

# SPECIAL ORDER



Title  
Scheduled BTA Hearings

Series / Number  
SO - 02 - 01

Effective Date  
January 11, 2002

Distribution  
B

## DISTRICT OF COLUMBIA

### I. Background

To ensure accountability of sworn members to appear for BTA hearings, effective November 1, 2001, the Department will implement a new hearing key system. The system consists of four Groups (a-d) and a Phonetics Code chart (Alpha-John) (see attachment) signifying when a member needs to appear for a BTA hearing. Each member shall be assigned to a group along with a Phonetics Code indicating the time the member is scheduled to appear for his/her BTA hearing.

### II. Regulations

- A. Members are accountable for appearing at their scheduled BTA hearings.
- B. Members will only be excused from attending BTA hearings under the following conditions: Sick leave, scheduled judicial hearings, (Trials, Grand Jury), emergencies, and unscheduled events approved by the ROC/Unit Commander or his/her designee.
- C. Members shall immediately notify an official of Court Liaison Division, or an official of their element in the event they will be late or unable to attend the scheduled BTA hearing. The element/unit official, who was notified, will be responsible for notifying an official of Court Liaison Division.


### III. Procedural Guidelines

- A. Commanding officers shall:
  - 1. Assign to each sworn member of their command a group, day, and time on which to attend BTA hearings.
  - 2. Not assign more than 25% of the total number of personnel within their command to a specific group.

Publication	Effective Date	Change Number	Page Number
Special Order 96-6	May 15, 1996		Page 2 of 2

2. Each investigation resulting in a recommendation for corrective action based on mitigating circumstances for a subsequent unjustified lateness or no-show within the 12-month period shall be forwarded to the Human Resources Officer for review prior to final action at the organizational element level.

\*This special order shall remain in effect until officially revised, rescinded or incorporated into the appropriate general order.

  
Larry D. Soulsby  
Chief of Police

LDS:RSK:rsk

# SPECIAL ORDER



Title  
**Amendment to Special Order  
SO-02-01 (Scheduled BTA Hearings)**

Series / Number  
**SO - 02 - 01A**

Effective Date  
**February 27, 2002**

Distribution  
**B**

## DISTRICT OF COLUMBIA

The purpose of this Special Order is to amend the following section of Special Order 02-01 (Scheduled BTA Hearings):

Part II, Section B, Regulations shall be replaced by the following paragraph:

Members will only be excused from attending BTA hearings, under the following conditions: sick leave, emergencies and unscheduled events approved by the ROC/Unit Commander or his/her designee. Members scheduled for BTA hearings who have other Court commitments on the same day, (Papering or CANS for Trials or Grand Jury) shall contact the MPD official assigned to BTA and advise them of their other Court commitments.

A handwritten signature in black ink, appearing to read "Charles H. Ramsey".

Charles H. Ramsey  
Chief of Police

CHR:NMJ:rsk

# METROPOLITAN POLICE DEPARTMENT

Bureau of Traffic Adjudication (BTA)

June 2003

S	M	Tu	W	Th	F	S
1	2a	3a	4a	5a	6a	7
8	9b	10b	11b	12b	13b	14
15	16c	17c	18c	19c	20c	21
22	23d	24d	25d	26d	27d	28
29	30					

July 2003

S	M	Tu	W	Th	F	S
		1a	2a	3a	4a	5
6	7a	8b	9b	10b	11b	12
13	14b	15c	16c	17c	18c	19
20	21c	22d	23d	24d	25d	26
27	28d	29	30	31		

August 2003

S	M	Tu	W	Th	F	S
					1a	2
3	4a	5a	6a	7a	8b	9
10	11b	12b	13b	14b	15c	16
17	18c	19c	20c	21c	22d	23
24	25d	26d	27d	28d	29	30
31						

September 2003

S	M	Tu	W	Th	F	S
	1a	2a	3a	4a	5a	6
7	8b	9b	10b	11b	12b	13
14	15c	16c	17c	18c	19c	20
21	22d	23d	24d	25d	26d	27
28	29	30				

October 2003

S	M	Tu	W	Th	F	S
			1a	2a	3a	4
5	6a	7a	8b	9b	10b	11
12	13b	14b	15c	16c	17c	18
19	20c	21c	22d	23d	24d	25
26	27d	28d	29	30	31	

