

GENERAL ORDER



DISTRICT OF COLUMBIA

Title		
Directives System		
Topic	Series	Number
OMA	101	00
Effective Date		
June 3, 2016		
Replaces:		
GO-OMA-101.00 (Directives System), effective date July 25, 2006		
Rescinds:		
SO-06-13 (Dissemination of Written Directives), effective date July 25, 2006		
SO-13-02 (Directive Compact Discs), effective date February 27, 2013		
SOP-06-01 (Operational Handbook for the Directives System), effective date July 25, 2006		

I.	Background	Page	1
II.	Policy	Page	1
III.	Definitions	Page	1
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VIII.	Attachments	Page	13

I. BACKGROUND

The Chief of Police is authorized to issue orders, rules, and regulations governing conduct and controlling police activity. Written directives are the means to document and communicate these policies, rules, regulations, and procedures, and are necessary to establish clear limits to the broad discretionary authority of a police officer.

II. POLICY

The policy of the Metropolitan Police Department (MPD) is to develop and maintain written directives that reflect the mission and values of the Department, while providing the policy and procedural guidance required for members to conduct their duties in a professional manner.

III. DEFINITIONS

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

1. Circular (CIR) – provides information of general interest to Department members or directions for specific programs. Circulars may include announcements, report writing instructions and updates on District of Columbia (D.C.) Official Code and District of Columbia Municipal Regulations (DCMR) and amendments.
2. Directive conforming amendments – administrative changes, including but not limited to updating the names of elements/units, revising minor typographical errors, correcting outdated cross reference information, and ensuring procedural consistency related to MPD policy. The purpose of a directive conforming amendment is to clarify or make administrative revisions to a particular directive, not add, alter, modify, or change existing MPD policy.
3. Directives system – official publications issued by the Chief of Police or his or her designee that determine policy, establish procedures, direct enforcement, announce amendments or revisions to D.C. Code, the DCMR, and other official D.C. and Department publications with which members must comply or enforce.
4. Executive order (EO) – establishes Department policy, rules, regulations, procedures, and roles and responsibilities. The purpose of an executive order is to expeditiously amend policies, procedures, and responsibilities without the issuance of a new or updated directive. Executive orders are approved by the Chief of Police and are effective until revised, replaced, rescinded, or incorporated into a general order.
5. General order (GO) – establishes Department policy, rules, regulations, procedures, and roles and responsibilities typically affecting more than one component of the organization. General orders are effective until revised and replaced; amended by a general order change, or rescinded.
6. General order change (GOC) – amends or rescinds specific portions of a general order.
7. Law enforcement sensitive (LES) directive – directive designated by the Chief of Police as containing information that shall not be released to the public. LES information, if disclosed, could adversely affect the ability of MPD or other law enforcement agencies to accomplish their mission. Redacted versions of LES directives are available on the MPD public website.
8. Member – sworn or civilian employee of MPD or MPD Reserve Corps member.
9. Official – member the rank of sergeant or above or civilian equivalent.
10. Special order (SO) – establishes Department procedures, and may set policy when time is of the essence. May relate to or amend a general order, or may

be developed to support a specific program.

11. Special order change (SOC) – amends or rescinds specific portions of a special order.
12. Standard operating procedures (SOP) – typically supplements a general order by providing procedural instructions or guidance that may apply to all members of the Department or to specific elements within the Department. Usually, SOPs do not contain policy statements.
13. Standard operating procedure change (SOPC) – amends or rescinds specific portions of an SOP.

IV. REGULATIONS

- A. All general orders, general order changes, special orders, special order changes, standard operating procedures, standard operating procedure changes, circulars, and executive orders shall be issued under the signature of the Chief of Police.
- B. Directive conforming amendments may be issued by the Director of the Policy Development Branch to administratively update directives previously authorized by the Chief of Police or his or her designee.
- C. All directives in the directives system shall remain in effect until they are replaced, expired, or rescinded by the Chief of Police or his or her designee, along with any approved directive conforming amendments.
- D. All official Department directives are subject to review and approval by the Chief of Police or his or her designee.
- E. Element and district commanding officials may issue element or district orders and SOPs in accordance with the procedures outlined in this general order; however, these unit directives shall not conflict with Department-wide directives. Provisions in Department directives shall supersede conflicting information in all element and district directives.
- F. Members shall comply with all Department directives. Violations of Department directives may result in an administrative investigation that, if sustained, may result in discipline.
- G. All new and updated directives shall be announced to MPD members by Department email and shall be made available for review on the Department's Intranet website.

