

STANDARD OPERATING
PROCEDURES



OPERATIONAL HANDBOOK FOR
THE DIRECTIVES SYSTEM

APRIL 2006

PCJF v. DC (FOIA)

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STANDARD OPERATING PROCEDURES



Subject

Operational Handbook for the Directives System

Effective Date

July 25, 2006

Replaces

Operational Handbook Introduction, Effective Date January 1, 1991

Supplements

GO-OMA-101.00, (Directives System) Effective Date July 25, 2006

DISTRICT OF COLUMBIA

I. PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide guidance to members regarding the use of the Directives System, and maintenance of their issued set of Department directives.

II. DEFINITIONS (CALEA 12.2.1-c)

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

Directives System – Those official publications that announce policy, establish procedures, direct enforcement, and/or transmit/announce amendments/revisions to D.C. Official Code, DCMR, and other official D.C. and Department publications that members must comply with and/or enforce. Generally, members are issued a “starter” set of directives when they are hired, or during recruit training, which they are then responsible for keeping up-to-date. The “starter” set includes all General and Special Orders, General Order Changes, Standard Operating Procedures, and Circulars that have not expired, or been rescinded or replaced.

The publications that comprise the Department’s Directives System are as follows:

- a. **General Order (GO)** – Establishes Department policy, rules, regulations, procedural guidelines, and roles and responsibilities affecting more than one component of the organization. Is effective until revised and reissued; rescinded; or amended by a General Order Change, Special Order, or a teletype as authorized by the Chief of Police. The issuing authority for a General Order is the Chief of Police.
- b. **General Order Change (GOC)** – Revises, rescinds, or amends a specific General Order, or portions of a General Order. The issuing authority is the Chief of Police.

- c. Special Order (SO) – Establishes Department procedural guidelines, and may set policy when time is of the essence. May relate to a General Order, or may be developed to support a specific program. Also may amend a General Order, and may contain policy, rules, and regulations. As applicable, Special Orders are incorporated into General Orders within one year of issuance, or as soon as is practicable. Some Special Orders will have an expiration date, depending on the subject. The issuing authority is the Chief of Police.
- d. Standard Operating Procedures (SOP) – Supplements a General Order by providing procedural instructions/guidance that may apply to all members of the Department or to specific elements within the Department. SOPs internal to an element shall not conflict with Department General and Special Orders, and/or SOPs. SOPs do not contain policy statements. The issuing authority is the Chief of Police or, if internal to a specific element, the Commanding Official.
- e. Circular (CIR) – Provides information of general interest to Department employees, directions for specific programs, and can include report writing instructions and updates on DCMR and D.C. Official Code amendments. The issuing authority is the Chief of Police or Executive Assistant Chief of Police.

III. DIRECTIVES SYSTEM

A. General Orders (GO)

General Orders contain title blocks in the upper right corner of the first page. The title block contains the information below:

- 1. Subject – A description of the subject matter addressed in the publication.
- 2. Topic – The topic under which the subject matter is classified. The topics are divided into six general areas that reflect the structure of, and facilitate compliance with, the national standards established by the Commission on Accreditation for Law Enforcement Agencies (CALEA) as described in GO-OMA-101.00 (Directives System). Topics are abbreviated as follows:

OMA: Organization, Management, and Administration

PER: Personnel

OPS: Operations

SPT: Support (to Operations)

PCA: Prisoner and Court-Related Activities

RAR: Roles and Responsibilities

- 3. Series – The series number. The Department currently groups its directives into 12 series, 100-1200; with each series covering specific

police functions. The tabs issued with each set of directives label the series as described in the attachment (Description of Subject Matter Within Each Directives Series).

4. Number – The number that orders the directive within the series (e.g., number 1, or 2, or 3 within the 100 series, number 1, or 2, or 3 within the 200 series, etc.). The numerical identifier follows the decimal point that separates it from the series number, e.g., 1202.1, 1202.2, etc.
5. Effective Date – The date on which a publication was officially issued and became effective Department-wide, regardless of whether the publication is a new directive, or one that is being revised and replaced.
6. Amends, Replaces, Rescinds, Relates To, or Supplements –
 - a. **Amends:** General Order Changes, Special Orders, and teletypes that amend portions of a General Order, and which are then rescinded upon incorporation into the applicable General Order.
 - b. **Replaces:** When a General Order is revised and reissued, it replaces the previous version, as indicated by the new Effective Date. Members can refer to the Effective Date on the new order, and cross-reference to the effective date in the Directives Index to ensure they have the current version of a General Order.
 - c. **Rescinds:** General Orders or General Order Changes can rescind an official publication in the Directives System. The title block on the General Order will list all publications within the Directives System that were rescinded by the publication of the General Order.

