

GENERAL ORDER



DISTRICT OF COLUMBIA

Subject		
Duties and Responsibilities of Sworn Officials		
Topic	Series	Number
OMA	101	09
Effective Date		
July 28, 2011		
Rescinds:		
General Order 101.9 (Duties and Responsibilities of Sworn Officials) Effective Date, April 29, 1979		
General Order Change 11-01 (Duties and Responsibilities of Sworn Officials) Effective Date, April 5, 2011		
Teletype 05-054-07 (Field Commanders) Effective Date, May 11, 2007		
Teletype 07-001-08 (Field Commanders), Effective Date, July 1, 2008		
Teletype 07-002-08 (Watch Commanders), Effective Date, July 1, 2008		
SO-10-04 (Patrol Sergeants General Duties and Responsibilities), Effective Date, May 3, 2010		
Related to:		
GO-OMA-120.24 (Revocation/Restoration of Police Powers)		
SO-11-09 (Arrest Books)		

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I. BACKGROUND

The purpose of this general order is to outline the duties and responsibilities of sworn officials of the Metropolitan Police Department (MPD).

II. DEFINITIONS

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

Sworn Official – Sworn member of the MPD holding the civil service rank of sergeant or above to include sworn command staff members.

III. ROLES AND RESPONSIBILITIES

A. Assistant Chiefs of Police

1. Assistant Chiefs of Police shall:

- a. Perform such duties as may be assigned by the Chief of Police and/or the Executive Office of the Mayor.
- b. Ensure that the laws and regulations governing the Department are properly observed and enforced and discipline is maintained.
- c. Ensure during his/her absence (e.g., leave, training) a member is delegated the duties and responsibilities of this rank.

NOTE: The delegating official and the acting official are equally responsible for the actions of the acting official.

- d. Advise the Chief of Police concerning all matters of importance, significant events and issues in the organizational elements under their command.
- e. Review and forward to the Chief of Police all special reports and requests submitted by the organizational elements under their command.
- f. Be responsible for complying with the provisions of MPD directives relative to their position.
- g. Be superior in rank to Commanders.

B. Commanders

1. Commanders not assigned to a patrol district shall adhere to **all applicable** directives enumerated in this order.

2. Commanders shall:

- a. Be assigned to various commands and are hereby vested with the authority to:
 - (1) Establish a command system which most effectively utilizes the staffing and material resources available to them which best fulfills the mission of the MPD.
 - (2) Ensure their district is divided into areas or beats and periodically review the effectiveness of this division and forward any recommended changes to their bureau head.

NOTE: All changes to beat boundaries must be approved by the Chief of Police.

- (3) Designate personnel who shall patrol such areas or beats.
- (4) As necessary, assign members of their command to duties in a manner that is consistent with the rules and regulations of the MPD.

b. Be responsible for:

- (1) The preservation of peace, the maintenance of order, the prevention of crime, and the detection of criminals within the bounds of their district.
- (2) The enforcement of all laws, regulations, and ordinances within the purview of the MPD.
- (3) Ensuring during his/her absence (e.g., leave, training) a member is delegated the duties and responsibilities of this rank.

NOTE: The delegating official and the acting official are equally responsible for the actions of the acting official.

- (4) Fostering an environment that improves relationships between members of their command and the community.
- (5) Ensuring daily communication between members of the command and the community through MPD e-mail list groups, community meetings or face-to-face interaction.
- (6) The proper performance of police duties by the members of their command.
- (7) The enforcement of all rules and regulations of the Department.
- (8) The maintenance of police discipline in their district.

c. Upon assuming command of a district:

- (1) Make a careful, initial inspection of the entire station house and adjoining police facilities and structures, and all other property under their supervision.
- (2) Ensure subsequent inspections are conducted on a monthly basis and a report is forwarded to their Bureau Head.

(3) Report any defects to their Bureau Head.

