



GENERAL ORDER



SERIES	NUMBER	EFFECTIVE DATE
101	1	12-24-84
DISTRIBUTION		D
ORIGINATING UNIT		PDD

SUBJECT:

Revising Organizations, Functions and Staffing

The purpose of this order is to establish the policies, assign responsibilities, and institute procedures pertaining to the revision of organizational structures, functional statements, and manning requirements of this department. No revision of organizational structures, functional statements or staffing shall be initiated without the approval of the Chief of Police, as indicated in this directive. This order consists of the following parts:

Part I Responsibilities and Procedures for Supervisory and Command Personnel

- A. Bureau Heads/Commanding Officers.
- B. Director, Planning and Development Division.
- C. Director, Office of Finance and Management.

Part I

A. Bureau Heads/Commanding Officers.

Bureau Heads and Commanding Officers shall:

1. Ensure that organizational elements within their commands are organized and staffed to provide the most effective and economical execution of the assigned mission.

2. Review the organization, functions, and staffing of organizational elements within their command as of September 1, annually, to ensure that the structure is efficient and economical.

3. Forward requests for organizational and/or functional revisions, through the Director, Planning and Development Division (PDD), to the Chief of Police in an original and one copy, and include:

- a. Proposed organizational charts;
- b. Proposed functional statements;
- c. Justification for the request (e.g., anticipated management improvements). If the revision has been directed by higher authority, the authority shall be cited; and
- d. Revised manpower authorization figures for both losing and gaining units when functions are being transferred from one organizational element to another.

4. Forward requests for organizational and/or functional revisions which are accompanied by staffing requests to the Director, Planning and Development Division, to the Chief of Police as indicated above.

5. Forward requests for staffing revisions, through the Director, Office of Finance and Management (OFM), to the Chief of Police in an original and one copy and include:

- a. Revised manpower authorization figures. If additional staffing is requested, include a brief description of each new position, to include position title, whether it will be occupied by sworn personnel or civilian, and major duties.
- b. Justification for the request.

6. Maintain a separate file, in chronological order, of approved PD Forms 45 (Resource Authorization Voucher).

B. Director, Planning and Development Division.

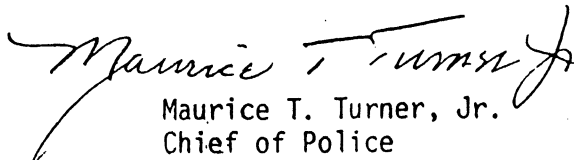
The Director, Planning and Development Division, shall:

1. Evaluate all requests for organizational and/or functional revisions;
2. Coordinate requests which also include manpower authorizations with the Director, OFM.
3. Submit recommendations to the Chief of Police; and
4. Forward an information only copy of organizational and functional revisions to the Director, OFM.

C. Director, Office of Finance and Management.

The Director, Office of Finance and Management, shall:

1. Evaluate all requests for revisions in manpower authorizations;
2. Submit recommendations to the Chief of Police;
3. Attach PD Form 45 (Resource Authorization Voucher) if the recommendation is to grant the request; and
4. Distribute approved PD Forms 45 to:
 - a. The affected Bureau Head (one copy); and
 - b. The affected division/district commander or director (one copy).


Maurice T. Turner, Jr.
Chief of Police

101.01

1. REQUEST FOR <input type="checkbox"/> LOCAL LOOKOUT <input type="checkbox"/> INTERSTATE TT <input type="checkbox"/> ADMINISTRATIVE TT <input type="checkbox"/> DETAIL (See Reverse)	2. TYPE <input type="checkbox"/> ORIGINAL <input type="checkbox"/> EXPEDITE <input type="checkbox"/> ADDITIONAL <input type="checkbox"/> CANCEL <input type="checkbox"/> CORRECTION <input type="checkbox"/> REPEAT <input type="checkbox"/> REPLY	3. COMPLAINT NUMBER	6. DATE OF REQUEST December 1, 2006
		4. UNIT NUMBER 202-671-6511	7. REQUESTING ELEMENT Operational Services
		5. <input type="checkbox"/> NOT FOR THE PRESS	8. <input type="checkbox"/> FLASH TT REQUESTED

9. TO
THE FORCE

10. NAME OF WANTED PERSON	11. WANTED BY	12. CHARGE
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13. COMPLAINANT=S NAME	14. COMPLAINANT=S ADDRESS
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15. DESCRIPTION OF WANTED PERSON OR MESSAGE

Effective Sunday, December 3, 2006, the Office of Security Services, Special Operations Division, Air Support Unit Maintenance Officer function will be transferred to the Corporate Support Group, General Support Services Division, Fleet Branch.

Please ensure the affected member is appropriately notified and his personnel folder is updated to reflect this change.

[Signature]
Eric W. Coard, Senior Executive Director, Corporate Support Group

[Signature]
Gerald M. Wilson, Assistant Chief of Police, Office of Security Services

SENDER-BADGE-ORG. ELM.	AUTHORIZED BY-BADGE-ORG. ELM. <i>[Signature]</i> Michael J. Fitzgerald Executive Assistant Chief of Police	BUREAU HEAD APPROVAL <i>[Signature]</i> Charles H. Ramsey Chief of Police
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COMMUNICATIONS DIVISION USE ONLY

REMARKS	DATE AND TIME
	FILE
	TELETYPE NUMBER 12-001-06

Distribution: 1- Communications Division

2- Element File Copy

Metropolitan Police Department □ Washington, D.C.



CIRCULAR



Subject: Reassignment of Paternity Warrant Unit	Series	Number	Distribution
	97	11	A
	Effective Date		
	August 13, 1997		
Expiration Date			*

Effective Sunday, July 13, 1997, the Paternity Enforcement Unit was organizationally reassigned from the First District, Patrol Services Bureau, to the Youth and Family Services Division (YFSD), Support Services Bureau. The unit is located at 1501 South Capitol Street, S.W. (Fleet Management Division facility).

Members having questions concerning any aspect of paternity enforcement, to include information concerning notices to appear and paternity bench warrants, shall be guided by the contents of Special Order 91-12 (District of Columbia Paternity Establishment Emergency Act of 1991).

Members with additional questions may contact Lieutenant John R. Alter, YFSD, on (202) 576-6768 or Sergeant Maurice Watkins, Jr., by pager on (202) 539-5611.

* This order shall remain in effect until officially revised or rescinded.

Larry D. Soulsby
 Larry D. Soulsby
 Chief of Police

LDS:MAW:lmb