



GENERAL ORDER



SUBJECT:  Copy Management Program	SERIES 205	NUMBER 4	EFFECTIVE DATE July 3, 1980
	DISTRIBUTION C		ORIGINATING UNIT PDD

The purpose of this order is to establish the policies and procedures for management of the Department's Copy Management Program. This order consists of the following parts:

PART I Responsibilities and Procedures for Members of the Department

- A. Policy.
- B. Unauthorized Copying.
- C. Monitoring Copier Usage.
- D. Reporting Procedures.
- E. Maintenance.

PART II Responsibilities and Procedures for Special Assignment Personnel

- A. Copy Management Officer, Planning and Development Division.

PART III Responsibilities and Procedures for Supervisory and Command Personnel

- A. Director, Planning and Development Division.
- B. Division Commanders and Directors.
- C. Director, Property Division.
- D. Director, Field Inspections Division.

PART I

A. Policy.

1. It shall be the policy of this department to establish and maintain an effective Copy Management Program to ensure the most efficient and economical use of all copier machines and text-editing equipment owned or leased by the department.

2. Copiers and text-editing equipment shall be utilized exclusively for reproduction of documents directly related to the mission of the Department and the District of Columbia Government.

B. Unauthorized Copying.

1. The following documents and/or publications shall not be reproduced on Department copiers:

- a. Documents not directly related to the mission of the Department or the District of Columbia Government (i.e., personal papers),

- b. Blank forms [i.e., PD, UN, DC, SF, uncontrolled forms, etc. (Blank forms shall be requisitioned in accordance with the provisions of General Order 205.2)],
- c. General orders that are available from the Training Division,
- d. Special orders and circulars that are available from the Administrative Files Unit, Planning and Development Division,
- e. Books and pamphlets that are available from the original source,
- f. New material being typed [up to six (6) copies] when carbon paper can be used,
- g. Repetitive letters and memoranda that can be entered into text-editing office equipment (i.e., ATMS, Mag Card, etc.),
- h. Copyrighted material which requires written clearance from the legal department of the source, and
- i. Copies in excess of 25 per original that can be forwarded to the Reproduction Section, Identification and Records Division, for off-set reproduction.

C. Monitoring Copier Usage.

- 1. Each organizational element that has a copier shall appoint a key operator who shall be responsible for:
  - a. Ensuring that all copies reproduced conform to the policies set forth in this order, and that any deviations from these policies are reported to the administrative lieutenant of the organizational element, and
  - b. Maintaining the element's PD Form 2 (Daily Copy Machine Use Log).
- 2. The administrative lieutenant of the organizational element shall be responsible for:
  - a. Reviewing PD Form 2 daily to ensure that all copies reproduced are authorized by this order and held to a minimum, and

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- b. Counselling employees and when necessary instituting disciplinary action, whenever any member of the element reproduces documents prohibited herein.

D. Reporting Procedures.

1. On the last day of each month, copier supplies shall be inventoried, and all copier supplies on hand shall be reported on PD Form 2A (Monthly Inventory of Copier Supplies).

2. The copier meter reading(s) shall be recorded on PD Form 2A, and on the preprinted monthly billing cards provided for copiers leased by the Department. [NOTE: The billing cards shall reflect the date of the last day of the month (i.e., September 30, 1979, October 31, 1979).]

3. Whenever billing cards are not available for leased copiers or the copier is owned by the department, the meter reading shall be recorded in the space provided on PD Form 2A, along with the notation "no meter cards".

4. An original and five copies of PD 160 (Request for Supplies and Services) shall be prepared to replenish copier supplies, and shall not exceed the element's monthly copier allotment.

5. The monthly billing cards, PD Form 2A and PD Form 160 shall be forwarded to the Management Programs Section, Planning and Development Division, no later than the third working day of the month following the reporting period.

E. Maintenance.

1. To reduce waste and machine downtime, the element's key operator shall monitor the use of the copier and place calls for service whenever machine malfunctions occur.

2. All unacceptable copies caused by machine malfunctions shall be maintained for inspection by the service representative. (These copies will be credited on the meter card and will assist the service representative in identifying problem areas.)

3. Service calls shall be placed during normal working hours (0800-1500) Monday through Friday (excluding holidays).

4. Whenever difficulty is experienced in obtaining service for a copier, the Copy Management Officer, Planning and Development Division, shall be contacted.

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PART II

A. Copy Management Officer.

The Copy Management Officer, Planning and Development Division, shall be responsible for:

1. Reviewing requests for and determining the feasibility of, purchasing, replacing or removing copier machines,
2. Continually monitoring copier usage to ensure the efficient and economical use of the copiers,
3. Intermediate management review of all requisitions for copier supplies,
4. Reviewing Monthly Copier Reports to prepare cost analysis,
5. Reviewing and approving for payment, all bills and invoices submitted for department copiers, and
6. Coordinating with copier vendors for the purchase, rental, or removal of copier machines.

PART III

A. Director, Planning and Development Division.

The Director, Planning and Development Division shall be responsible for administering the Department's Copy Management Program.

B. Commanders and Directors.

Commanders and Directors shall be responsible for ensuring that the element's copier is utilized for authorized reproductions and that copies are held to the minimum, consistent with the actual quantity necessary and authorized by this order.

C. Director, Property Division.

The Director, Property Division shall be responsible for ensuring that all requisitions for copier supplies have been reviewed and approved by the Copy Management Officer, Planning and Development Division before supplies are issued.

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D. Director, Field Inspections Division.

The Director, Field Inspections Division shall be responsible for conducting periodic spot inspections to determine compliance with the Department's Copy Management Program.

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