

*TIME MD 6-0-2008*

1. REQUEST FOR LOCAL LOOKOUT INTERSTATE TT X ADMINISTRATIVE TT DETAIL - See Reverse	2. TYPE X ORIGINAL  EXPEDITE ADDITIONAL CANCEL CORRECTION REPEAT REPLY	3. COMPLAINT NUMBER	6. DATE OF REQUEST <i>JUN 10 2008</i>
		4. UNIT NUMBER 202-727-4261	7. REQUESTING ELEMENT DRD
		5. X NOT FOR THE PRESS	8. FLASH TT REQUESTED

9. TO  
**THE FORCE**

10. NAME OF WANTED PERSON	11. WANTED BY	12. CHARGE
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13. COMPLAINANT'S NAME	14. COMPLAINANT'S ADDRESS
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**Service of Disciplinary Notices for Department Level Discipline (Adverse Action)**

Consistent with General Order 120.21, Disciplinary Procedures and Processes, members of the agency shall be subject to disciplinary action for cause. Consequently, members have to be served with proposed disciplinary notices. To that end, all department officials, to include civilian supervisors, shall adhere to the following provisions of General Order 120.21, Part VI-i, when serving all Notices of Proposed Adverse Action:

Service of Notice of Proposed Adverse Action shall be made by an official of the Department, to include civilian supervisors.

Upon receipt of the Notice of Proposed Adverse Action, the Commanding Officer/Director shall direct an official of his/her element to:

- a. Serve the original of the Notice of Proposed Adverse Action upon the member as instructed;
- b. Deliver the charges and specifications to the member, and require him/her to acknowledge receipt by affixing his/her signature;
- c. Have the member acknowledge receipt of the **attached copy of the entire investigative report (to include all attachments, i.e., CDs, pictures, cassette tapes);**
- d. Sign the original and attached copies of the proposed notice as a witness;
- e. Keep a copy of the Notice of Proposed Adverse Action for the element files; and
- f. Immediately forward two signed copies to the Disciplinary Review Division (A copy must also be returned to the Office of Human Resource Management).

SENDER-BADGE ORG. ELM. <i>Jennifer Greene</i> Commander Jennifer Greene Office of Human Resource Management	AUTHORIZED BY BADGE-ORG.ELM. AC Joshua Hderheimer Professional Development Bureau	BUREAU HEAD APPROVAL AC Alfred Durham Executive Office of the Chief of Police
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COMMUNICATIONS DIVISION USE ONLY	
REMARKS	DATE AND TIME <i>06/11/08 0744 hrs</i>
	FILE
	TELETYPE NUMBER <i>06-037-08</i>

Distribution: 1- Communications Division 2- Element File Copy

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**Service of Disciplinary Notices for Department Level Discipline (Adverse Action)**

Whenever possible, officials serving administrative process (Proposed Notice of Adverse Action, Final Notice of Adverse Action, Final Agency Action) shall serve the subject member during his/her normal duty hours;

Officials receiving an assignment to serve a member who his off-duty shall check posted schedule, TACIS system and leave book to determine whether the member is due to report for duty before the "serve-by" date. If the member is scheduled to report to duty before the "serve-by" date, the administrative process shall be held until the member reports for duty;

Officials receiving an assignment to serve a member who is off-duty and not scheduled to return before the "serve-by" date shall attempt to telephonically notify the member and invite the member to appear at the district/division for service.

*Jennifer Woster*

*[Signature]*

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