



GENERAL ORDER



SERIES	NUMBER	EFFECTIVE DATE
205	1	November 5, 1978
SUBJECT		DISTRIBUTION
Administrative Recordkeeping		A
		ORIGINATING UNIT
		PDD

The purpose of this order is to establish the responsibilities and procedures for handling official publications and general correspondence. This order consists of the following parts:

PART I Responsibilities and Procedures for Members of the Department

- A. Official Publications.
- B. General Correspondence.

PART II Responsibilities and Procedures for Supervisory and Command Personnel

- A. Commanding Officers.
- B. Director, Planning and Development Division.
- C. Director, Property Division.
- D. Director, Training Division.
- E. Director, Identification and Records Division.

PART I

A. Official Publications.

1. As part of their accountable equipment, members shall be provided with an Operational Handbook, a Field Report Handbook, the Manual of the MPD, and such other publications as are deemed necessary by the Chief of Police.
2. Members shall maintain all official publications up-to-date by appropriately inserting revisions within 24 hours of receipt of same.
3. Members shall sign for all official publications and revisions issued to them with the exception of those publications which are placed in individual, secured mail boxes.
4. Members shall be responsible for advising their immediate supervisor whenever they have not received an issuance.
5. Members shall thoroughly familiarize themselves with all issued official publications by the time they complete recruit training school, and shall familiarize themselves with any future issuances by the effective date.
6. Whenever members are absent from duty for any reason, they shall check the bulletin board in the organizational element upon their return to duty in order to familiarize themselves with its content.

B. General Correspondence.

1. Members shall consult the MPD Correspondence Handbook for instructions concerning the preparation of correspondence, i.e., intra-departmental memoranda, letters, DC Form 44.

2. All correspondence shall be answered within 7 days, if practicable, distributed through channels, endorsed over the signature of the members through whose hands it passes, and forwarded as expeditiously as possible.

3. All written correspondence prepared in response to inquiries from members of Congress, the Mayor, the City Administrator, members of the District of Columbia City Council, and District of Columbia agency heads, or any of their respective staff members shall be prepared for the signature of the Chief of Police, regardless of whether the communication was originally received in writing or by telephone. A copy of the initial correspondence or memorandum of the telephone call shall be attached to the acknowledgement when it is forwarded to the Chief of Police.

4. All written testimony prepared in response to inquiries (whether originally received in writing or by telephone) from members of Congress, members of the District of Columbia City Council, or any of their respective staff members that concern department policies or operational procedures shall be forwarded to the Director, Planning and Development Division, for review and coordination with the District of Columbia Office of Intergovernmental Relations. Written testimony shall be submitted to the Director, Planning and Development Division, no less than ten (10) business days before a member's scheduled appearance before a legislative body.

5. All persons requesting a verbal reply for information that is not considered of a general public nature shall be advised to address their request in writing to the Office of the Chief of Police or through the Freedom of Information Act, as applicable.

PART II

A. Commanding Officers.

Commanding officers shall be responsible for:

1. Maintaining at their organizational element such records and files as are directed by the Chief of Police as well as such additional records, in connection with the operation of their organizational element, as shall ensure a more effective service, provided the Director, Planning and Development Division is advised, in writing, of the existence and disposition of the records so that they may be added to the Records Disposition and Retention Schedule.

2. Submitting proposals for new or revised issuances, through channels, to the Director, Planning and Development Division, for review.

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3. Maintaining at least one up-to-date Operational Handbook, in a binder, in the organizational element administrative office.

4. Ensuring that one copy of each new issuance or revision is placed on the clipboard to be read at roll call and that another copy is placed on the bulletin board.

5. Ensuring that each member of their command receives and signs for every official publication or revision designated to be issued to him/her except that the receiving member need not sign for those publications placed in individual, secured mail boxes.

a. Whenever a member advises his/her immediate supervisor that he/she has not received an issuance, he/she shall be provided with same if the record indicates that it was not provided.

b. If the record indicates that the member was provided a copy of the publication, the member shall prepare a PD Form 43 (Report of Loss or Damage to Uniform or Equipment) to document the loss.

