

GENERAL ORDER



DISTRICT OF COLUMBIA

Subject
Directives System

Topic	Series	Number
OMA	101	00

Effective Date
July 25, 2006

Replaces:
GO-OMA-101.00 (Directives System), Effective Date February 28, 2001

Related to:
Standard Operating Procedures Operational Handbook, Effective Date July 25, 2006

Rescinds:
Circular 91-1, Effective Date January 1, 1991
Teletype (TT 11-005-05) Elimination of Distribution Schedule, Effective Date November 17, 2005

I.	Background.....	Page	1	IV	Procedural Guidelines.....	Page	2
II.	Policy.....	Page	1	V.	Roles and Responsibilities.....	Page	5
III.	Regulations.....	Page	2				

I. BACKGROUND

The mission of the Metropolitan Police Department is to prevent crime and the fear of crime, including terrorism, as we work with our partners to build safe, healthy, and prepared neighborhoods throughout the District of Columbia. The MPD mission and values [**Motivation, Pride, Devotion, Courage** (Metropolitan Police District of Columbia)] should be reflected in every facet of Department operations, to include the written directives system. (CALEA 12.1.1-a)

The Chief of Police is authorized to issue directives governing conduct and controlling police activity (Title 6A DCMR § 800.3) (CALEA 12.1.1). Written directives are the means to document and communicate these policies, rules, regulations, and procedures, and are necessary to establish clear limits to the broad discretionary authority of a police officer. (CALEA 12.2.1-a, 12.2.1-b)

This General Order is to be used with the SOP (Operational Handbook for the Directives System). (CALEA 12.2.1-h)

II. POLICY

The policy of the Metropolitan Police Department is to develop written directives that reflect the mission and values of the Department, while providing the policy and procedural guidance members need to professionally conduct their duties. (CALEA 12.2.1-f)

III. REGULATIONS (CALEA 12.2.1-g)

- A. The Directives System is comprised of General Orders, General Order Changes, Special Orders, Standard Operating Procedures, and Circulars. Although available on the MPD Intranet, the official Department Directives are the hard copy publications that contain the signature of the Chief of Police.
- B. All directives shall be distributed to all sworn and civilian members of the Department. (CALEA 12.2.2-a)
- C. Provisions in Department directives, which have been signed by the Chief of Police, supercede conflicting information in all element directives.
- D. When there is a difference in text between the hard copy directive, and the electronic version available from the MPD Intranet site, the hard copy directive that is signed by the Chief of Police is the official version, and the information in that version supercedes conflicting information in the electronic version.
- E. The Chief of Police, or his/her designee, reviews and provides final approval to all official Department General and Special Orders, General Order Changes, and Standard Operating Procedures.

IV. PROCEDURAL GUIDELINES (CALEA 12.2.1-d, 12.2.1-e)

- A. Through the chain of command, members shall advise of any directives that conflict, or are in error.
- B. Members may submit requests for new directives, or for revisions/corrections to current directives. When submitting these types of requests, members shall:
 - 1. Prepare a memorandum addressed to the Executive Director, Policy and Program Development Division, and submit through their chain of command.
 - a. The memorandum shall explain the reason(s) for the request.
 - b. As applicable, a draft of the proposed revision shall be attached, both as hard and electronic copy.
 - 2. Supervisory personnel shall review the submission to ensure that the information is properly prepared, and submit the completed package to their Commanding Official.
 - 3. Commanding Officials shall:
 - a. Review all requests to ensure that the request is justified;

- b. Submit to the attention of the Executive Director, Policy and Program Development Division.
 - C. Conflicting items contained in Department directives shall be resolved in the following order:
 1. General Orders:
 - a. By issuing a General Order Change to amend, rescind, or replace the conflicting/incorrect information; or
 - b. By revising and reissuing the General Order containing the conflicting/incorrect information; or
 - c. By issuing a Special Order amending or rescinding the conflicting/incorrect information in the General Order; or
 - d. By issuing a teletype amending the conflicting/incorrect information in the General Order.
 2. Special Orders and SOPs:
 - a. By revising and reissuing the Special Order/SOP containing the conflicting/incorrect information; or
 - b. By issuing a teletype amending the conflicting/incorrect information in the Special Order/SOP.
 - D. Directives System (CALEA 12.2.1-d)
 1. General Orders are preceded by the abbreviation "GO," grouped under a topic, classified in a series, and numbered consecutively within each series.

The topics identify major police functions that reflect the structure of, and facilitate compliance with, the national standards established by the Commission on Accreditation for Law Enforcement Agencies (CALEA).

Each topic is defined below and generally includes the following police functions:

 - a. Organization, Management, Administration (OMA) – Organizational structure, command authority, general/fiscal management and administration, goals and objectives, planning and research, the Directives System, and crime analysis.

Generally, this topic contains the 100, 200, and 400 series orders that relate to the police functions described above.

- b. Personnel (PER) – Allocation and distribution of sworn and civilian personnel, personnel structure and processes, volunteers.

Generally, this topic contains the remainder of the 100, 200, and 400 series orders that deal with personnel processes.

- c. Operations (OPS) – Patrol, traffic, criminal investigations, Focus Mission, drugs, organized crime, juvenile operations, crime prevention and community involvement, unusual occurrences, special operations, and counterterrorism.

Generally, this topic contains some of the 200, 400, 600, and 900 series orders that deal with operational functions, and most of the 300 and 800 series orders.