- d. Ensure an official conducts a daily duty inspection of the station house and adjoining police facilities and structures, all motor equipment, and all other property assigned to their district. The District Commander shall be held responsible for the cleanliness of same.
- e. Periodically serve as the MPD Field Commander, and while in such capacity, adhere to the requirements of this position enumerated in Part III.E of this order.
- f. Requisition supplies, work, and repairs as may be needed in the station house and adjoining police facilities and structures.
- g. Be responsible for the prudent and economical use of all expendable property including, but not limited to, electricity, office supplies and vehicle supplies (e.g., gas, oil).
- h. Ensure all overtime expenditures are prudent, economical, necessary, approved, and properly documented.
- i. Be held strictly accountable for adherence on the part of the members of their command to the laws, rules, and regulations pertaining to property coming into possession of the MPD.
- j. Review crime reports on a daily basis, identify trends and adjust deployment as necessary to address these trends.
- k. Ensure community leaders (e.g., Councilmembers, ANC commissioners, business and community leaders) are provided with their contact information and apprised of special events, unusual incidents and significant arrests in a timely manner.
- l. Conduct monthly meetings with Citizen Advisory Council (CAC) members of the district.
- m. Attend Patrol Service Area (PSA) team and community meetings when possible or when requested.
- n. Ensure that all necessary reports are properly prepared, reviewed and approved for each shift, and personally bring to the attention of the Bureau Head the details of any significant or unusual events.
- o. Ensure that all new general or special orders, circulars, and training bulletins are read at all roll calls.
- p. Investigate all complaints made by citizens concerning the conduct of members of their command and process such

complaints according to applicable laws and the policies and procedures of the MPD and the District of Columbia Government.

- q. For minor violations of MPD rules where corrective action is contemplated against a member, ensure a copy of the document reflecting minor disciplinary action is filed as a temporary record on the left-hand side of the member's personnel folder. In cases of more serious violations, the member shall be recommended for adverse action. Only the official personnel action form reflecting the more serious adverse action shall be filed as a permanent record on the right-hand side of the member's personnel folder. Investigative reports generated as a result of violations, together with names and statements of witnesses, shall be filed in the element's unit level adverse action file.
- r. Generally, incidents involving members of the MPD which require an investigative report shall be assigned to the member's command by the Internal Affairs Bureau (IAB). Officials of the member's command shall handle the investigative report in its entirety except for the following:
 - (1) All incidents involving deadly force, serious use of force or the use of force indicating potential criminal conduct shall be investigated by the Force Investigations Branch (FIB) of the IAB.
 - (2) Any investigation which is more appropriately conducted by a different element as determined by the Bureau Head of the affected element with the concurrence of IAB.
 - (3) Any investigation as assigned by the Chief of Police, the Assistant Chief, IAB, or the Bureau Head.
- s. Attend, or designate an official of their command to attend, hearings before a prosecutor or courts when a member of their command is involved as a defendant or a principal, provided that IAB is not the investigating entity.
- t. In case of a major crime, unusual incident, or disaster, immediately proceed to the scene and direct the efforts of the police in protecting property and preserving peace.
- u. Keep themselves informed of and ensure proper police coverage for all meetings and similar occasions likely to attract large numbers of people at particular places in their district.
- v. Be responsible for the proper care, treatment and processing of all prisoners brought to their station house and for the proper

disposition of collateral received or property taken from prisoners.

- w. Permit no person in a station house or office for the purpose of selling, or offering for sale, goods of any description or to solicit for any purpose whatsoever, nor allow the installation of any vending machine in a station house without permission from the Mayor or Chief of Police.
- x. Permit no District Government property to be used for private or personal purposes.
- y. Ensure on a weekly basis, an official thoroughly inspects service pistols in use by members of their command and ensure that they are being properly cared for. The service pistol of any member who is off-duty on the day of inspection shall be inspected on his/her next shift.

NOTE: This inspection **must** include the inspection of the ammunition magazines and ensure **all** magazines are accounted for and fully loaded.

