

# GENERAL ORDER



DISTRICT OF COLUMBIA

Subject

**Use of the Twenty-Four Hour Time System and the Energy Policy Act of 2005**

Topic / Number

**GO-OMA-203.01**

Effective Date

**August 19, 2008**

Replaces / Rescinds

**GO-OMA-203.01 (Use of the Twenty-Four Hour Time System and the Emergency Daylight Saving Time Energy Conservation Act), Effective Date March 8, 2002**

I. Background.....	Page 1	III. Regulations.....	Page 2
II. Policy.....	Page 1	IV. Procedural Guidelines.....	Page 2
III. Definitions.....	Page 1		

## I. BACKGROUND

The Metropolitan Police Department uses the twenty-four (24) hour time system when referring to the time of day. In accordance with the Energy Policy Act of 2005 (Public Law 109-058), the District of Columbia converts to Daylight Saving Time (DST) at 0200 hours on the second Sunday in March and reverts to Eastern Standard Time (EST) at 0200 hours on the first Sunday in November.

## II. POLICY

It is Metropolitan Police Department policy to use the twenty-four (24) hour time system when referring to the time of day.

## III. DEFINITIONS

When used in this directive, the following terms shall have the meanings designated:

1. Daylight Saving Time – System in which time devices are set one hour forward from the second Sunday in March up until the first Sunday in November.
2. Eastern Standard Time – Standard in the fifth time zone west of Greenwich, England, in the eastern United States.

3. Member – Sworn or civilian Metropolitan Police Department (MPD) employee.

### **III. REGULATIONS**

- A. The twenty-four (24) hour time system shall be used to express time on all field reports and forms designed primarily for MPD use, and also in intra-department memoranda (CALEA 82.2.1, bullet c).
- B. The conventional time system shall be used to express time on or in (CALEA 82.2.1, bullet c):
  1. Notices of Infraction;
  2. Intra-D.C. Government memoranda and letters;
  3. Court proceedings; and
  4. Any document directed primarily to the public.
- C. All references to time using the twenty-four (24) hour time system shall be expressed in a group of four (4) digits starting with 0001 to 2400 hours. The first two (2) digits shall represent the hour after midnight and the last two (2) digits shall represent the minutes.

### **IV. PROCEDURAL GUIDELINES**

- A. In order to maintain uniform records, members shall adhere to the following procedures in regard to the conversion to Daylight Saving Time:
  1. At 0200 hours EST, on the second Sunday in March, all time MPD devices shall be set so as to indicate 0300 hours DST.
  2. All Time, Attendance and Court Information System (TACIS) entries, arrest reports, and other reports recorded between 2400 and 0159 hours on the second Sunday in March shall be marked with the letters "EST" immediately following the time indicated in the TACIS entry, arrest book, or report (CALEA Standard 82.2.1, bullet c).
  3. Members working the 2400 to 0800 hours tour of duty during the conversion to DST shall be required to complete the full eight (8) hours of duty or may submit a request for annual leave or compensatory time in the amount of one (1) hour.

4. Members working their day off for pay may be relieved of duty at the regular time of 0800 hours and receive pay for the seven (7) hours worked.
- B. In order to maintain uniform records, members shall adhere to the following procedures in regard to the conversion to Eastern Standard Time:
1. At 0200 hours, DST, on the first Sunday in November, all MPD time devices shall be set to indicate 0100 hours EST.
  2. All TACIS entries, arrests, and other reports recorded between 2400 and 0159 hours on the first Sunday in November shall be marked with the letters "DST" immediately following the time indicated in the TACIS entry, arrest book, or report (CALEA Standard 82.2.1, bullet c).
  3. Members working the 2400 to 0800 hours tour of duty during the conversion to EST may either be granted one (1) hour of compensation for the extra hour worked during the conversion, or released (sworn and civilian) after completion of an eight (8) hour tour of duty, if staffing needs are sufficient to warrant such a release (CALEA Standard 22.1.1, bullet e).
  4. Members working their day off for pay may be relieved at the regular time, 0800 hours DST, and receive monetary compensation for the seven (7) hours worked (CALEA Standard 22.1.1, bullet e).
- C. Station Clerks shall:
1. Ensure that all entries recorded in the Patrol Signal System Book between 2400 and 0159 hours on the second Sunday in March are marked "EST", and that entries made between 0200 Eastern Standard Time (0300 hours DST) and 0800 hours Daylight Saving Time on the second Sunday in March are marked "DST".
  2. Ensure that all entries recorded in the Patrol Signal System Book between 2400 and 0159 hours on the first Sunday in November are marked "DST", and that entries made between 0200 (0100 hours EST) and 0800 hours on the first Sunday in November are marked "EST".

D. Commanding Officials shall:

1. Ensure that members working the 2400 to 0800 hours tour of duty during the conversion to Daylight Saving Time complete the full eight (8) hours of duty or submit a request for leave or compensatory time in the amount of one (1) hour and that members working their day off for pay are relieved at the regular time, 0800 hours DST, and receive monetary compensation for the seven (7) hours worked (CALEA Standard 22.1.1, bullet e); and
2. Grant employees under their command one (1) hour of compensation for the extra hour worked during the conversion to Eastern Standard Time, or release members after completion of an eight (8) hour tour of duty if staffing needs are sufficient to warrant such a release (CALEA Standard 22.1.1, bullet e).



Cathy L. Lanier  
Chief of Police

CLL:PH:JGW:PAS:PHC