November 2003

S	M	Tu	W	Th	F	S
						1
2	3a	4a	5a	6a	7a	8
9	10b	11b	12b	13b	14b	15
16	17c	18c	19c	20c	21c	22
23	24d	25d	26d	27d	28d	29
30						

December 2003

S	M	Tu	W	Th	F	S
	1a	2a	3a	4a	5a	6
7	8b	9b	10b	11b	12b	13
14	15c	16c	17c	18c	19c	20
21	22d	23d	24d	25d	26d	27
28	29	30	31			

## Holidays

New Year's Day  
 Dr. Martin Luther King, Jr.'s Birthday  
 Washington's Birthday  
 Memorial Day  
 Independence Day  
 Labor Day  
 Columbus Day  
 Veterans Day  
 Thanksgiving Day  
 Christmas Day

3. Ensure that members under their command appear for their scheduled BTA hearings or that the proper notification is made if the member cannot attend.
4. Schedule members who write more than 20 tickets per month to a second group, day and time.
5. Not schedule members on assigned days off and holidays.
6. Schedule members as follows:
  - a. Members working the Midnight tour of duty shall be scheduled in the morning hours. (Alpha - 0730 hours, or Beta - 0830 hours)
  - b. Members working the Day tour of duty shall be scheduled for the day work hours. (Charlie - 1000 hours, David - 1100 hours, Edward - 1200 hours)
  - c. Members working the Evening tour of duty shall be scheduled for the evening hours. (Frank - 1300 hours, George - 1400 hours, and on **Wednesdays only** Henry - 1500 hours, Ida - 1600, John - 1700 hours).

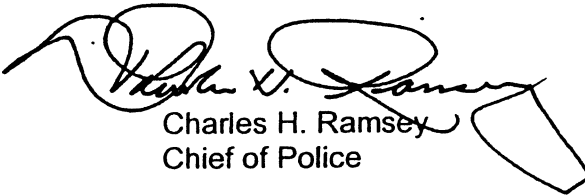
**EXAMPLE**

Last Name	First Name	CAD #	Badge #	Location	Group	Day	Phonetic Code
Doe	John	7142	1234	4-D	A	Monday	David

**B. BTA Coordinators shall:**

1. Submit an update by the 10<sup>th</sup> of each month of changes in status of members (i.e. transfers, details, retirements) via e-mail to the Court Liaison Division.
2. Submit a yearly calendar update of members assigned to their respective units by December 10<sup>th</sup>.

- C. Members shall:
1. Include their CAD number and next available BTA date on the notice of infraction. The court date should be set at least fifteen days beyond the issuing date on the notice of infraction.
  2. Appear for court in appropriate uniform of the day or appropriate court attire as specified in GO - Per - 110.11 (Uniforms and Equipment), if hearing is confirmed.
  3. Notify an official of Court Liaison Division, if they cannot appear for their scheduled hearing.
- D. Changes of group assignments shall only be made due to transfers, permanent changes in tours of duty and days off.
- E. A copy of the BTA calendar and the BTA Scheduling Key shall be posted in the roll call room and administrative office of the unit/district.



Charles H. Ramsey  
Chief of Police

CHR:NMJ:rsk

# METROPOLITAN POLICE DEPARTMENT

Bureau of Traffic Adjudication (BTA)

## Phonetics code and Time

Alpha = 0730	Frank = 1300
Beta = 0830	George = 1400
Charlie = 1000	Henry = 1500
David = 1100	Ida = 1600
Edward = 1200	John = 1700

### Example

NOTE:

S	M	Tu	W	Th	F	S	←	Days	Dates
	1	2	3	4	5	←	Group a	1 thru 7	
6	7	8	9	10	11	12	←	Group b	8 thru 14
13	14	15	16	17	18	19	←	Group c	15 thru 21
20	21	22	23	24	25	26	←	Group d	22 thru 28
27	28	29	30	31	←				

## (BTA) Calendar 2001 thru 2003

### October 2001

S	M	Tu	W	Th	F	S
	1a	2a	3a	4a	5a	6
7	8b	9b	10b	11b	12b	13
14	15c	16c	17c	18c	19c	20
21	22d	23d	24d	25d	26d	27
28	29	30	31			

### November 2001

S	M	Tu	W	Th	F	S
				1a	2a	3
4	5a	6a	7a	8b	9b	10
11	12b	13b	14d	15c	16c	17
18	19c	20c	21c	22d	23d	24
25	26d	27d	28d	29	30	