- z. Upon learning that a member of their command is unable to perform their duties because of a disability or injury, ensure the Medical Services Branch is notified and all applicable reports [e.g., PD Form 42 (Injury or Illness Report), Fitness for Duty Report] are completed in a timely manner.
- aa. Ensure that clearance procedures are adhered to by members separating from the MPD and, at the expiration of a member's last active shift, all MPD issued equipment has been surrendered in accordance with GO-PER-207.01(Clearance Procedures).
- bb. Except when it is not possible to do so, arrange the shifts of Captains assigned to their command so that there will be a Captain on duty at all times on both the evening and midnight shifts.
- cc. Be superior in rank to Inspectors.

C. Inspectors

- 1. Inspectors not assigned to a patrol district shall adhere to **all applicable** directives enumerated in this order.
- 2. Inspectors shall:
 - a. Be assigned as Division Commanders or Directors and shall be governed by the provisions in Part III.B of this order as they

apply to their particular assignment, and comply with the provisions of other MPD directives relative to their position.

- b. Ensure during their absence (e.g., leave, training) a member is delegated the duties and responsibilities of this rank.

NOTE: The delegating official and the acting official are equally responsible for the actions of the acting official.

- c. Periodically serve as the MPD Field Commander, and while in such capacity, adhere to the requirements of this position enumerated in Part III.E of this order.
- d. Be superior in rank to Captains.

D. Captains

1. Captains not assigned to a patrol district shall adhere to **all applicable** directives enumerated in this order.
2. Captains shall:

- a. When on duty and in the absence of the Commander, Inspector or Director, assume all the authority, duties, and responsibilities of the Commander, Inspector or Director.
- b. On special assignments, perform such duties as are assigned to them by the direction of the Chief of Police, or others in authority.
- c. Ensure during their absence (e.g., leave, training) a member is delegated the duties and responsibilities of this rank.

NOTE: The delegating official and the acting official are equally responsible for the actions of the acting official.

- d. Attend roll call and personally inspect personnel prior to their going on duty; and permit no member to go on duty whose uniform is not in accordance with rules of the MPD or who presents an unclean or untidy appearance.
- e. Serve as the Watch Commander for the district/division and while in such capacity, adhere to the requirements of this position enumerated in Part III.G of this order.
- f. Periodically serve as the MPD Field Commander, and while in such capacity, adhere to the requirements of this position enumerated in Part III.E of this order.

- g. Visit members of their command on patrol duty as often as practicable, and take appropriate steps to correct any violations of the rules or dereliction of duty which they may observe.
- h. Visit and inspect every portion of their district at least once each week, and carefully note and take measures to correct any observed violations of laws or regulations.
- i. Examine on a daily basis, all books and records required to be kept in conformity with established law and the rules of the Department.
- j. Review crime reports on a daily basis, identify trends and adjust deployment as necessary to address these trends.
- k. Attend PSA team and community meetings when possible or as assigned.
- l. Respond to requests and inquiries from citizens on the MPD email list group.
- m. Examine all reports, and be responsible for the accuracy and completeness of their contents.
- n. Be relieved of duty upon being succeeded as Watch Commander or upon ascertaining that all assignments for the shift are completed or in process of being completed, or have been properly transferred or suspended.
- o. Be governed by the provisions of this order as they apply to their particular assignment, and comply with the provisions of other MPD directives relative to their position.
- p. Be superior in rank to Lieutenants.

E. Field Commanders

Field Commanders shall:

1. Respond to the Command Information Center (CIC) prior to assuming command and meet with the prior Field Commander and CIC supervisor and ascertain any and all information of importance.
2. Contact the Office of Unified Communication (OUC) and:
 - a. Provide the OUC with contact information (e.g., cell phone, pager).
 - b. Ascertain the number of pending runs per district.

