

# GENERAL ORDER



Topic  
**Policing for Prevention: High  
Visibility Deployment of Sworn  
Personnel**

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## DISTRICT OF COLUMBIA

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### I. Background

High visibility of uniform police is a top priority of the Metropolitan Police Department and the citizens of the District of Columbia. High visibility helps prevent crime, reduce fear, and is therefore, an essential element of the Department's Policing for Prevention strategy. Visibility consists of:

- establishing a uniformed, highly visible presence on the street;
- being accessible and interfacing with community members while on patrol;
- responding to emergency calls for service in a timely manner and;
- working with the community to solve problems of crime and disorder.

To implement these elements, all sworn members must work some time in a Patrol Service Area (PSA).

### II. Policy

The policy of the Metropolitan Police Department is to reduce crime and fear of crime by maximizing the deployment of sworn members to uniformed field duties in a manner that enhances our ability to impact crime.

### III. Definitions

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

- A. Master District Roster – a PD Form 175 listing all district personnel, including assigned, detailed, reserve officers, and redeployed members and their PSA or other duty assignment.

- B. Non-District Roster – a listing of all members below the rank of Captain in a non-district unit and their group assignment, district assignment, duty status, bicycle and scooter qualification, and original unit of assignment.
- C. Duty Status Roster – a listing of all Department members on limited duty and the patrol function(s) each member is capable of performing. The duty status roster is prepared by the Medical Services Division on a weekly basis and forwarded to the Executive Assistant Chief.
- D. Redeployed Members – sworn members who have a regular assignment or detail in units other than a police district, and are serving one week out of every eight weeks in a police district.
- E. Daily Roster – a listing of all assignments of members detailed-in, assigned, and redeployed, as well as those serving in administrative or non-field assignments.

#### **IV. Regulations**

- A. All members below the rank of Captain, assigned and detailed to elements other than the district's Police Service Areas (PSA's), shall be redeployed to work a minimum of one full week out of every eight weeks in an assigned PSA except for the units that are exempt. This detail shall constitute a tour of duty and is not an addition to the tour of duty in the member's unit of assignment.
- B. While redeployed to the district, members shall work under the direction and supervision of the district and regional chain of command.
- C. All members shall work in uniform when deployed to the district or SOCC, unless exceptional circumstances exist.
- D. Under no circumstances shall redeployed members be used to allow regularly assigned district personnel to change their assigned shifts or to allow additional district personnel to use leave. Leave ceilings for each watch shall be a maximum of 15% of the available full duty personnel, based upon the master district roster. Personnel on sick leave, regular day off, and limited duty are not considered to be available. Members shall be granted annual or compensatory leave by the same guidelines as the assigned members in the unit they are deployed.
- E. Redeployed members shall work Tuesday through Saturday when assigned to the district or SOCC.
  - 1. The week beginning his/her detail to the district or SOCC, a member shall be carried as having his/her regular days off Sunday and Monday.

2. The week ending their district detail, members whose regular days off are Saturday and Sunday shall return to their regular duty assignment and days off on the Sunday following their redeployed assignment. For those members who have regular days off other than Saturday and Sunday, the unit Commanding Officer shall determine the days off for the week the member returns to his/her unit.
- F. Members shall be redeployed to the same assignment every other month, allowing them to become familiar with the community they serve and the crime problems that exist.
  - G. Redeployed members shall be assigned primarily to the 4<sup>th</sup> watch (normally 1930 to 0400 hours) unless exceptional circumstances are present and a request to deviate from that schedule is granted.
  - H. Redeployed members (including sergeants and lieutenants) shall not work in administrative assignments.
  - I. Redeployed sergeants and lieutenants may perform limited administrative investigations, if they can be completed during the deployed member's week of district duty. Redeployed officials shall not take any district-related work with them back to their regular assignment. The Regional Operations Assistant Chief shall resolve any conflict concerning the assignment of administrative investigations to redeployed officials.
  - J. The District Commander shall approve requests for leave submitted by a redeployed member. The Assistant District Commander may approve requests for partial leave. Leave ceilings for each watch shall be a maximum of 15% of the available personnel using the master district roster. Requests for leave that would exceed this limit shall be granted on an emergency basis only, must be justified, and must be approved by the Assistant District Commander, District Commander, and Regional Operations Assistant Chief.
  - K. Members shall normally not be scheduled for in-service training or firearm requalification during the week they are redeployed to the district.
  - L. Assistant Chiefs, Captains (not assigned to the districts), Inspectors, and Commanders shall be assigned to operations command to perform night supervisor duties on a rotating basis during the 1<sup>st</sup> and 3<sup>rd</sup> watches, except weekends, when all three shifts are staffed. Assignments shall be for one (1) full week.

