



**SPECIAL ORDER**



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|---|----------------------------------|-------------|-------------------|
| Subject:<br><br><b>Patrol Officer First Class</b> | Series<br>94                     | Number<br>8 | Distribution<br>A |
|   | Effective Date<br>March 29, 1994 |             |                   |
|   | Expiration Date<br>*             |             |                   |

The purpose of this Special Order is to apprise members of the department of the newly established position of Patrol Officer First Class.

**General**

The position of Patrol Officer First Class has been established for the purpose of recognizing a police officer's overall development and performance. In most instances the patrol officer is the first to respond to the scene of an incident and the first to render service to the citizens and the community of the District of Columbia.

Therefore, it is imperative that we publicly identify our very best patrol officers by recognizing their contributions and accomplishments. It is important that we demonstrate our appreciation by recognizing those members who are exceptional in dress, courtesy and emotional control. In addition, we must also acknowledge those members who interact well with their fellow officers and the public; and those members who are always willing to give their best when serving the citizens of the District of Columbia.

**Eligibility Requirements**

The eligibility requirements for a Patrol Officer First Class are as follows.

1. The officer must have a total of three years continuous service on the Department, with two years of continuous service as a full duty uniformed officer within one of the Patrol Districts or the Special Operations Division (SOD). The two years of continuous service does not have to be immediately prior to the date of consideration; however, when being considered for selection, the officer shall be currently performing patrol duties in one of the aforementioned assignments. Members within the seven patrol districts, including canine officers, must be assigned to a patrol sector/section.
2. No more than one preventable accident within the preceding year;
3. Have their optional sick leave privilege in effect;
4. Be eligible to participate in the Expected Tardiness Program;

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5. Not have received more than one PD Form 90 (Notification of Tardiness) within a one year period prior to the date of consideration;
6. Be exceptional in bearing, dress, courtesy, and emotional control; and
7. Not have had any sustained Adverse Actions within one year prior to the date of consideration.

There shall be no additional responsibilities or monetary compensations added to the position. The Patrol Officer First Class shall be required to maintain a satisfactory performance level and serve as role models for other members of the department. Each patrol officer, assigned to a patrol district or SOD, who meets the necessary requirements shall be selected for Patrol Officer First Class.

As an incentive to remain in patrol, members selected as Patrol Officers First Class, shall receive a single stripe for their uniforms. The stripe shall match the color and design of our sergeant's patch and shall be worn in the same position.

The Patrol Officer First Class shall be given preference, after the Master Patrol Officer, in the field testing of all new technologies (MDT's, new clothing, etc.), and in the selection of any training where the procedures may be implemented in patrol. Additionally, all Patrol Officers First Class who live in the District of Columbia shall be given secondary consideration for participation in the Motor Vehicle Take Home Program. Members applying for the position of Master Patrol Officer must be a Patrol Officer First Class at the time they apply.

Members who are of the opinion that they have met the necessary requirements, but have not been selected Patrol Officer First Class, shall submit a memorandum through channels to the commander of their organizational element requesting a review and consideration.

### Commanding Officers

It is the responsibility of commanding officers to track and process all eligible candidates. Additionally, commanders shall remove a participant from the program for violating any of the eligibility requirements.

Commanders shall also ensure that members who are reassigned from patrol duties surrender the stripe and, if applicable, the take home cruiser.

Commanding Officers receiving written requests for review and consideration from a member of their command shall:

1. Review the records and eligibility requirements of the requesting member;
2. After the review, if the determination is to deny the member's request, prepare a written response and forward it to the member within ten days.

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3. The response shall outline reasons for the denial and recommendations for improvement and;
4. Inform all denied members, that they may resubmit their requests for consideration in six months.

The recommendation and decision of the member's District Commander shall be final.

Commanding Officers shall submit to the Director, Labor Relations an annual report of all members selected, or removed, as Patrol Officer First Class. The report shall include the name, race and sex of all participants.

Special Order 94.6 (Patrol Officer First Class), dated March 17, 1994 is hereby rescinded.

\*This order shall remain in effect until revised or rescinded.

  
Fred Thomas  
Chief of Police

FT:RMD:rmd