- c. Ensure the Watch Commander in any district with more than five (5) pending runs is notified and provided the appropriate direction and support to reduce the calls for service.
3. Obtain **all** deployment plans from the CIC and make any necessary adjustments.
4. Ensure the CIC prepares and forwards the resource page to the Executive Office of the Chief of Police and the command staff.
5. Notify the Chief of Police, Assistant Chiefs of Police and District Commanders (page and/or call) in all cases involving death or serious bodily injury, or any other significant occurrence involving MPD personnel, sworn or civilian.
6. Personally call the Chief of Police when:
 - a. A member is killed or seriously injured in the line of duty.
 - b. A member uses deadly force resulting in death or serious bodily injury.
 - c. An in-custody death occurs.
 - d. An incident occurs which may result in high profile media attention.
7. Respond to **all** seven patrol districts and ensure:
 - a. Deployment has been sent;
 - b. Collateral is accounted for;
 - c. The cell block is inspected;
 - d. Pending runs are being addressed;
 - e. Sergeants are in the field supervising their personnel;
 - f. All details (e.g., hospital, special attention) are covered;
 - g. On the midnight shift, the arrest book binder is up to date and in compliance with SO 11-09 (Arrest Books); and
 - h. All available units (e.g., assigned district personnel, redeployment and detailed personnel) are in service.
8. Prepare a report outlining the shift's activities and any items of importance and e-mail to the:

- a. Executive Office of the Chief of Police; and
- b. Commanding Officer, Patrol Support Division.

F. Lieutenants

1. Lieutenants not assigned to a patrol district shall adhere to **all applicable** directives enumerated in this order.
2. Lieutenants shall:
 - a. When on duty and in the absence of the Inspector/Director and Captain, assume all the authority, duties, and responsibilities of the Inspector/Director and Captain.
 - b. On special assignment, perform such duties as are assigned to them by the Chief of Police or others in authority.
 - c. Ensure during their absence (e.g., leave, training) a member is delegated the duties and responsibilities of this rank.

NOTE: The delegating official and the acting official are equally responsible for the actions of the acting official.

- d. Attend roll call.
- e. Serve as the Watch Commander (when assigned) for the district/division and, while in such capacity, adhere to the requirements of the position as enumerated in Part III.G of this order.
- f. Not leave the confines of their district without the permission of the Watch Commander.
- g. Ensure that the laws and regulations governing the Department are observed and enforced and that discipline is maintained.
- h. Be responsible and accountable for all activities which occur within and/or affect their assigned PSA regardless if the activity occurred during their off-duty hours.
- i. Ensure all items of importance (e.g., homicides, shootings, significant arrests) are relayed to community stake holders and posted on the appropriate MPD email list group in a timely manner.
- j. Review crime reports on a daily basis, identify trends and adjust deployment as necessary to address these trends.

- k. Schedule, arrange and conduct one (1) PSA community meeting and one (1) PSA team meeting each month.
- l. Ensure PSA members are apprised regularly of crime trends and community concerns.
- m. Respond to requests and inquiries from citizens on the MPD email list group.
- n. Ensure that all section assignments for the shift are completed or properly transferred or suspended before being relieved of duty.
- o. Be governed by the provisions of this order as they apply to their assignment, and comply with the provisions of other MPD directives relative to their position.
- p. Be superior in rank to Sergeants.

G. Watch Commanders

Watch Commanders shall:

1. Report for duty one (1) hour prior to the first scheduled roll call.
2. Personally relieve the previous Watch Commander and ascertain:
 - a. The current staffing levels and make adjustments if necessary.
 - b. The current number of pending runs and address as necessary.