M. The following establishes the order of priority for filling field assignments:

1. Primary PSA scout car.
2. Primary foot beat(s) and traffic intersection control post(s).
3. Bicycle, scooter, motorcycle patrol, and open air ministration(s).
4. Secondary PSA scout car.
5. Prisoner transport wagon.

The reverse order shall be used for taking units out of service when insufficient manpower exists or to fill a detail assignment outside of the district.

- N. All members of the focused mission team shall work in uniform unless the mission that they are assigned requires them to work in a covert capacity. Unless authorized by the Regional Operations Assistant Chief, a minimum fifty percent (50%) of the Focused Mission Team shall be in uniform.
- O. District members in special assignments, such as crime scene search, shall be assigned to specific patrol duties when not actively performing their special functions. These personnel shall notify the dispatcher when they are available for service.
- P. District members in station and administrative assignments shall work for one week every other month in an assigned PSA. Districts shall adhere to standards established by the Regional Operations Assistant Chief for staffing of the station.
- Q. The tour of duty for members assigned to the 4<sup>th</sup> watch shall be 1930-0400 hours for all five days, unless the Regional Operations Assistant Chief grants special approval.
- R. Members shall wear the uniform hat while assigned to foot patrol or traffic intersection control.

## V. Procedural Guidelines

- A. Schedule and Assignment of Non-District Sworn Members to the Police Districts and the SOCC.
1. The Executive Assistant Chief of Operational Services shall:
    - a. Establish the district assignments of redeployed members in consultation with the Regional Operations Assistant Chiefs, based on a workload analysis.

- b. Add district assignments to the non-district rosters submitted by the units and forward complete rosters to the unit Commanding Officers and District Commanders within five (5) days of receipt.
    - c. Review, approve, and/or deny requests for exceptional circumstances (see section V, C. Exceptional Circumstances).
  2. Assistant Chiefs, Senior Executive Directors, and Executive Directors shall ensure that units under their command comply with the provisions of this directive.
  3. The Regional Operations Assistant Chiefs shall:
    - a. Assist in establishing the assignment of redeployed members to the districts.
    - b. Review master district rosters and daily rosters.
    - c. Forward requests for exceptional circumstances to the Executive Assistant Chief (see section V, C. Exceptional Circumstances).
    - d. Ensure that districts do not exceed leave ceilings.
    - e. Ensure that the deployment strategy is consistent with the district crime and disorder problems.
  4. The Unit Commanding Officers shall:
    - a. Notify members of their group assignment.
    - b. Notify members of their district assignments.
    - c. Make changes in-group assignments in a manner consistent with the Fraternal Order of Police (FOP) contract as it relates to proper member notification.
      - (1) Members who are transferred or detailed from one specialized unit to another shall remain in the same group unless such assignment causes an imbalance in distribution, in which case an adjustment may be made by the unit Commanding Officer. Members shall also remain redeployed to the same district. The unit Commanding Officer shall notify the affected District Commander and Regional Operations Assistant Chief of the change. The non-district roster shall be modified to reflect the change.