NOTE: In accordance with GO-SPT-302.08 [Metropolitan Police Department

Wide Area Network (MPDNet)], members are reminded that they must login to their MPD e-mail account at least once during their shift.

- H. Members shall not disseminate any law enforcement sensitive directive without the permission of the Chief of Police or his or her designee. Law enforcement sensitive directives are marked in the header, reading "**LAW ENFORCEMENT USE ONLY**" and in the footer reading, "**NOT TO BE DISSEMINATED TO THE PUBLIC**".

NOTE: Members who have questions about whether a directive is law enforcement sensitive shall contact the Director of the Policy Development Branch, through their chain of command.

V. PROCEDURES

- A. With the exception of directives published prior to the effective date of this directive, all general orders, special orders, standard operating procedures, and circulars shall typically conform to the following format, as appropriate, unless authorized by the Chief of Police:

1. Informational title box;
2. Background/Purpose;
3. Policy;

NOTE: Policy statements are typically included in general orders only.

4. Definitions;
5. Regulations;
6. Procedures;
7. Roles and Responsibilities;
8. Cross References;
9. Attachments; and
10. Conforming Amendments.

- B. Executive orders shall typically conform to the following format, as appropriate, unless authorized by the Chief of Police.

1. Informational title box;

2. Background/Purpose;
 3. Policy/Regulations;
 4. Procedures; and
 5. Point of Contact.
- C. With the exception of directives published prior to the effective date of this directive, general order changes, special order changes, and standard operating procedure changes shall typically conform to the following format, unless authorized by the Chief of Police:
1. The title block for “change orders” contains the name of the subject directive and number (e.g., topic, series, number). The next line contains the change number (e.g., 01, 02). The final line contains the effective date of the change order.
 2. The format of the body of change orders consists of four parts:
 - a. Removed/Inserted Pages;
 - b. Rescinded Sections;
 - c. Notes; and
 - d. Rescission of Other Documents.
 3. Change order inserts shall contain the following information in the footer of the revised pages:
 - a. The order name [e.g., GO-PCA-501.05 (Arrests of Armed Forces Personnel)].
 - b. The page number and revision date, formatted mm/dd/yyyy as follows: Page 6 (Revised 01/02/2016).
 4. Revisions to the original text will be marked with a vertical line in the left margin.

NOTE: Examples of a general order change (Attachment A), general order template (Attachment B), and executive order template (Attachment C) are attached to this directive.

D. Staffing of Proposed Directives

1. New General Orders, Special Orders, Standard Operating Procedures, Circulars, And Associated Changes (e.g., General Order Changes and Special Order Changes)
 - a. Drafts of proposed directives are generally staffed to elements that are directly or significantly affected by the contents of the proposed directive, to include the Office of the General Counsel, Privacy Officer, Fraternal Order of Police (FOP), and other parties as appropriate.
 - b. Before submission to the Chief of Police for final approval, the Director of the Policy Development Branch shall ensure a final draft of the order is provided to the bureau head of the bureau most affected by the content of the directive.
 - c. Bureau heads may authorize subject matter experts (SMEs) within their command to review directives. The bureau head or his or her SMEs shall notify the Director of the Policy Development Branch of any issues, concerns, objections, or concurrence with the contents of the draft.
 - d. The Director of the Policy Development Branch shall ensure all staffing suggestions are reviewed and incorporated as appropriate.
 - e. The Director of the Policy Development Branch shall ensure all final order packages are submitted to the Chief of Police for approval. The approval packet shall contain:
 - (1) The approval cover memo summarizing any major policy and procedural issues, and how they were resolved.
 - (2) The final version of the directive with all applicable staffing comments incorporated.
 - (3) Any other documentation pertinent to the review and approval process. This may include memorandums from internal elements or outside agencies, email correspondence documenting reviews and approvals, and other relevant items.
 - f. All general orders, special orders, standard operating procedures, circulars, and associated changes must be approved the Chief of Police or his or her designee.