NOTE: No member of the previous shift shall be relieved from duty when there are five (5) or more pending calls for service.
 - c. The current number of details or special assignments and ensure timely relief.
 - d. Any items of importance which occurred on the previous shift or are expected on the current shift.
3. Receive and maintain possession of the Watch Commander cell phone until relieved.
4. Ensure roll call is prepared and reviewed to ensure adequate staffing and coverage for details and special attention.
5. If adequate staffing is not projected for the oncoming shift:

- a. Tentatively prepare to hold over the minimum number of members necessary to achieve adequate staffing.
 - b. Ascertain the source of the staffing issue (e.g., members in court, detailed, emergency leave) and the projected duration (e.g., first hour, two hours, entire shift).
 - c. Contact the Field Commander and/or the District Commander and advise him/her of the situation and proposed solution.
6. Attend roll call and personally inspect personnel prior to their going on duty and permit no member to go on duty whose uniform is not in accordance with rules of the MPD or who presents an unclean or untidy appearance.
7. Notify the CIC and advise:
 - a. If any member from the current shift is projected to be held over.
 - b. The existence of any details (e.g., guard details, special events) and provide all pertinent information (e.g., location, duration, prisoner's name and charge, staffing needed).
 - c. Staffing available for the shift, to include:
 - (1) Number of members working;
 - (2) Number and type of vehicles in operation; and
 - (3) Number of members trained and certified in:
 - (a) AR-15;
 - (b) Active Shooter;
 - (c) Civil Disturbance (CDU);
 - (d) Special Threat Action Team (STAT); or
 - (e) Crisis Intervention (i.e., CIO).
8. Ensure roll calls are forwarded to the station, all officials and the CIC.
9. Ensure deployment is placed in Columbo.
10. Inspect the cell block and ascertain if any prisoners are approaching the 'Lively' time limit, and address if necessary.
11. Inspect the station area for cleanliness and staffing and account for collateral monies.

12. On the evening shift, ensure the arrest book binder is up to date and in compliance with SO 11-09 (Arrest Books).
13. Ensure all members are properly entered into TACIS.
14. Ensure the CIC is notified within thirty (30) minutes and provided a synopsis for all:
 - a. Crimes of violence;
 - b. Hospital details;
 - c. Injured officers;
 - d. Gun recoveries;
 - e. License plate reader arrests;
 - f. Vehicular pursuits;
 - g. Suspicious packages; and
 - h. Any other unusual events which may draw media attention.
15. Visit members of their command on patrol duty as often as practicable, and take appropriate steps to correct any violations of rules or dereliction of duty which they observe.
16. Respond to all serious events occurring during the shift.
17. Ensure all reports recorded during the shift are prepared, reviewed and approved.
18. Ensure that members are not assigned to patrol on foot, Segway™, bicycle or scooter when temperatures fall to twenty (20) degrees Fahrenheit or below, and that members are assigned to patrol in a vehicle, absent operational needs as determined by the Chief of Police or Field Commander.

NOTE: When temperatures are above twenty (20) degrees Fahrenheit, but below (32) degrees Fahrenheit, members assigned to patrol on foot, Segway™, bicycle or scooter **may** be assigned to patrol in a vehicle at the discretion of their Watch Commander.
19. Contact OUC and ascertain the number of pending runs and ensure there are five (5) runs or less and address if necessary.
20. Personally brief the oncoming Watch Commander of all issues of importance.
21. Be relieved of duty upon being succeeded as Watch Commander or

upon ascertaining that all assignments for the shift are completed or in process of being completed, or have been properly transferred or suspended.

H. Sergeants

1. Sergeants not assigned to a patrol district shall adhere to **all applicable** directives enumerated in this order.
2. Sergeants shall:
 - a. Serve as the Watch Commander for the division and while in such capacity adhere to the requirements of the position enumerated in Part III.G of this order.
 - b. Ensure during their absence (e.g., leave, training) a member is delegated the duties and responsibilities of this rank.

NOTE: The delegating official and the acting official are equally responsible for the actions of the acting official.

I. Patrol Sergeants shall:

1. Provide appropriate supervision and guidance to all assigned members working the shift to which the Sergeant is assigned regardless of the PSA (Police Service Area) assignment of the Sergeant and the PSA assignments of the members (i.e., Patrol Sergeants are not PSA-specific supervisors.)
2. Check their MPD e-mail in-boxes, at minimum, at the beginning of the shift and no later than one (1) hour prior to check-off, for information concerning personnel issues, events, and details and for items such as District Commander directives (e.g., deployment to handle crime issues).
3. Possess at all times a listing of the deployment for the current shift and have this information readily available for reference.

