



GENERAL ORDER



SERIES

301

NUMBER

10

EFFECTIVE DATE

October 27, 1980

SUBJECT

Motorscooters

DISTRIBUTION

A

ORIGINATING UNIT

PDD

The purpose of this order is to establish the policy and procedures for members relating to the operation of departmental motorscooters. This order consists of the following parts:

PART I Responsibilities and Procedures for Members of the Department

- A. Definitions.
- B. General Duties and Responsibilities of Operators.
- C. Training.
- D. Operational Requirements and Prohibitions.

PART II Responsibilities and Procedures for Supervisory and Command Personnel

- A. Officials.
- B. Commanding Officers.

PART III

A. Definitions.

For the purpose of this order the following definitions shall apply:

1. "Motor scooter" is any motorcycle or motor driven cycle, as defined in the D.C. Highways and Traffic Regulations, which is the property of the Metropolitan Police Department and is not equipped as an authorized emergency vehicle.

2. "Operator" is any member of the department, regardless of rank, assigned to operate a departmental motorscooter.

B. General Duties and Responsibilities of Operators.

Operators are considered to be foot patrol officers with a means of increased mobility. As such, they shall:

1. Perform the duties of a foot patrol officer on similar assignment, and be guided, to the extent possible, by the provisions of General Order No. 201.26 (Duties, Responsibilities, and Conduct of Members of the Department).

2. Spend at least 50% of their tour of duty on foot patrol if assigned to the Patrol Districts.

3. Adhere to the provisions of General Order 301.1 (Vehicle Operation and Maintenance), where applicable.

4. Be assigned only to motorscooter duty and not utilized in other capacities such as relief clerk, scout car relief, etc., unless absolutely necessary.

5. Periodically dismount and patrol on foot, unless directed otherwise by an official.

C. Training.

The following considerations shall be satisfied prior to the selection of personnel for motorscooter operator training:

1. The member has volunteered.
2. Medical records have been reviewed for any past history of injuries which may be aggravated by motorscooter duty, especially back or knee injuries.
3. Sick leave records have been reviewed for any past history of back and knee ailments.
4. Departmental and state or District of Columbia vehicular accident records have been reviewed with particular attention to information on the operation of two-wheel vehicles.

D. Operational Requirements and Prohibitions

1. Members shall not operate motorscooters unless they:
 - a. Volunteer to be assigned to the position of motorscooter operator.
 - b. Have been motorscooter trained and certified by the Vehicle Skills Section, Training Division.
 - c. Possess a valid license issued by the jurisdiction in which they reside to operate a motorscooter or motorcycle.
2. Motorscooter Maintenance
 - a. Each member shall be assigned to a specific motorscooter that he/she shall operate on a permanent basis during his/her shift.

(Example: Motorscooter operators Officer John Jones from A Section, Officer Mary Smith from B Section, and Officer James Green from C Section will each be assigned to Motorscooter 8D-11 which will be operated on a permanent basis on their respective shifts.)

b. Prior to operating a motorscooter, the operator shall:

- (1) Conduct a thorough inspection of the vehicle to ensure that all necessary equipment and lights are present and functioning.
- (2) Immediately report any damage or malfunctioning equipment to an official and record the information on PD Form 775 (Daily Vehicle Inspection and Activity Report), Section B, and comply with the provisions of General Orders 301.1 (Vehicle Operation and Maintenance) and 201.7 (Review Boards).
- (3) Not operate a malfunctioning or damaged motorscooter without supervisory approval.

c. When operating motorscooters, members shall:

- (1) Comply with the applicable provisions of the D.C. Highways and Traffic Regulations, as far as is consistent with the performance of police duties and the apprehension of law violators.
- (2) Wear the department issued motorscooter helmet with the chin strap securely fastened.
- (3) Wear the department issued visibility jacket.
- (4) Keep both hands on the handlebars except to operate their radio or when giving hand signals.
- (5) Exercise caution when operating portable radios while their motorscooter is in motion; if possible, they shall bring the motorscooter to a halt, out of the flow of traffic, to use the radio.
- (6) Wear a protective transparent face shield or protective eyeglasses whenever the motorscooter is not equipped with a windshield.

d. When dismounting, operators shall:

- (1) Park in compliance with the traffic regulations,
- (2) Lock and secure their motorscooter, and
- (3) Remove the key.

- e. Operators may make traffic stops under the following guidelines:
 - (1) The stop shall be made from the side toward the center roadway of the violator's vehicle, never from the curb side.
 - (2) Operators shall not pursue speeding vehicles for the purpose of effecting a traffic stop.
- f. Motorscooter operators involved in traffic accidents shall comply with all applicable provisions of General Orders 301.1 and 201.7.

3. Prohibitions.

Operators shall not:

- a. Permit operation of their motorscooter by anyone else, except when directed by an official.
- b. Transport a second rider.
- c. Wear sunglasses during periods of darkness or reduced visibility. Any exceptions (i.e., eye stigmatism that require a prescription for specially tinted lenses, etc.) shall require the approval of a clinic physician.
- d. Smoke while operating or refueling their motorscooter.
- e. Routinely patrol or operate their motorscooter on any of the various limited roadways, highways and freeways within the District of Columbia, (e.g., I-395 and its accesses, Third Street Tunnel, Ninth Street Tunnel, Southeast/Southwest Freeways, I-295, Whitehurst Freeway, Suitland Parkway, etc.) except in emergency situations or when authorized by an official and then only when exercising the greatest degree of caution.

