

Metropolitan Police Department □ Washington, D.C.



GENERAL ORDER



Subject:

Detail Assignments

Series	Number	Distribution	Change Number
201	18	A	1

Effective Date
November 23, 1993

Revision Date

The purpose of this order is to establish the policies and procedures to be followed concerning detail assignments for civilian and sworn members within the Metropolitan Police Department. This order consists of the following parts:

PART I Responsibilities and Procedures for Sworn and Civilian Personnel

- A. Definition.
- B. Function of Details.
- C. Detail of Civilian Members.
- D. Detail of Sworn Members.
- E. Recording and Documenting Details.

PART II Responsibilities and Procedures for Supervisory and Command Personnel

- A. Supervisory Personnel.
- B. Personnel Liaison Officer.
- C. Commanders/Directors.

PART I

A. Definition.

For the purpose of this order, a detail is the temporary assignment of a member, whether sworn, District Schedule (DS) or Wage Grade (WG), to a position for a specified period, with the member returning to his regular duties at the end of the detail. The temporary assignment may be a position of the same grade, a higher grade, a lower grade or an unestablished grade. Technically, a position is not filled by a detail, as the member continues to be the incumbent of the position from which detailed. Whenever possible, members of the department shall be transferred rather than detailed when assigned from one element of the department to another.

The provisions of this order shall not apply to members of the department who have been detailed for training purposes only.

B. Function of Details.

1. Details are intended only to ensure that the department's temporary needs are met during specified periods when necessary services cannot be obtained by other more desirable or practical means.

2. Details are appropriate for training and during emergencies brought about by abnormal workloads, change in mission or organization, or unforeseen absences.

3. A civilian member may not be detailed for at least three (3) months after initial appointment to a permanent position, except for emergency details of 30 days or less.

4. Each individual unit is responsible for limiting details to the shortest possible time. Unit commanders will make continuous efforts to obtain necessary services through the use of appropriate personnel actions (i.e., reassignment, recruitment, etc.).

5. Details of personnel to positions entitling members to additional compensation must be approved by the affected (gaining) bureau head.

C. Detail of Civilian Members

1. Detail assignments may be to positions of the same grade, a higher grade, a lower grade or an unestablished grade.

2. All details will be limited to 120 days or less unless prior approval is obtained from the Personnel Liaison Officer, MPD Office of Personnel. Except when circumstances in an individual case clearly justify a longer period, details in excess of 240 days, including extensions, will not be approved.

3. A member should not be detailed to perform work at a higher grade level, except for brief periods, unless there is a compelling reason for doing so. Normally, an employee should be given a temporary promotion instead.

a. When it becomes necessary to make this type of detail for more than 60 days, selection for the detail must be made in accordance with the department's Merit Promotion Plan (D.C. Office of Personnel Manual).

b. The MPD Office of Personnel must approve details to higher level positions which will extend beyond 120 days. The Comptroller General may authorize retroactive temporary promotions to employees for that portion of a detail in excess of 120 days for which approval had not been obtained from the MPD Office of Personnel.

4. Members who have been on unauthorized extended details to higher level positions, and who have met the below listed requirements, may file a claim through the chain of command to the Director, D.C. Office of Personnel, in order that their individual status may be investigated. Following a complete review, a determination of their eligibility will be made to ensure compliance with the following provisions of the Comptroller General's decision:

- a. The member's detail must have been to an established position.
- b. The member must have performed the higher level duties during the entire period claimed.
- c. In those cases where no official documentation exists [i.e., Standard Form 52 (Request for Personnel Actions) or memorandum authorizing the detail], a statement from the supervisor or other person attesting to the members performance of the higher level duties, will be required.
- e. The member must meet the qualification standards for the higher level position and the time in grade requirements in order to be eligible for a retroactive temporary promotion at the beginning of the pay period following the 121st day of the detail.

5. Details to unclassified positions are those details in which no specific job description or duties have been assigned. Details to unclassified positions must be limited to 240 days. During periods when members are assigned to unclassified positions, supervisors shall assign a grade and provide a job description to a set of duties. Extensions on time limits will be granted by the Office of Personnel in unusual situations only, based on a written explanation and request.

D. Detail of Sworn Members.

1. Members detailed from one patrol district or division to another must have the approval of the Administrative Services Officer.

2. Members may be detailed to positions entitled to additional compensation for a period not to exceed ninety (90) days without being entitled to the additional compensation. After the ninety day period, members are entitled to receive the additional compensation that is commensurate with the position. Examples of these types of assignments include, but are not limited to, Acting Lieutenant/Sergeant, Desk Sergeant, Crime Scene Search Technician, Bomb Disposal Technician.

Publication	Effective Date	Change Number	Page Number
General Order 201.18	November 23, 1993	1	4 of 7

- a. Requests for the detailing of personnel to assignments with additional compensation shall require the approval of the affected (gaining) bureau head.
- b. When a detail is approved, it shall be evaluated to determine whether or not a need exists for the detail to be continued beyond the ninety day period.
- c. If it is determined that a need exists to continue the detail, the official in charge of the detail shall prepare and submit a written request, with justification, for approval to the affected bureau head ten (10) days prior to the end of the ninety day period. If the written request to continue the detail is disapproved the detail shall terminate at the end of ninety calendar days. Copies of approved/disapproved requests shall be forwarded to the Administrative Services Officer.