NOTE: This information is especially critical when a major incident occurs requiring a significant re-deployment of members.

4. Monitor the radio at all times while on duty in order to ensure patrol units are properly responding to and handling assignments.
 - a. Notify a superior official and voice over the radio to OUC when unable to monitor the radio and advise the dispatcher the reason, your location and projected duration.
 - b. Repeat this process once radio communications are re-established.

5. Ensure compliance with GO-SPT-302.09 (Use and Operation of Mobile Data Computers) (i.e., MDC), including, but not limited to, all on-duty members are logged in and are familiar with the procedures for operating and logging off the MDC.
6. Ensure MDCs that are not operable are reported promptly to the Watch Commander and a notification is made to the MPD Office of the Chief Technology Officer.
7. Conduct supervisory patrol (e.g., ride in on assignments) unless performing other assignments (e.g., reviewing reports).
8. Monitor field assignments to ensure members are properly marking their arrival on scenes and clearing calls for service in a timely manner. Challenge members to return to service when needed.
9. Ensure members assigned to patrol (e.g., foot, car, bicycle, motorcycle, scooter, Segway™) handle assignments in their assigned areas.
10. Handle vehicular pursuits in accordance with GO-OPS-301.03 (Vehicular Pursuits).
11. Respond to all assaults involving a gun or serious injury, robberies, and other serious incidents (e.g., missing persons, injured prisoner/officer (whether an Assault on a Police Officer (APO) or other circumstances), domestic violence incidents, fires) requiring the presence of a supervisor or as determined by the Watch Commander to assess the circumstances and take the appropriate actions (e.g., establish command post, authorize APO charges) and ensure all proper reports [e.g., PD Form 251 (Incident-Based Event Reports), PD Form 252 (Supplement Form), and PD Form 313 (Arrestee's Injury/Illness Report)] are submitted.
12. Respond to all scenes where a member is alleging the charge of Assault on a Police Officer (APO), ascertain the circumstances, determine if the elements of the offense exist, and either approve the APO classification or direct the member to charge a different offense when appropriate. Notify the Watch Commander of the determination and classification.
13. Respond to D.C. Superior Court when directed to present charges of APO on other members.
 - a. Sergeants shall ensure they are properly briefed and able to articulate and substantiate the charge prior to responding to court.
 - b. Sergeants shall ensure the affected member is available telephonically, if possible, for consultation.

- c. Sergeants shall inform the affected member and the Watch Commander of the outcome of this process.

NOTE: Presentation of APO charges shall be made by an on-duty official.

14. Assist the Watch Commander at the scene of serious incidents to ensure that all personnel have specific tasks.

NOTE: All unnecessary units shall be returned to service as soon as possible.

15. Respond to medical facilities/hospitals where members are guarding prisoners to ensure compliance with GO-PCA-502.07 (Medical Treatment of Prisoners), including that the prisoner is properly secured and fingerprinted, and that the Watch Commander is kept informed of any deficiencies.
16. Ensure transport vehicles are available for service and promptly assist members with arrests awaiting transports.
17. Ensure, with the assistance of OUC members (i.e., "dispatchers"), that patrol-related issues (e.g., transports, interpreter service requests, pending runs) are handled.
18. Use the Records Management System (RMS) and Traffic Crash Application in order to review reports [e.g., PD Forms 251, PD Forms 10 (Traffic Crash Reports)] to ensure that pending submitted reports are accurate and complete and that the proper notifications have been made and documented as required. This review should be conducted, at minimum, at the beginning of each shift and prior to check-off and periodically throughout the shift in accordance with SO-08-02 (Duties and Responsibilities for Reviewing PD Forms 251, 252, and PD Form 10s for Accuracy, Completeness and CCN Reconciliation). Ensure **all** reports for the shift are accounted for. Notify the Watch Commander if **all** reports are not accounted for.
19. Ensure all members who are in a district station or other police facility are on official business.
20. When members report for duty after having been granted leave at the beginning of the shift or due to a pre-approved modified shift change, personally inspect the members to ensure the members are properly attired and equipped for duty.
21. Ensure all ADWs, robberies, burglaries, crimes of violence (including shootings), and gun recoveries are reported to the Watch Commander and the Command Information Center (CIC) prior to the end of the current shift.

