

**GENERAL ORDER**SERIES  
208NUMBER  
1EFFECTIVE DATE  
April 9, 1973

SUBJECT:

Management Intern Training Program

DISTRIBUTION  
BORIGINATING UNIT  
PTD

The purpose of this order is to establish the policy and procedures for the operation of the department's Management Intern Training Program. This order consists of the following parts:

- PART I Responsibilities and Procedures for Members of the Department
- PART II Responsibilities and Procedures for Special Assignment Personnel
- PART III Responsibilities and Procedures for Supervisory and Command Personnel

## PART I

A. General.

The Metropolitan Police Department's Management Intern Training Program is established in conjunction with the D. C. Personnel Office for the purpose of affording selected employees the opportunity to receive the intense work experience and specialized training that will help prepare them for future positions of management responsibility.

B. Eligibility.

1. The Management Intern Training Program shall be open to all civilian employees of the department at the GS-5 through GS-9 level and to all uniformed members of the department, at the rank of sergeant.

2. Applicants must possess a significant degree of interest in the overall functions of the department, particularly in regard to improving its management capabilities. Special consideration shall be given to those employees who:

- a. Have displayed the capability for high job performance achievement.
- b. Have demonstrated the ability to progressively assume more responsibility.

C. Operation of the Program.

1. The training program is designed to last for 1 year and shall consist of the following phases:

- a. Orientation to include an introduction to the organization of both the District of Columbia Government and the Metropolitan Police Department.
- b. Academic, instructional course work.
- c. Rotational on-the-job assignments.

2. Uniformed management interns shall be transferred from their assigned organizational elements to the Personnel Division and, upon completion of the program, shall be transferred back to their original organizational elements. This shall not prohibit such interns from applying and being selected for special assignment positions while participating in the program. Civilian management interns shall remain assigned to their organizational elements, but shall be released by their supervisors for at least 3 days per week to work in their management intern assignments.

D. Procedures.

1. Upon the announcement by the Director, Personnel Division, that applications are being accepted for the Management Intern Program, all eligible employees interested in being considered shall apply by completing a "Management Intern Training Program Application" form.

2. The completed forms shall be forwarded through channels to the Director, Personnel Division, where they will be reviewed by the Management Intern Training Program Screening Committee, which shall consist of the Management Intern Program Coordinator; the Head, Placement Branch, Personnel Division; and a personnel staffing specialist. This committee shall screen all applications to determine each applicant's eligibility under the merit promotion system and shall forward applications of the best qualified candidates to the Management Intern Training Program Selection Committee.

3. The Management Intern Training Program Selection Committee shall consist of the Deputy Chief for Personnel and Training, who shall serve as chairman; the Commander, Patrol Division; the Director, Planning and Development Division; and the Director, Training Division, or their designated representatives. This committee shall interview the applicants and make final selections.

PART II

Management Intern Program Coordinator.

1. The Management Intern Program Coordinator, Personnel Division, is responsible for the overall coordination of the Management Intern Training Program, for arranging rotating assignments, and for ensuring

that such assignments meet training criteria as well as the needs and interest of the interns.

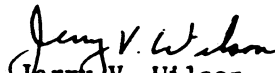
2. The coordinator shall review the professional development of each intern through monthly counseling sessions and, when any intern fails to maintain an acceptable level of performance, shall recommend to the Selection Committee that the member be dismissed from the program. Action by the Selection Committee on any such recommendation shall be final.

3. The coordinator shall forward the applications of those candidates selected by the Selection Committee to the District of Columbia Personnel Office for approval. After approval has been obtained, the coordinator shall be responsible for officially notifying all applicants of the decision on each of their individual applications.

PART III

Director, Personnel Division.

The Director, Personnel Division, shall be responsible for the development, implementation, and operation of the departmental Management Intern Training Program.

  
Jerry V. Wilson  
Chief of Police

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