2. Executive Orders

- a. Executive orders may be issued by the Chief of Police when amending procedures in an expeditious manner is in best interest of the Department.
- b. Changes in policies, procedures, operations, regulations, and responsibilities shall be issued as executive orders in lieu of teletypes.
- c. The Director of the Policy Development Branch shall make executive orders available on the MPDC Directives Online website until they are replaced or rescinded.

3. Directive Conforming Amendments

- a. The Director of the Policy Development Branch may authorize minor conforming amendments to Department directives. Examples of conforming amendments include, but are not limited to, updating the names of elements/units, revising minor typographical errors, and correcting updated cross reference information.
- b. All previous directive conforming amendments shall be documented in the directive and shall include a description of the change, the date of the change, as well as the name and title of the member authorizing the change.
- c. All directive conforming amendments shall be approved by the Director of the Policy Development Branch.

E. Citing Directives in Department Publications

1. When citing a specific directive in an official publication (i.e., general order or special order) members shall cite the directive as follows:

The type of publication (e.g., GO, SO, SOP, EO) and, as applicable, the topic (e.g., OMA, RAR, PER), the series and series number, and the subject in parentheses. Change documents should include the name of the original referenced order in parentheses. The following are some examples:

- a. For general orders: GO-OMA-101.00 (Directives System).
 - b. For general order changes: GOC-13-01 [GO-OMA-101.02 (Establishment of the Citizen Volunteer Corps)].
 - c. For special orders: SO-15-03 (The “Lively Standard”).
 - d. For special order changes: SOC-12-03 [SO-11-22 (Bias-Related/Hate Crimes)].
 - e. For circulars: CIR-15-01 (License to Carry a Pistol).
 - f. For standard operating procedures: SOP-11-01 (Handling First Amendment Assemblies and Mass Demonstrations).
 - g. For standard operating procedure changes: SOPC-14-01 [SOP-05-02 (PD Form 61D [Violation Citation])].
 - h. For executive orders: EO-15-01 (Introduction to Executive Orders).
2. When citing a specific directive in an official publication, members shall not abbreviate or alter any part of the directive subject.

F. Communications with the Policy Development Branch

1. Members may submit requests for new directives, or for revisions to current directives. When submitting these types of requests, members shall:
 - a. Prepare a request addressed to the Director of the Policy Development Branch and submit the memorandum through their chain of command to mpd.policy@dc.gov.
 - (1) The request shall explain the reason for the proposed revision.
 - (2) As applicable, a draft of the proposed revision shall be included.
 - b. Supervisory personnel shall review the submission to ensure that the information is properly prepared.
 - c. Commanding officials shall review all requests to ensure that the requests are justified.

G. Publishing New and Updated Directives

1. Once signed by the Chief of Police or his or her designee, new and updated directives shall be disseminated by email and be made available for review on the MPD Directives Online website by the Director of the Policy Development Branch or his or her designee.

NOTE: The dissemination of any new directive will originate from mpd.policy@dc.gov.

H. Publishing and Rescinding Element and District Orders

1. After disseminating an element or district order or SOP to their personnel, district or element commanding officials or their designees shall forward a copy of the order or SOP to the Director of the Policy Development Branch.
2. The Director of the Policy Development Branch or his or her designee shall review the proposed order or SOP to confirm it does not conflict with Department-wide directives and coordinate with the district or element commanding official and the Director of the Freedom of Information Act Office to ensure proper placement of the division order on the MPD public website as appropriate.
3. When rescinding element or district orders, commanding officials or their designees shall notify the Director of the Policy Development Branch.
4. Upon receiving notification of any rescission, the Director of the Policy Development Branch shall ensure the MPD public website is updated accordingly.

