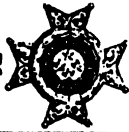


GENERAL ORDER

	SERIES	NUMBER	EFFECTIVE DATE
SUBJECT: Emergency Notification of Personnel to Return to Duty	803	1	December 1, 1971
	DISTRIBUTION C ORIGINATING UNIT PDD		

The purpose of this order is to establish the policy and procedures for notification of personnel to return to duty in the event of major emergencies and the cancellation of days off and annual leave during periods of emergency. This order consists of the following part:

PART I Responsibilities and Procedures for Supervisory and Command Personnel

PART I

A. Procedures for Notification of Personnel to Return to Duty In the Event of Major Emergency.

1. The Field Operations Officer, the Administrative Services Officer, the Technical Services Officer, the Inspectional Services Officer, the Director of the Planning and Development Division, each commander of a division (except Patrol Division) within Field Operations, and each district commander shall be responsible for establishing adequate procedures for notifying all personnel of their commands to respond to duty in the event of major emergency. Each of these officials should bear in mind that in such an event the 626-2000 switchboard is likely to become overloaded to the point that it cannot be relied upon for this purpose; plans for notification of personnel to return to duty should include provisions for notification over telephones outside either 626-2000 or the 629-2000 systems.

2. Organizational elements which do not have outside telephones available to them shall arrange to keep available to the official in charge of the unit a sufficient supply of coins to notify at least two-thirds of their personnel over pay telephone systems. Supplies of coins for this purpose may be provided from existing confidential fund advances; elements that do not have confidential fund advances are authorized to submit requisitions to the Financial Management Branch, Planning and Development Division, for advances for this purpose.

3. Each organizational element of the department shall prepare and maintain a list of the names and home telephone numbers of all members assigned to the element. The list shall be divided by sections and subdivided into numbered or lettered groups of approximately 10 men, with each section and subdivision having a designated key man and alternate. Each key man and alternate shall be furnished with only the names and

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phone numbers of the members assigned to their section or subdivision and shall maintain such list at their place of residence. Upon a recall of personnel, the station shall notify the key men or alternates, who in turn, shall notify the members appearing on their notification list before responding to duty.

4. Because of the wide variation among units of the complements of personnel to be notified and of personnel and facilities available for handling such notifications, it is not viewed as desirable to establish a single departmental policy for handling this need. For this reason, each of the officials named in part I, paragraph A1, shall establish procedures applicable to notification of personnel under his command and shall submit through channels to the Chief of Police (addressed to the attention of Director, Communications Division) revised plans every 90 days.

5. The Director, Communications Division, shall be responsible for alerting those organizational elements that are not staffed on a 24-hour basis. The responsibility of the Director, Communications Division, shall terminate when a ranking official of each unit is notified. Thereafter, it shall be the responsibility of such ranking official to complete the notifications within his command or assigned unit.

6. The Director, Communications Division, shall be responsible for the direct notification of the following key personnel:

- a. Chief of Police
- b. Field Operations Officer.
- c. Inspectional Services Officer.
- d. Technical Services Officer.
- e. Administrative Services Officer.
- f. Deputy Chief, Commander, Patrol Division.
- g. Deputy Chief, Special Operations Division.
- h. Director, Planning and Development Division.

7. Bureau Heads, Deputy Chiefs, and Inspectors shall furnish the Communications Division with an address and telephone number where they may be contacted immediately, whenever they depart the Washington Metropolitan Area.

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8. During periods of unrest or impending emergency Bureau Heads, Deputy Chiefs, and inspectors shall keep themselves available for return to duty. If absent from their residences for any extended period, they shall advise a responsible person at their residence of their intended activity and destination. If the foregoing is inapplicable, it shall be the responsibility of the Bureau Head, Deputy Chief, or inspector to notify the official in charge of the Communications Division.

9. District and unit commanding officers shall be governed by the above; however, notification shall be made to the official in charge of their respective units.

10. In addition, it shall be the responsibility of the above named officials to notify the Commanding Officer, Communications Division, of an alternate official to be notified whenever they are not available. Such notification may be effected by telephone or memorandum.

11. The Director, Communications Division, shall establish such files as necessary to effectively implement this directive.