Very infrequently, Special Orders are created that rescind a General Order, or portions of a General Order, when there is a need for more information than can be conveyed in a General Order Change. Once a publication is rescinded in its entirety, members can discard it.
 - d. **Relates to:** Other publications that contain content applicable to a specific General Order. These publications can include Special Orders, Circulars, and/or teletypes.
 - e. **Supplements:** An SOP supplements a General Order with detailed procedures. These publications do not contain policy.

B. General Order Changes (GOC)

1. The title block for a GOC contains the name of the subject order, and its topic, series, and number. The next line contains the change number (01, 02, etc.) in the event there is more than one change to a General Order. The final line contains the Effective Date of the General Order Change.
 2. Members will comply with all instructions on the GOC to discard the portions of the General Order that have been amended, rescinded, or replaced by the GOC, and to insert the new material. The GOC cover sheet may be retained for documentation, and should be filed with the related General Order.
- C. Special Orders (SO) and Circulars (CIR):
1. The title block for Special Orders and Circulars contain the Subject, Series, Number, Effective Date, the General Order to which the publication relates (if applicable) and, if the subject contains material that is perishable, an Expiration Date.
 2. When the Expiration Date passes, members are not bound by the information in the publication. This is most applicable to publications created for events that reoccur, such as the promotional process.
- NOTE: Circulars may not always contain an Expiration Date. Once the information is applied (brought to the attention of, or read by the member, or the directions contained in the publication have been complied with), the member may wish to retain the publication for reference purposes, or dispose of the publication.
- D. Standard Operating Procedures (SOP) have no numbering requirements, but supplement a General Order, and contain the date upon which the directive becomes effective. SOPs do not expire, but are replaced by an updated SOP, or rescinded by a General Order. A Department SOP, which has been signed by the Chief of Police, may rescind publications outside of the Directives System, to include element SOPs.
- E. All directives in the Directives System remain in effect until rescinded by a GO, GOC, or SO created specifically for that purpose. An SO that is created to rescind a GO must be rescinded by another GO or GOC.

IV. DIRECTIVES SET ISSUED TO MEMBERS

- A. The directives set is generally assembled in the order described below:
1. Directives Index;
 2. General Orders filed by series and number;

3. Special Orders, then SOPs, and Circulars that relate to General Orders filed sequentially by series and number behind the related General Order.
4. Teletypes that amend any order within the directive system shall be retained with the order it amends.

NOTE: When a teletype provides clarification on matters of law and procedure, or other relevant information regarding the content of a directive, members may also wish to retain these, as well as training bulletins, and any other material related to a directive.

4. Special Orders and Circulars that do not relate to a General Order filed separately by series and number.
- B. Special Orders and Circulars that have expiration dates may be removed and discarded upon expiration.
- C. As directives are revised and reissued, the 1000-1200 series are being converted into the 100 series. This will eventually result in the elimination of the 1000-1200 series.

Once all Department orders are revised and reissued under this conversion, the Department will maintain a 100-900 series.

For example, upon revision of General Order 1202.1 (Disciplinary Procedures and Processes), the order was reclassified into the PER (Personnel) topical category, and renumbered as follows:

GO-PER-120.21 (Disciplinary Processes and Procedures)

V. PUBLICATION FORMATS FOR DIRECTIVES

- A. All orders within the Directives System are formatted using an outline style, and the content is organized as described below:
1. Background/Purpose – Explains why the order was created, the approach selected by the Department, and why the approach was selected. Alternately, many directives provide a “Purpose” statement that explains the reason for the creation/revision of the directive.
 2. Policy – A written principle to guide decision-making and actions to be taken by Department members. Typically, a policy statement establishes the standard that applies to the subject matter. (CALEA 12.2.1-f)
 3. Definitions – Explains key terms.

4. Rules – Establishes the limits of discretion for a member as these relate to the subject matter of the directive. Rules should be used only to define major limits. (CALEA 12.2.1-g)
5. Regulations – Standards that define actions to be taken, and/or actions that may not be taken. (CALEA 12.2.1-g)
6. Procedural Guidelines – Provides directions on how to carry out various operational activities and administrative processes.
7. Cross References – Listing of materials that are referenced in, or significant to, the development of a directive.
8. Attachments – Content that may change or expire, and may need to be replaced/revised more frequently than content in the order.

NOTE: The violation of rules, regulations, policy, or procedures may result in disciplinary action in accordance with GO-PER-120.21 (Disciplinary Procedures and Processes), and other applicable laws and regulations.

- B. The General Order Change format consists of four parts:
1. When parts of an order are being replaced, Section I of the GOC lists the specific pages that are being removed, and the revised pages that will replace the removed pages.
 2. Section II lists the General Order, or the portions of the General Order that are being rescinded or added to.
 3. Section III contains all notes applicable to the change that explain the change, or may highlight the changes and advise of deletions.
 4. Section IV lists any other official publications that are being rescinded because of the change, such as teletypes, training bulletins, or publications within the Directives System.