I. Conflicting items contained within Department directives and executive orders shall be resolved using the following methods:

1. General Orders:
 - a. By issuing a directive conforming amendment to correct administrative or typographical errors;
 - b. By revising and reissuing the general order containing the conflicting or incorrect information;
 - c. By issuing a general order change to amend, rescind, or replace the conflicting or incorrect information;

- d. By issuing a special order amending the conflicting or incorrect information in the general order; or
 - e. By issuing an executive order amending the conflicting or incorrect information in the general order.
2. Special Orders and Standard Operating Procedures:
- a. By issuing a directive conforming amendment to correct administrative or typographical errors;
 - b. By revising and reissuing the special order or SOP containing the conflicting or incorrect information;
 - c. By issuing a special order change or standard operating procedure change to amend, rescind, or replace the conflicting or incorrect information; or
 - d. By issuing an executive order amending the conflicting or incorrect information in the special order or SOP.
3. Circulars:
- a. By issuing a directive conforming amendment to correct administrative or typographical errors; or
 - b. By revising and reissuing the circular containing the conflicting or incorrect information.
4. Executive orders:
- a. By revising and reissuing the executive order containing the conflicting or correct information.

VI. ROLES AND RESPONSIBILITIES

A. Members shall:

- 1. Read all general orders, special orders, standard operating procedures circulars, directive conforming amendments, executive orders and associated directive changes.
- 2. Notify an official if clarification regarding a directive is required or if there is a need for any revisions or corrections to a published directive.

3. Be familiar with the content of all Department directives, particularly the rules, regulations, and procedures that impact their work.
 4. Comply with all directives.
- B. Officials shall:
1. Ensure that all members under their supervision comply with all directives.
 2. Provide referral or training when a member raises a concern regarding particular items in a directive, or demonstrates a lack of understanding of the provisions within a directive.
 3. Review all requests for conflicts, revisions, or corrections to a published directive.
- C. Commanding officials shall:
1. Ensure orders internal to their unit or element do not conflict with Department general orders, special orders, standard operating procedures, circulars, or executive orders.
 2. Submit a copy of new district or element directives to the Director of the Policy Development Branch for review.
 3. Notify the Director of the Policy Development Branch when rescinding any district or element order.
- D. The Director of the Policy Development Branch shall:
1. Develop and maintain the directives system and its records, including:
 - a. Reviewing and evaluating all requests for new or revised publications.
 - b. Coordinating the development, numbering, review, revision, publication, and indexing of all directives.
 - c. Reviewing all directives to ensure they are in accordance with Department policy and procedures, and that conflicting provisions are resolved in a timely manner.

- d. Overseeing the issuance of all official publications within the directives system.
2. Issue directive conforming amendments.
 3. Maintain a directives index to be issued at minimum, on a quarterly basis.
 4. Establish standards related to the publications within the directives system.
 5. Determine the type of publication to be used for issuance of a directive (e.g., general order, special order).
 6. Maintain a development folder for each directive that includes applicable legislation, research information, drafts, directives and publications related to the directive, staffing responses, emails, and other substantive material collected during the development of the directive.
 7. Publish electronic files of published directives to the "Directives Online" site.
 8. Submit electronic files of published directives, with any approved redactions, for posting on the MPD public website.
 9. Ensure all general orders are reviewed at least once every seven years, and revise and reissue as applicable.
- E. The Commanding Officer of the Metropolitan Police Academy (MPA) shall:
1. Ensure Department directives are issued to recruits.
 2. Develop and provide training to recruits on Department directives as related to their roles and responsibilities.
 3. Ensure copies of training bulletins that explain or reference publications in the directives system are provided to the Policy Development Branch.

VII. CROSS REFERENCES

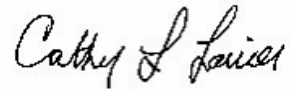
- A. GO-SPT-302.08 [Metropolitan Police Department Wide Area Network (MPDNet)]

VIII. ATTACHMENTS

Attachment A: General Order Change Template

Attachment B: General Order Template

Attachment C: Executive Order Template

A handwritten signature in black ink that reads "Cathy L. Lanier". The signature is written in a cursive style with a vertical line to its right.

