I. PURPOSE

Pursuant to City Administrator’s Order 2021-8 (Resumption of Mask Requirements for District Government Employees and Contractors and for Persons Inside District Buildings; Temporary Expansion of Telework Authorization), the COVID-19 situational telework program is temporarily resuming for authorized Metropolitan Police Department (MPD) members and remains in effect until January 31, 2022 at 0600 hours. The purpose of this executive order is to provide updated procedures for the administration of the situational telework program as authorized by the chief of police.

II. PROCEDURES

A. Members designated as essential employees, including all sworn employees, are not permitted to telework. The chief of police has determined which civilian employees are eligible for situational telework based on their assigned job duties, and the list of eligible members has been provided to bureau heads.

B. Bureau heads will notify eligible employees and their supervisors of employees who are eligible for situational telework.

C. Prior to beginning situational telework, members must have an approved DCSF 12-02, Unified Flexible, Compressed, and Telework Application on file.

D. Situational Telework Approval Process
   a. Members requesting situational telework approval shall submit a signed DCSF 12-02 to their supervisor for approval. The DCSF 12-02 can be found at the following link (from a District of Columbia network computer):


   b. Approved forms shall be submitted to the Human Resource Management Division (HRMD) via hrm.adminbox@dc.gov. HRMD shall provide the final approval as “Agency Head (or Designee)”.

Subject:
Coronavirus 2019: Situational Telework Program
Number
EO-21-030
Effective Date
December 23, 2021
Rescinds
EO-20-010 (Coronavirus 2019: Emergency Telework Program), Effective Date March 13, 2020)
Related to
GO-PER-206.01 (Time and Attendance)
E. Employee Responsibilities During Situational Telework

1. Employees must:

   a. Have the necessary personal equipment (i.e., phone, computer and internet access) to perform job duties. The Technical and Analytical Services Bureau will transfer the employee's desk phone to the alternative worksite telephone provided by the employee.

   b. Employees who use their personal phone or computer for telework shall ensure:

      | Requirements for the Use of Personal Equipment |
      |-----------------------------------------------|
      | (1) All DC government related information is stored on a DC government network drive or OneDrive and not the user's personal phone, hard drive, or removable storage device. |
      | (2) Documents created or notes taken on a computer in the course of conducting DC government business are uploaded and saved to a DC government network drive or OneDrive and then deleted from the user's personal phone, computer hard drive, or removable storage device at the end of the work day. |
      | (3) Emails received or sent from the DC government email system are not stored on the user's personal phone, computer hard drive, or on a removable storage device. |

   c. Take every precaution to safeguard all confidential work-related information while teleworking.

   d. Comply with reasonable requests from their supervisor or any other person in their chain of command to include participating in conference calls and attending on-site meetings or events.

   e. Be able to report to his or her official work location within two hours upon request by their supervisor and, as required, remain at work for the remainder of the work day.

   f. Adhere to all MPD and DC laws, regulations, and policies concerning time, attendance, and performance management in the same manner as if the work was performed on-site at an MPD office location.

   g. Notify their supervisor immediately or within 24 hours if they become ill while participating in situational telework and are unable to continue working. Employees unable to work due to illness shall be placed on sick leave.

F. Supervisors shall ensure they are familiar with the requirements of this protocol, the DCSF 12-02, and they shall monitor the productivity of their employees that have been approved to telework.
G. HRMD shall maintain a list of members actively participating in the situational telework program and provide support for the program as required.

H. Non-essential civilian employees who are not authorized but would like consideration to telework must submit a request to the chief of police through their chain of command certifying that they have a phone, computer, and internet access and outlining their specific job duties that can be successfully performed while teleworking.

Robert J. Contee III
Chief of Police

RJC:KDO:MOC:SMM