designate a supervisor as a liaison for the deployed member for the duration of the deployment. Prior to deployment, the liaison will contact PD&T and arrange a meeting between the liaison, the member deploying, and the commanding officer of PD&T or their designee to initiate departmental protocols, schedule a meeting with the employee's payroll clerk, and review resources available to the deployed member and his or her family.

### **Educational Benefits (CALEA 22.1.3 E)**

All full-time, permanent members of the City whose salaries are administered under the City's compensation plans who are not eligible for tuition reimbursement from any other government agency, organization, or association (e.g., veterans' benefits) are eligible for tuition reimbursement under the provisions of City of Virginia Beach Policy Human Resources Policy No. [5.04](#) (Tuition reimbursement). Participation in the tuition reimbursement program is contingent upon funding availability.

### **Health and Fitness (CALEA 22.2.1, 22.2.2, 22.2.3)**

Employees are encouraged to maintain the level of fitness required to fulfill the requirements of their position. To this end, the Virginia Beach Police Department provides facilities for employee use to maintain and or enhance levels of physical fitness; additionally, the City of Virginia Beach offers a voluntary BEWell Beach Employee Wellness Program BEWell, is powered by Virgin Pulse, an individualized platform that provides tools to keep employees energized with wellness. Employees earn points for daily interaction, exercise, health screenings and other activities. The program also offers annual health and physical fairs, health stations, disease management, support services and health education.

Sworn members, Probationary Police Officers, Animal Control Officers and selected Ancillary Members shall receive annual medical physical examinations by the City of Virginia Beach Department of Human Resources, Occupational Safety and Health Services office.

## **Fatigue**

The Virginia Beach Police Department recognizes that fatigue is a contributing factor affecting the safety, performance, and long term health of employees. As such the department has a responsibility to ensure its employees are not placed in a position where working an excessive number of hours creates an unsafe situation for the employee, the City, or the community. To accomplish this employees are restricted from engaging in law enforcement services and security related work for more than a total of sixteen (16) hours in a twenty-four (24) hour period. For the purposes of this policy; law enforcement services and security related work includes time spent on-duty during the employee's normal shift, while participating in planned or unplanned department sponsored overtime and supplemental assignments, court appearances, law enforcement training, and law enforcement services or security related off-duty employment as defined in General Order 2.14 (Off-Duty Employment). Additionally, department members are prohibited from working in any combination of the above related roles for more than sixty-eight (68) hours in any consecutive seven day period.

Employees are directed to be cognizant of these restrictions when scheduling their activities, and should avoid scheduling work periods both on duty and off duty that exceed these maximums. Employees are directed to prioritize their regularly scheduled on-duty time, court appearances, subpoenas, and scheduled training, over opportunities to engage in off-duty employment when factoring these work limits.

In the event an employee expects to exceed either the daily or weekly work limits, or is experiencing the effects of fatigue regardless of the reason; the employee is directed to bring these facts to the attention of a supervisor as soon as practical. Supervisors will be responsible when evaluating the facts and circumstances on a case by case, employee by employee basis, focusing on how to best balance the department's mission with the employee's health and safety. [Appendix 1](#), "Establishing a Link between Fatigue and Unsafe Decisions," provides supervisors with guidance on what fatigue indicators might be present and what performance impairments might manifest in an employee suffering from fatigue related difficulties and should be used by supervisors to aide in the decision making process. It should be noted Appendix 1 is not itself an exhaustive listing of all possible fatigue indicators and other conditions could manifest themselves in individual employees. It also should be recognized that merely displaying one or more of these fatigue indicators may not be sufficient to conclude the employee is fatigued to the point their performance would be impaired. Personal may consult with Occupational Safety and Health Services (OSHS) medical staff to help evaluate an employee's health situation. Each employee and circumstance needs to be evaluated individually to determine whether the employee is placing themselves or others in a hazardous situation as a result of fatigue.

