

**GENERAL ORDER**

	SERIES	NUMBER	EFFECTIVE DATE
<b>SUBJECT</b>  Official Travel Reports	404	5	December 1, 1971
	<b>DISTRIBUTION</b> A		
			<b>ORIGINATING UNIT</b> PDD

The purpose of this order is to establish the policy and reporting procedures for employees (uniformed and civilian) upon returning from a seminar, conference, meeting, or any official travel outside of the department. This order consists of the following parts:

**PART I Responsibilities and Procedures for Members of the Department**

**PART II Responsibilities and Procedures for Supervisory and Command Personnel**

**PART I****A. General.**

It is the policy of this department to permit attendance at seminars, conferences, and meetings from which informational data beneficial to the mission of this department may be obtained.

**B. Submission of Travel reports.**

Whenever an employee returns from any official travel, within or outside of the District of Columbia, a report shall be prepared and submitted through command channels to the Director, Planning and Development Division, within 7 calendar days after the employee's return. These reports shall contain at least the following information:

1. Subject or title of activity.
2. The inclusive dates on which the activity was held.
3. Where the activity was held.
4. The key contacts, if any, who may provide additional data.
5. A brief purpose of the activity.
6. A brief synopsis highlighting the most significant points raised during the activity. It may prove beneficial for attendees to obtain additional copies of handouts, if any, and submit them with the report.

7. Expound on any procedures or programs discussed at the activity which might be adopted for implementation within the department, specifying the manner in which it could be effected, manpower and monetary requirements, if any, and any other data the attendee deems pertinent.

**PART II**

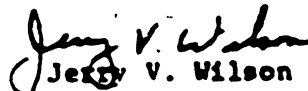
**A. Commanding Officers.**

Commanding officers shall ensure that employees under their command who attend any activity described in this order comply with the above procedures. Commanding officers shall review and may comment on all reports prior to forwarding them through channels.

**B. Director, Planning and Development Division.**

1. The Director, Planning and Development Division, shall be responsible for ensuring that all reports of this nature are fully evaluated for possible adoption of programs or procedures recommended therein.

2. The Director, Planning and Development Division, shall make all reports available to the Director, Community Relations Division, for possible inclusion in the department "METRO-INTERCOM."

  
Jerry V. Wilson  
Chief of Police

JVW:pam