12. All on-duty units shall be alerted by teletype with verification requested.

B. Policies Regarding Cancellation of Days Off and of Annual Leave During Periods of Emergency.

1. Commanding officers have the authority to approve annual leave not to exceed 5 percent of their total command at any one time, which, for purposes of nomenclature, and for purposes of this order, will be designated "committed annual leave." Such committed annual leave shall not be subject to cancellation even during a general cancellation of days off and annual leave, except in the most dire circumstances. Commanding officers shall, in the interest of fairness to all, provide and publish schedules of such approved committed annual leave as far in advance as possible.

2. For the purpose of this order the term "Washington metropolitan area" means the prescribed residence area for members of this department as set forth in General Order No. 201.2 and the term "annual leave" shall be construed to include compensatory time off.

3. Events across the nation during recent years have made it obvious that the police service faces long periods of uncertainty when it may be necessary at any time and without prior warning to cancel

days off and annual leave. It is recognized that members of this department willingly forego annual leave and days off and willingly return from annual leave or days off in response to such emergency calls. This has been well-demonstrated in the past by the many members of the force who voluntarily arranged for their return to duty from sick leave in order to make themselves available for service in time of need.

4. It has been determined, however, that in some cases a general cancellation of annual leave or of days off can work a major hardship on an individual when the cancellation interrupts a vacation involving, for example, significant financial outlays or long distances of travel. It is also evident that many instances occur when it is necessary for the department to cancel annual leave and/or days off in order to augment the force available, but the need is not so great, nor the crisis so imminent, that even the recall of individuals on relatively routine vacations at nearby locations is warranted.

5. In order to reconcile these conflicting needs, the following procedures are established relative to cancellation of days off and/or annual leave:

a. Cancellation of Days Off.

Teletype messages and orders providing for the cancellation of days off of members of the force shall be worded according to the following order of magnitude:

- (1) Days off cancelled for police personnel presently within the Washington metropolitan area.
- (2) Days off cancelled for all police personnel not on "committed annual leave."
- (3) All committed and noncommitted annual leave cancelled for all police personnel.

b. Cancellation of Days Off Adjoining Annual Leave.

When a member of the force is on day(s) off adjoining a period of annual leave, a cancellation of day(s) off shall not apply to him unless his annual leave is also cancelled.

c. Cancellations Pertaining to Specific Organizational Elements.

The foregoing orders of magnitude for cancellations of

days off and/or annual leave shall also be used if it becomes necessary to apply such cancellations to specific organizational elements rather than to the entire force.

d. Discretion of Commanding Officers.

Commanding officers must recognize that the purpose of establishing a separate procedure for cancellation to personnel presently within the Washington metropolitan area is to provide a system whereby the department can augment its manpower availability without unduly inconveniencing police personnel. Commanding officers shall exercise discretion in the applications of such cancellations.

e. Applicability to Staff and Technical Personnel.

In recognition of the fact that cancellation of days off and annual leave creates deficits which must be repaid by the department, division commanders and directors shall be selective, whenever practicable, in such cancellations. Division commanders and directors are, therefore, authorized to exercise discretion in application of such cancellations to staff and technical personnel, taking into account the type and extent of the emergency or situations, but bearing in mind that in major events, divisions are responsible for reporting to the Personnel Division the availability of staff and technical personnel who can be released to the manpower pool.

Locating Personnel Absent From the Washington Metropolitan Area.

Recognizing that personnel absent from the area on vacations often do not have exact itineraries, making practical a definite requirement that they provide addresses and/or telephone numbers where they can be reached at all times, no such requirement is established by this order. However, department personnel who are going to be absent from the Washington metropolitan area on leave or on vacation or days off shall, to the fullest extent possible, provide such addresses and/or telephone numbers to their element commanders; further, personnel absent from the area in circumstances where

such addresses and/or telephone numbers could not be provided are expected to contact their elements for instructions in the event they learn through news coverage of an emergency in the city of a magnitude which might require recall of personnel.

g. Avoiding Forfeiture of Annual Leave and Compensatory Time.

Due to the fact that it is necessary, from time to time, to cancel annual leave and compensatory time, department personnel must be careful to request such annual leave and compensatory time sufficiently in advance of forfeiture dates to allow themselves alternate opportunities for use in event of a cancellation.

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