22. Complete a PD Form 775 (Daily Vehicle Inspection and Activity Report) for the vehicle used on the shift.
23. Complete a PD Form 775A (Weekly Vehicle Inspection Report) for the vehicles under the sergeant's responsibility as directed by the Commanding Officer.
24. Relieve the patrol units **only**:
 - a. After the next shift's roll call is complete;
 - b. Recent query reveals there are five (5) or less pending runs, none of which are a priority; and
 - c. No major incidents are occurring.

NOTE: The Watch Commander **must** be contacted if **any** of the above criteria is not satisfied, and only the Watch Commander may sanction relief.

25. Comply with all MPD directives related to serving as a Patrol Sergeant including, but not limited to, those regarding conduct, administrative investigations (e.g., traffic crashes involving MPD vehicles, injured members, loss of MPD property, non-compliance with court procedures, and use of force).

J. Roll Call Sergeants shall:

1. Report for duty one (1) hour prior to roll call, advising the Watch Commander of their arrival, ascertain pertinent information which occurred on the previous shift (e.g., major incidents, guard details), and should a detail from the previous shift need relief, ensure relief is provided in a timely manner.
2. Check the RMS and Traffic Crash Report Application System prior to roll call in order to ascertain if any member working the upcoming shift has any outstanding reports.
 - a. Submitted reports shall be referred to on-duty Patrol Sergeants for review and Approval/Return.
 - b. Members to whom reports have been returned shall be directed in roll call to correct and/or complete the report, when feasible, **prior** to taking their assignments.
 - c. The roll call package submitted to the Watch Commander shall include documentation concerning the number of outstanding reports for the shift, the names of the members with outstanding reports, and when the members with outstanding reports were so notified.

3. Check the various books (e.g. leave, sick, expected tardiness) required to prepare roll call.
4. Ensure all members assigned to the shift are listed on the appropriate roll call sheet and their specific assignments are clearly indicated.

NOTE: Members shall be listed on the roll call sheet for the PSA to which assigned for the shift.

5. Prepare to conduct roll call by reviewing the appropriate background information including e-mails, PD Form 93 (24-Hour Crime Report), CIC Report, teletypes, BOLOs, crime plans and crime analysis information, intelligence information, and roll call training materials.
6. Ensure all uncertified probationary officers are assigned with a certified Field Training Officer (FTO). In cases where a certified FTO is not available, notify the Watch Commander and be guided by his/her directive.
7. Ensure members are provided in roll call the information required to take their assignments including, as appropriate, handouts, crime trend and pattern information/date, temperature board items, CANS notices, and reminders (e.g., check e-mail in-boxes; Hypothermia Alert).
8. Ensure that all roll call training is documented in compliance with MPD directives.
9. Assist all on duty sergeants who are attending roll call with inspecting members to ensure members are properly attired and equipped prior to taking their assignments.
10. Distribute equipment (e.g., radiation pagers, shotguns, AR-15s) to members qualified and certified to operate specialized equipment to include the deployment of License Plate Reader equipped vehicles.
11. Notify the Watch Commander immediately of any member who failed to report for the shift and does not have approved leave, training, or other verified reason for the failure to report.
 - a. The Roll Call Sergeant shall attempt to contact members who have failed to report to verify their status.
 - b. If it is determined that a member is not authorized to be absent, an AWOL investigation shall be initiated at the direction of the Watch Commander (i.e., Incident Summary numbers shall be obtained).
12. Ensure that all members are entered into TACIS, including members who are on sick leave, annual leave, day off, limited duty, and non-contact duty status and who are AWOL.