(1) Members found negligent in the loss of issued publications will be required to replace the publication at their own expense.

(2) If a member persists in losing issued publications, appropriate disciplinary action shall be taken.

6. Ensuring that administrative forms are completed according to the Administrative Report Writing Handbook.

7. Assuring that the administrative lieutenant maintains the Official Publications Receipt File which shall be kept in accordance with the retention schedule. This file shall consist of signatures acknowledging receipt of publications.

a. In organizational elements where members sign for each publication, the signatures shall be maintained in the file.

b. In organizational elements which utilize individual mail boxes for the distribution of publications, the administrative lieutenant shall prepare a memo certifying that a copy of each publication has been placed in each member's mail box. This memo shall be maintained in the Official Publications Receipt File.

8. Requiring the periodic inspection of the official publications maintained by members assigned to the organizational element to ascertain whether or not the members are maintaining up-to-date publications, as required.

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9. Maintaining a General Correspondence File as follows:

- a. Twelve separate folders, one for each month of the year shall be prepared at the beginning of each year and placed in a filing cabinet drawer.
- b. Copies of all correspondence sent from or received by the organizational element shall be filed, by date of the correspondence in the appropriate folder.
- c. Correspondence shall be indexed by subject matter and the index cards placed in a separate file for reference.

B. Director, Planning and Development Division.

The Director, Planning and Development Division shall be responsible for:

1. Controlling the issuance of all general orders, special orders, and circulars.

- a. He shall review proposals of new or revised issuances submitted by commanders and directors.
- b. If the proposal is approved, the issuance shall be prepared and submitted to the Identification and Records Division for printing.

include: 2. Maintaining the Administrative Files for the Chief of Police to

- a. The department's Official Historical Files.
- b. The General Order Master File containing two copies of the original general order, one copy of the current general order, each intervening page change and the back-up relating to the change.
- c. The Special Order Master File.
- d. The Circular Master File.
- e. Control over the distribution of all C, D, and E publications.

3. Review all written testimony prepared for presentation to legislative bodies which relate to department policies or operational procedures.

- a. Complete the necessary staff work to ensure consistency on policy issues and timely production of information.

- b. Submit written testimony to the D.C. Office of Intergovernmental Relations for review prior to presentation or transmittal to the legislative body.

C. Director, Property Division.

The Director, Property Division shall be responsible for:

1. Issuing to each sworn member, as part of his/her equipment, an Operational Handbook, a Field Report Handbook, the Manual of the MPD, and such other official publications as are deemed necessary by the Chief of Police.
2. Upon receipt of PD Form 43 documenting the loss of a publication(s), contacting the concerned member and processing requests for replacement publications.

D. Director, Training Division.

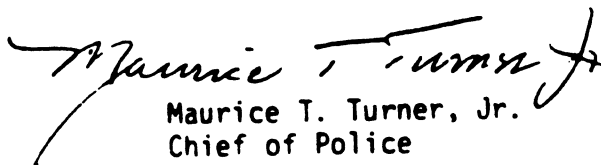
The Director, Training Division shall be responsible for:

1. Issuing all Training Bulletins.
2. Issuing all replacement publications to members of the force.
3. Maintaining an up-to-date master copy of the Operational Handbook for recruits and arranging for the reproduction and distribution of same.
4. Maintaining an up-to-date master copy of the C Distribution general orders for sergeants and arranging for the reproduction and distribution of same.

E. Director, Identification and Records Division.

The Director, Identification and Records Division shall be responsible for:

1. Ensuring that a sufficient number of copies of all official publications are printed for distribution to the force.
2. Distributing all A and B publications and forwarding the extra copies to the Training Division.
3. Delivering all C, D, and E publications to the Planning and Development Division for distribution.


Maurice T. Turner, Jr.
Chief of Police

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PCJF v. DC (FOIA)