Supervisors will be authorized to pursue a range of responses including but not limited to, authorizing a temporary extension of the work limit and allowing the employee to work the additional time, adjusting the employee's hours to stay within the work limits, temporarily modifying the employee's assignment or duties to better fit the circumstances, and temporarily revoking the employee's permission to work off duty employment in order to come into compliance with the work limits. In all matters where a supervisor is tasked with resolving a fatigue related issue, in accordance with General Order 2.14 (Off-Duty Employment) the supervisor will record their actions to both accurately account for the employee's actual work hours and to track employee fatigue related issues. Supervisors will make notification to their commanding officer via their chain of command if the corrective action involves removing an employee from scheduled duties or temporarily revoking the employee's permission to work off-duty employment. Employees are cautioned that repeatedly exceeding the established work limits where the excessive hours

worked were foreseeable or avoidable may be grounds for the extended revocation of the employee's approval to participate in off-duty employment and/or result in discipline.

### **Liability Protection (CALEA 22.1.3 D)**

Employees taking actions in accordance with the requirements of their job, under the color of their authority, and in accordance with their training enjoy liability protection from their employer. The City of Virginia Beach Risk Management Division maintains liability coverage, and coordinates the protection of present and future assets of the City of Virginia Beach. Additional information on the Risk Management function may be found on the City of Virginia Beach Intranet site under the Financial Services Link and clicking Risk Management from the drop down menu o

### **Employee Assistance (CALEA 22.1.4, 22.1.7 A, B, C, D, E, F)**

All full time and part time, probationary and permanent employees, and their immediate family members are eligible to participate in the City of Virginia Beach Employee Assistance Program as provided for by City of Virginia Beach Human Resources Policy [5.02](#). Details on the program may be found in the Employee Benefits Handbook on the [Consolidated Benefits](#) page that can be accessed from the City of Virginia Beach Intranet site by following the Benefit Plans link.

In addition to the information available to personnel via City of Virginia Beach Policy and from the Consolidated Benefits Office, training that includes details of the program, referral procedures, the supervisors role and responsibility, the identification of employee behaviors that may indicate the existence of employee concern, and the problems or issues that could impact employee job performance may be provided by Professional Development and Training.

### **Health Insurance (CALEA 22.1.3 B)**

Full-time employees and some part-time employees are eligible for health insurance coverage administered by the City of Virginia Beach Consolidated Benefits Office. Details on the program may be found in the Employee Benefits Handbook on the [Consolidated Benefits](#) page that can be accessed from the City of Virginia Beach Intranet site.

### **Disability and Death Benefits (CALEA 22.1.3 C)**

Full time employees are eligible for Long Term Disability and Life Insurance administered by the City of Virginia Beach Consolidated Benefits Office. Details on the program may be found on the [Consolidated Benefits](#) page that can be accessed from the City of Virginia Beach Intranet site by following the Benefits Plans link.

Employees who are injured, disabled or killed in the performance of duty are eligible for benefits from the Virginia Workers Compensation Commission. The City of Virginia Beach Risk Management Division coordinates workers compensation claims. Additional information may be located on the City of Virginia Beach Intranet site under the Financial Services Link and clicking Risk Management from the drop down menu or at the Virginia Workers' Compensation Commission website at <http://www.vwc.state.va.us/>

Families of sworn employees killed in the line of duty are eligible for a variety of benefits provided by United States Government, the Commonwealth of Virginia, and a host of other organizations. For additional information regarding death benefits for survivors of sworn personnel killed in the line of duty, see the Virginia Beach Police Department Field Guide for Managing Police Casualties.

## **Resignations and Retirement**

Employees wishing to resign from the Virginia Beach Police Department are subject to City of Virginia Beach Policy [6.12](#) (Resignations). Additionally, employees who either resign, retire, or are dismissed from the Department are responsible for returning all equipment, uniforms, and items of identification entrusted to them during their employment. The return of this equipment shall be documented on a Separation Clearance Form (PD-241). The completed Separation Clearance Form (PD-241) with all required signatures shall be provided to the Office of Police Payroll prior to the processing of the employees final paycheck.

### **Retirement Benefits (CALEA 22.1.3 A)**

Full time employees who meet the requirements of the program are eligible for retirement benefits administered by the Virginia Retirement System (VRS). The VRS retirement plan is a 401(a) defined benefit plan, as classified by the Internal Revenue Code. A defined benefit plan pays eligible members a lifetime benefit amount based on years of service, age, and compensation. Details on the program may be found on the [Consolidated Benefits](#) page that can be accessed from the City of Virginia Beach Intranet site. Additional information is located on the VRS website at <http://www.varetire.org/>.