- (2) Members who are transferred or detailed from a district to a specialized unit shall be assigned to a group by the Commanding Officer of the unit to which they have been newly assigned. The unit Commanding Officer shall notify the affected District Commander and Regional Operations Assistant Chief of the change. Members shall be assigned to a district by the Executive Assistant Chief. The non-district roster shall be modified to reflect the change.
  - (3) Members who are transferred from a specialized unit to a district shall be removed from the redeployment roster.
- d. Ensure that members are not scheduled for in-service training during the week they are redeployed to the district.
5. The District Commanders shall:
  - a. In cases where limited-duty members are deemed by the Medical Services Division to be unable to fill any field assignment, District Commanders shall utilize them to relieve a full duty station member or other administrative position, unless exceptional circumstances exist. The station or administrative members shall be assigned to field duty assignments.
  - b. In order to extend the operating hours of the Metropolitan Police Boys and Girls Clubs, the District Commander may use his/her discretion in assigning redeployed or assigned members to supplement staffing at the club(s). Names of members assigned to the clubs along with their tour of duty shall be forwarded to the Executive Assistant Chief, through the chain of command, for approval.
  - c. Assign sergeants and lieutenants to PSA's according to supervisory needs. Assignments shall be made first to those PSA's without assigned district lieutenants or sergeants, and those containing the heaviest volume of work or in need of the most supervision.
  - d. Ensure consistent radio call numbers are assigned to district members, including foot beat, bicycle, scooter and ministration(s).
  - e. Ensure deployment of members is consistent with crime patterns utilizing intelligence and crime analysis.

6. The Assistant District Commanders (Captains) shall:
  - a. Ensure that field assignments are filled according to section V, M. (Regulations).
  - b. Ensure supervisory coverage on the street at all times.
  - c. Assign supervisors in a manner that shall ensure proper coverage for units and ensure that a supervisor is always available on the street.
  - d. Instruct all supervisors to regularly check and ensure that all assignments are being handled properly.
  - e. Ensure that ticket books and other necessary supplies and equipment are issued to redeployed members.
  - f. Ensure consistent radio call numbers are assigned to district members, including foot beat, bicycle, scooters, and ministations, and notify Communications Division of call numbers associated with members.
  - g. Ensure deployment of members is consistent with crime patterns utilizing intelligence, crime analysis, and problem solving efforts.
  - h. Report one hour prior to the start of the first roll call.
  - i. Ensure face-to-face relief with the on-coming Assistant District Commander to relay relevant information.
  - j. Ensure that officials from the previous watch conduct the check off for roll call and keep each other informed of major incidents that occurred during their tour.
  - k. Respond to major incidents occurring within the district.
  - l. Ensure that all major incidents, staffing of assignments, and justification for no coverage are logged in the Watch Commander book.
  - m. Assistant District Commanders shall ensure that all members who are detailed to a patrol district are accounted for on the district's Patrol Signal Services (PSS) book. (Units not using a PSS book shall establish one for this purpose.) Member reporting and departure times, including any absences (e.g., annual leave, sick leave, leave without pay), shall be noted in the PSS book next to the member's name.

7. The Office of Organizational Development shall publish a calendar at least three months in advance, indicating the schedule of group assignments to the districts. Groups shall be redeployed to a district on a rotating basis beginning with Group A.

#### **B. Maintaining Time and Attendance Records**

1. Redeployed members' time and attendance records shall be maintained by their unit Commanding Officers.
2. Members are responsible for notifying the Assistant District Commander in his/her redeployed unit of any unplanned absences, changes in duty status, or other emergency circumstances, at least one hour prior to scheduled starting time.
3. The Assistant District Commander is responsible for notifying the time and attendance clerk in the member's assigned unit of any changes in regularly scheduled time and attendance.
4. The Assistant District Commander is responsible for approving partial annual eave or overtime, and reporting it to the time and attendance clerk in the member's assigned unit prior to the end of the payroll period.
5. The Assistant District Commander shall ensure that all OF 1130's (Time and Attendance Report), SF 71's (Application for Leave), PD 79's (Sick Leave Certificate), and PD 90's (Notification of Tardiness) are immediately forwarded to the detailed member's assigned unit.
6. The deployed member's originating unit shall be responsible for serving the Computer Assisted Notification System (CANS) notices to the member during his/her redeployment.