NOTE: As described in the Standard Operating Procedures (Operational Handbook for the Directives System), the 800 series has been retitled from “Disturbance, Disaster, and Emergency Procedures” to “Homeland Security,” because the orders in this series pertain to potential terrorist and/or natural disaster events.

- d. Operations Support (SPT) – Intelligence analysis, internal affairs, quality assurance, public information, victim/witness assistance, traffic operations, police communications, records, and the collection and preservation of evidence and property.

Generally, this topic contains the remainder of the 200-400 series orders that deal with support functions for police operations, and most of the 500-700 series orders.

- e. Prisoner and Court Activities (PCA) – Prisoner processing and transportation, holding facilities, court security, and legal processes.

Generally, this topic contains some of the 500 series orders, and the remainder of the 700 series orders.

- f. Role, Authority, and Relationships (RAR) – Definitions of specialized roles, limits of authority, use of force, interagency agreements, and contractual agreements.

Generally, this topic contains most of the 900 series orders.

- 2. Currently, the 1000-1200 series are being converted to the 100 series as these orders are revised, and grouped under the applicable topic. In most instances, the orders in these series are being grouped under

PER, OMA, or, less frequently, RAR, since most deal with subject matter pertaining to personnel, organization, and/or roles and responsibilities.

3. Special Orders are preceded by the abbreviation "SO," classified by year (the series), and consecutively numbered within each calendar year. They may amend an existing General Order, or serve as interim policy and procedure until incorporated into a new or revised General Order or Standard Operating Procedure, or are developed to support specialized department programs and, therefore, may not relate to a specific General Order.

Thus, SO-05-01 is the first in the year 2005, and will be followed by SO-05-02, etc. When SO-05-01 is incorporated into the applicable General Order, SO-05-01 is then listed as rescinded on that order.

4. Standard Operating Procedures (SOP) have no numbering requirements, but supplement a General Order, and contain the date upon which the directive becomes effective.
5. Circulars are preceded by CIR, classified by year (the series), and consecutively numbered within each calendar year; i.e. CIR-05-01, CIR-05-02, etc.

V. ROLES AND RESPONSIBILITIES

A. All Department members shall:

1. Maintain their own set of directives, and keep them updated.
2. Sign for, and read all General Orders, Special Orders, and Standard Operating Procedures. (CALEA 12.2.2-a, c)
3. Notify an immediate supervisor if clarification is needed on any directive, or portion of a directive.
4. Be familiar with the content of all Department directives, particularly the rules, regulations, and procedural guidelines that impact their work.
5. Comply with all applicable directives.

B. Managers and Supervisors shall:

1. Ensure that all members under their supervision comply with all applicable directives.
2. Provide referral or training when a member raises a concern regarding particular items in a directive, or demonstrates a lack of understanding of the provisions within a directive.

- C. Commanders/Directors shall: (CALEA 12.2.2-a)
1. Ensure the written receipt of General and Special Orders, and SOPs by requiring members of their command to sign for, and obtain newly issued directives;
 2. Require the Administrative Officer to maintain up-to-date sets of directives that can be accessed by all members in the command;
 3. Retain copies of all directives in a centralized element file until revised or rescinded, at which point the affected directive may be replaced or discarded, as applicable (CALEA 12.2.2-b); and
 4. Ensure that orders internal to their element do not conflict with Department General and Special Orders and/or SOPs.
- D. The Policy and Program Development Division, Office of Organizational Development, shall:
1. Develop and maintain the Directives System and its records. This includes:
 - a. Reviewing and evaluating all requests for new or revised publications.
 - b. Coordinating the development, numbering, review, revision, and indexing of all directives.
 - c. Reviewing all directives to ensure they are in accordance with Department policy and procedures, and that conflicting provisions are resolved in a timely manner.
 - d. Controlling the issuance of all official publications within the Directives System.
 2. The Directives Development Unit shall: (CALEA 12.2.1-i)
 - a. Maintain a Directives Index to be issued twice a year (in June and December) and, as applicable, during promotional exams.
 - b. Establish all standards related to the publications within the Directives System.
 - c. Determine the type of publication to be used for issuance (General Order, Special Order, etc.).
 - d. Maintain a development folder for each directive that includes all applicable legislation; research information; drafts; all directives

and publications related to the directive; staffing responses; emails; and all other material collected during the development of the directive.

- e. As needed, staff draft publications, document all comments returned, and retain all comments in the development folder.
 - f. Provide the Reproduction Branch with updated distribution lists and updated “starter” sets of directives as necessary.
 - g. Archive to CDs the electronic files of published directives to ensure the accessibility of directives by DDU staff in the event of computer system failure.
 - h. Archive all electronic files of published directives to the “Directives Online” site.
 - i. Review General Orders at least once every seven years, and revise and reissue as applicable.
- E. The Maurice T. Turner Jr. Institute of Police Science (IPS) shall:
- 1. Issue a complete and up-to-date “starter” set of Department directives to recruits;
 - 2. Develop and provide training to all recruits on Department directives as related to their roles and responsibilities; and
 - 3. Ensure that copies of training bulletins, which explain or reference publications in the Directives System, are provided to the Policy and Program Development Division.
- F. The Corporate Support Group shall ensure:
- 1. Directives are reproduced and delivered to the Mail Services Section for pickup by MPD elements and outside agencies;
 - 2. The distribution of directives to elements and outside agencies remains updated, based on the list provided by DDU; and
 - 3. Updated “starter” sets of directives, which are provided by DDU, replace older versions, and that older versions are destroyed.

//SIGNED//
Charles H. Ramsey
Chief of Police

CHR:SOA:DAH:JAH:jah