In addition to the retirement benefits administered by the Virginia Retirement System, various provisions of the Code of Virginia and the United States Code empower the Police Chief to issue credentials, consisting of a badge case, small department badge and printed/laminated retirement documents, to retired sworn members enabling these members to possess and carry weapons into retirement. The issuance of credentials, badges, weapons and retirement plaques are summarized in the attached appendices.

### **Concealed Handgun**

In accordance with Section [18.2-308](#), Code of Virginia, retired law enforcement, auxiliary law enforcement and animal control officers may, under certain circumstances, be exempted from the requirement to obtain a court issued concealed handgun permit.

Retiring sworn and animal control officers may make application to the Police Chief for permission to carry a concealed handgun. Applications should be routed to the Support Division, Logistic Unit for processing. If the Police Chief issues the requested concealed handgun permit the individual's retirement credentials will be annotated accordingly. Individuals carrying a concealed handgun permit, Virginia Lifetime Concealed Handgun permit/card, or National Concealed Handgun permit/card, under this policy must carry their credentials at all times when in possession of a concealed handgun.

### **Service Handgun Purchase**

State Code of Virginia section [59.1-148.3](#) shall govern a service handgun purchase by DCJS sworn Law Enforcement officers. A service handgun purchase can only take place on or after the retirement date.

The service handgun purchase will be processed, by Support Division, Logistic Unit, after approval of the Police Chief.

## **Badges**

Under certain conditions law-enforcement, auxiliary law enforcement and animal control officers may be given a badge and/or may be allowed to purchase specific badges. Badge requests can only take place on or after the retirement date.

Support Division, Logistic Unit after approval of the Police Chief, will process badge requests. Approval must be granted by the Police Chief prior to any badge being given or purchased. Badges will be reissued unless the Police Chief officially retires a specific badge.

### **Separation Issuance with Police Chief Approval**

#### **Full Time DCJS Sworn Law-Enforcement Officer:**

##### **Service Retirement (no disability):**

- Retirement Credentials with Small Badge – Minimum 15 years of honorable service
- Virginia Lifetime Concealed Handgun Permit (Va. Code section 18.2-308.016(2)) – 15 years of honorable service, or Age 55 with Honorable Service
- National Concealed Handgun Permit (Public Law 18-926C) – 10 years of honorable service
- One Previously Issued Shirt Badge – 10 years honorable service and in good standing
- May purchase each additional rank attained at replacement cost
- Service Handgun Purchase (\$1.00) (Va. Code section 59.1-148.3(A)) – 10 years honorable service
- Service Handgun Purchase (Fair Market Value) (Va. Code section 59.1-148.3(B)) – 5 or more years, but less than 10 years honorable service

##### **Service Retirement (service incurred disability):**

- Retirement Credentials with Small Badge – No minimum amount of time
- Virginia Lifetime Concealed Handgun Permit (Va. Code section 18.2-308.016(2)) – Must complete 15 month probationary period of service
- National Concealed Handgun Permit (Public Law 18-926C) – Must complete 15 month probationary period of service
- One Previously Issued Shirt Badge – No minimum amount of time
- May purchase each additional rank attained at replacement cost
- Service Handgun Purchase (\$1.00) (Va. Code section 59.1-148.3(A)) – No minimum amount of time

##### **Service Retirement (non-service incurred disability):**

- Retirement Credentials with Small Badge – Minimum 15 years of honorable service
- Virginia Lifetime Concealed Handgun Permit (Va. Code section 18.2-308.016(2)) – 15 years of honorable service, or Age 55 with Honorable Service
- National Concealed Handgun Permit (Public Law 18-926C) – 10 years of honorable service
- One Previously Issued Shirt Badge(s) – Must complete 18 month probationary period of service
- May purchase each additional rank attained at replacement cost
- Service Handgun Purchase (Fair Market Value) (Va. Code section 59.1-148.3(B)) – No minimum amount of time

**Resignation:**

- Virginia Lifetime Concealed Handgun Permit (Va. Code section 18.2-308.016 (2)) – 20 years if retirement eligible and accepting another a position covered by VRS
- One Previously Issued Shirt Badge – 10 years honorable service and in good standing
- May purchase each additional rank attained at replacement cost
- Service Handgun Purchase (\$1.00) (59.1-148.3(A)) – 10 years if retirement eligible and accepting another a position covered by VRS
- National Concealed Handgun Permit (Public Law 18-926C) – 10 years honorable service