PART II

A. Officials.

1. Officials who operate motorscooters shall be guided by the provisions of this order to the extent consistent with the performance of their supervisory duties.

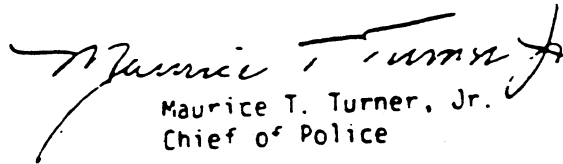
2. Officials shall comply with General Order 301.8 (Departmental Vehicular Safety Program) when they observe any unsafe driving actions by motorscooter operators.

General Order No. 301.10
(Revised 8/6/84)

B. Commanding Officers.

The commander of each element utilizing motorscooters shall:

1. Make the determination as to which of the volunteers are to be selected and trained for motorscooter operation.
2. Determine whether motorscooters should be operated by members of their command during periods of inclement weather.
3. Ensure that any damage to a department motorscooter is properly investigated and that responsibility is appropriately placed.
4. Forward reports of accidents involving motorscooters to the Vehicle Accident Review Board in accordance with General Order 201.7.


Maurice T. Turner, Jr.
Chief of Police

MMT:JJD:jtw

General Order No. 301.10

Metropolitan Police Department ★ Washington, D.C.



SPECIAL ORDER



Subject:

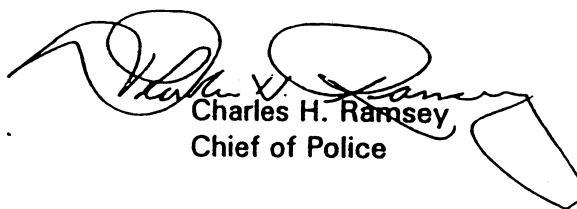
Use of Radio Priority Alert Tones

Series	Number	Distribution
98	32	A
Effective Date		
October 27, 1998		
Expiration Date		
*		

On Sunday, October 18, 1998, the department began utilization of a *PRIORITY ASSIGNMENT RADIO ALERT TONE*. The tone is used to notify field units that a priority one assignment is being dispatched in their patrol district. A two-toned pitch has been designated as the alert tone for the Metropolitan Police Department. It will be broadcast preceding the dispatch of CODE ONE assignments.

UPON HEARING THE ALERT TONE, MEMBERS SHALL CEASE ALL BUT EMERGENCY RADIO TRANSMISSIONS AND STANDBY FOR DISPATCHING OF THE PRIORITY ASSIGNMENT.

This special order shall remain in effect until it is rescinded or incorporated into General Orders 302.1 and 302.5. Teletype Number 09-184-98, dated October 14, 1998, is hereby rescinded.


Charles H. Ramsey
Chief of Police

CHR:SMP:smp

Metropolitan Police Department ★ Washington, D.C.



SPECIAL ORDER



Subject: Personal Take-Home Radios	Series	Number	Distribution
	98	38	A
	Effective Date November 20, 1998		
	Expiration Date *		

I. Purpose

- To inform officers that the new Astro XTS 300 radio is being issued upon request.
- To establish guidelines for the care and maintenance of personal take-home radios.

II. Guidelines

The Astro XTS 300 radio comes equipped with a radio case, spare battery, battery charger and a radio belt clip. Any officer issued a take-home portable radio shall:

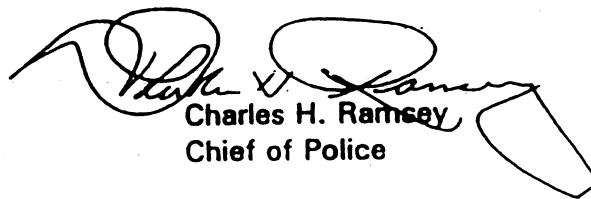
1. Follow the guidelines contained in General Order 302.5 (Radio Communications) regarding the use, maintenance, and operation of portable radios.
2. Retain the radio for their exclusive use **both on and off duty** and not allow its use by any other officer or person.
3. Properly secure, safeguard, and maintain the radio at his/her residence while in an off duty status in order to prevent its loss, theft, damage, or unauthorized use.
4. Adhere to the provisions for reporting damaged, lost, or stolen departmental property if this should occur to the radio or its accessories.
5. While in an off duty status and not assigned a take home vehicle, identify themselves by voicing their badge number when contacting the radio dispatcher (i.e., Badge 1234 to dispatcher). The dispatcher will recognize the transmission of an off duty officer.
6. Upon having their police power revoked, relinquish the radio to an official of their organizational element for proper storage. When it is anticipated that an officer will be in other than a full duty status for a period to exceed 30 consecutive days, the officer's Commanding Officer shall ensure that

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the radio and all accessories are delivered to the Communications Division, Radio Maintenance Branch for storage.

* Currently, district stations do not have a supply of extra batteries for the Astro XTS radio. Officers must ensure that they report for duty with a fully charged battery.

This Special Order shall remain in effect until its contents are incorporated into General Order 302.5.


Charles H. Ramsey
Chief of Police

CHR:RSK:rsk