E. Recording and Documenting Details.

1. Commanding Officers/Directors shall report all members detailed away from their units utilizing PD Form 305-B (Monthly Detailed Assignment/Progress Report). The purpose of this report is to document and monitor all members detailed from an organizational element, except those members detailed for training. This report also reflects those members detailed while in a limited duty status. The PD Form 305-B shall be prepared on a monthly basis, in an original and one copy. The original shall be forwarded to the Administrative Services Office no later than the fifth day of each month. The copy shall be retained at the originating element for six (6) months, then destroyed.

2. Sworn member details must be reported on a Standard Form 52 by their district/division and maintained as a permanent part of the member's official personnel folder.

3. Sworn members detailed to positions entitled to additional compensation shall be reported in accordance with the provisions of the negotiated labor agreement between the department and the Fraternal Order of Police/MPD Labor Committee utilizing the PD Form 305-C (Personnel Detailed To Positions Entitled To Additional Compensation). The PD Form 305-C shall be prepared:

- a. At the end of each pay period by the unit the member is detailed to;
- b. Regardless of the length of time the member is detailed or if the member is actually receiving the additional compensation; and

- c. In an original and one copy. The original shall be forwarded through the reporting elements bureau head to the Administrative Services Officer no later than Tuesday of the week following the reporting period. The copy shall be retained at the originating element for six months, then destroyed.

4. Civilian details in excess of 30 days must be reported on a Standard Form 52 (Request for Personnel Action) and maintained as a permanent part of the member's official personnel folder.

PART II

A. Supervisory Personnel.

Supervisors of civilian members shall be responsible for:

1. Reporting all civilian details in excess of 30 days on a Standard Form 52 (Request for Personnel Action) which shall be forwarded to the Personnel Liaison Officer for inclusion as a permanent record in the affected member's official personnel folder. However, details need not be reported for a member who is being assigned to perform duties in a position which is the same grade and series and includes the basic duties as the one regularly assigned. There is no requirement to record details of less than 30 days.

2. Reporting the following information:

- a. The name and official title, series, and grade of the member with the proper position and bureau numbers of their official position.
- b. A copy of the official position description to which the member is being detailed.
- c. The inclusive dates of the detail.

3. Submitting a request, with justification, to the Personnel Liaison Officer, through their bureau head, when it is necessary to establish a detail for a period exceeding 120 days.

4. Controlling the work assignments of members under their supervision.

- a. In no case should a supervisor assign a member to the duties of a higher level position in excess of 30 days.

Publication	Effective Date	Change Number	Page Number
General Order 201.18	November 23, 1993	1	6 of 7

- b. When a detail of more than 30 days is considered necessary to meet emergency work load situations or other conditions, the supervisor shall initiate and forward a Standard Form 52 to the Personnel Liaison Officer.

5. Ensuring termination of a detail upon the expiration date.

6. Submitting a current listing, no later than the last business day in September, December, March and June of each year, of all details which have been or will be extended beyond 120 days to the Personnel Liaison Officer. This report shall contain the below listed information:

- a. The name of the member.
- b. The members current official position title, series, grade and bureau number.
- c. The position title, series, grade and bureau number to which the member is currently detailed.
- d. The effective date that the member was detailed.
- e. The anticipated termination date of the detail.
- f. A notation that the approval of the D.C. Office of Personnel has been obtained to extend members detailed beyond 120 days.
- g. Negative reports are required when appropriate.

NOTE: Supervisors should consider other alternatives when requesting details beyond 120 days and are encouraged to contact the Personnel Liaison Officer for guidance before making any work assignments which might be considered as, or have the potential of becoming, extended or illegal details.

B. Personnel Liaison Officer, MPD Office of Personnel.

The Personnel Liaison Officer shall have the responsibility for carrying out the following requirements:

1. Receiving, taking appropriate action in, and responding in writing to, all claims by members with reference to retroactive temporary promotions.

2. Receiving and placing Standard Form 52's (Request for Personnel Action) into each member's personnel folder when detailed.

3. Receiving and acting on all requests from supervisors with reference to the extension of civilian details beyond 120 days.

4. Promptly investigating member complaints involving work assignments or other conditions to ensure that a violation of the requirements of this order has not occurred.


5. Bringing violations to the attention of supervisory and command personnel in order that immediate corrective measures may be taken.

C. Commanders/Directors.

1. Commanders/Directors who have members who are detailed away from or to their unit shall be responsible for:

- a. Ensuring that a PD Form 305-B is submitted on or before the fifth day of each month;
- b. Ensuring that a PD Form 305-C is submitted on or before the Tuesday following each pay period; and
- c. Providing recommendations as to whether a member, detailed to or from their unit, shall remain in their detail status or be returned to their assigned position.

2. It shall be the responsibility of Commanders/Directors to ensure that the personnel under their direction comply with the provisions of this order.


Fred Thomas
Chief of Police