NOTE: Officials should not enter their own time into TACIS.

13. Ensure that the PSS Book entries for each member's starting time are accurate and consistent with roll call and TACIS.
14. Ensure that the roll call rooms are left neat and orderly for use by others.
15. Complete and deliver copies of all roll calls and the related information to the Watch Commander no later than thirty (30) minutes following the completion of the final roll call, ensuring that the other officials assigned to the shift are given a copy of the roll call sheets.
16. Email a copy of their daily roll call to 911ops@dc.gov no later than one hour after the conclusion of their daily roll call briefing.
17. Once all the duties and responsibilities of the Roll Call Sergeant outlined in Part III.J of this order are accomplished, assume the duties and responsibilities of the Field Sergeant as outlined in Part III.L of this order and Patrol Sergeant as outlined in Part III.I of this order for the duration of the shift unless directed otherwise.

K. Check-Off Sergeants shall:

1. Report to work one (1) hour following roll call, or as otherwise directed by the District Commander, advising the Watch Commander of their arrival.
2. Be responsible for conducting all check-offs for the shift (e.g., early check-off, late check-off, and Full Stride check-off, as applicable).
3. Verify that all members working the shift have been accounted for and checked off properly in TACIS and consistent with the PSS Book.
4. Ensure that **all** police reports are reconciled, returned for correction, or approved in the RMS system in accordance with SO-08-02 (Duties and Responsibilities for Reviewing PD Forms 251, 252, and PD Form 10s for Accuracy, Completeness and CCN Reconciliation).
5. Ensure that paper copies of submitted reports [e.g., PD Forms 76 (Stop or Contact Reports); NOIs; PD Forms 775, PD Forms 346 (Activity Sheets)] are compiled and submitted to the appropriate personnel or location.
6. Ensure that the on-coming Watch Commander is notified of all members who are held over and the reason(s) for the decision(s).
7. Brief the on-coming Roll Call Sergeant and Watch Commander on staffing (e.g., details that must be relieved, leave that was approved for on-coming members), significant incidents that occurred in the prior shift, and other circumstances that would facilitate an efficient shift transition.

8. When not actively engaged in the duties and responsibilities of the Check Off Sergeant outlined in Part III.K of this order, assume the duties and responsibilities of the Field Sergeant as outlined in Part III.L of this order and Patrol Sergeant as outlined in Part III.I of this order for the duration of the shift unless directed otherwise.

L. Field Sergeants

Patrol Sergeants, other than Roll Call and Check-Off Sergeants, in addition to the duties and responsibilities listed in Part III.N-I, for their assigned shift, shall:

1. Attend roll call and assist the Roll Call Sergeant as appropriate (e.g., in conducting inspections and disseminating equipment).
2. Ensure that following roll call, members respond to relieve vehicles and details from the prior shift as expeditiously as possible.
3. Ensure members are inspecting their vehicles properly and that the proper notifications concerning any required repairs are made.
4. Remain responsible for field supervision while the designated Check-Off Sergeant is conducting check-off.
5. Assist the Check-Off Sergeant in accounting for personnel and reports.
6. Be relieved only after all members working the shift have been properly accounted for by the Check-Off Sergeant.

M. Acting Officials

Acting Officials shall adhere to the duties and responsibilities as outlined in this order for the rank in which they are serving.

IV. CROSS REFERENCES

- A. GO-PER-207.01 (Clearance Procedures)
- B. GO-SPT-302.09 (Use and Operation of the Mobile Data Computers)
- C. GO-PCA502.07 (Medical Treatment and Hospitalization of Prisoners)
- D. SO-08-02 (Duties and Responsibilities For Reviewing PD Forms 251, 252, and PD Form 10's For Accuracy, Completeness And CCN Reconciliation)
- F. SO-11-09 (Arrest Books)



Cathy L. Lanier
Chief of Police