

GENERAL ORDER



Title	Sworn Personnel Service and Longevity Step Increases	
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General Order 201.6 (Service and Longevity Step Increases)		

DISTRICT OF COLUMBIA

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I. BACKGROUND

Service and longevity step increases reward members for continued service to the citizens of the District of Columbia, while maintaining performance evaluations that reflect a rating of satisfactory or better. To attract and retain qualified members, step and longevity increases are competitive with those offered in the labor market and are consistent with budgetary funding. This directive establishes procedures for granting or denying service and longevity step increases for sworn members. (CALEA 22.1.1-b)

II. POLICY

The policy of the Metropolitan Police Department (MPD) is that service and longevity step increases shall only be granted upon the satisfaction of the legal requirements contained in D.C. Official Code Title 5 (Police, Firefighters, and Chief Medical Examiner) Chapter 5 (Salaries) and the attainment of a current performance evaluation of "Satisfactory" or better.

III. DEFINITIONS

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

- A. Satisfactory Performance - The member's (Sergeant or below) overall performance has been evaluated and falls into the category of "Outstanding," "Above Average," or "Average."
- B. Unsatisfactory Performance - The member's (Sergeant or below) overall performance does not meet the minimum standards for their position and their final evaluation falls in the category "Unsatisfactory."

- C. Significantly Exceeds Expectations – The member's (Lieutenant or above) performance consistently and significantly exceeds expectations and exceptional accomplishments are obvious to manager and peers.
- D. Exceeds Expectations – The member's (Lieutenant or above) performance consistently exceeds expectations in some areas and meets expectations in all others.
- E. Meets Expectations – The member's (Lieutenant or above) performance consistently meets key expectations, and may occasionally exceed expectations.
- F. Needs Improvement – The member's (Lieutenant or above) performance meets some expectations but require further development in one or more areas and formal action should be taken to ensure improved performance.
- G. Does Not Meet Expectations – The member's (Lieutenant or above) performance consistently does not meet expectations and formal action should be taken to ensure improved performance.
- H. Current Performance Evaluation - The annual rating given a ratee for the most recent annual rating period. If there is administrative action pending on the most recent annual rating, then the next most current annual rating shall be considered the current performance rating until such time as the action is resolved.
- I. Performance Rating Quarter - Any one of four quarters of the year, ending the last day of March, June, September, or December that serves as a milepost for the performance evaluation system.
- J. Uncreditable Service - time in excess of 39 hours that a member has spent in a non-pay status to include suspension, absent without leave and leave without pay.

IV. REGULATIONS

- A. D.C. Official Code Title 5 (Police, Firefighters, and Chief Medical Examiner Chapter 5 (Salaries) provides service and longevity step increases in salary for sworn members of the Department in accordance with established schedules.
- B. D.C. Official Code § 5-501.01 (Increase Denied for Unsatisfactory Service; Removal for Inefficiency; Additional Compensation for Outstanding Efficiency) states:
 - 1. "No annual increase in salary (i.e. step increase) shall be paid to any person who, in the judgment of the Mayor of the District of Columbia, has not rendered satisfactory service, and

2. Any private who fails to receive such annual increase for two successive years shall be deemed inefficient and forthwith removed from the service by the Mayor..."
3. D.C. Official Code § 5-543.03(a) (Service Step Adjustments) states:

"Each officer and member, if he [she] has a current performance rating of "satisfactory" or better, shall have his [her] service step adjusted in the following manner:
 - (1) Each officer and member in service step 1,2, or 3 of salary class 1 shall be advanced in compensation successively to the next higher service step at the beginning of the 1st pay period immediately subsequent to the completion of 52 calendar weeks [one year] of active service in his [her] service step;
 - (2) Each officer and member in service step 4 or 5 of salary class 1 shall be advanced in compensation successively to the next higher service step at the beginning of the 1st pay period immediately subsequent to the completion of 104 calendar weeks [two years] of active service in his [her] service step;
 - (3) Each officer and member in service step 6, 7, or 8 of salary class 1 shall be advanced in compensation successively to the next higher service step at the beginning of the 1st pay period immediately subsequent to the completion of 156 calendar weeks [three years] of active service in his [her] service step;
 - (4) Each officer and member in salary classes 2 through 11 who has not attained the maximum service step rate of compensation for the rank or title in which he [she] is placed shall be advanced in compensation successively to the next higher service step rate for such rank or title at the beginning of the 1st pay period immediately subsequent to the completion of 104 calendar weeks, of active service in his [her] service step, except that in the case of an officer or member in service step 4, 5, or 6 of salary class 2 or 3, service step 4 or 5 of salary class 4, and service step 4 of salary class 5, such officer or member shall be advanced successively to the next higher service step at the beginning of the 1st pay period immediately subsequent to the completion of 156 calendar weeks [three years] of active service in his [her] service step."

C. D.C. Official Code § 5-544.01.a.1 and 2 (Service Longevity) states:

1. "In recognition of long and faithful service, each officer and member in the active service on or after the effective date of the District of Columbia Police and Firemen's Salary Act Amendments of 1972 shall receive per annum, in addition to the rate of basic compensation prescribed in the salary schedule contained in § 5-541.01 an amount computed in accordance with the following table:

If an officer or member has completed at least:

He [she] shall receive per annum an amount, fixed to the nearest dollar, equal to:

Fifteen years of continuous service.

Five per centum of the rate of basic compensation prescribed for service step 1 of the salary class of such salary schedule which he [she] occupies.

Twenty years of continuous service.

Ten per centum of such compensation.

Twenty-five years of continuous service.

Fifteen per centum of such compensation.

Thirty years of continuous service.

Twenty per centum of such compensation.

2. For purposes of paragraph (a) of this subsection, continuous service as an officer or member includes only those periods of his [her] service determined to have been satisfactory service and any period of his [her] service in the Armed Forces of the United States other than any period of such service:
 - (a) Determined not to have been satisfactory service;
 - (b) Rendered before appointment as an officer or member; or
 - (c) Rendered after resignation as an officer or member." (CALEA 22.1.1-g)

V. PROCEDURAL GUIDELINES

- A. In the event that a member (Sergeant or below) receives an “Unsatisfactory” rating, or in the case of a Lieutenant or above, a “Needs Improvement” or “Does Not Meet Expectations” on the most recent annual performance evaluation and the Commanding Officer, in his or her discretion, deems it necessary to withhold a member’s step increase, the Commanding Officer shall:
1. Prepare a memorandum addressed to the Director, Human Services, submitted through the proper chain of command, citing the specific reasons for such request, no later than the pay period prior to the one in which the step increase is effective;
 2. State the date that the step increase shall become effective;
- Note: An additional memorandum shall be prepared and submitted through the proper chain of command to extend the denial period, no later than the pay period prior to the effective date of step increase when a member’s (Sergeant or below) performance remains “Unsatisfactory,” or in the case of a Lieutenant or above, “Needs Improvement” or “Does Not Meet Expectations,” at the conclusion of the denial period,
3. Include in-depth documentation that supports the request; and
 4. Immediately notify the affected member of the decision.
- B. The Director, Human Services shall:
1. Once a denial period ends, ensure that a DC 276 (Salary Step Increase Form) is prepared to advance the employee to the next higher step; and
 2. Prepare the appropriate supplemental forms when the effective date of such an action is retroactive.

VI. CROSS REFERENCE

General Order GO-PER-201.20, Performance Rating Plan for Sworn Members

D.C. Official Code Title 5 (Police, Firefighters, and Chief Medical Examiner Chapter 5 (Salaries)

D.C. Official Code § 5-501.01 (Increase Denied for Unsatisfactory Service; Removal for Inefficiency; Additional Compensation for Outstanding Efficiency)

D.C. Official Code § 5-543.03 (Service Step Adjustments)

D.C. Official Code § 5-544.01 (Service Longevity)

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

CHR:NMJ:MAR:mcw