### December 2001

S	M	Tu	W	Th	F	S
						1
2	3a	4a	5a	6a	7a	8
9	10b	11b	12b	13b	14b	15
16	17c	18c	19c	20c	21c	22
23	24d	25d	26d	27d	28d	29
30	31					

### January 2002

S	M	Tu	W	Th	F	S
		1a	2a	3a	4a	5
6	7a	8b	9b	10b	11b	12
13	14b	15c	16c	17c	18c	19
20	21c	22d	23d	24d	25d	26
27	28d	29	30	31		

### February 2002

S	M	Tu	W	Th	F	S
					1a	2
3	4a	5a	6a	7a	8b	9
10	11b	12b	13b	14b	15c	16
17	18c	19c	20c	21c	22d	23
24	25d	26d	27d	28d	29	

### March 2002

S	M	Tu	W	Th	F	S
					1a	2
3	4a	5a	6a	7a	8b	9
10	11b	12b	13b	14b	15c	16
17	18c	19c	20c	21c	22d	23
24	25d	26d	27d	28d	29	30

### April 2002

S	M	Tu	W	Th	F	S
	1a	2a	3a	4a	5a	6
7	8b	9b	10b	11b	12b	13
14	15c	16c	17c	18c	19c	20
21	22d	23d	24d	25d	26d	27
28	29	30				

### May 2002

S	M	Tu	W	Th	F	S
			1a	2a	3a	4
5	6a	7a	8b	9b	10b	11
12	13b	14b	15c	16c	17c	18
19	20c	21c	22d	23d	24d	25
26	27d	28d	29	30	31	

# METROPOLITAN POLICE DEPARTMENT

Bureau of Traffic Adjudication (BTA)

June 2002

S	M	Tu	W	Th	F	S
						1
2	3a	4a	5a	6a	7a	8
9	10b	11b	12b	13b	14b	15
16	17c	18c	19c	20c	21c	22
23	24d	25d	26d	27d	28d	29
30						

July 2002

S	M	Tu	W	Th	F	S
	1a	2a	3a	4a	5a	6
7	8b	9b	10b	11b	12b	13
14	15c	16c	17c	18c	19c	20
21	22d	23d	24d	25d	26d	27
28	29	30	31			

August 2002

S	M	Tu	W	Th	F	S
				1a	2a	3
4	5a	6a	7a	8b	9b	10
11	12b	13b	14d	15c	16c	17
18	19c	20c	21c	22d	23d	24
25	26d	27d	28d	29	30	31

September 2002

S	M	Tu	W	Th	F	S
1	2a	3a	4a	5a	6a	7
8	9b	10b	11b	12b	13b	14
15	16c	17c	18c	19c	20c	21
22	23d	24d	25d	26d	27d	28
29	30					

October 2002

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		1a	2a	3a	4a	5
6	7a	8b	9b	10b	11b	12
13	14b	15c	16c	17c	18c	19
20	21c	22d	23d	24d	25d	26
27	28d	29	30	31		

November 2002

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3	4a	5a	6a	7a	8b	9
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17	18c	19c	20c	21c	22d	23
24	25d	26d	27d	28d	29	30

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29	30	31				

January 2003

S	M	Tu	W	Th	F	S
			1a	2a	3a	4
5	6a	7a	8b	9b	10b	11
12	13b	14b	15c	16c	17c	18
19	20c	21c	22d	23d	24d	25
26	27d	28d	29	30	31	

February 2003

S	M	Tu	W	Th	F	S
						1
2	3a	4a	5a	6a	7a	8
9	10b	11b	12b	13b	14b	15
16	17c	18c	19c	20c	21c	22
23	24d	25d	26d	27d	28d	

March 2003

S	M	Tu	W	Th	F	S
						1
2	3a	4a	5a	6a	7a	8
9	10b	11b	12b	13b	14b	15
16	17c	18c	19c	20c	21c	22
23	24d	25d	26d	27d	28d	29
30	31					

April 2003

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		1a	2a	3a	4a	5
6	7a	8b	9b	10b	11b	12
13	14b	15c	16c	17c	18c	19
20	21c	22d	23d	24d	25d	26
27	28d	29	30			

May 2003

S	M	Tu	W	Th	F	S
				1a	2a	3
4	5a	6a	7a	8b	9b	10
11	12b	13b	14d	15c	16c	17
18	19c	20c	21c	22d	23d	24
25	26d	27d	28d	29	30	31