VI. STAFFING OF PROPOSED DIRECTIVES

- A. Drafts of proposed directives are generally staffed Department-wide, or selectively staffed to elements that are directly, or significantly affected by the contents of the proposed directive.
- B. The Directives Staffing Form cover sheet contains the name and phone number of the assigned writer from the Directives Development Unit (DDU), and the due date for return comments.

1. The Directives Staffing Form must be signed by the element Commanding Official to indicate that the comments were reviewed for appropriateness.
 2. Elements that do not return comments by assigned due date will be documented as "No Response." This does not indicate concurrence or nonconcurrence with the content of the draft directive.
 3. Comments returned after the due date may not be included or considered when the final version of a draft directive is submitted to the Chief of Police for approval.
- C. The Assistant Chief/Senior Executive Director (AC/SED) may choose subject matter experts within his/her command to review simple directives, or may identify a staffing team within his/her element to review the more complex directives. If a staffing team is used, the following procedures apply:
1. Staffing teams shall be facilitated by a Captain or above, and/or civilian equivalent, who may determine to solicit volunteers, and/or identify team members;
 2. Each team shall be comprised of at least one officer, sergeant, and lieutenant, and/or civilian equivalents, from the impacted element(s);
 3. All attempts shall be made to rotate team members to allow for a broad participation in policy and procedural development;
 4. Team members shall submit their comments, in writing, to the team facilitator;
 5. Comments shall be combined by the facilitator, and returned to the AC/SED for final concurrence and approval.
 6. The AC/SED shall return all comments, through the chain of command, to the Policy and Program Development Division (PPDD) by the assigned deadline.
- D. Before submission to the Chief of Police for final approval, the PPDD will provide a final draft for a Senior Official Review that will be conducted by the AC/SED of the element most affected by the content of the directive.
1. The AC/SED shall submit to the Executive Director, PPDD, in writing, a memorandum articulating issues, concerns, objections, or concurrence with the contents of the draft.
 2. The memorandum shall be due to the Executive Director, PPDD, by the date specified on the cover memorandum of the Senior Official Review packet. The due date will be seven (7) calendar days from the date on the memorandum. Extensions will not be granted.

- E. The DDU will submit final orders for approval by the Chief of Police. The approval packet will contain:
1. The approval cover memo summarizing any major policy and procedural issues, and how they were resolved;
 2. A report regarding the response/non-response of Assistant Chiefs/SEDs who were provided with final drafts for review as described in Section VI.D.(1-2) above.
 3. The final version of the directive with all applicable staffing comments incorporated;
 4. The Directives Staffing Response Review Form documenting all comments returned, and how they were addressed; and
 5. All other documentation pertinent to the review and approval process. This could include memorandums from internal elements or outside agencies, email correspondence that illustrates how major policy and procedural issues were resolved, and other relevant items.

VII. PROTOCOL FOR CITING DIRECTIVES IN OFFICIAL DEPARTMENT PUBLICATIONS

- A. When citing a specific directive in an official publication, cite as follows:

The type of publication (GO, SO, SOP, etc.) and, as applicable, the topic (OMA, RAR, PER, etc.), the series and series number, and the subject in parentheses:

1. For General Orders: GO-OMA-101.00 (Directives System), or if no topic, General Order 1002.1 (Physical Examinations)
 2. For General Order Changes: GOC-05-02 for GO-RAR-901.07 (Use of Force)
 3. For Special Orders: SO-05-11 (Partners on Patrol)
 4. For Circulars: CIR-05-07 (Index of Published Directives)
 5. For Standard Operating Procedures: SOP (District Booking Procedures)
- B. The terms "Title" and "Chapter" are used when referring to DCMR or D.C. Official Code, and are not used to refer to the subject of a directive.

VIII. AMENDING, REPLACING, OR RESCINDING OFFICIAL PUBLICATIONS IN THE DIRECTIVES SYSTEM

- A. General Orders shall be reissued to replace previous versions when major policy or significant procedural changes require major revisions.
- B. Directives System publications shall be amended or rescinded as follows:
 - 1. General Orders shall be amended or rescinded only by another General Order, General Order Change, a Special Order published specifically for that purpose, or, if authorized by the Chief of Police, a teletype.
 - 2. Special Orders shall be rescinded when incorporated into a General Order. In specific instances, a Special Order may be amended through a teletype.
 - 3. Circulars shall be rescinded when incorporated into a General Order.

NOTE: Special Orders and Circulars with expiration dates shall be discarded when the expiration date has passed. Members may choose to discard Circulars containing information that is clearly no longer current, or applicable.