Cathy L. Lanier
Chief of Police

CLL:PAB:MOC:DMH

GENERAL ORDER CHANGE



Subject <i>General Order Number (Title)</i>
Topic / Number <i>Type of Order – Change Number (e.g., GO-1 or SO-5)</i>
Effective Date <i>Date on which change became effective</i>

DISTRICT OF COLUMBIA

I. REMOVE FROM:

*(General Order Number)
Page numbers of content
to be removed from
general order (e.g., Pages
1 and 3)*

INSERT:

*(General Order Number)
Pages numbers of content
to be inserted into the
revised general order
(e.g., Pages 1 and 3)
Date of revision: (Revised
mm/dd/yyyy)*

II. RESCIND:

*Parts to be rescinded in accordance with the general order change
(e.g., Page 6, Part I-A-2)*

III. NOTES:

Documentation of each change to the revised general order. Example below:

1. *On Page 1, Part I-A-2 is deleted*
2. *On Page 3, Part II-B-1 is modified to read:*
 - “1. *The modified text is stated verbatim, including the **new language in bold font.**”*

Modified text is marked on revised pages with a vertical line in the left margin.

IV. RESCISSION OF OTHER DOCUMENTS:

Directives to be rescinded as a result of the general order change. Example:

1. *GO-OPS-100.99 (Example General Order) is hereby rescinded*

Name
Chief of Police

CHAIN:OF:REVIEW

GENERAL ORDER



DISTRICT OF COLUMBIA

Subject: <i>See page 3</i>		
Topic	Series	Number
<i>See page 3</i>	<i>See page 3</i>	<i>See page 3</i>
Effective Date <i>See page 3</i>		
Replaces:		
Related to:		
Rescinds:		
<i>See page 3</i>		

I.	Background	Page	1
II.	Policy	Page	1
III.	Definitions	Page	1
IV.	Regulations	Page	1
V.	Procedures	Page	2
VI.	Cross References	Page	2
VII.	Attachments	Page	2
VIII.	Directive Conforming Amendments	Page	2

I. BACKGROUND

Explains why the order was created, the approach selected by the Department, and why the approach was selected. Alternately, some directives provide a "Purpose" statement that explains the reason for the creation or revision of the directive.

II. POLICY

A written principle to guide decision-making and actions to be taken by Department members. Typically, policy statements appear in general orders and establish the standard that applies to the subject matter.

III. DEFINITIONS

Explains key terms as they are used in the directive. Terms are listed in alphabetical order.

IV. REGULATIONS

Typically establishes the limits of discretion for a member as these relate to the subject matter of the directive. Regulations also describe broad Department rules as

opposed to individual or element responsibilities. Regulations include standards that define actions to be taken, and/or actions that may not be taken.

V. PROCEDURES

Provides directions on how to carry out various operational activities and administrative processes.

VI. ROLES AND RESPONSIBILITIES

Outlines specific tasks or duties that members are expected to complete. Typically, these tasks or duties are related to the subject or topic of the directive.

VII. CROSS REFERENCES

Listing of materials that are referenced in the directive.

VIII. ATTACHMENTS

Content that may change or expire, and may need to be replaced or revised more frequently than content in the order. Attachments may also serve as examples or exhibits to the general order.

Name
Chief of Police

CHAIN:OF:REVIEW

IX. DIRECTIVE CONFORMING AMENDMENTS

Administrative changes, including but not limited to updating the names of elements/units, revising minor typographical errors, correcting updated cross reference information, and teletypes related to MPD policy. The purpose of a directive conforming amendment is to clarify or make administrative revisions to a particular directive, add, alter, modify, or change existing MPD policy.

<i>Amendment #</i>	<i>Page #(s)</i>	<i>Description of Change</i>	<i>Effective Date of Change</i>	<i>Name and title of authorizing member</i>
1	2-7	Revise "Public Safety Communications Center" (PSC) to "Office of Unified Communications" (OUC)	10/15/2014	John Smith, Director, Policy Development Branch
2	8	Revise DCMR citation from 6A DCMR § 399.01 to 6A DCMR §399.02	12/27/2014	John Smith, Director, Policy Development Branch