#### **C. Exceptional Circumstances**

1. The unit Commanding Officer/District Commander, through the chain of command, may request the approval of the Executive Assistant Chief for the following exceptional circumstances:
  - a. Requests to assign members to a watch other than the 4<sup>th</sup> watch. Each request must describe the duties that the member shall be assigned.
  - b. Requests to adjust the hours of the power shift from the hours stated in section IV, Q. The hours of the power shift must be consistent with calls for service and crime problems in that district.

- c. Requests to change district assignments.
2. A redeployed member may submit a request for emergency leave (8 hours or more) to the Assistant District Commander. The Assistant District Commander may approve the request and then send it and a justification through the Chain of Command to the unit Commanding Officer of the redeployed member.
3. A redeployed member may submit a request to their unit Commanding Officer for a temporary change in a group assignment for scheduled events (e.g., weddings, pre-planned travel, etc.) that would interfere with the member's ability to fulfill his/her district obligation.
4. The Regional Operations Assistant Chiefs shall:
  - a. Review and provide recommendations to requests for exceptional circumstances listed in section V, C, 1, a-c. and V, C, 2, and C, 3.
  - b. Forward all recommendations for exceptional circumstances listed in section V, C, 1, a-c. to the Executive Assistant Chief for review and approval or denial.
  - c. Return responses to the unit Commanding Officer that submitted the requests for exceptional circumstances and the District Commander to whom the member has been redeployed.
  - d. Review intelligence and crime analysis data to ensure deployment is consistent with crime patterns.
  - e. Review deployment strategies to determine if there is an impact on crime and disorder.
5. The Executive Assistant Chief shall:
  - a. Review, approve, and /or deny requests for exceptional circumstances listed in section V, C,1, a-c.
  - b. Send copies of approved or denied requests through the chain of command to the Regional Operations Assistant Chief who submitted the request and/or the Director or Assistant Chief to whom the member has been redeployed.
  - c. Review intelligence and crime analysis data to ensure deployment is consistent with crime patterns.

- d. Review deployment strategies to determine if there is an impact on crime and disorder.
- D. Use of District Personnel in Special Assignments for Uniformed, High-Visibility Patrol
1. The Regional Operations Assistant Chief shall monitor deployment of non-field and non-district personnel to the PSA's.
  2. The District Commander shall:
    - a. Ensure the Focused Mission Team (FMT) works in uniform unless the mission that they are assigned requires them to work in a covert capacity.
      - (1) Ensure that at least fifty percent (50%) of the FMT's monthly patrol time is spent performing high visibility uniformed patrol.
      - (2) Ensure that, whenever possible, FMT members assigned to non-uniformed duties shall wear the MPD raid jacket when making an arrest or performing duties that are visible to the public.
    - b. Ensure that members in special assignments, such as crime scene search, are performing specific patrol duties when not actively performing their assigned duties.
    - c. Develop a schedule for all sworn administrative and station members for redeployment to the field in a manner consistent with this directive, and so specify on the master district roster.
    - d. Ensure adherence to standards established by the Regional Operations Assistant Chief for staffing of the station.
    - e. Ensure that Reserve Officers work 20 hours per week and are being utilized in a manner that maximizes their visibility within the district. Include as part of the master district roster and daily roster the names and assignments of Reserve Officers assigned to their district.
    - f. Ensure that PSA lieutenants provide all detailed members with PSA plans and outline the redeployed members' duties in relation to the plan.
  3. Assistant District Commanders shall ensure that during their tour of duty all members are working in their assignments, consistent with the master district roster and district high-visibility patrol plans.

4. The PSA Lieutenant shall:
  - a. Identify locations for deployment of open-air ministations, foot beat, bicycle, scooter or motorcycle patrols, and submit recommendations to the District Commander.
  - b. Ensure that locations chosen are based on crime analysis and intelligence identifying chronic problems.
  - c. Submit monthly assessments of the effectiveness of these deployments to the District Commander.
  
5. The Focused Mission Team (FMT) Lieutenant shall:
  - a. Regularly review crime analysis and intelligence to develop missions.
  - b. Evaluate locations on a monthly basis to determine the impact of the FMT activities in the targeted area.

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

Attachment

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