**Deceased:**

- Credentials with Small Badge – No minimum amount of time
- Previously Issued Badge(s) – Line of Duty, or 20 years honorable service
- Service Handgun Purchase (\$1.00) (Va. Code section 59.1-148.3(A)) – Line of Duty, or 10 years honorable service (provided to immediate survivor)

**Animal Control Officer:****Service Retirement (no disability):**

- Retirement Credentials with Small Badge – Minimum 15 years of honorable service
- Virginia Lifetime Concealed Handgun Permit (Va. Code section 18.2-308.016 (2)) – 15 years of honorable service, or Age 55 with Honorable Service
- One Previously Issued Shirt Badge – 10 years honorable service and in good standing
- May purchase each additional rank attained at replacement cost

**Service Retirement (service incurred disability):**

- Retirement Credentials with Small Badge – No minimum amount of time
- Virginia Lifetime Concealed Handgun Permit (Va Code section 18.2-308.016 (2)) – Must complete 12 month probationary period of service
- One Previously Issued Shirt Badge – No minimum amount of time
- May purchase each additional rank attained at replacement cost

**Service Retirement (non-service incurred disability):**

- Retirement Credentials with Small Badge – Minimum 15 years of honorable service
- Virginia Lifetime Concealed Handgun Permit (Va. Code 18.2-308.016 (2)) – 15 years of honorable service, or Age 55 with Honorable Service
- One Previously Issued Shirt Badge – Must complete 12 month probationary period of service
- May purchase each additional rank attained at replacement cost

**Deceased:**

- Credentials with Small Badge – No minimum amount of time
- Previously Issued Badge(s) – Line of Duty, or 20 years honorable service

## Appendix 1

### Establishing a Link Between Fatigue and Unsafe Decisions<sup>1</sup>

Performance Impairment	Indicators
Attention	<ul style="list-style-type: none"> <li>Overlooked sequential task element</li> <li>Incorrectly ordered sequential task element</li> <li>Preoccupied with single tasks or elements</li> <li>Exhibited lack of awareness of poor performance</li> </ul>
	<ul style="list-style-type: none"> <li>Focused on a minor problem despite risk of major one</li> <li>Did not appreciate gravity of situation</li> <li>Did not anticipate danger</li> <li>Displayed decreased vigilance</li> <li>Did not observe warning signs</li> </ul>
Memory	<ul style="list-style-type: none"> <li>Forgot a task or elements of a task</li> <li>Forgot the sequence of tasks or task elements</li> <li>Inaccurately recalled operational events</li> </ul>
Alertness	<ul style="list-style-type: none"> <li>Succumbed to uncontrollable sleep in form of micro sleep, nap, or long sleep episode</li> </ul>
Reaction time	<ul style="list-style-type: none"> <li>Responded slowly to normal, abnormal, or emergency stimuli</li> <li>Failed to respond altogether to normal, abnormal, or emergency stimuli</li> </ul>
Problem-solving ability	<ul style="list-style-type: none"> <li>Displayed flawed logic</li> <li>Displayed problems with arithmetic, geometric or other cognitive processing tasks</li> <li>Did not accurately interpret situation</li> <li>Displayed poor judgment of distance, speed, and/or time</li> </ul>
Mood	<ul style="list-style-type: none"> <li>Was less conversant than normal</li> <li>Did not perform low-demand tasks</li> <li>Was more irritable than normal</li> </ul>
Attitude	<ul style="list-style-type: none"> <li>Displayed a willingness to take risks</li> <li>Ignored normal checks or procedures</li> <li>Displayed a “don’t care” attitude</li> </ul>
Physiological effects	<ul style="list-style-type: none"> <li>Exhibited speech effects—slurred, rate, content</li> <li>Exhibited reduced manual dexterity—key-punch entry errors, switch selection</li> </ul>

<sup>1</sup> Gertler J, Popkin S, Nelson D, O’Neil K. *Transportation Research Board for the Federal Transit Administration. Toolbox for Transit Operator Fatigue. TCRP Report 81. Washington, DC: National Academies Press; 2002. Available at: [http://onlinepubs.trb.org/onlinepubs/tcrp/tcrp\\_rpt\\_81.pdf](http://onlinepubs.trb.org/onlinepubs/tcrp/tcrp_rpt_81.pdf).*