INFORMATIONAL TITLE BOX

Subject: <i>Description of the subject matter addressed in the publication.</i>		
Topic: <i>The topic under which the subject matter is classified.</i> <i>Organization, Management, Administration (OMA)</i> <i>Personnel (PER)</i> <i>Operations (OPS)</i> <i>Operations Support (SPT)</i> <i>Prisoner and Court Activities (PCA)</i> <i>Homeland Security and Counterterrorism (HSC)</i> <i>Role, Authority, and Relationships (RAR)</i>	Series: <i>The Department currently groups its directives into 9 series, 100-900; with each series covering specific police functions.</i>	Number: <i>The number that orders the directive within the series. The numerical identifier follows the decimal point that separates it from the series number (e.g., 100.01, 100.02). Special orders, standard operating procedures, and circulars are all consecutively numbered within each calendar year.</i>
Effective Date: <i>The date on which policy was officially issued and became effective Department-wide</i>		
Replaces/Related/Rescinds: <i>The effect the new directive will have on currently published directives. New directives may amend, rescind, supplement, or replace current directives. A new directive may also be related to a current directive.</i>		

Topics:

Organization, Management, Administration (OMA) – Organizational structure, command authority, general or fiscal management and administration, goals and objectives, planning and research, the directives system, and crime analysis.

Personnel (PER) – Allocation and distribution of sworn and civilian personnel, personnel structure and processes, and volunteers.

Operations (OPS) – Patrol, traffic, criminal investigations, focus mission, drugs, organized crime, juvenile operations, crime prevention and community involvement, unusual occurrences, special operations, and counterterrorism.

Operations Support (SPT) – Intelligence analysis, internal affairs, quality assurance, public information, victim or witness assistance, traffic operations, police communications, records, and the collection and preservation of evidence and property.

Prisoner and Court Activities (PCA) – Prisoner processing and transportation, holding facilities, court security, and legal processes.

Homeland Security and Counterterrorism (HSC) – Homeland security, natural disasters, and critical incident management including active shooter, barricades, and bomb threats.

Role, Authority, and Relationships (RAR) – Definitions of specialized roles, limits of authority, use of force, interagency agreements, and contractual agreements.

Series:

Series Number	Subject Matter
100:	Organization of the Metropolitan Police Department (Topics: OMA, PER)
101	Organization
110	Uniforms and Equipment
120	Administrative Investigations, Disciplinary Procedures, and Employee Indebtedness
200:	Administrative Procedures (Topics: OMA, PER, SPT)
201	Personnel: Sworn and Civilian
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
300:	Field Activities (Topic: OPS)
301	Department Vehicles
302	Communications
303	Traffic and Vehicle Control
304	Investigations
305	Juveniles
306	Use of Canine
307	Drug Complaints and Investigations
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)
601	Recovered Property and Evidence
602	Inventories and Searches of Vehicles
603	Department 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:	
1000:	Police and Fire Clinic (Topics: OMA, PER)
1001	Procedures
1002	Physical Exams and Health Programs
1003	Health Legislation
1200: General Conduct (Topics: OMA, PER)	
1202	Tardiness

EXECUTIVE ORDER



Subject:	See page 2
Number	See page 2
Effective Date	See page 2
Replaces/Related To/Rescinds:	See page 2

DISTRICT OF COLUMBIA

I. BACKGROUND

Explains why the executive order was created. Alternately, some executive orders may include a "Purpose" statement that explains the reason for the creation or revision of the directive.

II. REGULATIONS

Typically establishes the limits of discretion for a member as these relate to the subject matter of the directive. Regulations also describe broad Department rules as opposed to individual or element responsibilities. Regulations include standards that define actions to be taken, and/or actions that may not be taken.

III. PROCEDURES

Provides directions on how to carry out various operational activities and administrative processes.

IV. POINT OF CONTACT

Contact information for the member responsible for answering questions relevant to this executive order.

Name
Chief of Police

CHAIN:OF:REVIEW

INFORMATIONAL TITLE BOX

Subject: <i>Description of the subject matter addressed in the executive order.</i>
Number: <i>The executive order number corresponds to the number of executive orders already published in the current calendar year (e.g., the 5th executive order published in calendar year 2015 would be stated as "05-15").</i>
Effective Date: <i>The date on which policy was officially issued and became effective department-wide</i>
Replaces/Related/Rescinds: <i>The effect the new executive order will have on currently published directives.</i>