IX. REVISIONS/RESCISSIONS USING A GENERAL ORDER CHANGE

- A. The GOC generally serves as the cover page to an insert and will contain directions for the member. Those pages of the General Order that are affected by the revision shall be revised, reprinted, and included with the GOC as an insert.
- B. When a revision to a General Order creates additional pages, the insert shall be numbered as follows:
 - 1. The original page number followed by a decimal point, and then the first number in the insert, the second number in the insert, etc.; and
 - 2. In parentheses, the total number of pages in the insert. For example, if a change to page 6 of the General Order is two pages in length, the two pages would be numbered "6.1(of 2)" and "6.2(of 2)."
- C. GOC inserts will contain footnotes with the following information:
 - 1. The order name [e.g., GO-PCA-501.05 (Arrests of Armed Forces Personnel)].
 - 2. The revision date, formatted as follows: Revised 1/2/06.

3. The page(s) that are being revised, including pagination of run-over pages [Pages 6.1 to 6.3 (of 3)].
- D. All revisions to the original text will be in bolded type within the insert.
 - E. General Order Change cover pages may be retained for reference, or can be discarded when:
 1. Members comply with all directions provided on the cover page (e.g., the insert is added to the appropriate General Order, and the outdated pages are discarded); and/or
 2. Notes contained on the GOC cover page are read, understood, and complied with, as applicable.

X. REVIEW SCHEDULE FOR DIRECTIVES

- A. In accordance with GO-OMA-101.11 (Directives System), General Orders shall be reviewed a minimum of once every seven years, and revised and reissued as applicable.
- B. General Orders that require extensive review shall be submitted to the Commanding Official of the impacted element.

XI. ATTACHMENT

Directives Series Subject Matter

//SIGNED//
Charles H. Ramsey
Chief of Police

CHR:SOA:DAH:JAH:jah:lm:dep

DIRECTIVES SERIES SUBJECT MATTER

SERIES	SUBJECT MATTER
100	Organization of the Metropolitan Police Department (Topics: OMA, PER)
100	Medical Services
101	Organization
110	Uniforms and Equipment
120	Employee Indebtedness and Disciplinary Procedures
200	Administrative Procedures (Topics: OMA, PER, SPT)
201	Personnel: Sworn [includes GO-PER-201.13 (Photographing and Fingerprinting Employees of the Department)]
202	Personnel: Civilian
203	Protocol (U.S. Flag, Daylight Savings Time)
204	Public Information, Media Relations, and Community Relations
205	Administrative Recordkeeping
206	Time and Attendance
207	Clearance Procedures
208	Management Intern Program
300	Field Activities (Topic: OPS)
301	Department Vehicles
302	Communications
303	Traffic and Vehicle Control
304	Investigations
305	Juveniles
306	Use of Canine
307	Focus Mission Team
308	Patrol Procedures
309	Major Crime Scenes
310	Other Law Enforcement Agencies
400	Reporting Procedures (Topics: OMA, PER, OPS, SPT)
401	Field Report Writing System
402	Crime Statistical Reports
403	Processing Donations
404	Administrative Reports
500	Arrest and Detention Procedures (Topics: SPT, PCA)
501	Arrest Procedures
502	Prisoner Processing
503	Bond and Collateral
600	Procedures in Handling Property (Topics: OPS, SPT)

DIRECTIVES SERIES SUBJECT MATTER

- 601 Recovered Property and Evidence
- 602 Inventories and Searches of Vehicles
- 603 Departmental Property

700 Courts and Court Procedures (Topics: SPT, PCA)

- 701 Courts
- 702 Warrant Procedures

800 Homeland Security (Topics: OPS, SPT)

- 802 Major Disasters and Attack Warnings
- 803 Police Emergency Response to Criminal Events, Non-Criminal Incidents, and Natural Disasters
- 804 Campus Incidents
- 805 Specialized First Responder Units

900 Firearms and Other Weapons (Topics: OPS, RAR)

- 901 Use of Force Policy, and Protocol for Firearms and Other Weapons
- 902 Firearms Registration/Voluntary Abandonment of Weapons

THE FOLLOWING SERIES OF ORDERS ARE BEING CONVERTED INTO THE 100 SERIES AS THEY ARE REVISED (Described in Section IV.C. of the Standard Operating Procedures):

1000 Police and Fire Clinic (Topics: OMA, PER)

- 1001 Procedures for Injured/Ill Members
- 1002 Physical Exams and Health Programs
- 1003 Health Legislation

1100 Uniforms and Equipment (Topics: OMA, PER)

This series has been converted into the 100 series

1200 General Conduct (Topics: OMA, PER)

- 1202 Tardiness, Revocation of Police Powers, Citizen Complaints